



[NS Online Rubric](#)

Become familiar with creating rubrics, associating rubrics with discussions and assignments, and grading using a rubric.

[Office of Online Learning](#)

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Grading with a Rubric – Instructor View

How does grading with a rubric assist instructors? Grading with a rubric allows instructors to efficiently and consistently assess student work. On a completed rubric attached to a grade item, instructors click on the description that most accurately reflects the student’s work. The rubric tallies up the final score and, when the instructor clicks “Publish,” transfers the score to the gradebook. For the instructor, a rubric about to be graded looks like this:

Test Rubric Small

(not graded yet)

Criteria	A 50 points	B 40 points	C 35 points	D 30 points	F 0 points	
Content <small>Add Feedback</small>	A-level criteria is described here	B-level criteria is described here	C-level criteria is described here	D-level criteria is described here	F-level criteria is described here	/ 50
Grammar <small>Add Feedback</small>	A-level criteria is described here	B-level criteria is described here	C-level criteria is described here	D-level criteria is described here	F-level criteria is described here	/ 50
Total						0 / 100

Overall Score

A
90 points minimum

B
80 points minimum

C
70 points minimum

D
60 points minimum

F
0 points minimum

Publish

Save Draft

To grade the rubric, the instructor uses a mouse to click the boxes that best reflect the student’s performance. The rubric calculates the points, like so:

Test Rubric Small

(not graded yet)

✓ Saved

Criteria	A 50 points	B 40 points	C 35 points	D 30 points	F 0 points	
Content Add Feedback	A-level criteria is described here	B-level criteria is described here ✓	C-level criteria is described here	D-level criteria is described here	F-level criteria is described here	40 / 50
Grammar Add Feedback	A-level criteria is described here	B-level criteria is described here	C-level criteria is described here ✓	D-level criteria is described here	F-level criteria is described here	35 / 50

Total

75 / 100

Overall Score

A

90 points minimum

B

80 points minimum

C ✓

70 points minimum

D

60 points minimum

F

0 points minimum

[Publish](#)

[Save Draft](#)



When the instructor clicks **Publish**, the rubric grade is transferred to the gradebook. The student is able to see both the final grade and the graded rubric:

Test Category		75 %
Test for a rubric	7.5 / 10	75 %  View Graded Rubric

Planning

Download the [Rubric Worksheet](#):



Rubric Name:				
Rubric Description:				
Criteria	Level 4 Name:	Level 3 Name:	Level 2 Name:	Level 1 Name:
Criteria 1 Name:	Description	Description	Description	Description
	Feedback	Feedback	Feedback	Feedback
Criteria 2 Name:	Description	Description	Description	Description
	Feedback	Feedback	Feedback	Feedback
Criteria 3 Name:	Description	Description	Description	Description
	Feedback	Feedback	Feedback	Feedback
Total Points: ____ / ____				
Level 4 ____ or more		Level 3 ____ or more		Level 2 ____ or more
				Level 1 ____ or more

Fill out the worksheet completely before moving on to [Create a Rubric](#). Note that your rubric may require more or fewer levels; it may also require more or fewer criteria. Feedback is optional.

Level Options

While you have freedom over how you choose to label your levels, consider the options below:

Exemplary
Satisfactory
Unsatisfactory
*
Exceptional
Good
Average
Poor
*

Level 1
Level 2
Level 3 etc.
*
Exemplary
Mastery
Developing
Beginning
Incomplete
*

Mastered
Partially Proficient
Developing
Not Demonstrated
*
Accomplished
Competent
Developing
Beginning
*

Notice in the sample below that only three of the four criteria levels were used and that feedback is only provided for certain descriptions:

Rubric Name: Discussion Participation Rubric				
Rubric Description: This rubric will be used to evaluate and assign a grade to each required discussion in this course. Please read each criterion carefully before submitting.				
Criteria	Level 4 Name:	Level 3 Name: Exceptional	Level 2 Name: Good	Level 1 Name: Needs Work
Criteria 1 Name: Quantity and Timeliness	<i>Description</i>	<i>Description</i> Submitted one discussion post and two responses before the deadline.	<i>Description</i> Submitted one discussion post and one response before the deadline.	<i>Description</i> Submitted only one discussion post before the deadline.
	<i>Feedback</i>	<i>Feedback</i>	<i>Feedback</i>	<i>Feedback</i> To receive full credit, you must respond to 2 classmates.
Criteria 2 Name: Spelling and Mechanics	<i>Description</i>	<i>Description</i> Free of grammatical, spelling, or punctuation errors.	<i>Description</i> Some grammatical, spelling, or punctuation errors, but did not inhibit understanding.	<i>Description</i> Numerous grammatical, spelling, or punctuation errors that inhibit understanding.
	<i>Feedback</i>	<i>Feedback</i>	<i>Feedback</i> Spend a little bit more time proofreading.	<i>Feedback</i>
Criteria 3 Name: Demonstrates knowledge and understanding of content	<i>Description</i>	<i>Description</i> Displayed excellent understanding by including real life applications.	<i>Description</i> Summarized basic, correct information, but did not connect to real life applications.	<i>Description</i> Showed little or no evidence that content was read or understood.
	<i>Feedback</i>	<i>Feedback</i>	<i>Feedback</i> Discussion the reading with a classmate might help you uncover the real life applications.	<i>Feedback</i> If you are having trouble accessing or understanding the content, please email me.
Total Points: ____/____				

