Creating and Grading with Rubrics

Instructor Guide

The Rubrics tools provides an opportunity for you, as the instructor, to create grading rubrics for your assignments. Using grading rubrics are a great way to communicate your expectations to your students. Use a grading rubric to measure student performance fairly and consistently.

Accessing Rubrics

The **Rubrics** tool is located in the **Course Tools** submenu. To access **Rubrics**, click on the **Course Tools** link group on the mini bar and then select **Rubrics** from the drop-down menu.
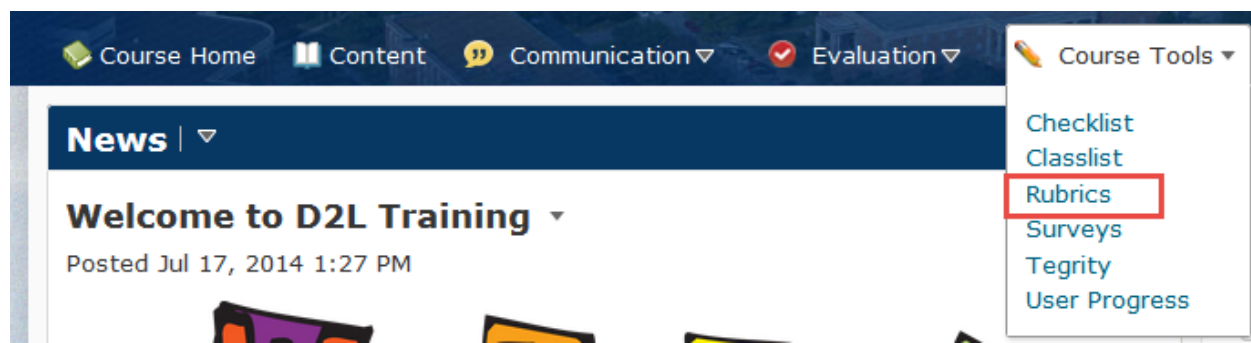
Default Course Navigation Bar - Rubrics

A Note About Creating Grading Rubrics

Grading rubrics are comprised of three parts:

1. **Criteria** – Attributes on which the assignment will be assessed
2. **Levels of Competency** – Standards each criterion must meet.
3. **Level Values** – The grade or point value assigned to each level of competency

A best practice is to create your learning objectives before creating your grading rubrics. By doing so, your objectives, lesson plans, and grading expectations will all align and can be communicated clearly to your students.

For complex assignments, creating a multi-dimensional grading rubric may be helpful. Creating multi-dimensional grading rubrics in D2L does require additional setup. Namely, multi-dimensional rubrics require dividing assessment criterion into level groupings. For example, an assignment may have some criteria which identify only two levels of competency and other criteria which identify four levels of competency. In such cases, creating two level groups within your grading rubric would be necessary. For more advanced rubric assistance, including help with multi-dimensional grading rubrics, please contact the ATS office by phone by dialing 423-439-8611 or by emailing d2lhelp@etsu.edu.

Create a Rubric

1. From the Course Homepage, click the **Course Tools** link group from the Default Navigation bar and choose **Rubrics** from the drop-down menu.
2. Click the blue **New Rubric** button. The **New Rubric** page will open with the "Properties" tab displayed.

3. Enter a **name** for the rubric in the **Name** field.
4. Enter the number of grading levels for each criterion in the **Initial # of Levels** field. Note that each level will represent a different competency standard. For example, if you wanted competency options for Above Average, Average, and Below Average, create three levels for the three competency standards.

5. Enter the number of grading criteria in the **Initial # of Criteria** field. Note that each criteria will represent a separate assessment item. For example, if you plan to grade sentence structure, diction, and page length, create three criterion.

6. Select **a Scoring Method** by choosing an option from the drop-down menu. The options are:
    a. **Points** – The rubric will automatically calculate a score based on the levels of competency the student achieves for each criterion.
    b. **Custom Points** – The rubric will calculate a weighted score with some criteria worth more points than others.
    c. **Text Only** – The rubric will display text feedback only – no numeric grade

7. Click **Save** to return to the **Edit Rubric** Page.

Configure Levels and Criteria

After creating the general structure of a rubric you will need to configure the levels and criterion.

