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Introduction

D2L Brightspace® 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

Rubrics are an assessment tool used to evaluate an activity or an assignment, such as an Assignment or Discussion, based on a predefined set of criteria. Creating a rubric in D2L Brightspace allows you to assess and release that assessment to your students, all within D2L Brightspace.

1. From inside your course, click **Other** on the Navigation bar (or NavBar).

![Figure 1 - Other](image)

2. Click **Rubrics** in the drop-down list.

![Figure 2 - Rubrics](image)

**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. This is the most commonly used 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:

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficient – 3 points</td>
<td>The speech was delivered with excellent eye contact and body language.</td>
</tr>
<tr>
<td>Adequate – 2 points</td>
<td>The speech was delivered with fair eye contact and body language.</td>
</tr>
<tr>
<td>Needs Improvement – 1 point</td>
<td>The speech was delivered with poor eye contact and body language.</td>
</tr>
</tbody>
</table>

Figure 4 - Sample Holistic Rubric

Creating Rubrics

The following explains how to access Rubrics within D2L Brightspace:

1. Access the Rubrics tool by clicking Other on the Navbar in your course, then click Rubrics in the drop-down list.
2. Click the New Rubric button.

Figure 5 - New Rubric button

3. The New Rubric screen will appear where you can create a new rubric.

Figure 6 - New Rubric screen

4. Continue following the instructions to set up either an Analytic Rubric or a Holistic Rubric.
Creating an Analytic Rubric

The following explains how to set up an Analytic Rubric:

1. Enter a Name for the rubric (See Figure 8).
2. Select one of the following for Rubric Status using the drop-down arrow (See Figure 8):
   - Draft - Select this option while you are still working on the rubric, and it is not ready to be used in the system.
   - Published - Select this option when it is ready to be associated within the system.
   Note: Once a rubric is published, it cannot be edited.
   - Archived - Select this option only when you want to disable selection of the rubric.
3. Enter a Description of the rubric, if desired (See Figure 8).
4. For Type, select Analytic using the drop-down arrow (See Figure 8).
5. Enter the Initial # of Levels. Levels appear across the top of the rubric table, e.g. Needs Improvement, Meets Expectations, etc. (See Figure 8).
6. Enter the Initial # of Criteria. Criteria appear in the first column on the left of the rubric table, e.g. Organization, Grammar, etc. (See Figure 8).
7. Select the Scoring Method using the drop-down arrow (See Figure 8).
   - Points - the default selection, should be chosen when each criteria are valued at the same number of possible points. In other words, all criteria are equally weighted.
   - Custom Points - should be chosen when each criteria may be valued at a different number of points. In other words, some criteria may be weighted more heavily than others.
   - Text Only - allows you to assign descriptions within the rubric, but no points. This option is rarely used.

![Figure 7 – Analytic Rubric Fields](image-url)
8. Click the **Save** button.
9. Next, click the **Levels and Criteria** tab.

![Figure 8 - Levels and Criteria Tab](image)

10. The **Levels and Criteria** screen appears, displaying a grid of the number of levels and criteria.

![Figure 9 - Levels and Criteria Screen](image)
11. Edit the Criteria and Levels following the steps below.
   a. Click the drop-down arrow next to the column heading Criteria.

   ![Figure 10 - Click the Drop-Down Arrow](image)

   b. In the menu that appears, select Edit Criteria Group.

   ![Figure 11 - Edit Criteria Group](image)

   c. Adjust the Level Names and Score (points) for each level (See Figure 12).
   d. Adjust the Criteria Names as desired (See Figure 12).
   e. When done, click the Save button in the lower-left area of the window (See Figure 12).

   ![Figure 12 - Edit the Levels, Points, and Criteria Names](image)
12. Enter the *Description* and *Feedback* for each criterion following the steps below.
   a. Click the **drop-down arrow** next to the first **criterion** you want to edit.

