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| 2020



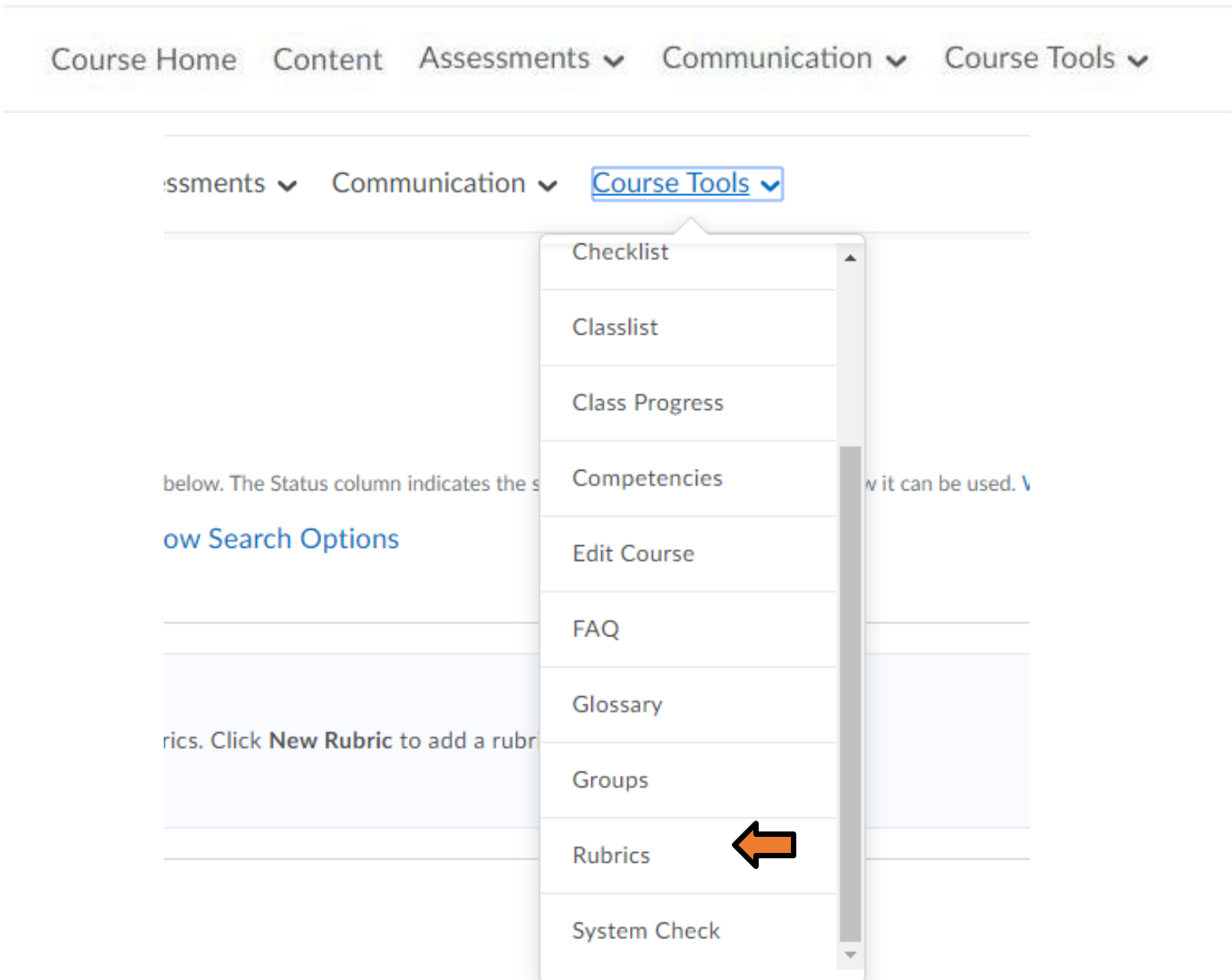
USING BRIGHTSPACE TOOLS  
Rubrics

**cna**

# Creating Rubrics

## Creating Rubrics

On the D2L navbar, click **Course Tools**, then **Rubrics**.



When the Rubrics page opens, click on the New Rubric Button.

**cna** College of the North Atlantic Practice Course

Course Home Content Assessments Communication Course Tools

## 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

You haven't created any rubrics. Click **New Rubric** to add a rubric.

The following screen will open which will allow you to manipulate and create your rubric.

