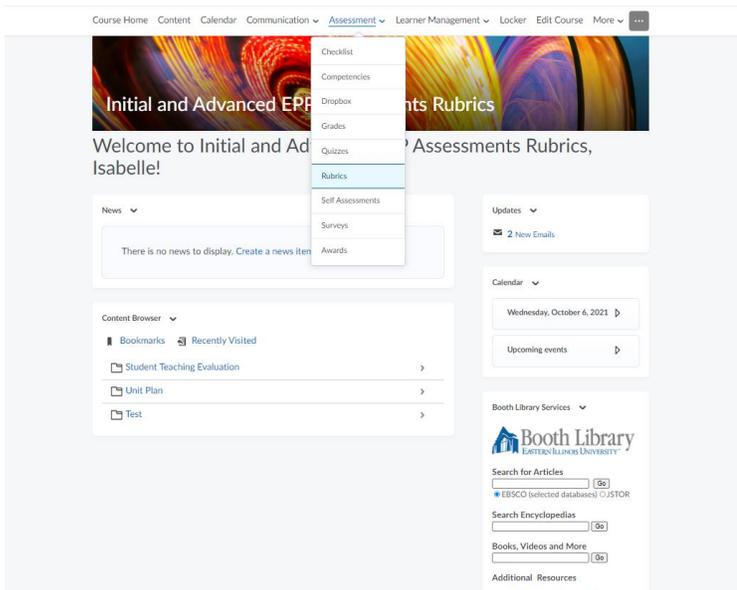


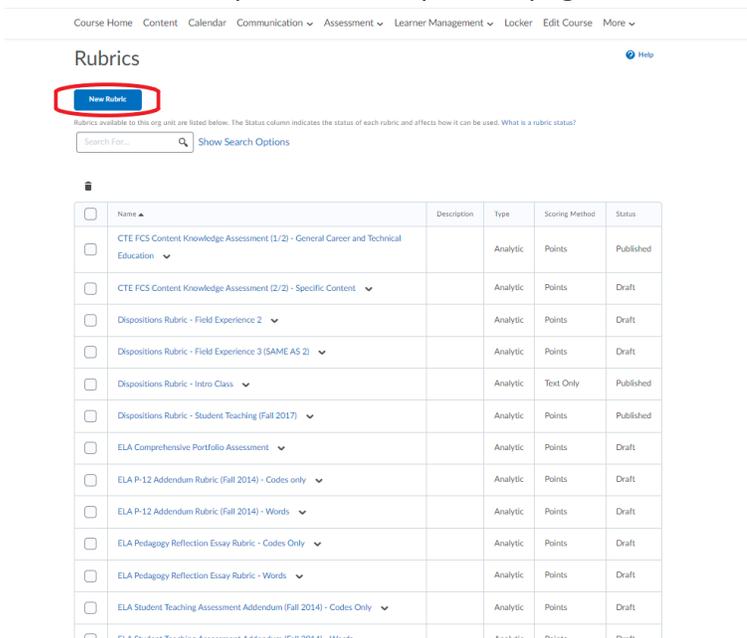
D2L Procedures Handbook: Entering/Editing

Entering New Rubric:

1. Once you're logged into your D2L course, go to Assessment in the Navigation Bar and select the drop-down arrow. From there select Rubrics



2. Click new rubric option at the top of the page.



3. This will open a blank rubric. From there you can input the details specific to your rubric. At the top, there's a textbox to name your rubric, which is required.

The screenshot shows the 'Edit Rubric' interface. At the top, there is a navigation bar with links like 'Course Home', 'Content', 'Calendar', 'Communication', 'Assessment', 'Learner Management', 'Locker', 'Edit Course', and 'More'. Below this, the title 'Edit Rubric' is displayed with a dropdown arrow and status indicators 'Saved' and 'Status Published'. A text input field for the rubric name contains 'Example Rubric'. Below the name field, there are dropdown menus for 'Type: Analytic', 'Scoring: Points', and a 'Reverse Level Order' toggle. The main area is a table with columns for 'Level 1', 'Level 2', 'Level 3', and 'Level 4', each with a '1 pt' label and a trash icon. There are three rows for 'Criterion 1', 'Criterion 2', and 'Criterion 3', each with an 'Initial Feedback' row and a score of '/ 4'. At the bottom of the table, there is an '+ Add Criterion' button. Below the table, there is an 'Overall Score' section with a note: 'Each submission is assigned a level of achievement based on its overall rubric score.' A 'Close' button is at the bottom left.

4. To add another level, select the + icons on either side of the current levels. To add another criterion, select the + add criterion icon at the bottom of the rubric. ****There is a character limit of 256 for criterion.**

This screenshot is similar to the previous one but highlights specific UI elements with red circles. The level headers 'Level 1' through 'Level 4' each have a plus icon on either side, indicating where to click to add or remove levels. The '+ Add Criterion' button at the bottom of the table is also circled in red. The rest of the interface, including the name field and overall score section, remains the same as in the previous screenshot.

5. The levels can be ordered differently by selecting the reverse level order at the top of the rubric. You can also assign your own point values underneath the level.

