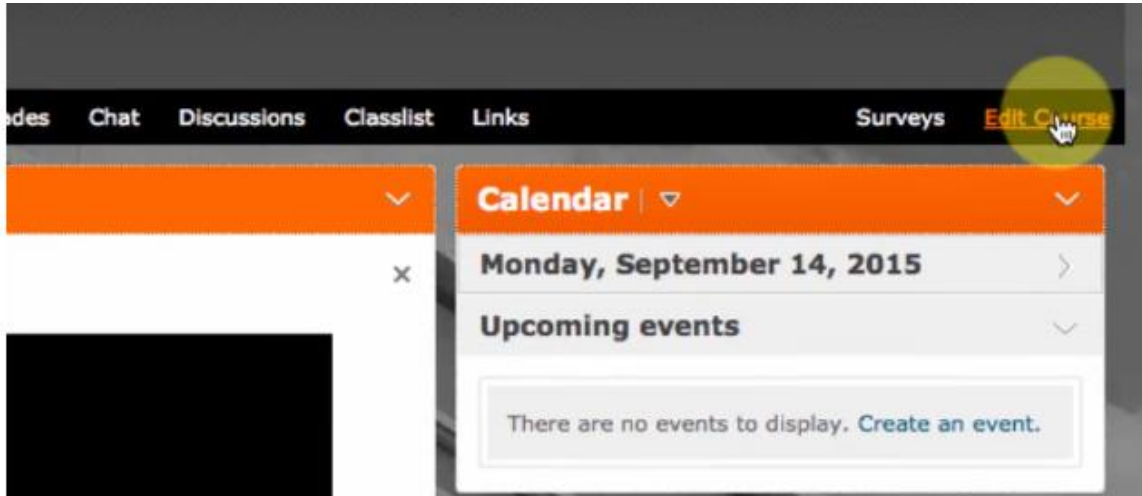


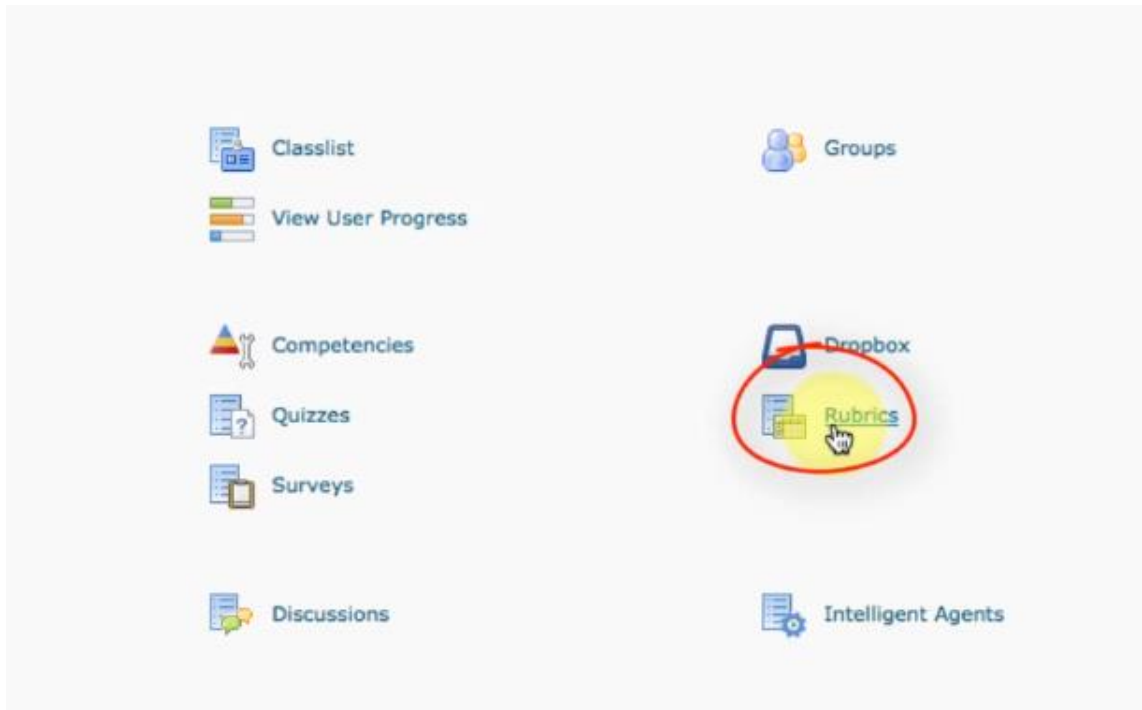


Using Rubrics (Part 3) in D2L

1. Navigate to the course you intend to edit within D2L.
2. Click **Edit Course**.



3. Click **Rubrics**.





4. Edit an existing Rubric or create one from scratch. Click on **existing rubric**. When editing an existing Rubric, some parameters cannot be changed.

Rubrics

[New Rubric](#)

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects...

Search For: [Show Search Options](#)

<input type="checkbox"/>	Name ▲	Description	Type	Score
<input type="checkbox"/>	Essay Grading Rubric ▼		Analytic	Point
<input type="checkbox"/>	Photo Grading Rubric ▼		Analytic	Point
<input type="checkbox"/>				

5. Click **Levels and Criteria** to edit the evaluation parameters of the Rubric.

Edit Rubric - Photo Grading Rubric ▼

[Properties](#) **[Levels and Criteria](#)**

[+ Add Criterion](#) [+ Add Level](#) [Add Criteria Group](#) [↕ Reorder Criteria](#) [↔ Reverse](#)

Criteria ▼	Level 3 3 points ▼	Level 2 2 points ▼	Level 1 1 point ▼
Creativity ▼	Photo is unique and	Photo is somewhat	Photo is highly



7. When grading an assignment you will see it along with the rubric. Click on **levels of competency** as you read the assignment to score it with the rubric.

Criteria	Exemplary 3 points	Satisfactory 2 points	Poor 1 point
Creativity	Photo is unique and demonstrates a level of creativity beyond what is normally seen in a college class.	Photo is somewhat unique, though may be derivative of other popular works or other pictures from class.	Photo is highly derivative of other pictures and demonstrates very low creativity.
Composition	Photo shows a clear subject, puts the subject in a clear and understandable context, and uses foreground and background elements to enhance the overall image.	Photo has a subject, though it is somewhat unclear and the context is not easy to discern. Foreground and background elements are not utilized as strongly as they could be.	The subject is unclear and lacks a sense of context. Foreground and background elements, if present, are distracting or not helpful to the overall composition.
