D2L Brightspace – Daylight Experience
The Rubrics Tool
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**Introduction**

D2L Brightspace - Daylight Experience® is an excellent tool for instructors. This document has been developed to introduce you to the Rubrics tool.

**Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Become familiar with the types of rubrics available in D2L Brightspace
- Create a Rubric
- Use a Rubric to grade an Assignment
- Use a Rubric to grade a Discussion
The Rubrics Tool
A Rubric is an assessment tool used to evaluate an activity or tool, such as an Assignment, Discussion, or Competencies based on a predefined set of criteria. Creating a rubric allows you to assess and release that assessment to your students, all within D2L Brightspace - Daylight Experience.

1. From inside your course, click Other on the NavBar.

2. In the drop-down list, click Rubrics.
Types of Rubrics

Rubrics can be Analytic or Holistic. The following explains these two types of rubrics:

**Analytic Rubrics:** Use a two-dimensional system to evaluate students. Following is an example of an Analytic Rubric:

![Figure 3 - Sample Analytic Rubric](image)

**Holistic Rubrics:** Use a one-dimensional system to evaluate the students. The following is an example of a Holistic Rubric:

![Figure 4 - Sample Holistic Rubric](image)
Creating Rubrics

The following explains how to access Rubrics within D2L Brightspace - Daylight Experience:

1. In your course, click **Other** on the Navbar.

![Figure 5 - Click Other on the Navbar](image)

2. In the drop-down menu, click **Rubrics**.

![Figure 6 - Click Rubrics](image)

3. The Rubrics tool will open. Click the **New Rubric** button.

![Figure 7 - New Rubric button](image)
4. The *Edit Rubric* page will appear allowing you to create a new rubric.

![Figure 8 - Edit Rubric Page](image)

5. Enter a **Name** for your Rubric.  
**Note:** D2L autosaves your rubric.

6. The **Rubric Status** defaults to *Published*. Click the **drop-down arrow** to view the available options and make an alternate selection, if desired:
   a. **Published**: Allows associations to be made with assignments and other objects. Once a rubric is published and has an association, you may not change the rubric (See Figure 9).
   
   ![Figure 9 - Name and Status](image)

   b. **Archived**: Allows you to disable the item in searches, but maintains existing associations (See Figure 9).

   c. **Draft**: Allows you to configure and refine the rubric until it is ready for publication and association with various tools and activities (See Figure 9).
7. Click the drop-down menu to select the Type of Rubric you wish to build. In this example, we will create an Analytic Rubric.

- **Analytic** (Default Option): This is the recommended option that allows you to create multiple criterion rubrics that assess granular achievement on an activity.

- **Holistic**: This option allows you to create single criterion rubrics that assess overall achievement on an activity.

![Figure 10 - Rubric Type: Analytic](image)

8. Select an option from the Scoring Method drop-down menu. In this example, we will use the default points method.

- **No Score**: The rubric will not display any numeric feedback, it will only display text feedback.

- **Points** (default option): The rubric will calculate a numeric score with all criteria weighted equally.

- **Custom Points**: The rubric will calculate a number score with some criteria weighted more heavily than the others.

**Note**: Custom Points Rubrics can be used to create weighted Rubrics.

![Figure 11 - Scoring Method: Points](image)
**Note:** You may set the level order by clicking the Reverse Level Order button (optional). The default order is organized 4 to 1 (from left to right).

![Reverse Level Order Button](image)

**Adding or Removing Additional Levels or Criteria to a Rubric**

The following explains how to add additional criterion or levels to a rubric:

1. Click the **Add New Level Before** or **Add new Level After** buttons, respectively.

![Add Criterion or Add Level](image)

The following explains how to remove additional criterion or levels:

1. Determine the level you wish to delete, and click the **Remove Level** button.

![Delete Level or Criterion](image)
Setting Criterion
For each criterion:

1. Enter a name for the criterion in the first column (See Figure 15).
2. Enter descriptions of the characteristics the student's assignment must have for each of the criterion's levels (See Figure 15).

   Note: These descriptions will be available to students before they submit their assignments.
3. Enter text for initial feedback for each level (optional). After you score your students, they will see the feedback for their level on each criterion (See Figure 15).

4. If you wish to change the order of your Criterion, click the handle to drag and drop the criterion into the new location (See Figure 15).

5. If you wish to delete the Criterion, click Remove Criterion (See Figure 15).
6. If you wish to add additional Criterion, click Add Criterion (See Figure 15).

