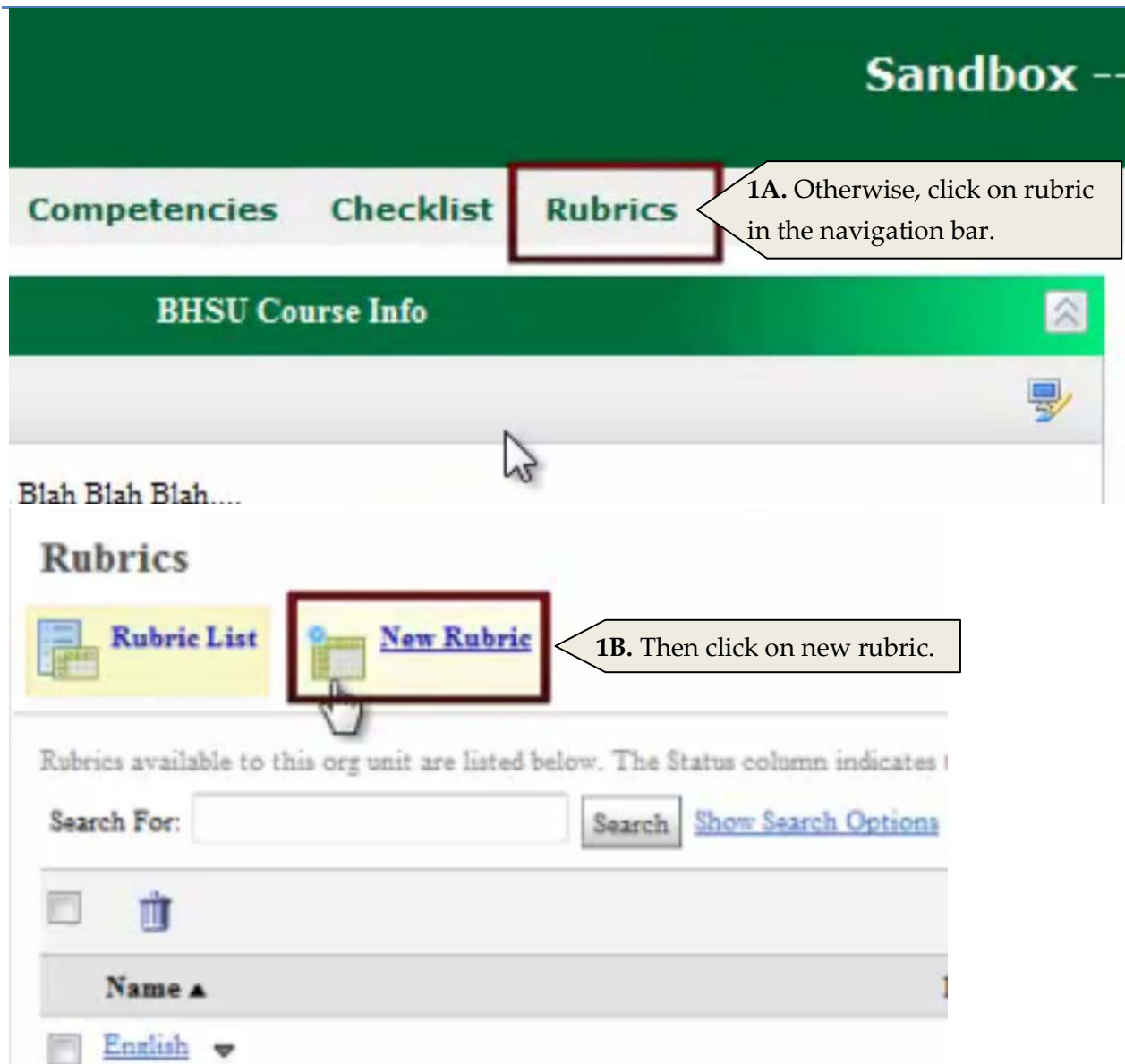


In this tutorial you will learn how to create a rubric for assignments you create. If you have not already placed a rubric tab on your navigation bar please watch the tutorial about adding new components in D2L.

