

RUBRICS: EVALUATING STUDENT WORK IN D2L

Continuing Education, Outreach & E-Learning

INTRODUCTION

D2L rubrics facilitate the grading process for you and clarify communications to students in two ways: by providing definite assignment expectations and by generating feedback on submissions.

A CLOSER LOOK

Linking Rubrics to a Dropbox Assignment

Once you have built your rubric, it can be linked to a dropbox assignment. To do so, go to any dropbox assignment, click the drop-arrow to the right of the assignment title, and choose "Edit Folder." On the Folder Properties tab, click the **Add Rubric** button, choose the appropriate rubric, and click **Add Selected**. Once done, click **Save and Close** to leave the dropbox folder and your linkage has been made.

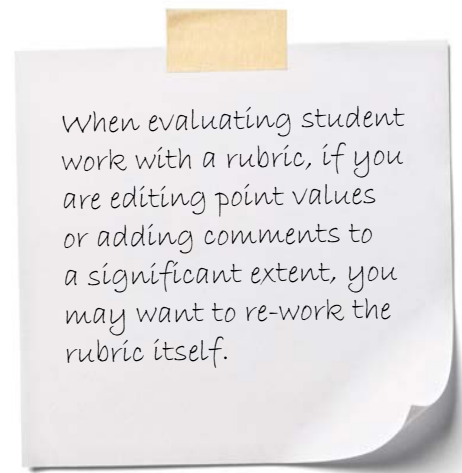
Note: While rubrics can be used in other places in D2L, they are most commonly used with dropbox assignments.

How to Use Rubrics When Evaluating Student Work

If linked to a dropbox assignment, a rubric is available with a quick click. Details are given with the example below.

Editing Points or Adding Comments


While evaluating a student's submission, you can offer additional feedback or adjust a student's score for a specific criterion in the rubric. You can also adjust a student's overall score or offer additional feedback at an overall level.



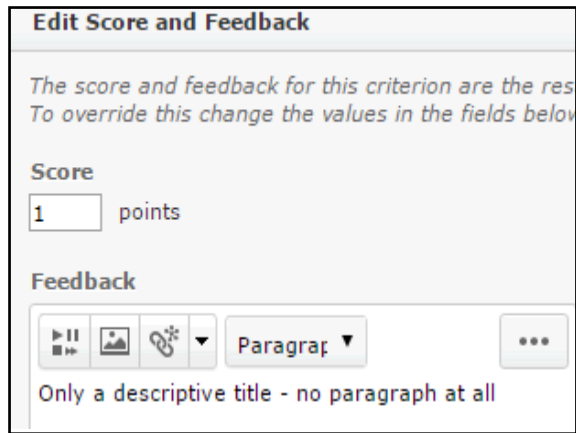
EXAMPLE

To evaluate student work with a rubric in D2L, follow these steps:

1. Go to the dropbox folder and open a student's submission as you normally do.
2. To the right of the student's submission, click the name of the rubric under the "Evaluations" header to pull up a window in which the rubric appears.
3. For each criteria, click the level that best describes the student's submission. When you do, that box of the rubric will be highlighted.
4. If you think that the student's work doesn't conform to the descriptions as stated for a given criterion, you may click the pencil icon to the far right in the **Score and Feedback** column to edit the points and/or the feedback for that criterion.

Introduction	Excellent 10 points	Proficient 8.5 points	Needs Improvement 7 points	Below Standard 5 points	Score and Feedback
Introductory Paragraph/Thesis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5 points 
	Attention-grabbing first sentence. Clear writing that places the essay in context. Detailed	Solid first sentence. Effective connection between first sentence and the context of the	Fine first sentence. Little connection between first sentence and the context of the	Much improvement needed. Introduction lacking in some or all of the following	

5. If you clicked the pencil icon, an **Edit Score and Feedback** window appears that allows you to make changes to the points and/or feedback.



6. To save your edits, click **Save**.
7. Check “Transfer rubric feedback to general feedback for the assignment” if not already checked.
8. When finished using the rubric to evaluate the student submission, click the **Save & Record** button.
9. Add general comments about the submission in the “Feedback” box and click **Publish**.

HOW AND WHERE STUDENTS SEE RUBRICS

First, students can view D2L rubrics before submitting their assignments to learn how you will assess their work. Second, the completed rubric is the heart of the evaluation and feedback that you give students.

Before Submitting Assignments

To give students a clear sense of how their work will be evaluated, they can see the rubric when they visit the dropbox folder for the assignment. Your students can see the rubric when they first become aware of the assignment, when they submit their assignment, or any time in between. To see the rubric, the student follows these steps:

1. Navigate to the Dropbox area and click the specific assignment.
2. The submission page that appears contains the entire rubric.

As Feedback on a Submitted Assignment

Students also view the rubric, this time in its filled-out form, when they go to view their score and feedback on their work. Your evaluation for each criterion of the rubric is yellowed and has a green checkmark associated with it. To see the filled-out rubric, the student follows these steps:

1. Navigate to the Dropbox area using the menu bar in the course.
2. Click the **View** icon in the **Feedback** column associated with the dropbox assignment.
3. The **View Feedback** page for the assignment appears, and the rubric figures prominently and displays the highlighted boxes of the rubric, along with the scores for each of the criteria and total score.

ADDITIONAL RESOURCES

- D2L documentation regarding rubrics: <https://documentation.desire2learn.com/en/Rubrics>
- How to Assess Dropbox Submissions: <https://documentation.desire2learn.com/sites/default/files/documents/How%20to%20assess%20Dropbox%20submissions.pdf>