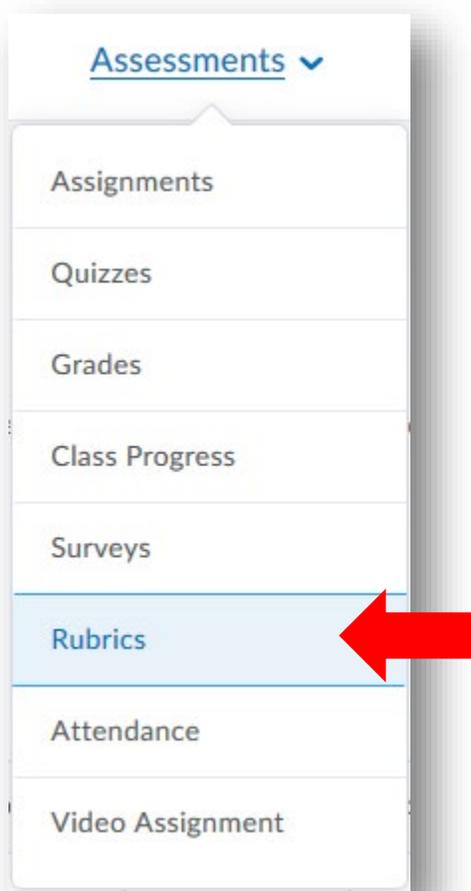


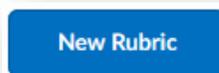
## Create an Analytic Rubric

This document explains how to create an 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 how you want to have the rubric scored from the **Scoring:** option next to the rubric type. You can choose either **No Score, Points** or **Custom Points**. The default is **Points**.

Scoring: Points ▼

- **Custom Points** allows you to set point values for each level within a specific criteria. For example: if your rubric is on a 4 point scale. You may be grading one criteria on the 4 point scale, whereas another criteria you may only want to offer up to 2 or 3 points, leaving the 4<sup>th</sup> level blank.

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

↔ Reverse Level Order

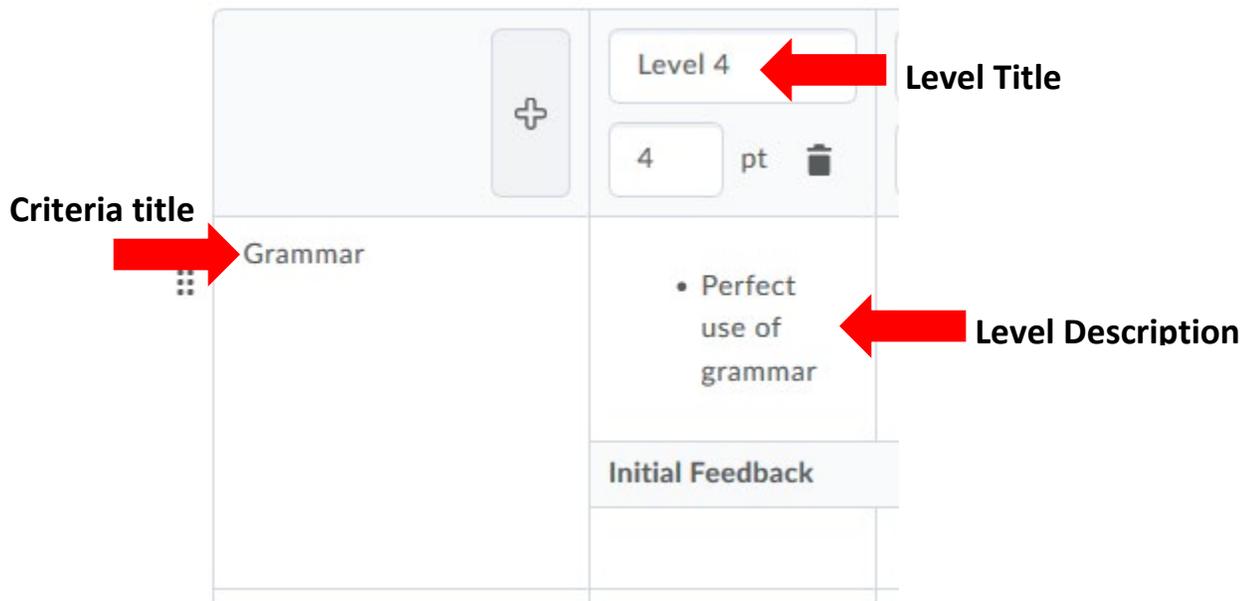
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- Add new levels by clicking the + icon on either side of the default levels that appear. To delete a level, click the **Trash can** icon within the level.



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



- 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.

