Creating Rubrics

- This tutorial will instruct you how to create Rubrics for your D2L class.
- To begin, select Rubrics from the Assessments dropdown list.
- And then Select New Rubric.
- This will bring you to the Properties page of a New Rubric.
- To begin, give your new Rubric a Name.

Then Select a status for your Rubric:

- Draft: The initial status of a rubric. Draft rubrics are not yet available for new associations.
- Published rubrics can be attached to assessments and grade columns. However, once a rubric is associated with an assessment or grade, you cannot change the rubrics name, description, levels, and criteria.
- Archived: Archived rubrics do not appear in default search results and are not available for new associations. Existing associations with archived rubrics remain functional.

- Once you have chosen a status, you may add a description.
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- Within the Rubric type, there are two options to choose from:
  - Analytic rubrics are the most commonly used type of rubric because they allow you to assess multiple criteria independently.
  - Holistic rubrics allow you to assess multiple criteria but only allow for an overall assessment.

- After you have entered your rubric type, you must enter the amount of Levels and Criteria you wish to have.

- Now select your Scoring Method, by selecting a type within its dropdown list.
  - Your options are:
    - Text Only
    - Points
    - Custom Points which gives you more control over the point values within the rubric.

- You can also choose to hide scores from students, by checking the box below Hide Scores.
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- The Advanced Availability option allows you to associate rubrics to competencies.

**Advanced Availability**

- Allow new associations in
  - Competencies

*What are associations?*

- After you are finished with the properties, select the Levels and Criteria Tab to add the specific requirements for this rubric.

- The drop down menus provide you with a list of the different options available for each item.
- Once you are finished, select Close and your new rubric will appear in the Rubric Page.
- (Remember that you must change the status from Draft to Published before you can attach the rubric to an assessment or grade item.)