

Setting Up a Rubric

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A rubric is a grading tool than contains criteria where students will be graded by particular levels of achievement.

Show Video Walkthrough

Create a Rubric

1. In the **Navbar**, click **[Course Management]** and select **[Rubrics]**.
2. Click the **[New Rubric]** button.
3. Type your rubric's title into the **Name** box, then click **[Published]** to set the status of the rubric to **[Draft]**. (You will set the status to published when you have finished editing the rubric.) The rubric is auto-saved as you are working on it.

TIP: Be as descriptive as possible with your name so you can identify the rubric later.

The screenshot shows the 'Edit Rubric' form. At the top, there's a title 'Edit Rubric' with a dropdown arrow. To the right, there's a 'Status: Published' dropdown with a checkmark and a 'Saved' indicator. Below the title, there's a 'Name*' field containing 'Example Rubric'. To the right of the name field is a status dropdown menu with options: 'Published' (checked), 'Archived', and 'Draft' (highlighted with a red box). Below the name field, there are three dropdowns: 'Type: Analytic', 'Scoring: Custom Points', and a 'Reverse Level Order' toggle.

4. Click the **[Type]** link and choose a rubric type

The screenshot shows the 'Type' dropdown menu. The dropdown is open, showing two options: 'Holistic' and 'Analytic' (checked with a checkmark). The background shows the 'Example Rubric' form with 'Type: Analytic' and 'Scoring: Custom Points' selected.

- **Analytic** - This rubric type breaks performance into multiple criteria. Each criterion is assessed separately, resulting in an overall assessment score. This is the most common rubric type.
- **Holistic** - These rubrics are less common. Performance is assessed holistically so several criteria would be considered, but only one overall assessment would be made.

5. Click the **[Scoring]** link and choose a scoring type.

The screenshot shows the 'Scoring' dropdown menu. The dropdown is open, showing three options: 'No Score', 'Points', and 'Custom Points' (checked with a checkmark). The background shows the 'Example Rubric' form with 'Type: Analytic' and 'Scoring: Custom Points' selected. Below the dropdown, there's a table with columns for 'Criterion 1', 'Level 3', and '3 pt'.

- **No score** – Use this option if you want to use the rubric just to give feedback, but want to assign a holistic grade to the assignment. You won't be able to assign points to each category.
- **Points** – Use this option if you want all of your criteria to be weighted the same (i.e. if you had 4 criteria, they would all be worth 25% of the grade). This option will calculate a grade for your assignment.
- **Custom Points** – Use this option if your criteria have different weights (i.e. if your grammar is worth 15%, quality of thought is worth 50%, and formatting is worth 35%). This option will also calculate a grade for your assignment.

6. Click the **[Reverse Level Order]** if you would like to reverse the direction in which points are awarded (i.e., Level 4 earns the highest points vs. earns the least points).

The screenshot shows the top of a rubric interface. It includes a dropdown menu for 'Type: Analytic', another for 'Scoring: Custom Points', and a button labeled 'Reverse Level Order' with a double-headed arrow icon. Below these are input fields for 'Level 4', 'Level 3', and 'Level 2'.

7. You can enter your criteria and levels into the appropriate fields, as well as the number of points you want associated with each level. You can also optionally enter **Initial Feedback**, which will be added when you use the rubric for grading.

	Excellent	Proficient	Needs Improvement	
Research: Content & Supporting Materials	20 pt Provides insight, understanding & reflective thought about the topic,	15 pt Provides some insight, understanding & reflective thought about the topic, includes links to websites or documents that enhance & support information presented. Missing slide from Ppt.	10 pt Provides little or no understanding or reflective thought about the topic, includes few links to websites or documents that enhance & support information presented. Missing slides from Ppt.	/ 20
Initial Feedback				
Research: Organization	20 pt Explains ideas clearly & concisely in a logical progression that includes grouping related information, and defines specialized vocabulary.	15 pt Explains some ideas clearly & concisely in a somewhat logical progression; specialized vocabulary incomplete or vague. No concluding summary in presentation. Exceeds 15 mins.	10 pt Fails to explain ideas clearly or concisely, and progression or structure is difficult to follow; knowledge of specialized vocabulary not demonstrated.	/ 20
Initial Feedback				
Research: Design & Layout/Writing Mechanics	20 pt Presents text, graphics & multimedia in a creative & attractive way to enhance & clarify the content.	15 pt Occasionally presents text, graphics & multimedia in a way that enhance or clarify the content. 1-3 errors in grammar, usage or mechanics.	10 pt Presents text, graphics & multimedia in a way that don't enhance or clarify the content. 4+ errors in grammar, usage or mechanics. File/link doesn't work: file is in an	/ 20
Initial Feedback				

