

Rubrics

Faculty Support Guide



D2L Services
West Chester University of Pennsylvania
www.wcupa.edu/D2L
610-436-3350, option 2
Anderson Hall, room 20
d2l@wcupa.edu

v10.3
July 2014

Rubric Support for Faculty

CONTENTS

Types of rubric	3
How to create a rubric	4
How to change rubric status	8
How to apply a rubric to a dropbox item	9
How to grade a dropbox submission using a rubric	10
How to view rubric criteria results	13
Copy a rubric	14
Student view of rubric	15

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.

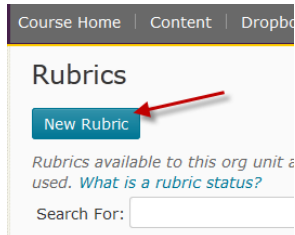
2. **Holistic:** Holistic rubrics may use a percentages or text only scoring method. Holistic rubrics allow you to assess participants' overall achievement on an activity or item based on a single criterion using predefined achievement levels.

SAMPLE RUBRICS

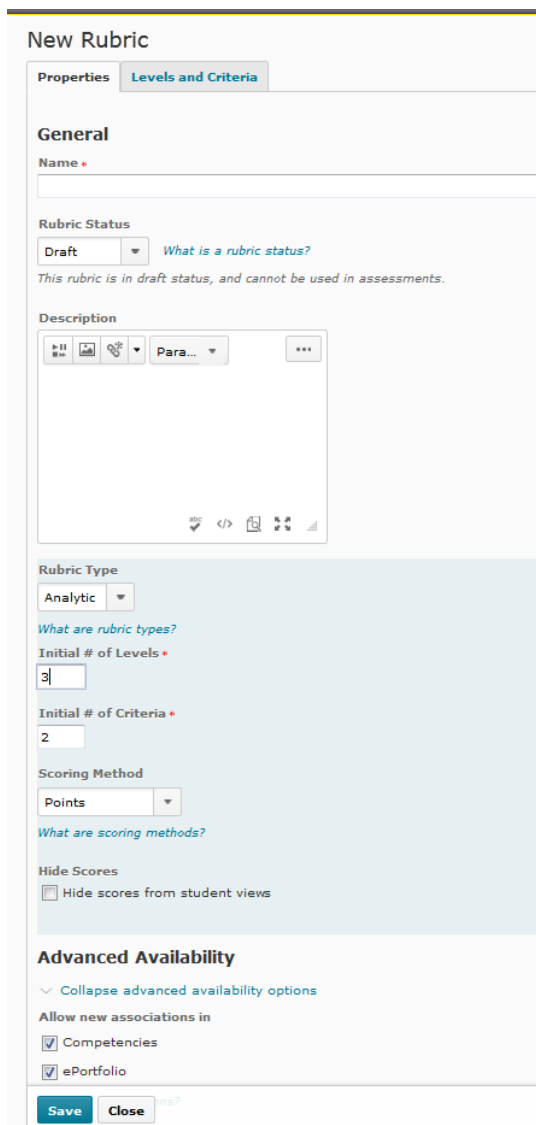
Sample Holistic Rubric		Sample Analytic Rubric			
<i>Focus is on overall quality, understanding and/or proficiency</i>		<i>Focus on specific criteria</i>			
			Excellent (3 pt)	Good (2 pt)	Poor (1 pt)
Excellent	The student describes the question in a clear and concise manner and provides strong reasons for its importance. Specific documentation has been provided to back findings.	Content	Provide clear and concise details to back conclusion. Includes specific documentation to prove conclusion.	Provide details to back conclusion. Includes documentation to prove conclusion.	Does not provide enough details. No documentation provided.
Very good	The student describes the question and provides reasons for its importance. Adequate documentation has been provided to back findings.	Format	Fully adheres to standard format	Mostly adheres to standard format.	Does not adhere to standard format.
Good	The student describes the question and provides reasons for its importance. Supporting documentation is adequate but could be stronger.	Spelling	No spelling errors.	One - two spelling errors.	More than two spelling errors
Limited	The student does not fully describe the question. No conclusions are given to answer the question.	Totals			
Poor	The student does not describe the question. Topic is unclear and no adequate conclusions are made.				
Fail	Did not provide presentation				

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.