   ![Figure 13 - Edit Criterion Drop-Down](image)

   b. In the menu that appears, click **Edit Criteria Group**.

   ![Figure 14 - Edit Criterion Group](image)

13. When finished, click the **Save** button in the lower-left area of the window.
14. Repeat Step 12 above for each additional criterion (See Figure 13).
15. Next, click the **drop-down arrow** for **Overall Score**.

   ![Figure 15 - Drop-down arrow to edit Overall Score](image)

16. In the menu that appears, click **Edit Levels**.

   ![Figure 16 - Edit Levels for Overall Score](image)
17. For **Start Range**, enter the *minimum* amount of overall points to achieve each level.

18. Change the **Level Name**, if desired.

![Figure 17 - Editing Overall Levels](image)

19. Enter a **Description** and **Feedback** for each overall level, if desired (See Figure 18).

20. Click the **Save** button in the lower-left area of the window when finished (See Figure 18).

![Figure 18 - Enter Description & Feedback](image)

21. When you are finished editing your rubric, click the **Close** button.

22. Remember to set your rubric to **Published** status when you have finished editing the rubric.
Adding Additional Levels or Criteria in an Analytic Rubric

To add another criterion or level:
1. Click the Levels and Criteria tab of the rubric.
2. Click the Add Criterion or the Add Level button.
3. Complete the details for the level or criterion as prompted.
4. Click the Save button.

Removing Levels or Criteria in an Analytic Rubric

To remove a criterion or level:
1. Navigate to the Levels and Criteria tab of the rubric.
2. Click the drop-down arrow for the item to be deleted.
3. In the menu that appears, select the Delete Level option.
Creating a Holistic Rubric
The following explains how to set up a Holistic Rubric:

1. Enter a **Name** for the rubric (See Figure 21).
2. Select one of the following for **Status** (See Figure 21).
   a. **Draft** - Select this option while you are still working on the rubric, and it is not ready to be used in the system (See Figure 21).
   b. **Published** - Select this option when it is ready to be associated within the system (See Figure 21).
      **Note**: Once a rubric is published, it cannot be edited.
   c. **Archived** - Select this option only when you want to disable selection of the rubric (See Figure 21).
3. Enter a **Description** of the rubric, if desired (See Figure 21).
4. For **Type**, click the drop-down arrow and select **Holistic** (See Figure 21).
5. Enter the **Initial # of Levels**. **Levels** are the options you’ll choose from to grade with a Holistic rubric, e.g. Needs Improvement, Meets Expectations, etc. (See Figure 21).

   **Note**: Holistic rubrics do not use **Criteria**.

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![Figure 21 - Creating a Holistic Rubric](image-url)
6. Click the **Scoring Method** drop-down arrow to select the scoring method (See Figure 22).
   - **Percentages** - the default selection, allows you to assign a percent earned to each level.
   - **Text Only** - allows you to assign descriptions within the rubric, but no points. This option is rarely used.

7. Click the **Save** button (See Figure 22).

8. After saving, the **Levels and Criteria** tab becomes the **Levels** tab, click the **Levels** tab.
9. The *Levels* screen appears, displaying a grid of the number of levels as entered in Step 5.
10. To enter information about the rubric, click the **Edit Levels** button.

![Edit Levels](image)

**Figure 24 - Edit Levels**

11. Adjust the **Level Name**, **Start Range**, **Description**, and (optional) **Feedback**.

![Completing Levels for a Holistic Rubric](image)

**Figure 25 - Completing Levels for a Holistic Rubric**

12. Click the **Save** button in the lower-left area of the window when finished.
13. When you are finished editing your rubric, click the **Close** button.
14. Remember to set your rubric to **Published** status when you have finished editing the rubric. To set the status to **Published**:
   a. Click the **drop-down arrow** to the right of the rubric you just created (See Figure 26).
   b. Click **Set Status** (See Figure 26).
   c. Click **Published** (See Figure 26).