**Edit Rubric** ✓ Saved Status: Published

Name\*  
Untitled

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

	Level 4	Level 3	Level 2	Level 1	
	4 pt	3 pt	2 pt	1 pt	
Criterion 1					/ 4
	Initial Feedback				
Criterion 2					/ 4
	Initial Feedback				
+ Add Criterion					

Add Criteria Group Total - / 8

## The following outlines the various tools in the rubric.

**Name:** A unique name for the rubric, for example, Critical Evaluation.

**Rubric Status:** The availability of the rubric:

- **Draft:** The initial status of a rubric. Draft rubrics are not yet available for new associations.
- **Published:** Associations can be made with published rubrics. Once a rubric has an association, you cannot change the rubric's name, description, levels, and criteria.
- **Archived:** Archived rubrics do not appear in default search results and are not available for new associations. Existing associations with archived rubrics remain functional.

**Note:** Users with permission to change a rubric's status can do so at any time.

**Description:** A detailed description of the rubric. Note that this description is not shown to learners and is only visible to instructors. For example: *Critical thinking is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.*

**Rubric Type:** The type of rubric:

- **Analytic:** Two-dimensional rubrics with levels of achievement as columns and assessment criteria as rows. Allows you to assess participants' achievements based on multiple criteria using a single rubric. You can assign different weights (value) to different criteria and include an overall achievement by totaling the criteria. With analytic rubrics, levels of achievement display in columns and your assessment criteria display in rows. Analytic rubrics may use a points, custom points, or text only scoring method. Points and custom points analytic rubrics may use both text and points to assess performance; with custom points, each criterion may be worth a different number of points. For both points and custom points, an Overall Score is provided based on the total number of points achieved. The Overall Score determines if learners meet the criteria determined by instructors. You can manually override the Total and the Overall Score of the rubric.
- **Holistic:** Single criterion rubrics (one-dimensional) used to assess participants' overall achievement on an activity or item based on predefined achievement levels. Holistic rubrics may use a percentage or text only scoring method.

**Scoring Method:** used to assess rubrics with textual performance levels such as **Excellent**, or with text and numeric score such as **Excellent (90 points)**. There are several ways to score a rubric:

- **No Score:** Performance levels indicated by text. For example, three performance levels for a rubric can be Poor, Good, and Excellent.
- **Points:** This scoring method is only available to analytic rubrics. Performance levels indicated by points. For example, three performance levels for a rubric can be Poor (0 points), Good (75 points), and Excellent (125 points).
- **Custom Points:** This scoring method is only available to analytic rubrics. The Custom Points scoring method is similar to the Points scoring method, but you can customize the points given for each criterion. For example, if performance levels are Poor, Good, and Excellent, then the criterion Spelling and Grammar can be worth 0 points, 10 points, and 20 points for each level, and the criterion Expression can be worth 0 points, 30 points, and 60 points, making it worth three times the points of Spelling and Grammar.
- **Percentages:** This scoring method is only available to holistic rubrics. A holistic rubric using Percentages can be automatically assessed based on the score of its associated item, for example, a Grade item.

**Rubric Visibility:** The visibility of the rubric. Hiding a rubric is useful for preventing learners from using the preview rubric as an answer key for an activity.

**Hide Scores:** Hide scores from learner view.

**Advanced Availability:** Associates a rubric with a tool such as Competencies or Brightspace ePortfolio as a means of assessing items created in those tools. When you create an association for a rubric, you cannot edit or delete the rubric. To make changes after associating it with a tool, you should change the rubric's status to Archived, then copy the rubric and make your changes to the new copy. To associate your rubric with Competencies or Brightspace ePortfolio, select the **Competencies** or **ePortfolio** check boxes. In addition, you can click the **Add Org Units** button to share a rubric created at the organization level with other org units.

Source: <https://documentation.brightspace.com/>

## Note the following:

- The top of the page displays the rubric type and scoring method. You can change the type and scoring method at any time; however, changing your rubric from analytic to holistic will cause all but the first row of your rubric to be deleted.
- As you add or edit rubric information, your changes are automatically saved.
- You can re-order criteria using drag and drop or using your keyboard.
- A rubric description is what is required to achieve the level for each criterion. Achievement level descriptions help evaluators determine which level best reflects a user's achievement. The more detailed your descriptions are, the more consistent evaluations will be.
- You can add bolding, italics, and lists to rubric descriptions. You can also use Insert Stuff to add third-party content, for example, images. Rubric descriptions do not support replace strings and additional HTML code.
- You can add predefined feedback that appears to users who achieve a specific level, and it is an easy way to communicate a rubric's evaluation methodology. Predefined feedback does not support HTML.
- If you are creating a holistic rubric that uses a percentage scoring method, enter a start range. The start range for your lowest achievement level is automatically set to 0%. The start range for other levels should be the lowest percentage acceptable for the level. The highest percentage is determined by the start range for the level above.

Source: <https://documentation.brightspace.com/>

Please click the following links on how to create different types of Rubrics:

[Holistic Rubrics](#)

[Analytic Rubric \(Points\)](#)

[Analytic Rubric \(Custom Points\)](#)