Using Rubrics in Western Online (D2L)

Introduction:

A rubric is an instrument that can be used to clearly communicate assignment expectations, assess performance, ensure instructional alignment, facilitate peer evaluation and encourage self-reflection. Rubrics break down assigned projects into component parts and provide clear descriptions of what is expected within each component. Well designed rubrics can save time in grading, and assist instructors in gaining a clear measurement of strengths and weaknesses in their courses. Likewise, when assignments are scored with a rubric, students are able to clearly see strengths and weaknesses in their work and understanding of content.

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Best Practices for Using the Rubrics Tool in Western Online (D2L)

Use Rubrics in WesternOnline (D2L) to:

• Convey expectations and acceptable performance standards in complex projects

• Ensure consistent grading standards over time and fairness from student-to-student

• Allow for multiple graders in large courses (TA’s)

• Enhance feedback and communication between instructor and student

• Provide a mechanism for peer review and self-reflection

• Assess the following:
  
  - Written assignments

  - Projects (Individual and Teamwork)

  - Oral Presentations

  - Class Participation and Contributions

When Using Rubrics Keep these Tips in Mind:

• Choose only the most important components of the assignment to provide feedback on. A good number of components for a rubric is 6-8.

• When writing your rubrics, use language that is constructive, objective and specific. Avoid negative language.

• Use the critique of performance to document accomplishment and facilitate improvement. Do not focus negatively on mistakes and errors.

• Provide the rubric to students early on to allow for self-evaluation prior to them submitting their work to you.
How Rubrics Work in Western Online (D2L):

• D2L offers two types of rubrics, Holistic and Analytic.
   As described by D2L, Holistic Rubrics are single criterion rubrics used to assess overall achievement on an activity or item based on predefined achievement levels. Holistic rubrics may use a percentage or text only scoring method. As described by D2L, Analytic Rubrics are two-dimensional rubrics with levels of achievement set up as columns and assessment criteria set as rows. These rubrics allow you to assess participants’ achievements based on multiple criteria using a single rubric. You can assign different weights (value) to different criteria and include an overall achievement by totaling the criteria. With analytic rubrics, levels of achievement display in columns and your assessment criteria display in rows. Analytic rubrics may use a points, custom points, or text only scoring method. Points and custom points analytic rubrics may use both text and points to assess performance; with custom points, each criterion may be worth a different number of points. For both points and custom points an overall score is provided based on the total number of points achieved. The overall score determines whether the activity is achieved.

• When creating rubrics we suggest going through the Rubrics link on the toolbar at the top of your course page by choosing Assessments > Rubrics, rather than creating them on the fly as you add items such as discussions, assignments, quizzes and etc. to your course.

• Rubrics can be attached to discussion topics, assignments, and quizzes.

• One rubric can be applied to multiple assignments of the same type.

• Rubrics must be set to Published status before they can be attached (linked) to assessment tools, discussion topics and grade items.

• In order to edit a rubric it must be set back to Draft status.

• Once a Rubric has been created and saved you can no longer change the rubric type or scoring method.

• Once a rubric is attached (linked) to a tool in the course it cannot be deleted.

• Once a rubric has been used for grading, it is locked and cannot be edited or deleted.
Tutorial 1: Creating a Rubric

A. Click on the **Assessments** link/drop-down menu in your course page’s top navigation, then choose **Rubrics**.

B. On the Rubrics page, click the **New Rubric** button.
C. In the General **Name** field, enter a name for your rubric. (Typically this will match the assignment type or project type that you are assessing.)

D. In the **Rubric Status** drop-down menu, select **Draft**. This means that your rubric cannot be seen while you are developing and editing it. *Note: while rubrics are in Draft status, they cannot be added to an item. Before they can be added they must be set to **Published** status.

E. Under **Rubric Type**, choose either **Holistic** or **Analytic**. Dependent upon which type you choose you will need to provide the necessary information in the fields listed.

F. Under **Scoring Points**, choose either **No Score, Points**, or **Custom Points**.
Tutorial 1: Creating a Rubric, cont.

G. Scroll down the page until you see Options. Under Rubric Visibility make your selection. If you want students to be able to see the rubric prior to grading and providing feedback (which is recommended) choose Rubric is visible to students.