1. From the Rubrics page, click the drop-down arrow next to the Rubric you want to configure and select **Edit Levels and Criteria**.
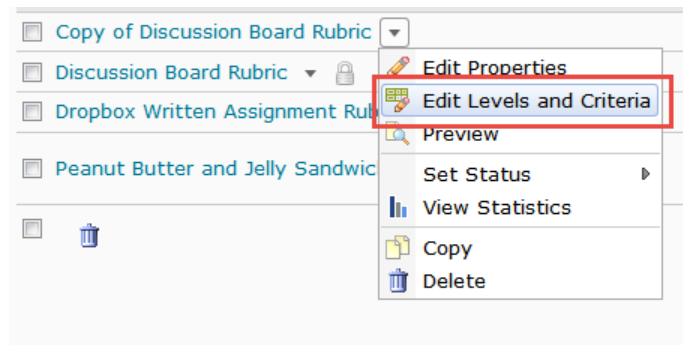
2. Click the drop-down arrow next the Criterion 1 and select **Edit Criterion**

Criteria	Level 3 3 points	Level 2 2 points	Level 1 1 point
Content		scussed at rface level; issues from the prompt were tified but not all re answered; Clear discussion most of the time.	Difficult to follow; Key issues from the prompt are not identified or answered.

Context menu shown over Level 3 cell:
- Edit Criterion
- Copy Criterion
- Add Criterion Above
- Add Criterion Below
- Delete Criterion

(Level 3 cell partially visible: "answered;" "Clear discussion with no digressions.")

3. Enter a **name** for the criterion
4. Enter a **description** of your expectations and the grading guidelines for each level. Your students will be able to view these descriptions before they submit an assignment.
5. Optionally, enter text for **feedback** for each level. After students have submitted their assignment and it is assessed by the rubrics they will see the feedback for the level they achieved.

Criterion Name *

Content

Description and Feedback

Descriptions for each performance level can be added to outline the requirements that must be met for this criterion. Optional feedback can be added for each of the levels.

Level	Score	Description	Feedback
Level 3	3 points	Discussed thoughtfully and with insight; Key issues from the prompt are identified and answered; Clear discussion with no digressions.	
Level 2	2 points	Discussed at surface level; Key issues from the prompt were identified but not all are answered; Clear discussion most of the time.	
Level 1	1 point	Difficult to follow; Key issues from the prompt are not identified or answered.	

6. Click **Save**
7. Repeat this process for each criteria in your rubric.

Publishing a Rubric

As a best practice, we suggest keeping your rubric in until you have completed the setup process. After you have completed the setup and configuration of your rubric you must set it to a **published** status before you will be able to associate the rubric to a learning activity such as a dropbox or discussion board.

1. From the Rubrics page, click the drop-down arrow next the Rubric you want to configure and select **Set Status**.
2. Choose **Published** from the fly-out menu.
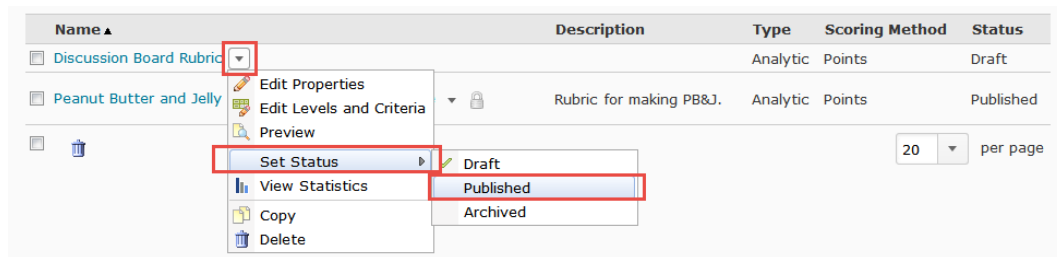
Associate a Rubric to a Learning Activity

You can associate, or connect, a rubric to a learning activity such as a discussion board topic, a dropbox folder, or a grade item in your gradebook. Only published rubrics may be associated with learning activities. To begin, navigate to the learning activity you plan to associate with your rubric and then follow these steps:

1. Click the dropdown arrow to the right of the item's name and select **Edit** option. The name of the Edit option will vary depending on the learning activity you have selected.
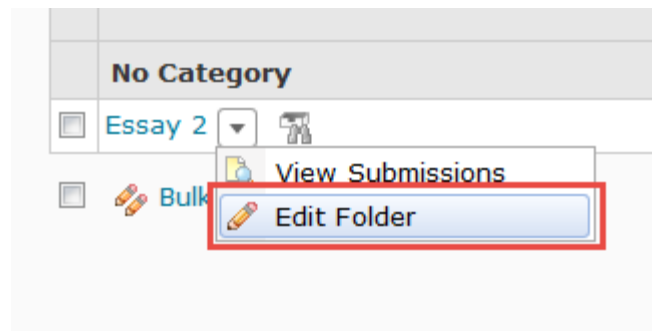
2. Click the **Add Rubric** button. Depending on the learning activity you selected, the **Add Rubric** button may be located on either the **properties** tab or the **assessment** tab. Typically the **Add Rubric** button will be in proximity to the **Grade Item** dropdown menu.

