

# CREATING A RUBRIC

The screenshot shows the 'Rubrics' page in the Desire2Learn system. At the top, there is a navigation bar with 'My Home' and 'Kali Woods Practice S...'. Below this is the 'Desire2Learn' logo and a secondary navigation bar with 'Course Home', 'Edit Course', and 'Assignments'. A callout box with a red border and text points to a 'New Rubric' button. The main content area is titled 'Rubrics' and includes a search bar and a table of existing rubrics. The table has columns for Name, Description, Type, Scoring Method, and Status. Two rubrics are listed: 'Discussion Rubric' and 'Rubric for Written Work', both with 'Analytic' type and 'Points' scoring method, and 'Published' status. A 'Help' link is visible in the top right corner.

In "Edit Course," click "Rubrics." Then click "New Rubric."

Rubrics

[New Rubric](#)

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. What is a rubric status?

Search For:  [Show Search Options](#)

Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/> Discussion Rubric		Analytic	Points	Published
<input type="checkbox"/> Rubric for Written Work		Analytic	Points	Published

20 per page

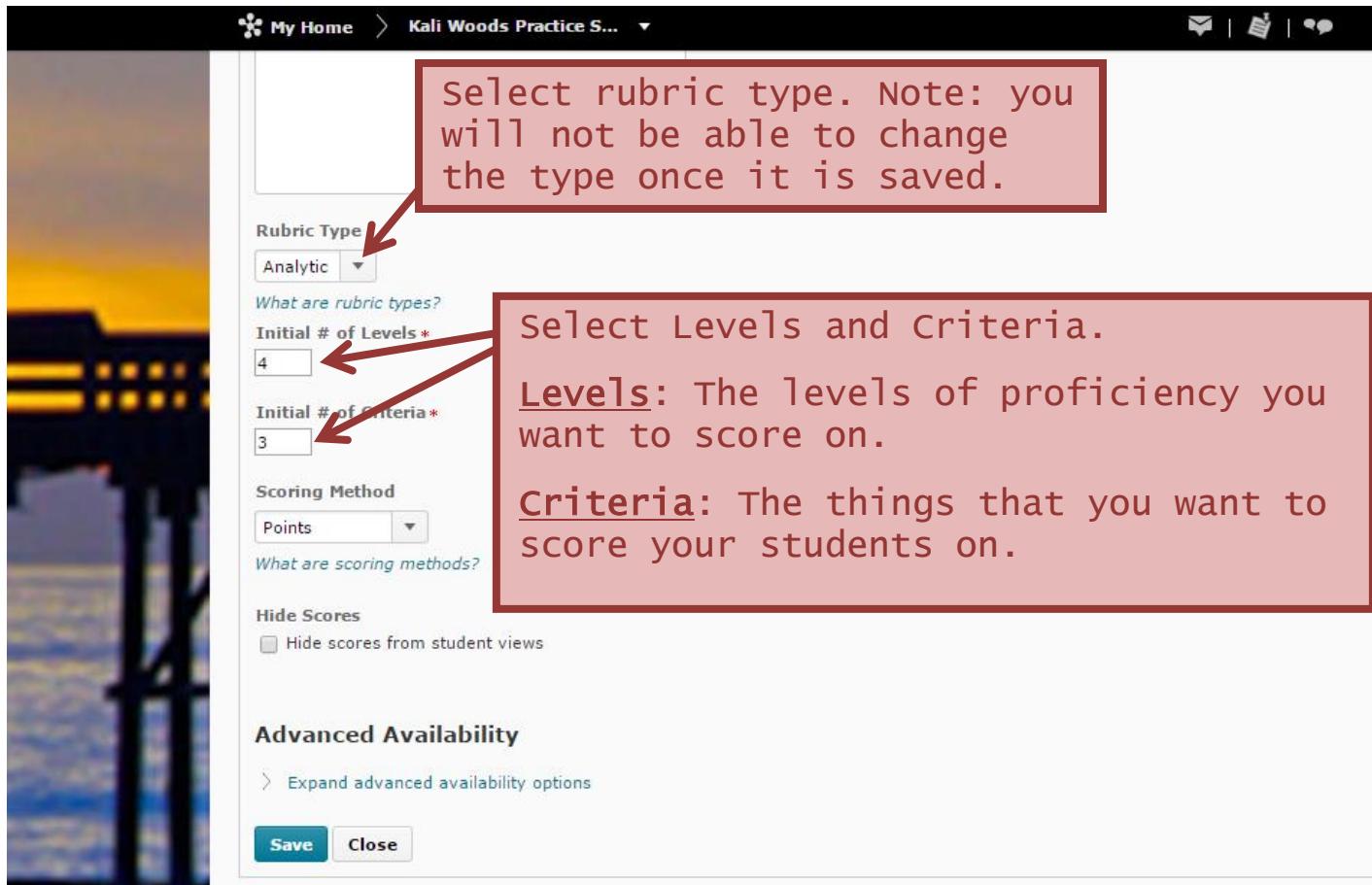
## Creating a Rubric Continued

The screenshot shows a web interface for creating a new rubric. At the top, there is a navigation bar with 'My Home' and 'Kali Woods Practice S...'. Below this, there are tabs for 'Properties' and 'Levels and Criteria'. The main form is titled 'New Rubric' and contains the following fields:

- Name \***: A text input field with a callout box pointing to it containing the text 'Enter rubric name here.'
- Rubric Status**: A dropdown menu currently set to 'Draft'. A callout box points to it with the text 'It's best to set the status as "draft" when working on your rubric.' Below the dropdown is a small link 'What is a rubric status?' and a note: 'This rubric is in draft status, and cannot be used'.
- Description**: A rich text editor with a toolbar showing icons for bold, italic, link, and paragraph. A callout box points to the text area with the text 'Add a description here'.

At the bottom of the form, there are two buttons: 'Save' and 'Close'.

## Creating a Rubric Continued



The screenshot shows a web interface for creating a rubric. At the top, there is a navigation bar with "My Home" and "Kali Woods Practice S...". The main content area is a form with several sections:

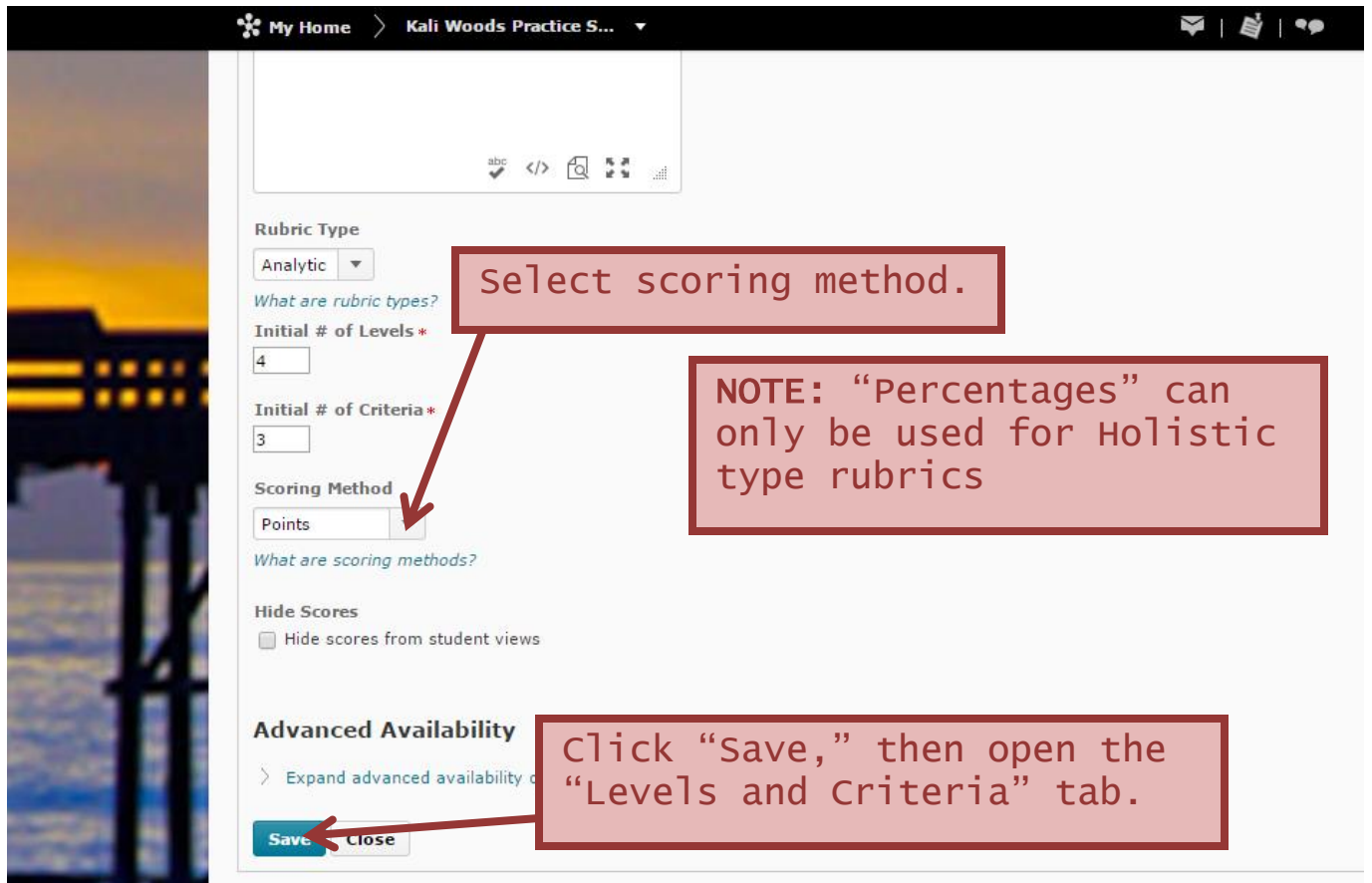
- Rubric Type:** A dropdown menu currently set to "Analytic". A callout box points to this dropdown with the text: "Select rubric type. Note: you will not be able to change the type once it is saved."
- Initial # of Levels \*:** A text input field containing the number "4". A callout box points to this field with the text: "Select Levels and Criteria."
- Initial # of Criteria \*:** A text input field containing the number "3". A callout box points to this field with the text: "Levels: The levels of proficiency you want to score on." and "Criteria: The things that you want to score your students on."
- Scoring Method:** A dropdown menu currently set to "Points". A callout box points to this dropdown with the text: "Levels: The levels of proficiency you want to score on." and "Criteria: The things that you want to score your students on."
- Hide Scores:** A checkbox labeled "Hide scores from student views" which is currently unchecked.
- Advanced Availability:** A section with a chevron icon and the text "Expand advanced availability options".
- Buttons:** "Save" and "Close" buttons at the bottom.