H. Under Advanced Availability, ensure that Allow New Associations in Competencies and ePortfolio are selected, to ensure that you will be able to attach the rubric to tools such as discussion, topics, assignment and quizzes in your course.
**Tutorial 1: Creating a Rubric, cont.**

I. Scroll back up to the top of the page and edit your rubric’s Levels and Criterion as necessary by clicking in each box and making any desired changes.

<table>
<thead>
<tr>
<th>Level 4</th>
<th>Level 3</th>
<th>Level 2</th>
<th>Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 pt</td>
<td>3 pt</td>
<td>2 pt</td>
<td>1 pt</td>
</tr>
</tbody>
</table>

Initial Feedback

<table>
<thead>
<tr>
<th>Criterion 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Feedback</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criterion 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Feedback</td>
</tr>
</tbody>
</table>

I.J. Scroll to the bottom of the page and click the **Close** button. (Note: previous versions of this tool had a Save button at the bottom of the page. Rubrics now automatically save as you are working on them so that button has been replaced with the Close button.)
**Tutorial 2: Publishing your Rubric:**

In order to begin attaching your rubric to items that you want to assess you will need to change its status from draft to Published.

A. When you are satisfied with your Rubric and ready to use it, go back into the Rubrics area. (Click on the Assessments link drop-down menu in your course page’s top navigation then choose Rubrics.)

B. In the Rubric Status drop-down menu, select Published. Click the Close button at the bottom of the page.
Tutorial 3: Editing your Rubric:

In order to edit your rubric you must set it to Draft status. Follow the steps in Tutorial 2, except in step 2, choose Draft instead of Published. Keep in mind, once a rubric has been used for grading, it is locked and cannot be edited or deleted. Additionally, once a rubric is attached (linked) with a tool in the course it cannot be deleted.

A. Click on the Assessments link/drop-down menu in your course page's top navigation then choose Rubrics. (Refer to Tutorial 2.A for assistance.)

B. On the Rubrics page, click on the title of the rubric you wish to edit. (Remember, you are only able to edit rubrics that are in draft status or rubrics that are published, but not yet used for assessment.)

C. You will be taken to the Edit Rubric window. Here you can edit the name, status, criteria and levels of your Rubric. Make any necessary changes and remember to set your rubric back to Published, then (See Tutorial 2) then click the Close button at the bottom of the page.
Tutorial 4: Attaching Rubrics to Tools within D2L

Attaching a Rubric to a Discussion Board Topic:

Note: In this tutorial, when attaching a rubric to a tool in D2L it is assumed you already have the tool set up and you already have an assigned grade item for the item that you are attaching the rubric to.

A. Click on the Communication link/drop-down menu in your course page’s top navigation then choose Discussions.

B. Identify a Discussion topic you have already created, or create a new one. Click on the drop-down arrow to the right of the discussion title and choose, Edit Topic.

C. When the Edit Topic page appears, click on the Assessment tab.

D. Towards the middle of the page, click the Add Rubric button.

E. When the Select Rubric window appears, select the rubric that you want to add from the list displayed.

F. Click the Add Selected button. (Note: If the rubric you want to use is not showing, make sure that the Rubric has been Published. If it has been published and you still aren’t seeing it, edit the Rubric and make sure that under the Advanced Availability menu, ensure that Allow New Associations in Competencies and ePortfolio are selected, to ensure that you will be able to attach the rubric to tools such as discussion, topics, assignments, and quizzes in your course.)
Tutorial 4: Attaching Rubrics to Tools within D2L

Note about Availability and Deletion:
If the rubric you want to use is not showing, make sure that the Rubric has been Published. If it has been published and you still aren’t seeing it, edit the Rubric and make sure that under the Advanced Availability menu, ensure that Allow New Associations in Competencies and ePortfolio are selected, to ensure that you will be able to attach the rubric to tools such as discussion, topics, assignment and quizzes in your course.

Once your rubric is associated with a tool, it cannot be deleted. Additionally, after being used for grading, the rubric is locked and cannot be edited or deleted. Note: Rubrics can be linked to the discussion topic so that students can see the Rubric. However, at this time students cannot see the rubric, rubric grade, or rubric feedback in the discussion topic. Therefore, it is suggested that you also link the rubric to the Tool grade item in the grade book. In the next section you will find steps for doing that.