Properties | Restrictions | Objectives

Folder Properties

Name *

Essay 2

OriginalityCheck
☑ Enable for this folder *How does originality checking work?*

Folder Type
Individual submission folder

Category

No Category ▼   [New Category]

Grade Item

None ▼   [New Grade Item]

Out Of

10   ⓘ

Student View Preview
   10 / 10 - 100 % ▼

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

3. Check the **checkbox** next to the rubric you would like to add.
4. Click the **Add Selected** button. This action will return you to the Edit Properties page of the learning activity.

		20 ▼ per page

	Name ▲	Description	Type	Scoring Method
☐	Discussion Board Rubric		Points	Analytic
☑	Dropbox Written Assignment Rubric		Points	Analytic
☐	Peanut Butter and Jelly Sandwich - Analytic Example	Rubric for making PB&J.	Points	Analytic

		20 ▼ per page

Add Selected   Cancel

5. Click **Save and Close**

Editing a Rubric

Once you have associated a published rubric to a learning activity you will not be able to edit it. You can, however, create a copy of the rubric, make changes to that copy, and then associate the updated rubric to the intended learning activity. Follow these steps to create a copy of a rubric for editing:

1. From the Rubrics page, click the drop-down arrow next the Rubric you want to copy and select **Copy**.
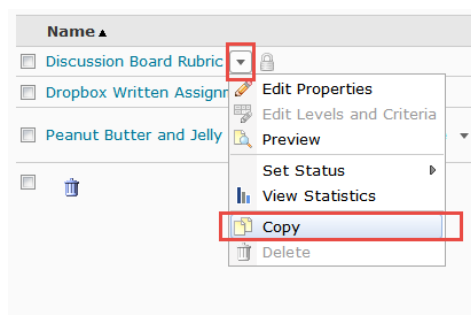
2. Click the **name** of the rubric copy.
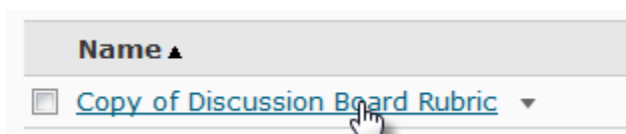
3. Update or replace the **name** of the rubric copy with your new rubric's name.
4. Make any other changes to the rubrics properties, criterion, or levels. If you need assistance, refer back to the section of this document labeled "**Configure Levels and Criteria**"
5. Click **Save**
6. Associate the updated rubric to the learning activity of your choice. If you need assistance, refer back to the section of this document labeled "**Associate a Rubric to a Learning Activity**"

Grading a with a Rubric

Grading with a Rubric is simple and can speed up the process of grading an assignment. Additionally, the feedback delivered to your students relates directly to the learning objectives for that particular assignment.

Assessing a Dropbox Assignment with a Grading Rubric

1. Open the **Dropbox** tool by selecting **Dropbox** from the **Evaluation** Link Group on the course default navigation bar.
2. Select a folder by clicking on the **folder name**.
3. Select a student's submission by clicking on the **submission's file name**.

4. Review the student's submission.
5. Click on the **Title of the Rubric** on the **Evaluate Submission Panel**. The rubric will open in a new window.

6. For each criterion row, **select the level of competency** the student achieved by clicking the appropriate radio button. The rubric will calculate the student's score as you complete the rubric.
7. Once you have selected a level of competency for each criterion you may review the information and point values assigned in the Score and Feedback column. If you would like to edit the score or feedback for a particular criterion, click the **pencil icon** in the associated row. Make the appropriate changes and then click **Save** to return to the rubric.

8. Once you are satisfied with the score and feedback the rubric has generated, click **Save & Record** to return back to the Evaluate Submission page. The score for the student will automatically populate in the Score textbox on the Evaluate Submission panel.

9. Depending on your workflow click either the **Publish** button, the **Save as Draft** button, or the **Update** button to save your changes.

Assessing a Discussion Board Topic with a Grading Rubric

1. Open the **Discussion Board** tool by selecting **Discussions** from the *Evaluation* Link Group on the course default navigation bar.

