

STEP 1: Add "Rubrics" to the menu bar

1. Edit Course

My Home | Email | Schedule | Locker | Glossary Logged in as koepke.kris

Sandbox-2010-02-User6 UNIVERSITY of WISCONSIN
LA CROSSE

Course Home | Content | Links | Dropbox | Discussions | Chat | Classlist | Groups | Quizzes | Grades Surveys | Edit Course | Logout

Scheduled Events

[Schedule](#)

Library Resources

- [Murphy Library Home](#)
- [Ask a Librarian](#)

News

No items found.

Click here.

2. Edit Navigation

Instructions

Use this page to select the course admin tool you want to use.

Course Administration
Sandbox-2010-02-User6 - Sandbox-2010-02-User6

General

[Course Offering Information](#)

Edit the Course Offering name or code, change the colors used for this Course Offering, change the location where files are stored, or modify other settings.

[Navigation](#)

Change the links that appear on the navigation bar or change the colors and background image.

Administration

[Groups](#)

Set up, edit, or enroll users in groups; create group work areas.

[Tools](#)

Activate or deactivate tools for this Course Offering, rename tools, or customize tool help.

Click here.

3. Copy Navbar

Navbars
Sandbox-2010-02-User6

[Navbars](#) [Custom Links](#)

Active Navbar

[Sandbox-2010-02-User6](#)

Last modified Jul 7, 2010 11:07 PM

Navbars

Name ▲	Last Modified	Actions
Course Default (Course Default)	Jul 8, 2010 3:37 PM	
Navigation Bar used for new courses	Jul 8, 2010 3:37 PM	
Sandbox-2010-02-User6 (Active)	Jul 7, 2010 11:07 PM	

Click here.

Click YES to confirm you wish to copy the “Course Default” navigation bar. A copy of the navigation bar will appear in the Navbar list. You will now need to edit the Navbar you just created.

4. Edit new Navbar.

Navbars
Sandbox-2010-02-User6

Navbars
 Custom Links

Active Navbar

[Sandbox-2010-02-User6](#)

Last modified Jul 7, 2010 11:07 PM

Navbars

Name ▲	Last Modified	Actions
Copy of Course Default Navigation Bar used for new courses	Jan 10, 2011 11:14 AM	
Course Default (Course Default) Navigation Bar used for new courses	Jul 8, 2010 3:37 PM	
Sandbox-2010-02-User6 (Active)	Jul 7, 2010 11:07 PM	

NOTE: It is good practice to rename the Navbar when prompted.

5. Modify Navbar links.

Course Admin Tools

- Course Offering Information
- Navigation**
- Groups
- Tools
- Import / Export / Copy Component
- Manage Files

Edit Navbar
Copy of Course Default

Navbars
 Edit Navbar

Navbar Properties

Name:

Description:

Edit Navbar

Copy of Course Default



Preview Navbar

Properties **Links**

Navbar Links

Use this page to position links on the navbar and define a header for each area/link group. [Why should I rename each link area?](#)

Top Left Link Area

- My Home ▾
- Email ▾
- Schedule ▾
- Locker ▾
- Glossary ▾

Add Links

Top Right Link Area

- Date(Full) ▾

Add Links

Middle Area



Middle Left Image

Sandbox-2010-02-User6 ▾



Mail Image



Pager Image

Bottom Left Link Area

- Course Home ▾
- Content ▾
- Links ▾
- Dropbox ▾
- Discussions ▾
- Chat ▾
- Classlist ▾
- Groups ▾
- Quizzes ▾
- Grades ▾

Add Links

Bottom Right Link Area

- Surveys ▾
- Edit Course ▾
- Logout ▾

Add Links

Click here.

You can add the "Rubrics" link to any area of your navigation bar by clicking the "Add Links" button for that section (top left, top right, bottom left, bottom right).

The screenshot shows the 'Add Links to Bottom Left Link Area' dialog box in a D2L environment. The dialog lists various tools with checkboxes. The 'Rubrics' tool is highlighted in green and has its checkbox checked. Three red callout boxes provide instructions: '1. Find "Rubrics" on the tools list.' points to the 'Rubrics' entry; '2. Click here.' points to the checked checkbox; and '3. Click here.' points to the 'Add' button at the bottom right of the dialog. The background shows a navigation bar with 'Add Links' buttons.

Tool	Description	Selected
LINKS	Provides access to the Links tool	<input type="checkbox"/>
Locker	Provides access to the Locker tool	<input type="checkbox"/>
Logged in as	Includes the user's name in the navbar using the format "Logged in as [username]."	<input type="checkbox"/>
Logout	Logs the user out of the system and brings them back out to the log-in page.	<input type="checkbox"/>
My Home	Provides access to the homepage of the organization. Note that the homepage is set by the organization, and may be subject to change.	<input type="checkbox"/>
News	Provides Access to the News tool	<input type="checkbox"/>
Online Rooms	Provides access to the Online Rooms tool	<input type="checkbox"/>
Pager	Provides access to the Pager tool	<input type="checkbox"/>
Quizzes	Provides access to the Quizzes tool	<input type="checkbox"/>
Rubrics	Provides access to the Rubrics tool	<input checked="" type="checkbox"/>
Schedule	Provides access to the Schedule tool	<input type="checkbox"/>
Self Registration	Provides access to the Self Registration tool	<input type="checkbox"/>
Surveys	Provides access to the Survey tool	<input type="checkbox"/>
User Homepages	Provides access to the User Homepages tool	<input type="checkbox"/>
User Locale	The user's active time zone and language.	<input type="checkbox"/>

6. Set Navbar.

Course Admin Tools

- Course Offering Information
- Navigation**
- Groups
- Tools
- Import / Export / Copy Components
- Manage Files
- View User Progress

Edit Navbar
Copy of Course Default

Navbars Edit Navbar

Preview Navbar

Properties Links

Navbar Links
Use this page to position links on the navbar and define a header for

Top Left Link Area

My Home Email Schedule Locker

Glossary

Click here.