Attaching a Rubric to a Grade Item:

G. Click on the Grade Tools link/drop-down menu in your course page’s top navigation, then choose Grades.

H. Click on the drop-down arrow to the right of the discussion topic grade item and choose Edit Grade Item.

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I. Towards the middle of the page, click the **Add Rubric** button.

J. When the **Select Rubric** window appears, select the rubric that you want to add from the list displayed.

K. Click the **Add Selected** button.

L. Click the **Save and Close** button at the bottom of the page.
Tutorial 5: Attaching a Rubric to an Assignment (Dropbox) or Quiz Item:

Note: When attaching a rubric to a tool in D2L it is assumed you already have the tool set up and you already have an assigned grade item for the item that you are attaching the rubric to.

A. Click on the Assessments link/drop-down menu in your course page’s top navigation then choose Assignments.

B. Click on the drop-down arrow to the right of the assignment/quiz you want to add the rubric to. Choose Edit Folder.

C. Scroll down to the middle of the page. Click the Add Rubric button.
D. Select the rubric that you want to add from the available list.

E. Click the Add Selected button. (Note: If the rubric you want to use is not showing, make sure that the Rubric has been Published. If it has been published and you still aren’t seeing it, edit the Rubric and make sure that under the Advanced Availability menu, ensure that Allow New Associations in Competencies and ePortfolio are selected, to ensure that you will be able to attach the rubric to tools such as discussion, topics, assignment and quizzes in your course.)

F. Click the Save and Close button at the bottom of the page.
Tutorial 6: Grading with Rubrics

Grading an Item (Discussion, Assignment, Quiz) from a D2L Rubric:

A. Click on the Grade Tools link/drop-down menu in your course page's top navigation then choose Grades.

B. Click on Manage Grades.

C. Find the item that you are going to assess. Click on the drop-down arrow to the right of that and choose Enter Grades.

D. When the Grade Item window appears, scroll down. You will see a table which lists your students. Click on the Submission icon to the right of the student's name under the Submission column.
E. When the Evaluate Submission window appears, you will see the **Evaluation** pane to the right of the submission. Scroll down and click on the **link to your rubric** under the **Evaluation** heading.

F. The attached rubric will appear. If this is a discussion, the activity will be at the bottom of the rubric. Enter the **scores and feedback** on the rubric.
G. If this is an **Analytic** rubric you will see the score automatically generated in the **lower right-hand corner of the window**. If Holistic, you can type the score in the provided score field.

<table>
<thead>
<tr>
<th>Overall Score</th>
<th>Level 5</th>
<th>Level 6</th>
<th>Level 7</th>
<th>Level 8</th>
<th>Level 9</th>
<th>Score and Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30 points</td>
</tr>
</tbody>
</table>

6.G.  
6.H. If Transfer rubric feedback to general feedback for the assignment is selected. 
6.I. Click the **Close** button.

H. If you would like the feedback you left in each column of the rubric transferred to the general feedback area within the grade make sure that **Transfer rubric feedback to general feedback for the assignment** is selected.

I. Click the **Close** button.

J. You will be returned to the Evaluation panel in the grade submission area. Enter the student’s total final points in the **Score** field and add additional feedback in the **Feedback** field.

K. Click the **Publish** button to publish the final score to Grades.
Resources:

D2L - Rubrics Help
https://documentation.brightspace.com/EN/semester_start/-/instructor/faq_rubrics.htm?Highlight=Rubric

Creating a Holistic Rubric in D2L - Video Tutorial

Creating an Analytic Rubric in D2L - Video Tutorial
https://www.youtube.com/watch?v=wjVpbx91SK8&feature=youtu.be

Grading and Performance Rubrics - Carnegie Melon University
https://www.cmu.edu/teaching/designteach/teach/rubrics.html

Using Rubrics - Cornell University

Rubrics - Center for Instructional Technology and Training, University of Florida
(Includes sample rubrics for written assignments, projects, oral presentations and class participation/contributions)
http://citt.ufl.edu/tools/rubrics/