Step 1. Navigating to a New Rubric



The screenshot shows the D2L interface. At the top, a dark green navigation bar contains the text "Sandbox" on the right and three tabs: "Competencies", "Checklist", and "Rubrics". The "Rubrics" tab is highlighted with a red box. A callout box points to it with the text "1A. Otherwise, click on rubric in the navigation bar." Below the navigation bar is a green header for "BHSU Course Info" with an upward arrow icon. The main content area has a grey bar with a printer icon. Below that, the text "Blah Blah Blah..." is visible. The "Rubrics" section is titled "Rubrics" and contains two buttons: "Rubric List" and "New Rubric". The "New Rubric" button is highlighted with a red box and a mouse cursor. A callout box points to it with the text "1B. Then click on new rubric." Below the buttons, there is a search bar with the text "Search For:" and a "Search" button, followed by a link "Show Search Options". At the bottom, there is a table header "Name ▲" and a row with a checkbox, the text "English", and a dropdown arrow.

Step 2. Setting up a Holistic Rubric

Properties **Levels and Criteria**

Cancel Save

General

+ Name: Math

Status: Draft Published Archived

Description:

2A. A new screen will open where you will enter the name of the rubric.

2B. Leave the status as a draft since you are not finalizing it yet.

2C. You may enter a description

Later you can change the status of your rubric to published or archived. Published means you can use this rubric for assignments or link it to predetermined learning objectives. Archived means it is not available for any assignments or learning objectives.

2E. Next choose the holistic rubric type.

2D. and the type of rubric used. For now we will discuss properties of a holistic rubric.

A holistic rubric does not break performance into separate criteria. Different criteria are viewed and an assessment is made as a whole. These rubrics are not used often. For example an English assignment consists of word choice, fluency, etc. and instead of evaluating each area separately, the assignment as a whole is graded.

The screenshot shows a configuration window for a rubric. At the top, the 'Type' dropdown menu is open, showing 'Analytic' and 'Holistic' options. Below this, the 'Initial # of Levels' is set to 4 and 'Initial # of Criteria' is set to 3. The 'Scoring Method' is set to 'Points'. There are links for 'What are scoring methods?' and 'What are rubric types?'. Under the 'Advanced Availability' section, there is a link to 'Collapse advanced availability options' and a checkbox for 'Allow new associations in: Competencies' which is checked. At the bottom, there are 'Cancel' and 'Save' buttons.

The number of levels describes the quality of the performance you will award for each criterion.

2F. Now you can change the initial number of levels to suit your needs.

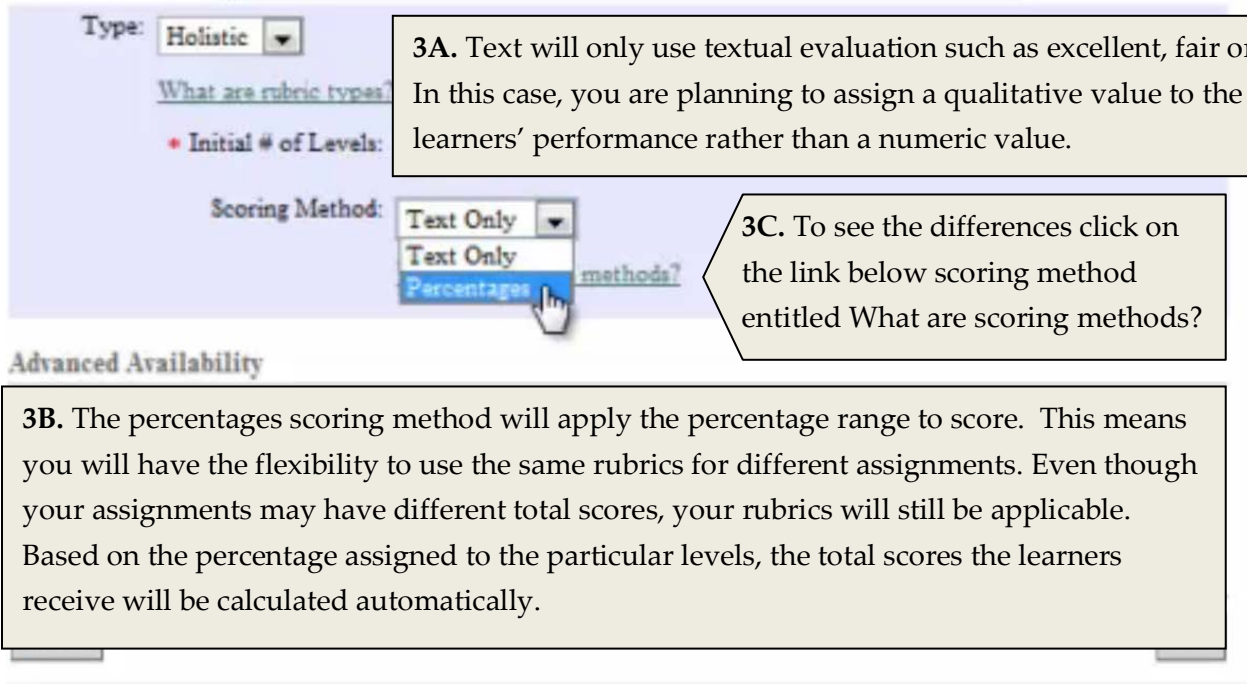
2G. You have the option to change the scoring methods as well.

