Rubric Support for Faculty

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RUBRICS

Before you begin you will need to determine what type of rubric you would like to create and the criteria (i.e. format, content, etc.) and levels (i.e. excellent, good, fair, etc.) you will grade on. The first step is to create a rubric and then you will associate that rubric to a grade item.

TWO TYPES OF RUBRICS:

1. **Analytic**: 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 amount 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.

2. **Holistic**: Holistic rubrics may use a percentages or text only scoring method. Holistic rubrics allow you to assess participants' overall achievement on an activity or item based on a single criterion using predefined achievement levels.

### SAMPLE RUBRICS

<table>
<thead>
<tr>
<th>Sample Holistic Rubric</th>
<th>Sample Analytic Rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus is on overall quality, understanding and/or proficiency</td>
<td>Focus on specific criteria</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good (2 pt)</th>
<th>Poor (1 pt)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td>Provide clear and concise details to back conclusion. Includes specific documentation to prove conclusion.</td>
<td>Provide details to back conclusion. Includes documentation to prove conclusion.</td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td>Fully adheres to standard format.</td>
<td>Mostly adheres to standard format.</td>
</tr>
<tr>
<td><strong>Spelling</strong></td>
<td>No spelling errors.</td>
<td>One - two spelling errors.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Excellent (3 pt) | | |
| Did not provide presentation | | |

<table>
<thead>
<tr>
<th><strong>Excellent</strong></th>
<th><strong>Good</strong></th>
<th><strong>Poor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The student describes the question in a clear and concise manual and provides strong reasons for its importance. Specific documentation has been provided to back findings.</td>
<td>Provide clear and concise details to back conclusion. Includes specific documentation to prove conclusion.</td>
<td>Does not provide enough details. No documentation provided.</td>
</tr>
<tr>
<td>The student describes the question and provides reasons for its importance. Adequate documentation has been provided to back findings.</td>
<td>Provide details to back conclusion. Includes documentation to prove conclusion.</td>
<td></td>
</tr>
<tr>
<td>The student describes the question and provides reasons for its importance. Supporting documentation is adequate but could be stronger.</td>
<td>Mostly adheres to standard format.</td>
<td></td>
</tr>
<tr>
<td>The student does not fully describe the question. No conclusions are given to answer the question.</td>
<td>Does not adhere to standard format.</td>
<td></td>
</tr>
<tr>
<td>The student does not describe the question. Topic is unclear and no adequate conclusions are made.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did not provide presentation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HOW TO CREATE A RUBRIC

1. Log into course in D2L.
2. On the course navigation bar, click Edit Course.
3. Under Assessment, click on Rubrics.
4. Click on New Rubric.

5. The following page will appear.
6. Under the Properties tab, enter a **Name** for the rubric.

7. **Rubric Status**: while creating your rubric, it is recommended to leave status as DRAFT. **Note that status must be changed to Published in order to be used for assessment.**

8. **Description (optional)** – enter a description for this rubric.

9. **Rubric Type** – from the dropdown select either Analytic or Holistic.

10. Enter **Initial # of Levels** *(example of levels: Excellent, Good, Poor, etc.)*.

11. Enter **Initial # of Criteria** *(example of criteria: Content, Format, Presentation, etc.)*.

12. Select **Scoring Method** *(Text only, Points or Custom Points)*.

   a. **Text** - Performance levels indicated by Text Only. For example, three performance levels for a rubric can be "Poor", "Good", and "Excellent".

   b. **Points** - Similar to Text Only, but includes points to assess performance. For example, three performance levels for a rubric can be "Poor (0 points)", "Good (75 points)", and "Excellent (125 points)".

   c. **Custom Points** - This scoring method is only available to analytic rubrics. The Custom Points scoring method is similar to the Points scoring method, but you can customize the points given for each criterion. For example, if performance levels are "Poor", "Good", and "Excellent", then the criterion "Spelling and Grammar" can be worth 0 points, 10 points, and 20 points for each level, and the criterion "Expression" can be worth 0 points, 30 points, and 60 points, making it worth three times the points of "Spelling and Grammar".

   d. **Percentage** - Percentages is only available to holistic rubrics. A holistic rubric using Percentages can be automatically assessed based on the score of its associated item (for example, a Grade item).

13. **Hide Scores** - Check if you do not want students to view rubric. The default setting allows students to view the rubric.