Focus	Photo is sharp, in focus and utilizes an appropriate depth of field.	Photo is not as sharp as it could be, slightly out of focus, or uses a depth of field that is far too narrow or wide.	Photo is blurry, out of focus, or grossly misuses depth of field.
Overall Score	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more

8. **Overall Score** is assigned by Desire2Learn based on the criteria and levels you select when grading. Calculations options for Overall Score can be customized by you when you create the Rubric. To edit, click a triangle for a level and select **Edit Level**.

The screenshot shows the 'Overall Score' row of the rubric table. The 'Level 2' dropdown menu is open, displaying three options: 'Edit Level' (with a pencil icon), 'Add Level' (with a plus icon), and 'Delete Level' (with a trash can icon). The 'Focus' row above it is partially visible, showing the text 'Photo is sharp, in focus and utilizes an appropriate depth of field.' for Level 3, 'Photo is not as sharp as it could be, slightly out of focus, or uses a depth of field that is far too narrow or wide.' for Level 2, and 'Photo is blurry, out of focus, or grossly misuses depth of field.' for Level 1.



9. Calculation options for Overall Score can be customized by you when you create the Rubric. Select the **range of points** at which a given Overall Score begins. Click **Save**.

The screenshot shows a form for editing a rubric level. It includes the following fields:

- Level Name ***: A text input field containing "Exemplary".
- Start Range (points) ***: A text input field containing "9".
- Description**: A rich text editor with a toolbar (bulleted list, numbered list, link, unlink, paragraph, indent, outdent) and a text area.
- Feedback**: A rich text editor with a toolbar (bulleted list, numbered list, link, unlink, paragraph, indent, outdent) and a text area.

