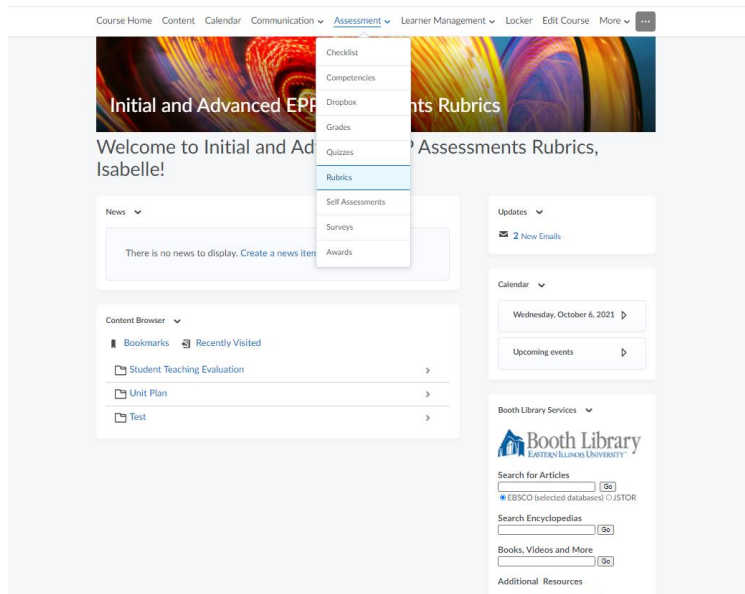


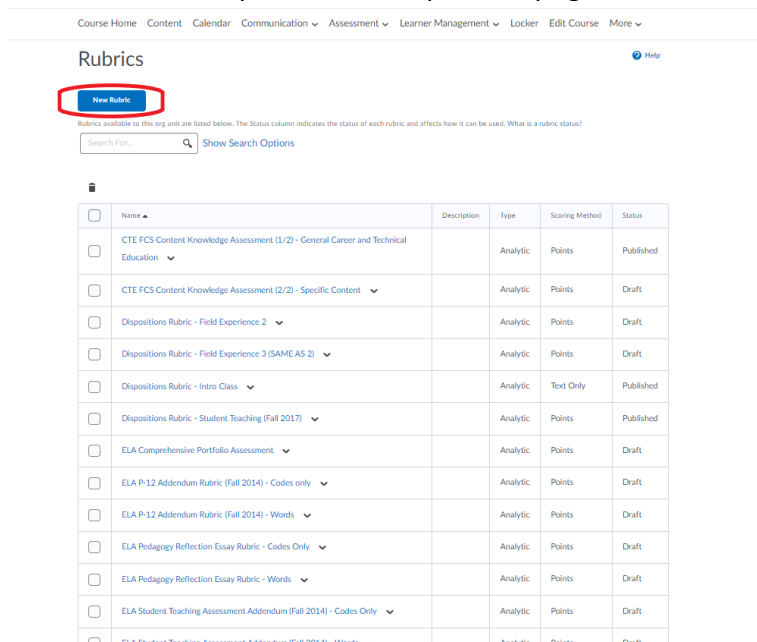
# D2L Procedures Handbook: Entering/Editing

## 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: Course Home, Content, Calendar, Communication, Assessment, Learner Management, Locker, Edit Course, and More. Below the navigation bar, the title 'Edit Rubric' is displayed with a dropdown arrow. To the right of the title are two status indicators: 'Saved' and 'Status Published'. Below the title is a text input field labeled 'Name\*' containing the text 'Example Rubric'. Below the name field are three tabs: 'Type: Analytic', 'Scoring: Points', and 'Reverse Level Order'. The main area is a table with four columns representing levels (Level 1, Level 2, Level 3, Level 4) and three rows representing criteria (Criterion 1, Criterion 2, Criterion 3). Each level column has a '1 pt' label and a small icon. Each criterion row has an 'Initial Feedback' label and a '/ 4' label. At the bottom of the table is a '+ Add Criterion' button. Below the table is a 'Total' label with a value of '/ 12'. At the bottom of the interface is an 'Overall Score' section with a note: 'Each submission is assigned a level of achievement based on its overall rubric score.' There is a 'Close' button 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.**

The screenshot shows the 'Edit Rubric' interface with the same navigation bar and title as the previous screenshot. The 'Name\*' field still contains 'Example Rubric'. The 'Type: Analytic' tab is selected. The 'Scoring: Points' tab is also visible. The 'Reverse Level Order' tab is visible. The main area is a table with four columns representing levels (Level 1, Level 2, Level 3, Level 4) and three rows representing criteria (Criterion 1, Criterion 2, Criterion 3). Each level column has a '1 pt' label and a small icon. Each criterion row has an 'Initial Feedback' label and a '/ 4' label. At the bottom of the table is a '+ Add Criterion' button. Below the table is a 'Total' label with a value of '/ 12'. At the bottom of the interface is an 'Overall Score' section with a note: 'Each submission is assigned a level of achievement based on its overall rubric score.' There is a 'Close' button at the bottom left. Red circles highlight the plus icons on either side of the level headers and the '+ Add Criterion' button.