   ![](Figure_26_Set_Status_to_Published.png)

**Figure 26 - Set Status to Published**

**Adding Additional Levels in a Holistic Rubric**

1. To add another criterion or level, go to the **Levels** tab of the rubric.
2. Click the **Add Level** button.

   ![](Figure_27_Add_Level_button.png)

   **Figure 27 - Add Level button**
3. Enter the **Level Name** and the **Start Range (%)**.

![Add Level](image)

Figure 28 - Complete the Level Name and Start Range

4. Enter a **Description** for the level. Also, optionally enter **Feedback** for the students.

5. Click the **Save** button in the lower-left area of the window when finished.

### Deleting Levels in a Holistic Rubric

1. To delete a level, click the indicated arrow next to the level to be deleted.

   ![Edit Rubric - Participation Rubric](image)

   Figure 29 - Drop-Down Arrow Next to a Level

2. In the menu that appears, click **Delete Level**.

   ![Figure 30 - Delete Level](image)

3. At the Confirmation message, click **Yes**.

   ![Figure 31 - Confirm Delete](image)
Setting a Rubric to Published Status

When you have finished creating and editing your rubric, you will set it to Published status. Only Published rubrics are available to be attached to assignments, such as the Assignments tool.

**Note:** Once your rubric is set to Published status and attached to another D2L tool, you will not be able to edit or delete the rubric.

1. To set the status to **Published**:
   a. Click the drop-down arrow to the right of the rubric you want to publish (See Figure 32).
   b. Click Set Status (See Figure 32).
   c. Click Published (See Figure 32).

![Figure 32 - Set a rubric to Published status](Image)

2. Click the Save button at the bottom of the screen.

Your rubric will now be available to attach to other tools in D2L, such as the Assignments Submission Folder.

**Editing a Rubric**

Rubrics can only be edited if they are in Draft status, or if they have not yet been attached to an activity (such as an Assignment). Once Rubrics are set to Published status and attached to an activity in D2L, they can no longer be edited.

**Note:** Some fields are not editable after a Rubric is created. For instance, the Type (Analytic or Holistic) and Scoring Method (Points, Custom Points, or Percentages) cannot be changed.
Follow the steps below to edit an eligible rubric:

1. From the main Rubrics screen, where all available rubrics are listed, click the name of the rubric you want to edit.
2. In the window that appears, edit the Rubric as desired on the Properties tab and the Levels and Criteria tab.
3. When finished, click the Save button in the lower-left area of the Properties tab.

Copying a Rubric

Since a rubric cannot be edited once it is Published and used, you may wish to copy a rubric and then edit the copy. Follow the steps below to copy a rubric:

1. From the main Rubrics screen, where all available rubrics are listed, click the drop-down arrow next to the rubric you want to copy (See Figure 33).
2. In the drop-down list that appears, click Copy (See Figure 33).
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

Once a rubric is set to Published status, it cannot be deleted. However, the rubric can be set to "Archived" status to remove it from your list. Follow the steps below to archive a rubric:

1. From the main Rubrics screen, click the drop-down arrow next to the rubric you want to archive (See Figure 34).
2. In the drop-down list that appears, hover your mouse over Set Status (See Figure 34).
3. Click Archived (See Figure 34).

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 your Assignment Submission folder, click the Add Rubric button on the Properties tab.
2. In the window that appears, check the box to select the rubric of your choice (See Figure 36).
3. Click the **Add Selected** button in the lower-left area of the window (See Figure 36).

4. The rubric will become the active rubric for the item that you are creating.

5. Click **Save and Close** to save your Assignment Submission folder settings and close the **Edit** screen.

**Grading Items in the Assignments Submission Folder Using Rubrics**

The following explains how to grade items in the Assignments Submission folder using the rubric you have associated:

1. Click **Assignments** in the Navbar.
2. Click to open the Assignment Submission folder that contains the submissions that you want to grade.
3. Upon opening the submission folder, you will see the names of your students near the bottom of the screen. Their submissions to the Assignments Submission folder will appear below their names. To access the rubric so that you can give feedback to the student, click the Evaluate button next to a student's name.