A screenshot of the 'New Rubric' form in D2L. The form has two tabs: 'Properties' (selected) and 'Levels and Criteria'. Under the 'General' section, there is a 'Name' field, a 'Rubric Status' dropdown menu set to 'Draft', and a 'Description' text area with a rich text editor toolbar. Below this is the 'Rubric Type' section, which includes a dropdown menu set to 'Analytic', a link for 'What are rubric types?', and input fields for 'Initial # of Levels' (set to 3) and 'Initial # of Criteria' (set to 2). The 'Scoring Method' dropdown is set to 'Points', with a link for 'What are scoring methods?'. There is a checkbox for 'Hide Scores' labeled 'Hide scores from student views'. The 'Advanced Availability' section is collapsed, showing a link for 'Collapse advanced availability options'. At the bottom, there are checkboxes for 'Allow new associations in' with 'Competencies' and 'ePortfolio' checked. At the very bottom are 'Save' and 'Close' buttons.

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**.

Course Home | Content | Dropbox | Quizzes | Collaboration ▾

Edit Rubric - Test Rubric ▾

Properties | **Levels and Criteria**

+ Add Criterion + Add Level + Add Criteria Group ↑↓ Re

Criteria ▾	Level 2 ▾ 2 points	Level 1 ▾ 1 point
Criterion 1 ▾		
Criterion 2 ▾		
Criterion 3 ▾		
Overall Score		Level 1 0 or more

Close

a. Enter a name for this **Criterion**.

Edit Criterion - Criterion 1 ▾

← Previous → Next

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 2	2 points	<p>Rich text editor</p>	<p>Rich text editor</p>
Level 1	1 point	<p>Rich text editor</p>	<p>Rich text editor</p>

Save Cancel

b. Click **Save**.

c. Repeat above steps for each criterion.

18. Click on the dropdown next to a **Level** and select **Edit Level**.

Close

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

Previous

Level Name •
Excellent

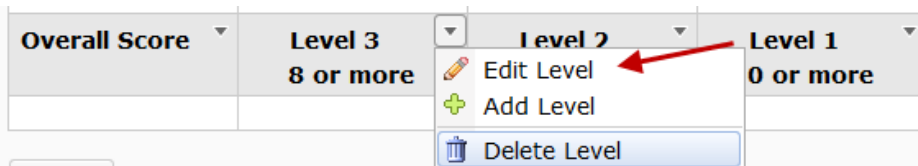
Score (points) •
5

Description and Feedback
Descriptions for each criterion that uses this performance level should outline the requirements to meet this level. Feedback for each criterion is optional.

Criteria	Description	Feedback
Content	Enter the specific criteria that student needs to include to receive this level score.	Enter optional feedback that all students will receive if they receive this score.
Format	Enter the specific criteria that student needs to include to receive this level score.	Enter optional feedback that all students will receive if they receive this score.
Resources	Enter the specific criteria that student needs to include to receive this level score.	Enter optional feedback that all students will receive if they receive this score.

Save Cancel

- 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.

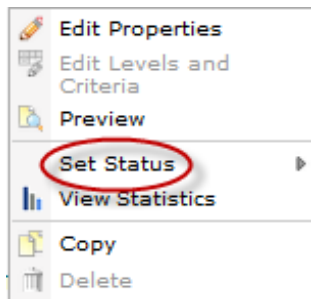


- 20. Once you are ready to use this rubric, the status must be set to **Published**.

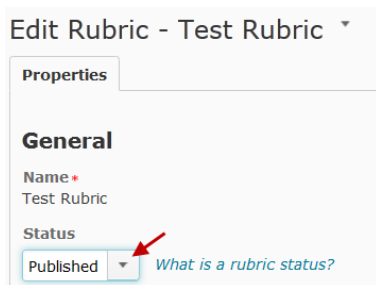
CHANGE RUBRIC STATUS

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**.

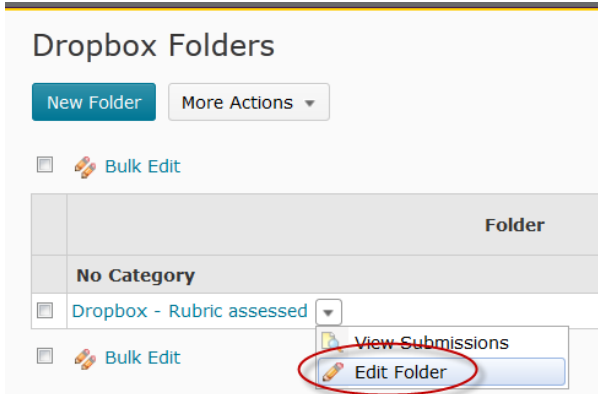


- b. From the dropdown menu next to selected rubric, select **Edit Properties**.

