eCourseware: Rubrics

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8/9/2021

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Purpose

This documentation highlights how to use Rubrics in eCourseware.
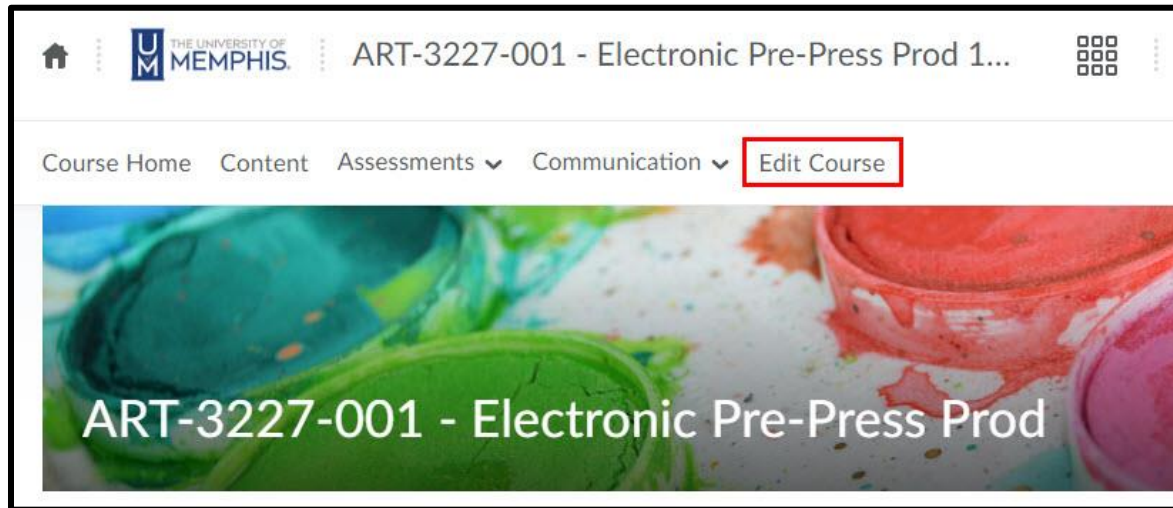
Audience

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 drop box assignment, quiz, or discussion.

Log into your course and click the **Edit Course** link on the navigation bar.

Click on **Rubrics.**
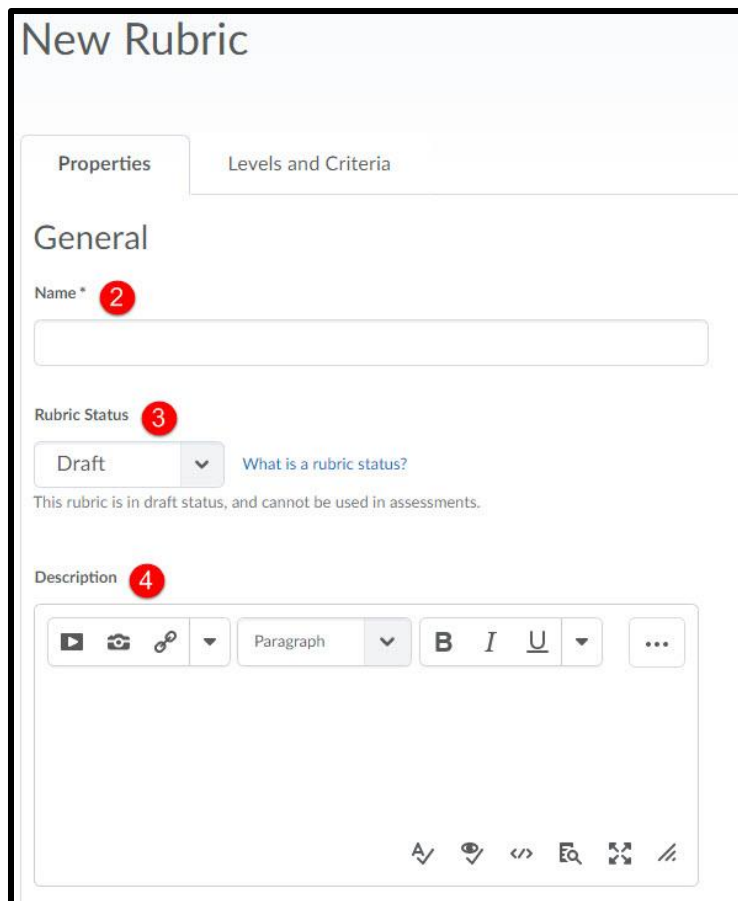
Create a New Rubric

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.

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.
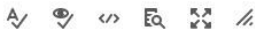3. Add a name to this criterion in the **Criterion Name**.

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.**

Edit Criteria Group - Essay 1 Rubric ⌄

Criteria Group Name*

Criteria

Level Names

Level Name*	Score (points)*
Exceptional	4
Good	3
Average	2
Poor	1

Criteria Names

Criterion Name*
Grammar
Creativity
Research

Save   Cancel

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.

Edit Rubric - Essay 1 Rubric

Properties | Levels and Criteria
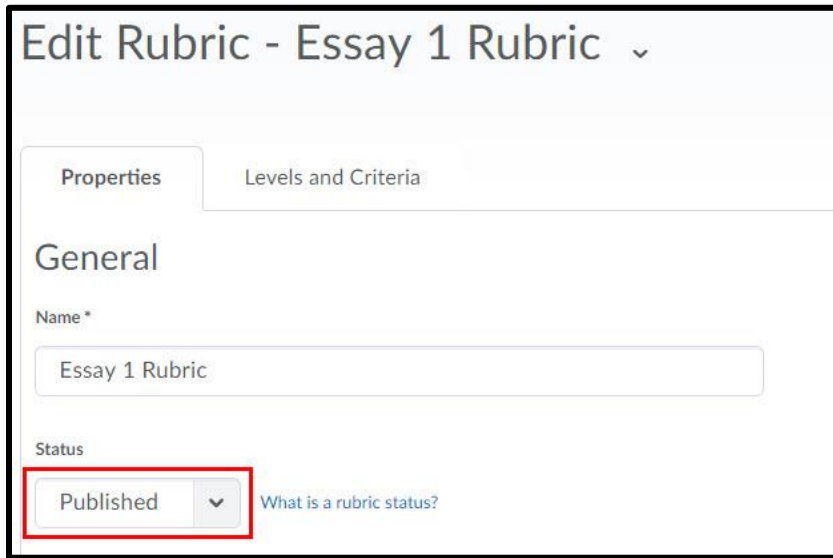
+ Add Criterion   + Add Level   ▣ Add Criteria Group   ↑↓ Reorder Criteria   ⇌ Reverse Level Order

Criteria	⌄	Exceptional 4 points	⌄	Good 3 points	⌄	Average 2 points	⌄	Poor 1 point	⌄
Grammar	⌄								
Creativity	⌄								
Research	⌄								
Overall Score	⌄	Level 4 11 or more	⌄	Level 3 8 or more	⌄	Level 2 5 or more	⌄	Level 1 0 or more	⌄

Close

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

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 hours will be as follows:
  - Monday – Friday 8:00 am – 8:00 pm
  - Saturday 10:00 am – 2:00 pm
  - Sunday 1:00 pm – 5:00 pm
- 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 8:00 pm, 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](#)**