At the bottom of the form, there are two buttons: a green "Save" button with a hand cursor over it, and a grey "Cancel" button.

10. Repeat the same process as discussed above for editing range of points for the remaining levels. Rubric is now complete with criteria, levels, and overall score calculations.

	Photo is sharp, in focus and utilizes an appropriate depth of field.	Photo is not as sharp as it could be, slightly out of focus, or uses a depth of field that is far too narrow or wide.	Photo is blurry, out of focus, or grossly misuses depth of field.
Overall Score ▾	Exemplary 9 or more ▾	Satisfactory 5 or more ▾	Poor 0 or more ▾

Close



11. Use Dropbox options to link an assignment to a given Rubric. Select **Dropbox**.

Course Home Content **Dropbox** Quizzes Grades Chat Discussions Classlist

Edit Rubric - Photo Grading Rubric

Properties Levels and Criteria

+ Add Criterion + Add Level Add Criteria Group Reorder Criteria Rev

Criteria	Exemplary 3 points	Satisfactory 2 points	Poor 1 point
Creativity	Photo is unique and demonstrates a level of	Photo is somewhat unique, though may be	Photo is highly derivative of other

12. Click **New Folder**.

Course Home Content **Dropbox** Quizzes Grades Chat Discussions Classlist

Dropbox Folders

New Folder More Actions

Bulk Edit

Folder
No Category
<input type="checkbox"/> Aperture Assignment



13. Use Dropbox options to link an assignment to a given Rubric.

Nature Photo

OriginalityCheck
 Enable for this folder [How does originality checking work?](#)

Folder Type
 Individual submission folder [?](#)
 Group submission folder [?](#)
Group Category: ▼

Category
 ▼ [\[New Category\]](#)

Grade Item
 ▼ [\[New Grade Item\]](#)

Out Of
 [?](#)

Student View Preview
- / - ▼

Rubrics

No rubrics selected.

14. Click **Add Rubric**.

Out Of
 [?](#)

Student View Preview
 ▼

Rubrics
 [?](#)
No rubrics selected.
[\[Create Rubric in New Window\]](#)

Default Scoring Rubric
 ▼ [?](#)



15. Select Rubric, and then click **Add Selected**.

The screenshot shows a 'Select Rubric' dialog box. At the top, there is a search bar labeled 'Search For:' with a magnifying glass icon and a link to 'Show Search Options'. Below the search bar is a checkbox and a '20 per page' dropdown menu. The main content is a table with the following columns: Name, Description, Type, and Scoring Method. The table contains one row: 'Photo Grading Rubric' with an empty Description, 'Points' Type, and 'Analytic' Scoring Method. A green checkmark is visible in the first column of this row, and a mouse cursor is pointing at it. Below the table is another checkbox and a '20 per page' dropdown menu. At the bottom of the dialog are two buttons: 'Add Selected' and 'Cancel'.

Name ▲	Description	Type	Scoring Method
<input checked="" type="checkbox"/> Photo Grading Rubric		Points	Analytic



16. Now click that the rubric has been added to the assignment, click **Save and Close**.

A screenshot of a web interface for managing rubrics. At the top left is a button labeled 'Add Rubric'. Below it is a blue button labeled 'Photo Grading Rubric' with a red 'X' icon to its right. Underneath is a blue link that says '[Create Rubric in New Window]'. Below that is the section 'Default Scoring Rubric' with a dropdown menu currently showing 'No default selected' and a question mark icon to its right. At the bottom of the interface are four buttons: 'Save and Close' (highlighted in blue with a mouse cursor pointing to it), 'Save and New', 'Save', and 'Cancel'. The interface is set against a light gray background.

You should now have an understanding of how the Overall Score is calculated and how to change its calculation parameters, and instructions on how to link a rubric to a given assignment via the Desire2Learn Dropbox parameters.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.