8. Individual rows can be copied or deleted by using the dot menu in each criteria title field.

Type: Analytic Scoring: Custom Points

	Excellent
Research: Content & Supporting Materials	20 pt
Research: Organization	20 pt

9. Click the **[Dot menu]** ... to copy or delete the specific row.

Type: Analytic Scoring: Custom Points

	Excellent
Research: Content & Supporting Materials	20 pt

NOTE: If you copy a row, D2L creates the copied row with a default name that begins with "Copy of". You can change the name at the time of copying or later by clicking the row name.

10. Click the **[+]** button to add levels.

Mastered

Proficient

11. Click the **[+ Add Criterion]** link at the bottom of the rubric template to add a criterion.

Initial Feedback

+ Add Criterion

12. To have multiple groups of criteria, click **[Add Criteria Group]** and type in the name of the group.

			+ Add Criterion		
Add Criteria Group					
Overall Score					
Each submission is assigned a level of achievement based on its overall rule					
+	Level 4		Level 3		
	11 or more		8 or more		

13. If you create multiple groups you can easily reorder them via the movement arrows that appear beside each group name. If you only have one Criteria group you will not see the movement arrows.

⋮	Context	+	Excellent
	Subject source	...	20 pt
	Initial Feedback		
⋮	Subject credibility	...	20 pt
	Initial Feedback		
⋮	Form	+	Excellent
	Margins/Headers	...	20 pt

14. In the overall score area, enter the level of achievement you would like to allocate for each score.

Overall Score

Each submission is assigned a level of achievement based on its overall rubric score.

+	A	B	Level 2	Level 1	>
	16 or more	12 or more	5 or more	0 or more	

15. Underneath the **Overall Score** area, you can click on **[Options]** for advanced options.

Options

16. You have several options for **Rubric Visibility**.

Rubric Visibility

☒ Rubric is visible to students

☐ Rubric is hidden from students

☐ Include rubric feedback in overall feedback

☐ Rubric is hidden from students until feedback is published

Score Visibility

☐ Hide scores from students

NOTE: You have the option to **[Hide scores from students]** – this means that students won't be able to see how you graded them. The most effective practice is to leave this box **unchecked** so students can see how the grade was calculated.

17. You can type in an optional description, which is for your use only and will not be seen by students.
18. In the **Advanced Availability** area, there is an option called **[Competencies]**. This box must remain **checked** in order for your rubrics to work. ***Do not uncheck this box!***

Advanced Availability

Allow new associations in

☒ Competencies

☒ ePortfolio

[What are associations?](#)

19. When you are done, click the **[Close]** button.

You can also copy a **Criteria Group** within a rubric. The new copy will be listed copied and display at the bottom of your Rubric as "Copy of XXX." You can then edit its properties, criteria, levels, and options. However, aligned learning outcomes are not copied when you copy a criteria group, so any learning outcomes must be reconnected if necessary.

Edit an Assessed Rubric

You can correct spelling errors, clarify wording, and make other minor changes that shouldn't impact the academic integrity of the rubric.

To edit an assessed rubric:

1. On the **Navbar**, click **[Rubrics]**.
2. On the Rubrics page, click the rubric you want to edit.
3. On the **Edit Rubric** page, click **[Edit Text]** in the alert banner at the top of the page.
4. In the **Edit this assessed rubric?** dialog box, click **[Edit Text]**.
5. Make your changes.
6. Click **[Close]**. Your edits save automatically.