### RUBRIC TYPES

**Analytic:** The most common kind of rubric, it breaks performance into multiple criteria. Each criteria is assessed separately, resulting in an overall assessment score.

**Holistic:** This type does not break performance into separate criteria. Performance is assessed holistically, so that you consider several different criteria, but make only one overall assessment.

## Creating a Rubric Continued



The screenshot shows a web interface for creating a rubric. The top navigation bar includes "My Home" and "Kali Woods Practice S...". The main content area is divided into sections: "Rubric Type", "Initial # of Levels", "Initial # of Criteria", "Scoring Method", "Hide Scores", and "Advanced Availability".

**Rubric Type**  
Analytic

*What are rubric types?*

**Initial # of Levels \***  
4

**Initial # of Criteria \***  
3

**Scoring Method**  
Points

*What are scoring methods?*

**Hide Scores**  
 Hide scores from student views

**Advanced Availability**  
> Expand advanced availability o

**Annotations:**

- A red box with the text "Select scoring method." has an arrow pointing to the "Points" dropdown menu under "Scoring Method".
- A red box with the text "NOTE: 'Percentages' can only be used for Holistic type rubrics" is positioned to the right of the "Scoring Method" section.
- A red box with the text "Click 'Save,' then open the 'Levels and Criteria' tab." has an arrow pointing to the "Save" button at the bottom left.

**Buttons:** Save, Close

## Creating a Rubric Continued

My Home > Kali Woods Practice S... ▾

Desire2Learn

Course Home Edit Course Assignments Content Classlist Grades Instructional Design Wizard  
News Quizzes

### Edit Rubric - New Rubric ▾

Properties **Levels and Criteria**

+ Add Criterion + Add Level + Add Criteria Group ↑↓ Reorder Criteria ↔ Reverse Level Order

Criteria ▾	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point
Criterion 1 ▾				
Criterion 2 ▾				
Criterion 3 ▾				
<b>Overall Score ▾</b>	<b>Level 4 11 or more</b>	<b>Level 3 8 or more</b>	<b>Level 2 5 or more</b>	<b>Level 1 0 or more</b>

Close

From the "Criterion 1" drop-down menu select the "Edit Criterion" option.

## Creating a Rubric Continued

The screenshot shows a web interface for creating a rubric. At the top, there is a navigation bar with "My Home" and "Kali Woods Practice S...". Below this, a "Criterion Name" field contains "Criterion 1". A callout box points to this field with the text "Change the name of the criterion." Below the name field is a section titled "Description and Feedback" with a sub-header "Description and Feedback". A note below the sub-header reads: "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." Below this note is a table with columns for "Level", "Score", "Description", and "Feedback". The table has two rows: "Level 4" with "4 points" and "Level 3" with "3 points". Each row has a "Description" and "Feedback" column, each containing a rich text editor with a "Paragr" dropdown menu. A callout box points to the "Description" field of Level 4 with the text "Enter a description for each of the levels in the criterion." Another callout box points to the "Feedback" field of Level 4 with the text "Enter feedback. Participants are able to view the feedback once their assignment has been assessed using the rubric." At the bottom of the form are "Save" and "Cancel" buttons.

Change the name of the criterion.

Enter a description for each of the levels in the criterion.

Enter feedback. Participants are able to view the feedback once their assignment has been assessed using the rubric.

-Note on changing the score for each level of criterion- This option is only available if "Custom Points" was selected as the scoring method when the rubric was created.