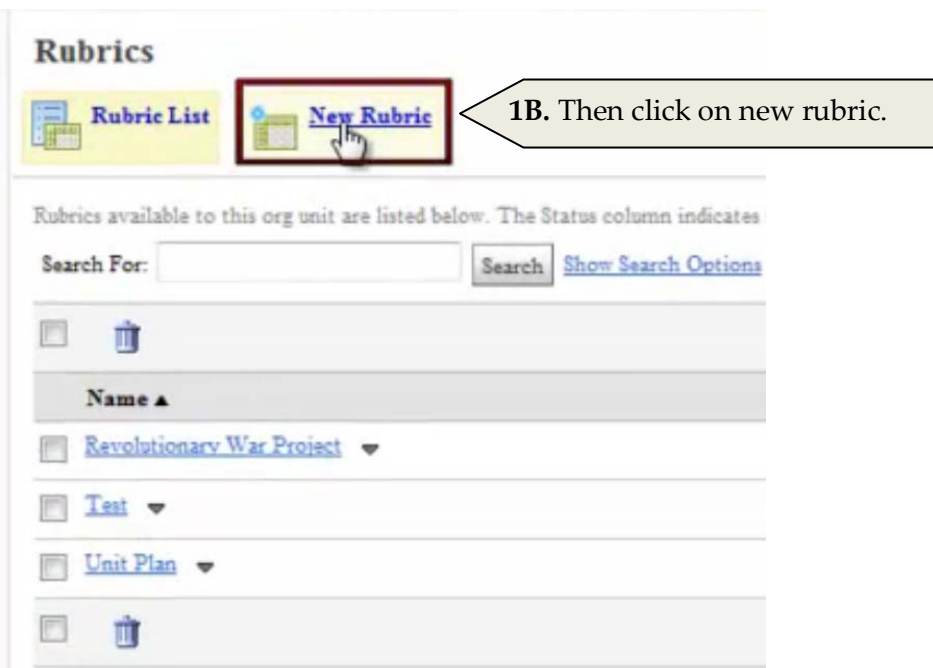


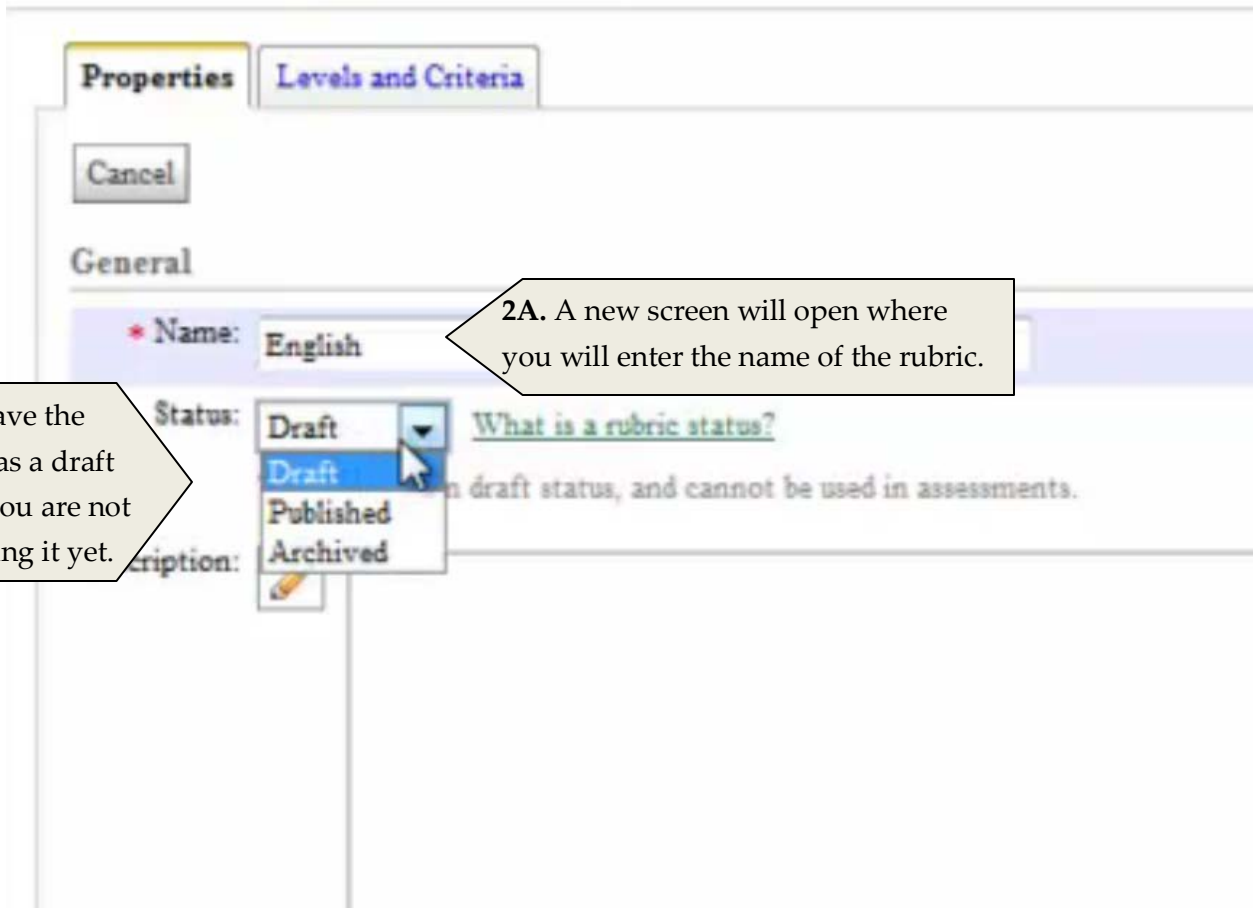
Creating an Analytic Rubric

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 taskbar, please watch the tutorial about adding new components in D2L.

Step 1. Navigating to a New Rubric



Step 2. Setting Up a New Rubric



The screenshot shows a software interface for creating a rubric. At the top, there are two tabs: "Properties" (highlighted in yellow) and "Levels and Criteria". Below the tabs is a "Cancel" button. The main section is titled "General" and contains the following fields:

- Name:** A text input field containing the word "English". A callout box labeled "2A" points to this field, stating: "2A. A new screen will open where you will enter the name of the rubric."
- Status:** A dropdown menu currently set to "Draft". A callout box labeled "2B" points to this dropdown, stating: "2B. Leave the status as a draft since you are not finalizing it yet." The dropdown menu is open, showing three options: "Draft" (highlighted in blue), "Published", and "Archived".
- Description:** A text area with a small pencil icon at the bottom left.

Below the "Status" dropdown, there is a link that says "What is a rubric status?" and a line of text that reads "in draft status, and cannot be used in assessments."



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.

Description:



2C. You may enter a description

Type:

Analytic
Analytic
Holistic

2D. and the type of rubric used. For now we will discuss properties of an analytic rubric.

* Initial # of Levels: 4

* Initial # of Criteria: 3

Scoring Method: Points

2E. An analytic rubric breaks performance into multiple criteria and each area is evaluated individually and this results in an overall assessment score. These are rubrics that are most commonly used in classrooms. For example an English assignment is graded in sections of word choice, fluency, etc. as opposed to a grade as a whole.