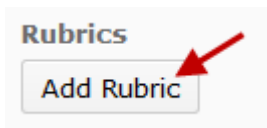


HOW TO APPLY RUBRIC TO A DROPBOX ITEM

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**.



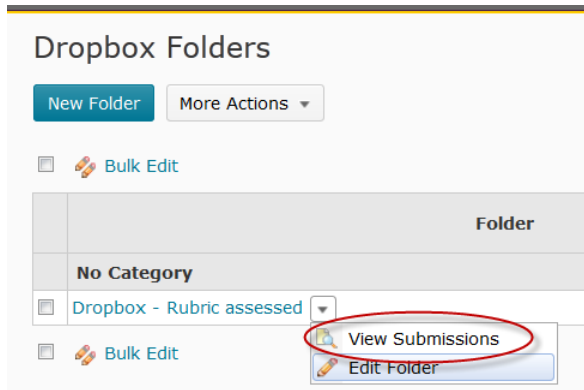
4. Select the desired rubric and choose **Add Selected**. *Note: If you do not see the rubric that you are looking for, go back and make sure that the rubric status is set to Published.*
5. If a rubric is associated with a dropbox item, you will see it listed under the **Rubric** section as shown below. Click on the red "X" if you would like to remove the rubric.



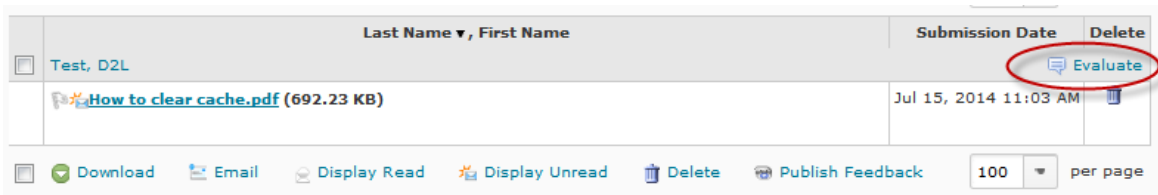
6. Click **Save and Close**.
7. Note: Once a rubric is associated with a grade item, it can longer be edited.

HOW TO GRADE A DROPBOX SUBMISSION USING A RUBRIC

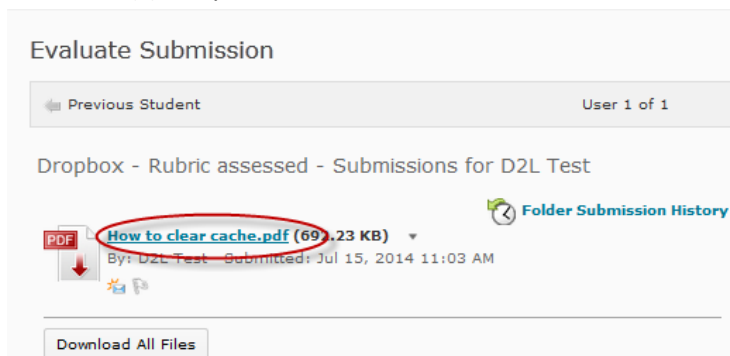
1. From the dropdown menu next to the selected dropbox item, select **View Submissions**.



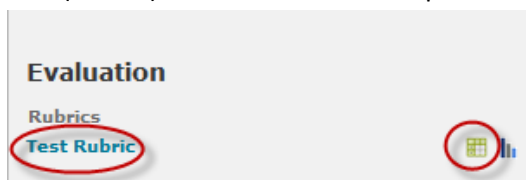
2. To the right on the student's name, click on **Evaluate**.



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.

The screenshot shows the 'Assess Rubrics' interface. At the top, there is a dropdown menu for 'Choose scoring rubric:' set to 'Test Rubric'. Below this is the 'Test Rubric' section, which is currently '(not graded yet)'. A table with four columns is displayed: 'Criteria', 'Excellent 5 points', 'Level 1 1 point', and 'Score and Feedback'. The 'Criteria' column lists 'Content', 'Format', and 'Resources'. The 'Excellent 5 points' column has radio buttons selected for each. The 'Level 1 1 point' column has radio buttons unselected. The 'Score and Feedback' column shows '5 points' and a text area for feedback. At the bottom of the table is an 'Overall Score' row with 'Level 2 5 or more' selected and 'Level 1 0 or more' unselected, with a total of '15 points'. A checkbox at the bottom left is checked, labeled 'Transfer rubric feedback to general feedback for the assignment.' At the bottom of the interface are three buttons: 'Save & Record', 'Save', and 'Cancel'. A red arrow points to the 'Save & Record' button. To the right, a 'Feedback' editor window is open, showing a text area with yellow background containing the feedback text from the rubric table. A red circle highlights the 'Feedback' title, and a red arrow points from the 'Feedback' text area in the editor to the 'Score and Feedback' column of the rubric table.

