Table of Contents

Accessing the Rubrics tool ................................................................. 3
Create a New Rubric ........................................................................ 5
  Create a Rubric: ......................................................................... 5
Understanding Rubric Types .............................................................. 6
  Analytic Rubrics ........................................................................ 6
  Holistic Rubrics ......................................................................... 6
Understanding Scoring Methods .......................................................... 7
  Text Only .................................................................................. 7
  Points ...................................................................................... 7
  Custom Points .......................................................................... 7
  Percentages ............................................................................. 7
Levels and Criteria ............................................................................ 8
  Editing Criteria Group: .............................................................. 9
Published Rubrics ........................................................................... 12
Service Desk Request ......................................................................... 13
  Submitting a Ticket .................................................................. 13
  Call the ITS Service Desk (901.678.8888) any day of the week! ........ 13
Important Links ................................................................................ 13
Purpose
This documentation highlights how to use Rubrics in eCourseware.

Audience
This documentation is intended for University Faculty and Staff.
Creating Rubrics

Accessing the Rubrics tool

The following documentation demonstrates how to create a rubric within eCourseware. Rubrics can be used to guide grading and to communicate to students what is expected on an assignment. This tutorial shows how to create a rubric independent of an existing D2L dropbox assignment, quiz, or discussion.

Log into your course and click the Edit Course link on the navigation bar.
Click on Rubrics.
Create a New Rubric

Create a Rubric:

1. On the Rubrics page, click the New Rubric button.
2. Enter a rubric title in the Name field.
3. Select a Rubric Status from the drop-down list.
   - *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.
4. You have the option to include a description of the rubric in the Description field.

![New Rubric Interface](image)
5. Choose the type of Rubric that you would like to use, Analytic or Holistic.

6. Choose the Number of Levels and the Number of Criteria you would like to have for your rubric.

7. Select a Scoring Method.

---

**Understanding Rubric Types**

**Analytic Rubrics**

Most rubrics are analytic. An analytic rubric breaks performance into multiple criteria. You assess each criterion separately, resulting in an overall assessment score.

**Holistic Rubrics**

Holistic rubrics do not break performance into separate criteria. Performance is assessed holistically, so that you consider several different criteria, but make only one overall assessment.
Understanding Scoring Methods

Text Only
Performance levels are expressed using only text. For example, three performance levels for a rubric could be Poor, Good, and Excellent.

Points
Similar to Text Only, but includes points to assess performance. For example, three performance levels for a rubric could be Poor (0 points), Good (75 points), and Excellent (125 points).

Custom Points
This scoring method can be used only for Analytic type rubrics.
The Custom Points scoring method is similar to the Points scoring method, but you can customize the points given for each criterion (row). For example, if performance levels are "Poor", "Good", and "Excellent", then the criterion "Spelling and Grammar" could be worth 0 points, 10 points, and 20 points for each level, but the criterion "Expression" could be worth 0 points, 30 points, and 60 points, making it worth 3 times the points for "Spelling and Grammar".

Percentages
Percentages can be used only for Holistic type rubrics.
Percentages is similar to Points, but measures performance in percentages instead of points.
A rubric using the "Percentages" can be automatically assessed based on the score of its associated item (such as a grade item).
Levels and Criteria

1. Click on the Levels and Criteria tab.

2. From the Criterion 1 drop-down menu select the Edit Criterion option.
3. Add a name to this criterion in the Criterion Name.

4. Add a Description at each criterion level, as well as Feedback if you wish.
5. Click Save repeat steps 10-12 for the other criterion.
Editing Criteria Group:

6. In the Criteria drop-down menu select Edit Criteria Group
7. When finished, click Save.
8. In the Overall drop-down menu, select the Edit Levels option.

9. Give a name for each performance level and a minimum score to achieve for each level.
10. Give a description and feedback if you care to, then click Save.
11. Levels and Criteria can be added to the rubric, as well as rearranged by using the options right above the rubric.
Published Rubrics

To be able to assign the rubric to any assessment it must first be Published. To publish your rubric go back into the Properties tab and select Published from the Status drop-down menu.

Note: Once a rubric is published it cannot be edited so be sure everything is correct.
Locating Help Resources

The Center for Teaching and Learning offers support to faculty, staff, and students. Upon completing the training covered in this course; faculty, staff and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
  - Here is a link to our service desk ticketing system
  - After logging in, choose the link Request Help or Services.
  - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk is available from 8:00 a.m. - 11:59 p.m., seven days a week (excluding some holidays). You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 12:00 a.m., please leave a message or submit a service request.

- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- Explore the umTech Website
- Center for Teaching and Learning (CTL) Website
- Search our Training and Documentation