Type: **Analytic** ▼

[What are rubric types?](#)

* Initial # of Levels:

* Initial # of Criteria:

2F. Next you can change the initial number of levels and criteria to suit your needs.

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

Scoring Method: **Points** ▼
Text Only
Points
Custom Points

[What are scoring methods?](#)

The number of criteria is the number of areas you are critiquing on. The number of levels describes the quality of the performance. The scoring method has three different methods, text, points, and custom points. Text will only use textual evaluation such as excellent or poor. The point method awards the same number of points to each criteria. Custom points allows you to assign a different number of points awarded to each criteria such as one criterion being worth 10 points and then the next is worth 20. For example, content of a paper is weighted more than grammar. For further clarification click on the link below scoring method entitled What are scoring methods?

Advanced Availability

[Collapse advanced availability options](#)

Allow new associations in: Competencies

[What are associations?](#)

2H. In the Advanced Availability section you can associate your rubric to predetermined competencies in your course. Competencies will be covered in another tutorial.

Cancel

2I. When you have completed this, click save.

Save



Caution: Once you have specified the rubric type and scoring method you cannot change it back, you will need to create a separate rubric.

Step 3. Alternative Ways to Modify Rubrics

3A. You will be taken back to the main screen, from here you can also modify your rubrics by clicking on the name of the rubric.

3B. 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.

In this tutorial we have demonstrated how to create an analytic rubric. Rubrics are a good tool for students to know what you as the teacher expects from them.