Criteria	Excellent 5 points	Level 1 1 point	Score and Feedback
Content	<input checked="" type="radio"/>	<input type="radio"/>	5 points Enter optional feedback that all students will receive if they receive this score.
Format	<input checked="" type="radio"/>	<input type="radio"/>	5 points Enter optional feedback that all students will receive if they receive this score.
Resources	<input checked="" type="radio"/>	<input type="radio"/>	5 points Enter optional feedback that all students will receive if they receive this score.
Overall Score	Level 2 5 or more <input checked="" type="radio"/>	Level 1 0 or more <input type="radio"/>	Score and Feedback 15 points

Transfer rubric feedback to general feedback for the assignment.

Save & Record Save Cancel

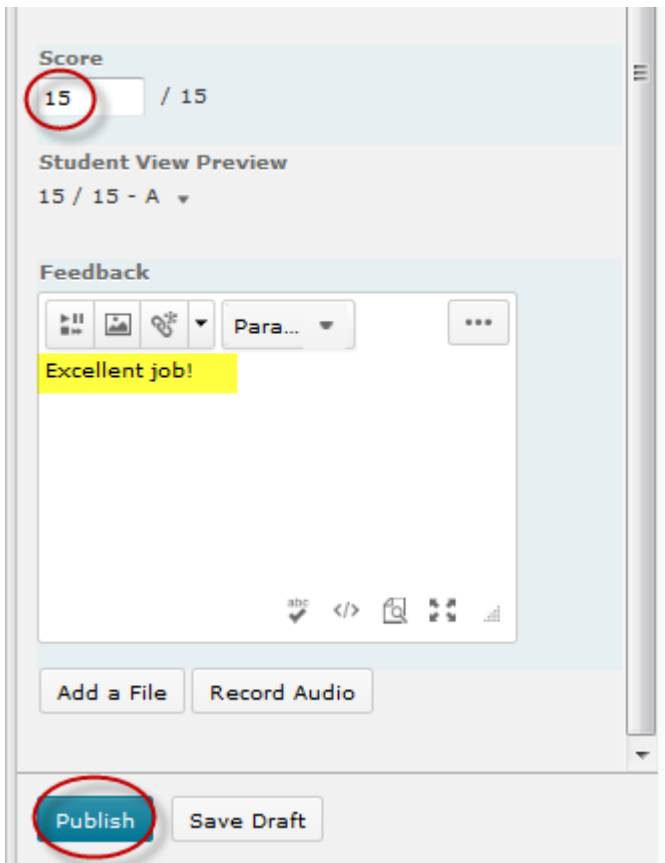
Feedback

Content: Enter optional feedback that all students will receive if they receive this score.
Format: Enter optional feedback that all students will receive if they receive this score.
Resources: Enter optional feedback

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.

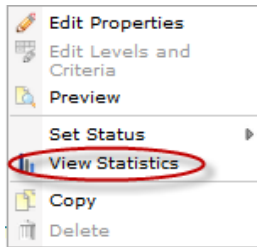
8. You may leave additional feedback.



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**.

Rubric Statistics - Test Rubric ▾

Associations for this rubric are listed separately in relevant tabs below. Find an association and click the Statistics icon to view its statistics. What are associations?

Competency Activities ePortfolio

Search Object Name:

Object	Type	# Assessments	Average Level	Average Score	Actions
Dropbox - Rubric assessed	Dropbox	1	Level 2	15 points	


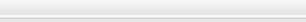

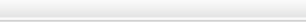


7. Select the **Criteria Statistics tab**

Rubric Statistics - Test Rubric ▾

Overall **Criteria Statistics** Individual Statistics

Criteria Score Frequency for 'Dropbox - Rubric assessed'

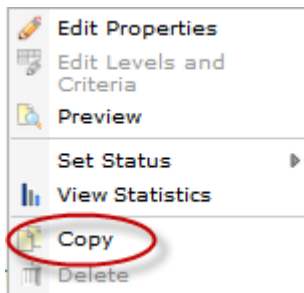
Expand All Collapse All

Criteria	Frequency
<input type="checkbox"/> Content	
Excellent	100 % 
Level 1	0 % 
<input type="checkbox"/> Format	
Excellent	100 % 
Level 1	0 % 
<input type="checkbox"/> Resources	
Excellent	100 % 
Level 1	0 % 

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.

Submissions	Feedback	Du
1	 View	