Figure 15 - Setting Criterion
**Note:** You can also provide descriptions and feedback for a student's overall score by entering feedback at the bottom of the page. Under "Overall Score" you can enter text into the fields for each level.

![Overall Score](image)

**Figure 16 - Overall Score**

7. Click the **criterion textbox** to begin filling in your rubric (See Figure 17).
8. Update the **level names** and **values** (See Figure 17).
9. Add the **criteria and level details** to indicate to learners how the rubric will be applied to their work (See Figure 17).

**Note:** When adding details, you will have access to basic HTML, such as Bold and Italic, as well as bulleted lists.

10. If desired, you can include **initial feedback** that will display to learners when they review the rubric (See Figure 17).

![Entering Rubric Details](image)

**Figure 17 - Entering Rubric Details**
11. Scroll down, and click the arrow next to Options to reveal additional options.

![Figure 18 - Options]

12. The options that are currently selected are chosen by default. Make your desired changes. **Note:** If you uncheck the box next to Competencies, you will be unable to associate this Rubric to an activity.

13. Your rubric is now complete and ready to be associated with an Assignment or Discussion.
Editing a Rubric

Rubrics can now be edited regardless of status or if not yet associated with an activity. Once Rubrics are set to *Published* status and attached to an activity, they can no longer be edited. You can also create a copy of the rubric, edit the copy, then replace the previous version with the new one.

For example, the *Type* (Analytic or Holistic) and *Scoring Method* (Points, Custom Points, or Percentages) may not be changed following initial save of the rubric. The following explains how to edit a rubric:

1. From the *Rubrics* window, where all available rubrics are listed, click the **name** of the rubric you want to edit (e.g., Speech Rubric).

![Figure 20 - Click the Rubric to Edit](image)

2. The *Edit Rubric* window will appear. **Edit** the rubric as needed (See Figure 21).
3. The changes will save automatically (See Figure 21).
4. When finished, click the **Close** button (See Figure 21).
Setting a Rubric to Published Status

When ready to attach a rubric to an activity, the status must be set to Published as only published rubrics can be attached to activities. Rubrics are set to Publish by default when created. Once the rubric is set to published status and attached to another D2L Brightspace tool, it is unavailable to edit or delete. However, it can be archived, which will retain the functionality with any activity to which it is attached, but it will not appear in the list of available rubrics to attach to activities. The following explains how to set the status to Published:

1. Click the drop-down arrow to the right of the rubric you want to publish (See Figure 22).
2. Click Set Status (See Figure 22).
3. Click Published.

![Figure 22 - Set Status](image1)

![Figure 23 - Set Rubric to Published Status](image2)
4. The status is updated to Published. The rubric is now available to attach to various activities.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Type</th>
<th>Scoring Method</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helpdesk User ID and Password Discussion Participation</td>
<td>Student participates in Helpdesk User ID and Password Discussion</td>
<td>Analytic</td>
<td>Points</td>
<td>Published</td>
</tr>
</tbody>
</table>

**Figure 24 - Published Rubric**

**Copying a Rubric**

Rubrics can now be edited regardless of the status. Rather than starting a new rubric, you also can copy an existing rubric to allow for editing rather than starting from scratch. The following explains how to copy a rubric:

1. From the *Rubrics* screen, where all available rubrics are listed, click the drop-down arrow next to the rubric you want to copy (See Figure 25).

2. In the drop-down list that appears, click *Copy* (See Figure 25).

3. A duplicate copy of the rubric is created, named Copy of “Rubric Name”.

4. You may now edit the new rubric.
Archiving a Rubric

While a rubric may not be deleted once it is set to published, it may be archived to remove it from your list of available rubrics to attach to activities. The following explains how to archive a rubric:

1. From the Rubrics window, click the drop-down arrow next to the rubric you want to archive (See Figure 26).

2. In the drop-down list that appears, click Set Status (See Figure 26).

3. Click Archived.

4. The rubric will be removed from your list of available rubrics.
Grading an Assignment Submission Folder Using Rubrics

Associating a Rubric with an Assignment Submission Folder
The following explains how to associate a rubric with an Assignment Submission folder:

1. While creating or editing an Assignment Submission Folder, click the Add Rubric button under the Properties tab.

2. The Select Rubric window appears. Click the checkbox next to the rubric you want to add to the assignment (See Figure 29).