Figure 38 - Evaluate Submission

4. The Evaluate Submission screen will appear. Click the file name of the student’s submission to view it on-screen.

5. To open the rubric, click the name of the rubric that is attached to this assignment submission folder.

Figure 39 - Evaluate Submission Screen
6. The Assess Rubric window will open. Complete the rubric by choosing a level for each criterion.

![Assess Rubric](image)

**Figure 40 - Assessing with the Rubric**

7. You can edit the score and/or feedback for any criterion by clicking the **Edit pencil** icon.

![Edit Score and Feedback](image)

**Figure 41 - Edit Score and Feedback**

8. In the *Edit Score and Feedback* window that appears, modify the score (points) and feedback as desired.
9. Click the **Save** button.
10. The score for the edited criteria will show a yellow exclamation symbol, indicating that an adjustment was made.

![Adjusted score or feedback](image)

**Figure 42 - Adjusted score or feedback**

11. Click the **Save & Record** button at the bottom-left of the screen so that the grade will be sent to the gradebook.
12. You will be returned to the *Evaluate Submission* screen. On the right side of the screen, you will see that the score and the feedback from the rubric have been transferred over.
13. To save the score, click either **Publish** or **Save Draft** below the evaluation information.
14. Click **Next Student** to move on to the next submission.

![Figure 43 - Evaluate Submission Screen](image)

**Grading Discussions Using Rubrics**

After you have set up a discussion, you may want to use a rubric to grade student posts. The following explains how to grade discussion topics using an existing rubric.

**Associating a Rubric with a Grade Item for Discussions**

The rubric that will be used to grade the discussion posts will be attached to the grade book. The rubric can also be attached in the ‘Discussions’ area for the sole purpose of showing students how they will be assessed.

1. Click **Grades** in the Navbar.

![Figure 44 - Click Grades](image)
2. Click **Manage Grades**.
3. Click **New** near the top of the page.

![Manage Grades](image)

4. Click **Item**.
5. Click **Numeric**.
6. An area will appear on your screen allowing you to enter information about the discussion topic for the grade book. Enter the necessary information.

![New Item](image)
7. You are now ready to add the rubric. To do this, click the **Add Rubric** button.

![Add Rubric button](image)

7. You are now ready to add the rubric. To do this, click the **Add Rubric** button.

8. The **Select Rubric** window will appear on your screen. Place a check-mark to select the rubric of your choice.

9. Click the **Add Selected** button in the lower-left area of the window.

![Select Rubric](image)

10. Click **Save and Close** to save the grade item with the attached rubric.

11. The grade item that you just created appears in **Grades**.

**Grading Discussion Items in the Grade Book Using a Rubric**

The following explains how to complete the rubric to provide feedback to your students for their discussion posts:

1. First, read the discussion post(s) in the **Discussions** area.
2. Then, to provide feedback, click **Grades** in the Navbar.
3. Click Enter Grades.
4. Find the column for the discussion post and click the drop-down arrow next to the grade item title at the top of the column.

![Figure 49 - Grade Item Drop-Down Arrow](image)

5. Select Grade All from the menu that appears.

![Figure 50 - Grade All](image)

6. To access the rubric, click the icon in the Submission column.

![Figure 51 - Assessment Column](image)

7. Complete the rubric for the student, click the Save button in the lower-right area of the window, and close the window.
8. Enter the grade for the student in the Grade column.

**Note:** The grade will not transfer from the rubric window into the grade column; it must be entered manually. To review the grade from the rubric, you can click the icon in the Assessment column.

![Figure 52 - Graded Student](image)

9. Click the Save button in the lower-right area of the window.
10. Repeat the steps above until all grades have been entered.

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

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