



Creating Holistic Percentage Rubrics in D2L – D2L Tutorial

This tutorial is for faculty who have previous experience using the **Rubrics** tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved with creating basic Holistic Percentage rubrics in D2L. **We recommend that before creating a D2L rubric, you have your rubric's criteria, levels, and feedback already figured out and written down in a word document or on paper.**

Steps

1. Go to the **Rubrics** tool in your course. If you don't see **Rubrics** on your **My Tools** drop-down menu, you will find it in the **Edit Course** area.
2. Click **New Rubric**. The Rubric creation area will open. If you see a note saying "Welcome to the new rubric creation experience!" click **Leave it on**.

Training Course 03 Course Home My Tools My Media Course Media Edit Course

Rubrics

[Help](#)

New Rubric

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Search For... [Show Search Options](#)

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>					

20 per page



3. Give your rubric a **Name**. Note that a rubric can be used for multiple assessments, so you don't have to name it after a specific assessment (for example, "Assignment 1 Rubric") unless that works for you.

Select the **Type** of rubric you wish to create, and the **Scoring** you wish the rubric to have. For this tutorial, we are selecting **Holistic** and **Percentage**. Note that you can change these settings at any point – the rubric will adjust to the new Type or Scoring. This is handy if you would like to see different options before committing to one particular type of rubric.

NOTE: Because Holistic rubrics have only one criterion (but multiple Levels) you will NOT be able to click on the **Add Criterion** link once you have chosen Holistic rubric.

Edit Rubric ✓ Saved Status: Published ✓

Name*
Presentation Rubric

Type: Holistic Scoring: Percentage Reverse Level Order

	Level 4	Level 3	Level 2	Level 1
	75 %	50 %	25 %	0 %

+ Add Criterion

Options ▶

Close



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4. Fill in your **Levels** (Holistic rubrics do not have multiple Criteria). The **Levels** (columns in the table) are HOW you are grading them for percentages, for example, Good, Average, Poor – and the percentage attached to each. One of the Levels in a Holistic Percentage rubric is given a value of 0%, which is not editable.

Edit Rubric ✓ Saved Status: Published

Name*
Presentation Rubric

Type: Holistic Scoring: Percentage Reverse Level Order

Good	Average	Poor	Fail
75 %	50 %	25 %	0 %

+ Add Criterion

Options

Close

Note that when you use a Holistic Percentage rubric for grading, you can NOT give percentages other than the ones you have chosen for the Level, meaning in this rubric, if you choose Good, the percentage given will be 75%, and you will not be able to adjust that up or down. Any adjustments you want to make will need to be made outside of the rubric (for example, in the Score box for an Assignment as seen here).

Back to Folder Submissions Text submission assignment Training Course 03 User 1 of 2

Text submission assignment - Submissions for Training01 Student

Select a document to view
By: Training01 Student Submitted: Dec 13, 2018 1:02 PM

Text Submission

This is my text submission, and this is cool 'cause I could embed a video from Kaltura here once it's all up and running!

Download All Files Folder Submission History

Training01 Student
Id: training.student01

Show Folder Information
Show Assignment Dates

Evaluation and Feedback

Rubrics

Presentation Rubric 75 / 100

Score 8 / 10

Student View Preview 8 / 10

Feedback

Publish Save Draft



5. You can add additional Levels by clicking the + (Plus) sign to the left of the Levels row. Here we have added a fifth Level.

Edit Rubric Saving... Status: Published

Name*
Presentation Rubric

Type: Holistic Scoring: Percentage [Reverse Level Order](#)

+	Excellent	Good	Average	Poor	Fail	+
+	100 %	75 %	50 %	25 %	0 %	

[+ Add Criterion](#)

Options ▶

[Close](#)



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6. In the boxes under the **Levels**, add text describing, for example, what an “Excellent” level of criterion “Grammar and Spelling” looks like. Having all this outlined in a document before creating the D2L Rubric will make this process easier than figuring it out on the fly.

Edit Rubric ▼

✓ Saved Status: Published ▼

Name*
Presentation Rubric

Type: Holistic ▼ Scoring: Percentage ▼ [↔ Reverse Level Order](#)

	Excellent	Good	Average	Poor	Fail	
	100 %	75 %	50 %	25 %	0 %	
	No grammatical errors or spelling mistakes.	One to three grammatical errors or spelling mistakes	Four to ten grammatical errors or spelling mistakes.	More than ten grammatical errors or spelling mistakes.	Did not complete.	
+ Add Criterion						

Options ▶

Close



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7. Click on **Options**. In this section, you can control the **Visibility**, **Description**, and **Advanced Availability** for your rubric.

Visibility settings determine whether the rubric and scores are visible to students.

Description is for your personal reference – students do not see it.

Advanced Availability determines if your rubrics can be connected to activities (Assignments, Grades, Discussions) in D2L. You must check off **Competencies** to allow your rubrics to be attached to activities.

Options ▼

Rubric Visibility

Rubric is visible to students

Rubric is hidden from students

Rubric is hidden from students until feedback is published

Score Visibility

Hide scores from students

Description

Add a description for your personal reference. It will not be shared with students

Advanced Availability

Allow new associations in

Competencies

ePortfolio

[What are associations?](#)

Close



8. As you add to the Rubric, your changes will be saved automatically. Click **Close** when finished.

Excellent	Good	Average	Poor	Fail
100 %	75 %	50 %	25 %	0 %
No grammatical errors or spelling mistakes.	One to three grammatical errors or spelling mistakes.	Four to ten grammatical errors or spelling mistakes.	More than ten grammatical errors or spelling mistakes.	Did not complete.

Things to Remember

You can change the status of your rubric. The default is **Published**, but if you would like to keep the rubric invisible to students (for example, if the Rubrics tool is on your navbar), set it as **Draft**. You can also set the status to **Archive**, for example if you want to keep an older version of a rubric you have updated. **Note that only a Published rubric can be attached to an activity, and a rubric that has been attached to an activity can NOT be deleted.**

Excellent	Good	Average	Poor	Fail
100 %	75 %	50 %	25 %	0 %
No grammatical errors or spelling mistakes.	One to three grammatical errors or spelling mistakes.	Four to ten grammatical errors or spelling mistakes.	More than ten grammatical errors or spelling mistakes.	Did not complete.



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