The screenshot shows the same configuration window as above, but with 'Type' set to 'Holistic' and 'Initial # of Levels' set to 2. The 'Scoring Method' dropdown menu is open, showing 'Percentages', 'Text Only', and 'Percentages' options. There are links for 'What are rubric types?' and 'What are associations?'. At the bottom, there are 'Cancel' and 'Save' buttons.

Level	Range	Description
Poor	0-59%	Information is not accurate or cited. Organization and neatness are not exhibited and no creativity used.
Satisfactory	60-75%	Information is not accurate or cited. Organized and neat but is visually plain.
Good	76-89%	Information is mostly accurate and citations included. Organization and neatness is apparent. Lack of visual appeal.
Excellent	90-100%	Information is accurate, cited, neat, and organized. Project is visually appealing to the viewer and creative.

Step 3. Scoring Methods of Holistic Rubrics

The scoring method has two different methods, percentages and text.

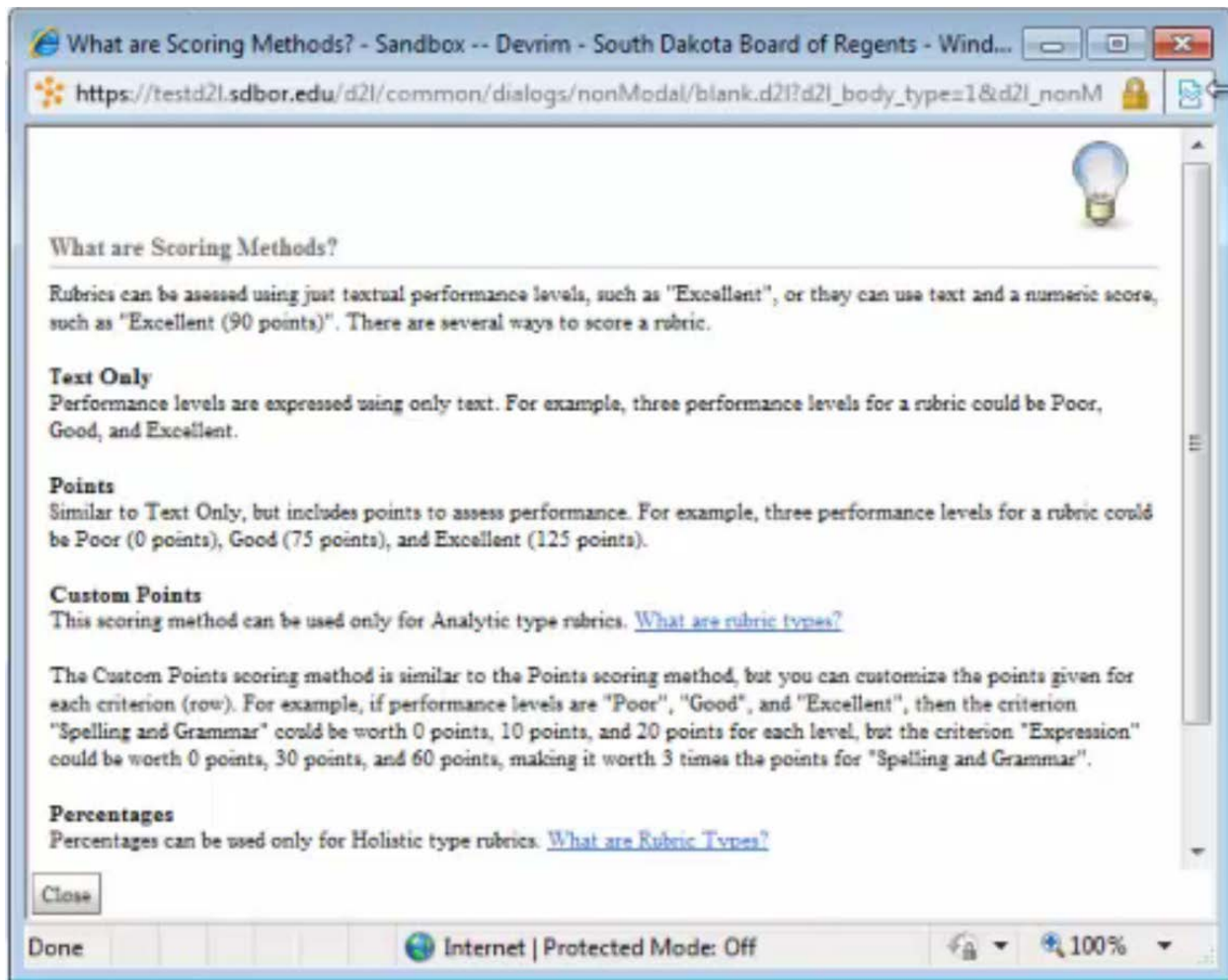


The screenshot shows a configuration interface for a rubric. At the top, 'Type: Holistic' is selected in a dropdown menu. Below it, there is a link 'What are rubric types?'. Further down, 'Initial # of Levels:' is followed by a red dot and a blank space. The 'Scoring Method:' dropdown menu is open, showing 'Text Only' selected, 'Text Only' as an option, and 'Percentages' as another option with a hand cursor pointing to it. A link 'What are scoring methods?' is visible to the right of the dropdown. Below the interface, the text 'Advanced Availability' is displayed.

3A. Text will only use textual evaluation such as excellent, fair or poor. In this case, you are planning to assign a qualitative value to the learners' performance rather than a numeric value.

3C. To see the differences click on the link below scoring method entitled What are scoring methods?