The screenshot shows the 'Edit Rubric' interface. At the top, there is a navigation bar with options like 'Course Home', 'Content', 'Calendar', 'Communication', 'Assessment', 'Learner Management', 'Locker', 'Edit Course', and 'More'. Below this, the 'Edit Rubric' title is followed by a 'Saved' status and a 'Status: Published' dropdown. The 'Name' field contains 'Example Rubric'. Underneath, there are tabs for 'Type: Analytic', 'Scoring: Points', and 'Reverse Level Order' (which is highlighted with a red circle). The main area is a table with columns for 'Level 1', 'Level 2', 'Level 3', and 'Level 4', each with a point value (1 pt, 2 pt, 3 pt, 4 pt) and a trash icon. Below the table are three criteria rows, each with an 'Initial Feedback' field and a total score of '/ 4'. At the bottom, there is an 'Add Criteria Group' button and a 'Total' score of '- / 12'. An 'Overall Score' section explains that each submission is assigned a level of achievement based on its overall rubric score.

6. When the rubric is first created, the status is default set to published. There is an option to set it as a draft, which will make it unavailable for submissions. There is also an archive option, and this will remove the current rubric from the list of rubrics on the home page.

The screenshot shows the 'Edit Rubric' interface with the 'Status: Published' dropdown menu open. The menu options are 'Published' (checked), 'Archived', and 'Draft'. The 'Reverse Level Order' button is also visible. The table structure is similar to the previous screenshot, but the levels are ordered from 'Level 4' to 'Level 1' from left to right. The point values are 4 pt, 3 pt, 2 pt, and 1 pt respectively. The criteria rows and overall score section are also present.

7. At the bottom of the rubric, there is an options tab that drops down other selections. There is a rubric visibility selection where you can hide the rubric from students, make it visible, or make it visible once scored.

Options ▾

Rubric Visibility

Rubric is visible to students

Rubric is hidden from students

Include rubric feedback in overall feedback

Rubric is hidden from students until feedback is published

Score Visibility

Hide scores from students

Description

Add a description for your personal reference. It will not be shared with students.

Format ▾ | **B** | *I* | U | ~~A~~ | | | | | | | | | | | Lato (Recom... ▾ | ... |

19px ... ▾ | | | | | | | | | | | | |

Description (not visible to students)

No description

Advanced Availability

Allow new associations in

Competencies

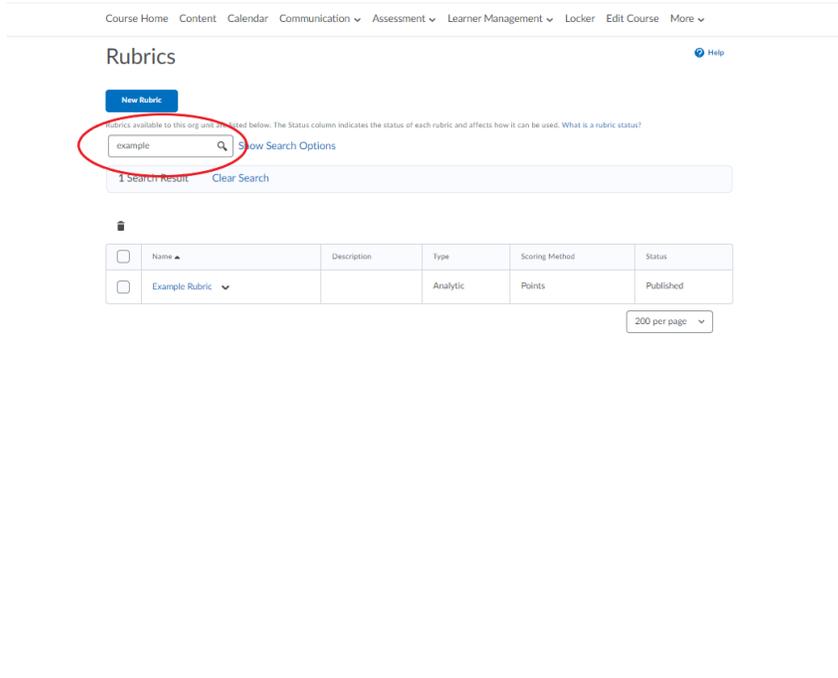
ePortfolio

[What are associations?](#)