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 links: Course Home, Content, Calendar, Communication, Assessment, Learner Management, Locker, Edit Course, and More. Below this, the 'Edit Rubric' section has a 'Name' field with 'Example Rubric' and a 'Status: Published' dropdown. The 'Type: Analytic' and 'Scoring: Points' are selected. A red circle highlights the 'Reverse Level Order' button. Below this, there are four level boxes: Level 1 (1 pt), Level 2 (2 pt), Level 3 (3 pt), and Level 4 (4 pt). The main table has three criteria: Criterion 1, Criterion 2, and Criterion 3, each with a total score of /4. Each criterion has an 'Initial Feedback' field. At the bottom, there is an 'Add Criteria Group' button and a 'Total' score of /12. The 'Overall Score' section states: '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. At the top, there is a navigation bar with links: Course Home, Content, Calendar, Communication, Assessment, Learner Management, Locker, Edit Course, and More. Below this, the 'Edit Rubric' section has a 'Name' field with 'Example Rubric' and a 'Status: Published' dropdown. A red circle highlights the 'Status: Published' dropdown menu, which shows three options: 'Published' (checked), 'Archived', and 'Draft'. The 'Type: Analytic' and 'Scoring: Points' are selected. Below this, there are four level boxes: Level 4 (4 pt), Level 3 (3 pt), Level 2 (2 pt), and Level 1 (1 pt). The main table has three criteria: Criterion 1, Criterion 2, and Criterion 3, each with a total score of /4. Each criterion has an 'Initial Feedback' field. At the bottom, there is an 'Add Criteria Group' button and a 'Total' score of /12. The 'Overall Score' section states: 'Each submission is assigned a level of achievement based on its overall rubric score.'

- 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

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Lato (Recom...)

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Description (not visible to students)

No description

Advanced Availability

Allow new associations in

☒ Competencies

☒ ePortfolio

What are associations?

## 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.

[Course Home](#)
[Content](#)
[Calendar](#)
[Communication](#)
[Assessment](#)
[Learner Management](#)
[Locker](#)
[Edit Course](#)
[More](#)

# Rubrics

[Help](#)

New Rubric

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

[Show Search Options](#)

1 Search Result
[Clear Search](#)

<input type="checkbox"/>	Name	Description	Type	Scoring Method	Status
<input type="checkbox"/>	Example Rubric		Analytic	Points	Published

200 per page

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.

Course Menu | Content | Calendar | Communication | Assessment | Learner Management | Locker | Edit Course | More »

## Edit Rubric

[✓ Saved](#) [Status Published ✓](#)

Name\*

Type: [Analytic](#) | [Scaling Points](#) | [Reverse Level Order](#)

Does not meet expectations		Meets expectations	Exceeds expectations			
1	pt	2	pt	3	pt	
<div> <div> <div>...</div> <div> <div>Copy Row</div> <div>Delete Row</div> </div> <div> <div>1. The candidate demonstrates a limited understanding of the impact of learning instruction with no regard for the age and/or developmental content and resources. As a result, the candidate targets instruction to the learner's developmental level.</div> </div> </div> </div>		<div> <div>2</div> <div> <div>2</div> <div>pt</div> </div> </div>		<div> <div>3</div> <div> <div>3</div> <div>pt</div> </div> </div>	/3	
Initial Feedback						
<div> <div>...</div> <div> <div>1</div> <div>pt</div> </div> </div>		<div> <div>2</div> <div> <div>2</div> <div>pt</div> </div> </div>		<div> <div>3</div> <div> <div>3</div> <div>pt</div> </div> </div>	/3	
<div> <div>1</div> <div> <div>1</div> <div>pt</div> </div> </div>		<div> <div>2</div> <div> <div>2</div> <div>pt</div> </div> </div>		<div> <div>3</div> <div> <div>3</div> <div>pt</div> </div> </div>	/3	

Close

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3. 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

Status: Archived

Published  
✓ Archived  
Draft

Student Teaching Evaluation (January 2017)

(Error) (Category)	Does Not Meet Standard	Occasionally Meets	Meets Standard	Occasionally Exceeds	Exceeds Standard	Criterion Score
0 points	1 point	2 points	3 points	4 points	5 points	
IPFS Standard 5 (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	Across time, the candidate does not create instructional opportunities that maximize student learning based on characteristics & abilities of learners.		The candidate creates instructional opportunities that maximize student learning based on characteristics & abilities of learners development.		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.	/ 5
	The candidate ineffectively collected or analyzed data regarding student development, prior experiences, families, cultures, and differing abilities.		The candidate facilitates a respectful learning community based upon data collected and analyzed regarding student development and prior experiences.		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 effective manner.	/ 5

Close

4. 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

[New Rubric](#)

Rubrics available to this org 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' page with a search bar and filters. A search for 'Student Teaching Evaluation (January 2017)' has been performed, resulting in 1 search result. A dropdown menu is open for the first result, showing options: Edit Options, Preview, Set Status, View Statistics, Copy (highlighted), and Delete. The table below shows the search results.

Name	Description	Type	Scoring Method	Status
Student Teaching Evaluation (January 2017)		Analytic	Points	Archived

200 per page

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

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.