The red boxes in the following image indicate which fields you can edit:

Analytic Rubric (Org Level)

	Level 4	Level 3	Level 2	Level 1	
	4 points	3 points	2 points	1 points	
Criterion 1	Great	Good	Poor	Needs Improvement	/ 4
	Initial Feedback				

Total -/4

Overall Score

Each submission is assigned a level of achievement based on its overall rubric score.

Level 4	Level 3	Level 2	Level 1
11 points minimum	8 points minimum	5 points minimum	0 points minimum

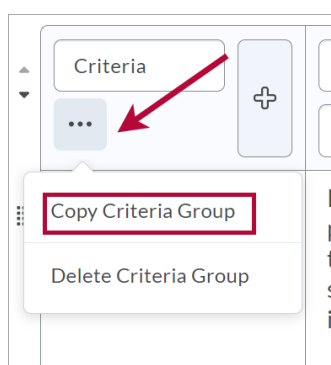
When editing an assessed rubric, edited fields will be highlighted in blue and the text **(Edited)** will appear in the lower right corner. When you save and close the rubric, these edit indications will no longer appear.

	Level 4	Level 3
Criterion 1	4 pt Great! (Edited)	3 pt Good
	Initial Feedback	

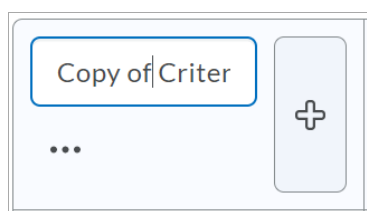
NOTE: You can't make structural changes (such as adding evaluation levels or criteria), edit points, or add outcome alignments to assessed rubrics.

Copy a Criteria Group within a Rubric

1. On any screen that allows editing the rubric, click the three dots under the name of the Criteria Group.
2. Choose **[Copy Criteria Group]**.



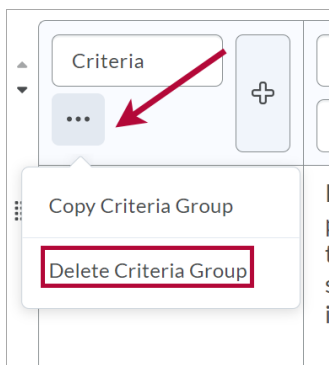
3. The Criteria Group will be copied to the bottom of the rubric, titled *"Copy of [Rubric Title]"*.



Finally, you can also delete a Criteria Group. (You cannot do this if you only have one Criteria Group, which would leave you with none.)

Delete a Criteria Group Within a Rubric

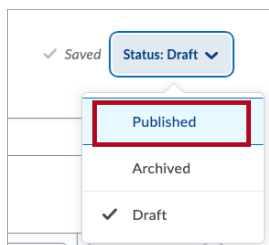
1. On any screen that allows editing the rubric, click the three dots under the name of the Criteria Group.
2. Choose **[Delete Criteria Group]**.



3. A Criteria Group can not be restored once it has been deleted.

Publish Rubric for Use

Once complete, click the status link at the top right of the screen and choose **[Published]**.



Print the Rubric

While in **Preview** mode, click **[Print Rubric]** at the top right of the rubric to print a copy.

Connecting Eras Project				
	Excellent	Proficient	Needs Improvement	Criterion Score
Research: Content & Supporting Materials	20 points Provides insight, understanding & reflective thought about the topic, includes links to websites or documents that enhance & support information presented (i.e. Ppt: Title, Summary/Conclusion & 6 content slides)	15 points Provides some insight, understanding & reflective thought about the topic, includes links to websites or documents that enhance & support information presented	10 points Provides little or no understanding or reflective thought about the topic, includes few links to websites or documents that enhance & support information presented. Missing slides from	/ 20

NOTE: Printed Rubrics will have the **Lone Star College logo** in the top left corner of the page (the same logo as found in the top left corner of D2L). This provides organizational recognition for printed rubrics and distinguishes printed rubrics within a learner's Portfolio as being from Lone Star College.