Navbars
Sandbox-2010-02-User6

Navbars Custom Links

Active Navbar

Sandbox-2010-02-User6 Change

Click here.

Course Admin Tools

- Course Offering Information
- Navigation**
- Groups
- Tools
- Import / Export / Copy Components
- Manage Files
- View User Progress

Navbars
Sandbox-2010-02-User6

Navbars Custom Links

Active Navbar

Copy of Course Default -- Default -- (Course Default) Copy of Course Default Course Default (Sandbox-2010-02-User6)

Apply Cancel

1. Select the Navbar you just edited.

2. Click here.

Navbars

New Navbar

Name ▲	Last Modified	Actions
Copy of Course Default Navigation Bar used for new courses	Jan 10, 2011 11:24 AM	
Course Default (Course Default) Navigation Bar used for new courses	Jul 8, 2010 3:37 PM	
Sandbox-2010-02-User6 (Active)	Jul 7, 2010 11:07 PM	

Click SET ACTIVE to confirm you wish to set your new Navbar. You will now see “Rubrics” in your Navbar.

STEP 2: Create Rubric

1. Create a new rubric.

My Home | Email | Schedule | Locker | Glossary Monday, January 10, 2011

UNIVERSITY of WISCONSIN LA CROSSE Sandbox-2010-02-User6

Course Home | Content | Links | Dropbox | Discussions | Chat | Classlist | Groups | Quizzes | Grades | Rubrics Surveys | Edit Course | Logout

Rubrics Areas

- Rubrics

Rubrics

Rubric List **New Rubric**

Rubrics available to this org unit are listed below. The status of each rubric indicates the status of each rubric and affects how they can be used. [What is a rubric status?](#)

No items found.

2. Customize rubric settings.

Rubrics Areas

- Rubrics

New Rubric

Rubric List **New Rubric**

Properties | Levels and Criteria

Cancel Save

General

1. Name the rubric. → Name: Rubric

Status: Published [What is a rubric status?](#)

2. Set status to "Publish".

Description:
3. (Optional) add a description.

Type: Analytic [What are rubric types?](#)

4. Select type of rubric and edit rubric settings.

- Initial # of Levels: 4
- Initial # of Criteria: 3
- Scoring Method: Points [What are scoring methods?](#)


Advanced Availability

Expand advanced availability options

Cancel 5. Click here. → Save

3. Edit Rubric criteria, levels, points, and feedback.

Edit Rubric Test Rubric

 [Rubric List](#)
 [Edit Rubric](#)
 [Rubric Statistics](#)

 Preview Rubric

Click here.

[Properties](#)
[Levels and Criteria](#)

Cancel


Edit Rubric Test Rubric

 [Rubric List](#)
 [Edit Rubric](#)
 [Rubric Statistics](#)

 Preview Rubric

1. Click here.

[Properties](#)
[Levels and Criteria](#)


 Add Criterion
  Add Level
  Add Criteria Group
  Reorder Criteria
  Reverse Level Order



Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point
Criterion 1				
Criterion 2				
Criterion 3				
Overall Score		Level 3 8 or more	Level 2 5 or more	Level 1 0 or more

2. Click here.

Edit Criterion

Test Rubric

 Preview Rubric |
  Delete Criterion

 |
 







Cancel

Save

*Criterion Name:

Description and Feedback

Descriptions for each performance level can be added to outline the requirements that must be met for this criterion. Optional feedback can be added for each of the levels.

Level	Score	Description	Feedback
Level 4	4 points 		
Level 3	3 points 		
Level 2	2 points 		

Make sure to click "Save" when you are done.

STEP 3: Associate rubric with a graded item

To associate the rubric with an area in D2L, edit the item and “Add Activity” from the “Activities” tab. This can be done with a Dropbox item, a Discussion topic, and a Quiz. This can also be synced with the corresponding Grade Item. If doing so, you need to make sure the point value of the rubric and the grade item match.

Here is an example of how to associate a rubric with a dropbox graded item.

New Folder

Folder List **New Folder**

Properties Restrictions Activities

Folder Properties

Name:


Folder Type: Individual submission folder Group submission folder

Group Category:

Category: [\[New Category\]](#)

Grade Item: [\[New Grade Item\]](#)

Out Of:

Custom Instructions: 

Attached Files

Attachments:

Submission Options

[Show Submission Options](#)

1. Name the Dropbox item.

2. Link to Grade Item. Create New Grade Item, as needed. Point value must be the same as the maximum point value on the rubric.

3. This number MUST be the same as the point value of the grade item and the maximum point value of the rubric.

4. Click here.

Edit Folder - New Dropbox Activity

Folder List Edit Folder Folder Submissions

[Go Back to Activities](#)

Name:

Associated Learning Objectives:

Assessment Type: Rubric

Rubric: [Create Rubric in New Window](#)

Overall Threshold:

Manually Assess

1. Name Activity. (points to Name field)

2. Select "Rubric" from here. (points to Rubric dropdown)

3. Click here. (points to Save Activity button)

Edit Folder - Dropbox

Folder List Edit Folder Folder Submissions

1. Click here. (points to Activities tab)

Activities

2. Click here. (points to Add Activity button)

There are no activities available.