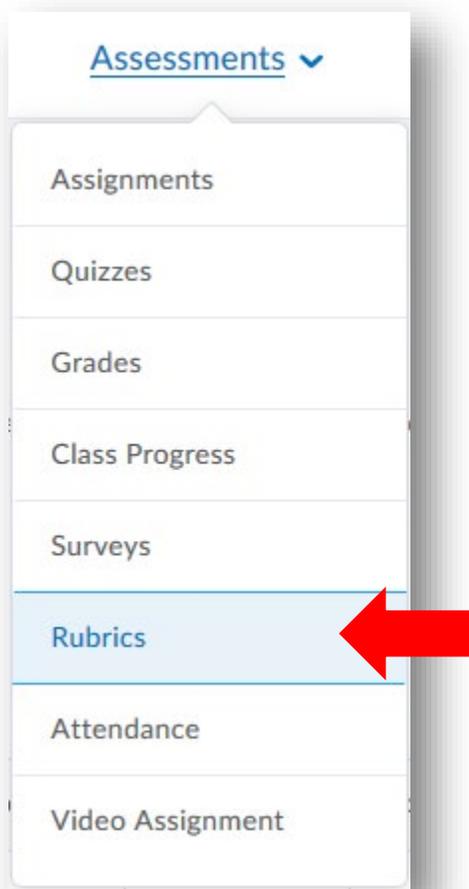


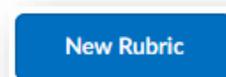
## Create a Weighted Rubric

This document explains how to create a weighted analytic rubric using the **Rubrics** tool in D2L Brightspace. Rubrics are a great way to make your grading easier and more transparent to your students.

- Navigate to the **Rubrics** tool by clicking the **Assessment** dropdown on the navbar and select the “*Rubrics*” option.



- Click the blue **New Rubric** button to create a rubric.



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- Enter a name for your rubric in the text box below **Name\***.

Name\*

Untitled

Note: Rubrics auto save your changes as you make them. As noted by the “*Saved*” text at the top of the page

✓ *Saved*

- Set the rubric type to **Type: Analytic**. The default should be **Type: Analytic**.

Type: Analytic ▼

- Set the rubric scoring method to **Scoring: Custom Points** by clicking on the **Scoring:** link. The default should be **Scoring: Points**.

Scoring: Custom Points ▼

- You can change the order in which the levels appear by clicking the **Reverse Level Order** link.

↔ Reverse Level Order

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- Add new levels by clicking the + icon on either side of the default levels that appear. To delete a level, click the **Trash can** icon within the level.



- Edit the level titles, points, and the description for them by clicking on their text boxes.

	Perfect	Level 3
Grammar	4 pt • Perfect use of grammar	3 pt • Almost perfect use of grammar

Criteria title

Points for criteria per level

Level Title

Level Description

- You can add **Initial Feedback** that will be given to students if they achieve the appropriate level on the rubric while you are grading with it.

<b>Initial Feedback</b>
Great job!

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- Click the arrow next to **Options** to edit options for the rubric



Options 

- Rubric options you can set include:

- Whether or not the rubric is visible to students

**Rubric Visibility**

- Rubric is visible to students
- Rubric is hidden from students
- Rubric is hidden from students until feedback is published

- Whether or not the scores on the rubric are visible to students

**Score Visibility**

- Hide scores from students

- A description for the rubric that is only visible to you

**Description**

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

- Click the grey **Close** button to return to the **Rubrics** page once you have completed the rubric.