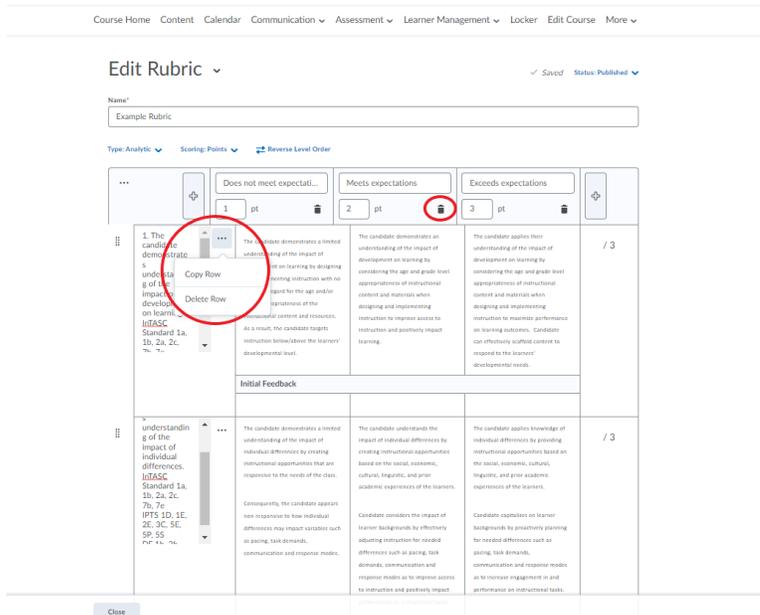
Close

Editing a Rubric:

1. From the rubric page, select which rubric you want to edit from the list. There is a search bar at the top where you can enter the name to search.



2. Once you have selected the rubric, you can edit it however you need. You can add additional levels or criterion, delete levels or criterion, and/or edit the text by clicking in the boxes. To delete criterion, select the 3 dots next to the description and choose delete row. To delete a level, select the trashcan in the row.



- Once a rubric has been used to assess student's work, it is no longer able to be edited this way. To make changes after the rubric has been used to assess work, you will need to first archive the rubric.

Course Home Content Calendar Communication Assessment Learner Management Locker Edit Course More

Edit Rubric

This rubric cannot be edited because it has already been used to assess learner work

Student Teaching Evaluation (January 2017)

(Erase) (Categorized) 0 points	Does Not Meet Standard 1 point	Occasionally Meets 2 points	Meets Standard 3 points	Occasionally Exceeds 4 points	Exceeds Standard 5 points	Criterion Score
<p>IPFS Standard 1 (Holistic Rating) The candidate demonstrates understanding of diverse characteristics and abilities of each student and how individuals develop and learn within the context of their social, economic, cultural, linguistic, and academic experiences by using these experiences to create instructional opportunities that maximize student learning. IPFS Standard 1. inASC Standard 1</p>	<p>Across time, the candidate does not create instructional opportunities that maximize student learning based on characteristics & abilities of learners.</p>		<p>The candidate creates instructional opportunities that maximize student learning based on characteristics & abilities of learners development.</p>		<p>The candidate creates instructional opportunities that maximize student learning based on characteristics & abilities of learners, development, and context of learning within social, economic, cultural, linguistic, and academic experiences.</p>	/ 5
	<p>The candidate ineffectively selected or analyzed data regarding student development, prior experiences, families, cultures, and differing abilities.</p>		<p>The candidate facilitates a respectful learning community based upon data collected and analyzed regarding student development and prior experiences.</p>		<p>The candidate facilitates a respectful learning community based upon data collected and analyzed regarding student development, prior experiences, families, cultures, and differing abilities in a highly</p>	/ 5

Close

- Then return to the rubric list and select show search options and choose archived for rubric statuses.

Course Home Content Calendar Communication Assessment Learner Management Locker Edit Course More

Rubrics Help

[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: [Hide Search Options](#)

Search In

Name Criterion Name

Description Level Name

Scoring Methods

Text Only

Percentages

Points

Custom Points

Rubric Types

Analytic

Holistic

Rubric Statuses

Draft

Published

Archived

5. This will bring up archived rubrics and from that list select the one you need to edit. Click on the drop-down arrow next to it to pull up different options. Select copy from this list. This will make a copy of the rubric and allow you to make changes. The copy will be located in the rubric list with 'Copy of' in front of the original title.

The screenshot shows the 'Rubrics' management page. At the top, there is a 'New Rubric' button and a search bar. Below the search bar are several filter sections: 'Search to' (Name, Description, Criterion Name, Level Name), 'Scoring Methods' (Text Only, Percentages, Points, Custom Points), 'Rubric Types' (Analytic, Holistic), and 'Rubric Statuses' (Draft, Published, Archived). A table of rubrics is displayed below the filters. A red circle highlights a dropdown menu for the 'Student Teaching Evaluation (January 2017)' rubric, with the 'Copy' option highlighted in yellow. The table has columns for Name, Description, Type, Scoring Method, and Status. Below the table, there is a '200 per page' dropdown.

Course Home Content Calendar Communication Assessment Learner Management Locker Edit Course More

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

57 Search Results Clear Search

<input type="checkbox"/>	Name	Description	Type	Scoring Method	Status
<input checked="" type="checkbox"/>	Copy of Student Teaching Evaluation (January 2017)		Analytic	Points	Draft
<input type="checkbox"/>	CTE FCS Content Knowledge Assessment (1/2) - General Career and Technical Education		Analytic	Points	Published
<input type="checkbox"/>	CTE FCS Content Knowledge Assessment (2/2) - Specific Content		Analytic	Points	Draft
<input type="checkbox"/>	Dispositions Rubric - Field Experience 2		Analytic	Points	Draft

6. Then you can select it and edit it like a normal rubric.