2. Click the drop-down arrow of the topic you want to assess and click **Assess Topic**
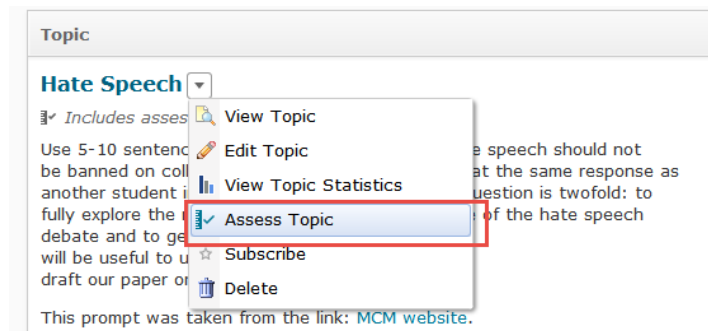
3. Select a student to assess by clicking on the **title of the Rubric** associated with this topic located below a student's name. A new window will pop up displaying the rubric and the student's posts within the topic.

4. Review the student's topic performance.

5. For each criterion row, **select the level of competency** the student achieved by clicking the appropriate radio button. The rubric will calculate the student's score as you complete the rubric.

6. Once you have selected a level of competency for each criterion you may review the information and point values assigned in the Score and Feedback column. If you would like to edit the score or feedback for a particular criterion, click the **pencil icon** in the associated row. Make the appropriate changes and then click **Save** to return to the rubric.

7. Once you are satisfied with the score and feedback the rubric has generated, click **Save** to return back to the Assess Topic page. The level of competency for the student will automatically populate in the Score column.

a. Note that in the Discussion Board D2L **will not automatically populate the topic score** with the score the rubric calculated. You must record the score generated by the rubric in the topic score pop-up window. To access the topic score pop-up window, click the **Topic Score** hyperlink located below the appropriate student's name.

Topic Score Details

Forum
Week 1 Discussion

Topic
Hate Speech

User
ATS3 Training

Posts
0 post(s) by this user

Topic Score
8   / 10

☐ Published ⊘

Feedback

No items found.

Save and Close   Save   Cancel

8. Depending on your workflow, you may choose to publish the student's score to the gradebook by clicking the checkbox in the **Publish to Grades** column.
9. Click **Save and Close**.

Assessing a Gradebook Item with a Grading Rubric

1. Open the **Gradebook** by selecting **Grades** from the **Evaluation** Link Group on the course default navigation bar.
2. Click the drop-down arrow next to the grade item you would like to enter and select either **Grade All** or **Enter Grades**, depending on which gradebook view you have selected.
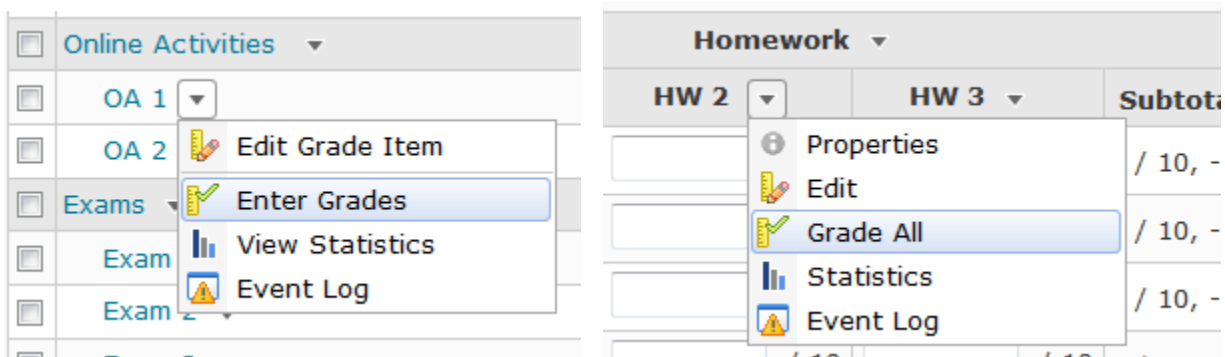
3. For each student, click on the **Rubric icon** located in the Assessment column. A new window will open displaying the associated rubric.

4. For each criterion row, **select the level of competency** the student achieved by clicking the appropriate radio button. The rubric will calculate the student's score as you complete the rubric.
5. Once you have selected a level of competency for each criterion you may review the information and point values assigned in the Score and Feedback column. If you would like to edit the score or feedback for a particular criterion, click the **pencil icon** in the associated row. Make the appropriate changes and then click **Save** to return to the rubric.
6. Once you are satisfied with the score and feedback the rubric has generated, click **Save**. You can then exit out of this window to return back to the **Grade Item** page.
   a. Note that in the Gradebook D2L **will not automatically populate the topic score** with the score the rubric calculated. You must record the score generated by the rubric in the textbox in the Grade column.

7. Click **Save** to record your students' grades.