3. Click Add Selected (See Figure 29).
4. The rubric is added to the assignment.

![Image](Figure 30 - Rubric Selection)

5. Click **Save and Close** to save your Assignment Submission folder settings.

![Image](Figure 31 - Click Save and Close)

**Grading Items in the Assignments Submission Folder Using a Rubric**

The following explains how to grade items in the Assignments Submission Folder using a rubric:

1. Click **Assignments** in the Navbar.

![Image](Figure 32 - Click Assignments)

2. Click the **Assignment Submission Folder** that contains the submissions you want to grade.

![Image](Figure 33 - Click the Assignment Submission Folder)
3. The submission folder for the assignment opens with the default display of *Users with submissions*. This displays only student information and files that have been submitted to the folder. To access the rubric, click the **Evaluate** button next to a student ID.

4. The *Evaluate Submission* window appears. Click the **file name** of the submission to view in the preview pane (See Figure 35).

5. To assess the submission using the rubric, click the **name of the rubric** associated with this assignment submission folder (See Figure 35).
6. Click the **box** for the level the student achieved for each criterion on your rubric (See Figure 36).

7. As you select scores for the criteria, the rubric will automatically update the Total and Overall score (See Figure 36).

8. Click **Add Feedback** in the criteria column to enter qualitative feedback (See Figure 36).

9. The rubric will automatically save as you enter information. You can see the current save status at the top of the window (See Figure 36).
10. Click **Publish** to send the score, grade, feedback, and completed rubric in the submission folder to the student.
Grading Discussions Using Rubrics

After you have set up a discussion, you may want to use a rubric to grade discussion posts. Rubics can be associated with the discussion item or to a grade item. The rubric can also be associated with a discussion solely for the purpose of showing students how they will be assessed. The following explains how to grade discussion topics using a rubric associate with a grade item:

Associating a Rubric with a Discussion Board

1. Go to the Discussions area.
2. Click the drop-down arrow to the right of the topic's name (See Figure 38).
3. Select Edit Topic (See Figure 38).
4. Go to the **Assessment** tab (See Figure 39).
5. Click the **Add Rubric** button. The Select Rubric window will open (See Figure 39).

![Figure 39 - Assessment: Adding Rubric](image)

6. Select the **checkbox** next to the rubric you want to associate with the submission folder (See Figure 40).

7. Click **Add Selected**. The window will close, and the rubric you selected will appear in the Rubrics section (See Figure 40).

![Figure 40 - Add Selected](image)
8. Click **Save and Close**.

![Save and Close](Figure 41 - Save and Close)

**Modify Published Grades and Feedback**
To modify feedback that has been published to the learner’s view, follow the steps below:

1. Click **Assignments** on the Navbar.

![Assignments](Figure 42 - Click Assignments)

2. Click the **drop-down arrow** next to the assignment you want to edit (See Figure 43).
3. Click **View Submissions** (See Figure 43).

![View Submissions](Figure 43 - View Submissions)

4. On the **submissions** page, click the **Submissions** tab to view user assignments (See Figure 44).
5. Click on the assignment that you want to update (See Figure 44).
6. In the *Evaluation and Feedback* section, type the **new grade** in the *Score box*.

7. Update the feedback by typing in the *Feedback box* (See Figure 46).
8. Click **Update** to release the changes to the learner (See Figure 46).
**Note:** Click **Retract** to remove the grade and feedback from the learner's view. The status of the rubric changes to *In Draft* and the grade and feedback are maintained for the submission but are only visible to you.
Grade a Discussion Board Post with a Rubric
Before you can grade a discussion board post with a rubric, you must have a grade item associated with the topic.

1. Click **Discussions** on the Navbar.
2. Click the drop-down arrow to the right of the name of the *discussion topic* that contains the posts you want to grade (See Figure 47).
3. Select **Assess Topic** (See Figure 47).

![Figure 47 - Assess Topic](image)

4. For each student, click **Rubric Name** underneath their name.

![Figure 48 - Rubric Name](image)
5. The rubric will show in a new window and the student's posts will show at the bottom of the window (See Figure 49).

6. Click the box for the level the student achieved for each criterion on your rubric. As you select scores for the criteria, the rubric will automatically update the Overall score (See Figure 49).

7. Click Add Feedback in the criteria column to enter qualitative feedback (See Figure 49). **Note:** Any changes made to the rubric will be immediately visible to learners (See Figure 49).

8. Click Publish (See Figure 49).

![Figure 49 - Grading a Discussion Using a Rubric](image)

**Additional Help**

For additional support, please contact the KSU Service Desk:

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu
- **Website:** http://uits.kennesaw.edu