14. Under **Advanced Availability**, make sure the both Competencies and ePortfolio are checked.

15. Click **Save**.

If you chose an Analytic rubric, you will now need to set up the Levels and Criteria. If you chose a Holistic rubric, you will only need to set up the Levels.
16. Click on the **Levels and Criteria** tab.
17. Click on the dropdown next to a **Criterion**, and select **Edit Criterion**.

![Edit Rubric - Test Rubric](image)

- **a.** Enter a name for this **Criterion**.
  
  ![Edit Criterion - Criterion 1](image)

  - **b.** Click **Save**.
  - **c.** Repeat above steps for each criterion.
18. Click on the dropdown next to a **Level** and select **Edit Level**.

   ![Edit Level screenshot]

   a. Enter a name for this **Level**.

   ![Edit Level - Level 2 screenshot]
b. If you are creating an analytic rubric that uses a Points Scoring Method, enter a **Score (points)** for the level. For Custom Points Method, you may enter a different score (points) for this level for each criterion.

c. Enter a description of what is required to achieve the level for each criterion.

d. **Optional** – add feedback that student will receive if this criteria and level are selected.

e. Click **Save**

f. Repeat above steps for each level.

19. You can change the **Overall Score** levels by selecting **Edit Level** from the dropdown for each overall level.

20. Once you are ready to use this rubric, the status must be set to **Published**.

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**CHANGE RUBRIC STATUS**

There are two ways to change a rubric’s status.

1. Log into course in D2L.
2. On the course navigation bar, click **Edit Course**.
3. Under **Assessment**, click on **Rubrics**.
   a. From dropdown next to selected rubric, select **Set Status**.

   ![Set Status](image)

   b. From the dropdown menu next to selected rubric, select **Edit Properties**.

   ![Edit Properties](image)
HOW TO APPLY RUBRIC TO A DROPBOX ITEM

1. From the course navigation bar, click Dropbox.
2. From the dropdown menu next to the selected dropbox item, select Edit Folder.

3. Under the Properties tab, choose Add Rubric.

4. Select the desired rubric and choose Add Selected. Note: If you do not see the rubric that you are looking for, go back and make sure that the rubric status is set to Published.

5. If a rubric is associated with a dropbox item, you will see it listed under the Rubric section as shown below. Click on the red “X” if you would like to remove the rubric.

6. Click Save and Close.

7. Note: Once a rubric is associated with a grade item, it can longer be edited.
HOW TO GRADE A DROPBOX SUBMISSION USING A RUBRIC

1. From the dropdown menu next to the selected dropbox item, select View Submissions.

2. To the right on the student’s name, click on Evaluate.

3. On the left hand side of the screen, you will see any attached documents. Click on the document(s) to open.

4. To grade via the rubric, on the right hand side of the screen under Evaluation, click on the rubric title (in blue) or the rubric icon to open the rubric.
5. Score the appropriate criteria and level for the work.

6. Note: If you select “Transfer rubric feedback to general feedback for the assignment”, the rubric feedback text for each level will appear in the general feedback area.

7. When you have finished scoring, click **Save & Record**. This will push the overall score to the gradebook.
8. You may leave additional feedback.

9. When you are done, scroll down and click on Publish. Note: If you do not click Publish, the student will not see their score.

10. Repeat for each student submission.
HOW TO VIEW RUBRIC CRITERION RESULTS

1. Log into course in D2L.
2. On the course navigation bar, click Edit Course.
3. Under Assessment, click on Rubrics.
4. From dropdown next to selected rubric, select View Statistics.

5. Select the Competency tab.
6. Click on Actions icon.

7. Select the Criteria Statistics tab
COPY A RUBRIC

Once a rubric is associated to a grade item, it can no longer be edited. If you would like to make changes to a rubric that is no longer editable, you can create a copy and then make edits to the copied rubric.

1. Log into course in D2L.
2. On the course navigation bar, click **Edit Course**.
3. Under **Assessment**, click on **Rubrics**.
4. From dropdown next to selected rubric, select **Copy**.
STUDENTS VIEW OF RUBRICS

Before Student Submission
A rubric that is associated to a dropbox is viewable to students when they click on the dropbox name. The student is able to view the rubric to see how a submission will be graded prior to uploading work.

After a submission has been graded
Students can view the completed rubric by following the steps below:

1. Click on Dropbox in the course navigation bar.
2. To the right of the dropbox name, under Feedback, click on the View icon.