3B. The percentages scoring method will apply the percentage range to score. This means you will have the flexibility to use the same rubrics for different assignments. Even though your assignments may have different total scores, your rubrics will still be applicable. Based on the percentage assigned to the particular levels, the total scores the learners receive will be calculated automatically.



Step 4. Advanced Availability Options

Advanced Availability

[Collapse advanced availability options](#)

Allow new associations in: Competencies

[What are associations](#)

4A. In the Advanced Availability section you can associate your rubric to predetermined competencies in your course. Competencies will be covered in another tutorial.

Cancel

4B. When you have completed this, click save.

Save



One important point is that once you have specified the rubric type and scoring method you cannot change it back, you will need to create a separate rubric.

Type: Holistic
Scoring Method: Percentages

Advanced Availability


[Collapse advanced availability options](#)


Allow new associations in: Competencies

[What are associations?](#)


Step 5.

After you save your rubric, go back to the main screen,

 [Rubric List](#)







 Preview Rubric

5A. To see the list of Rubrics you have created click on Rubric List.

Name ▲	Description
<input type="checkbox"/> English	
<input type="checkbox"/> Math ▼	
<input type="checkbox"/> 	

5B. from here you can also modify your rubrics by clicking on the name of the rubric.

5C. Another way is to click on the drop down arrow which will allow you to edit properties, levels, set status, view statistics, preview, copy, and delete.

 Edit Properties	
 Edit Levels	
Set Status	<input checked="" type="checkbox"/> Draft
 View Statistics	<input type="checkbox"/> Published
 Preview	<input type="checkbox"/> Archived
 Copy	
 Delete	

In this tutorial we have demonstrated how to create a holistic rubric. Rubrics are a good tool for students to know what you as the teacher expects from them as well as clarifying the assessment process to the students