The final decision to make before transferring the rubric to D2L is to determine the scoring. There are two options. The first is to make each criteria under a single level be worth the same amount. This way, all criteria is weighted equally. Note that if you choose to have all criteria weighted equally, you will select the POINTS option in D2L:

Criteria	Exceptional	Good	Needs Work
Quality & Timeliness	5	3	1
Spelling & Mechanics	5	3	1
Demonstrates knowledge and understanding of content	5	3	1

The second option is to allow individual criteria to be weighted differently. This will allow certain criteria to be worth more than others. In the example below, demonstrating knowledge and understanding of content is the most important criteria, while spelling and mechanics is the least important. Note that if you choose to have all criteria weighted differently, you will select the CUSTOM POINTS option in D2L:

Criteria	Exceptional	Good	Needs Work
Quality & Timeliness	5	3	1
Spelling & Mechanics	3	2	1
Demonstrates knowledge and understanding of content	10	7	3

Once you have assigned a point value to each level and criteria, complete the worksheet by adding up the total possible points (to do this, add up the total points in the Exceptional [or

Rubric Name: Discussion Participation Rubric				
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Criteria	Level 4 Name:	Level 3 Name: Exceptional	Level 2 Name: Good	Level 1 Name: Needs Work
Criteria 1 Name: Quantity and Timeliness	<i>Description</i>	<i>Description</i> Submitted one discussion post and two responses before the deadline.	<i>Description</i> Submitted one discussion post and one response before the deadline.	<i>Description</i> Submitted only one discussion post before the deadline.
	<i>Feedback</i>	<i>Feedback</i>	<i>Feedback</i>	<i>Feedback</i> To receive full credit, you must respond to 2 classmates.
Criteria 2 Name: Spelling and Mechanics	<i>Description</i>	<i>Description</i> Free of grammatical, spelling, or punctuation errors.	<i>Description</i> Some grammatical, spelling, or punctuation errors, but did not inhibit understanding.	<i>Description</i> Numerous grammatical, spelling, or punctuation errors that inhibit understanding.
	<i>Feedback</i>	<i>Feedback</i>	<i>Feedback</i> Spend a little bit more time proofreading.	<i>Feedback</i>
Criteria 3 Name: Demonstrates knowledge and understanding of content	<i>Description</i>	<i>Description</i> Displayed excellent understanding by including real life applications.	<i>Description</i> Summarized basic, correct information, but did not connect to real life applications.	<i>Description</i> Showed little or no evidence that content was read or understood.
	<i>Feedback</i>	<i>Feedback</i>	<i>Feedback</i> Discussion the reading with a classmate might help you uncover the real life applications.	<i>Feedback</i> If you are having trouble accessing or understanding the content, please email me.
Total Points: ____ / 20				

equivalent] column):

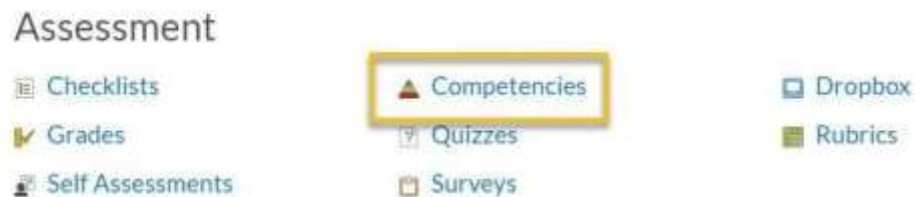
Before You Begin

Before you begin creating your rubric, you must first adjust an important setting in your course to ensure that the rubrics you create will be accessible to students. To do this:

1. Click **Edit Course** in the navigation bar:

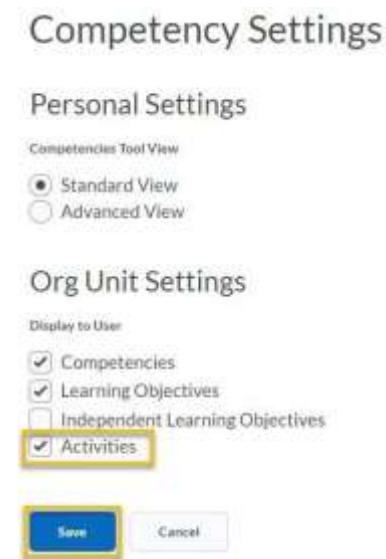


2. Click **Competencies** in the **Assessment** category:





3. On the **Competency Home** page, click the **Settings** icon in the upper-right corner:
4. Ensure that the **Activities** box in the **Org Unit Settings** is checked. If unchecked, check it. Then click the **Save** button:



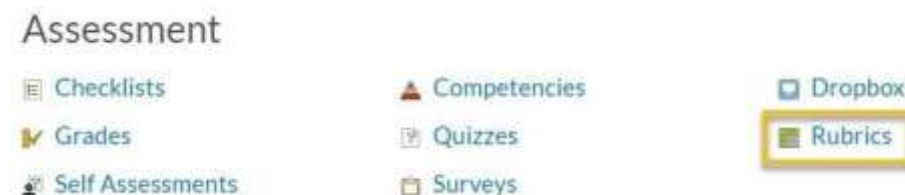
Create a Rubric

Keep your worksheet handy, as you will reference it extensively when creating the rubric. To create a rubric:

1. Click **Edit Course** in the navigation bar:



2. Click the **Rubrics** icon in the **Assessment** category:



Rubrics



3. Click the **New Rubric** button:

1. Enter a name for your rubric from your worksheet.

2. For now, set the Rubric Status to “Draft” to hide the rubric from students until it is completed.

- “Published” is the typical status for a rubric in regular use. When a rubric is Published, it is available to be associated with assessments. Rubrics can’t be edited while they have the Published status.
- A rubric with the “Archived” status is not available for new associations, but its existing associations remain functional.

3. Choose a **Rubric Type** between **Analytic** and **Holistic**.

- An analytic rubric breaks performance down into multiple criteria. Each criterion is then scored separately, and the overall level of achievement is a combination of these scores. *If your worksheet contains multiple levels and more than one criteria, then you have created an Analytic rubric.*
- A holistic rubric provides a single, holistic description of each overall level of achievement. Performance is then assessed by selecting the most appropriate level. *If your worksheet contains only one criteria with multiple levels, you have created a Holistic rubric.*

4. Use the **plus icons** to set your number of levels and number of criteria to reflect your worksheet. Note that these can be adjusted at a later point, if needed.



Scoring

Scoring options are depended on the Rubric Type. Analytic rubrics will be scored by No Score, Points, or Custom Points. Holistic rubrics will be scored by No Score or Percentages.

- **No Score:** performance levels are expressed using only text. For example, three performance levels for a rubric could be Poor, Good, and Excellent. Note that students do not receive a number value for their grade.

	Excellent	Good	Poor
Spelling and Grammar			
Expression			

- **Points:** similar to No Score, 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).

	Excellent	Good	Poor
Spelling and Grammar	125	75	0
Expression	125	75	0

- **Custom Points:** The Custom Points scoring method is similar to the Points scoring method, but you can customize the points given for each criterion. 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 three times the points for “Spelling and Grammar.”

	Excellent	Good	Poor
Spelling and Grammar	20	10	0
Expression	60	30	0

- **Percentages (only Holistic):** 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).

NOTE: If you would like to attach a Rubric to a Discussion item, make sure the **Competencies** box is checked in the **Advanced Availability** section.

Levels, Criteria, and Points

You can assign the Level Names, Criteria Names, and point values by clicking in the field and changing the name/point value:

	<input type="text" value="1 (original)"/>	<input type="text" value="2 (good)"/>	<input type="text" value="3 (best work)"/>	
<input type="text" value="10"/> pt	<input type="text" value="20"/> pt	<input type="text" value="30"/> pt	<input type="text" value="15"/> pt	<input type="text" value="7"/>
Initial Feedback:				
<input type="text" value="10"/> pt	<input type="text" value="20"/> pt	<input type="text" value="15"/> pt		
Initial Feedback:				
<input type="text" value="10"/> pt	<input type="text" value="20"/> pt	<input type="text" value="15"/> pt	<input type="text" value="10"/>	
Initial Feedback:				
<input type="button" value="+ Add Criteria"/>				

Descriptions and Feedback

Click in the boxes to enter descriptions and feedback for each level, if desired:



Status

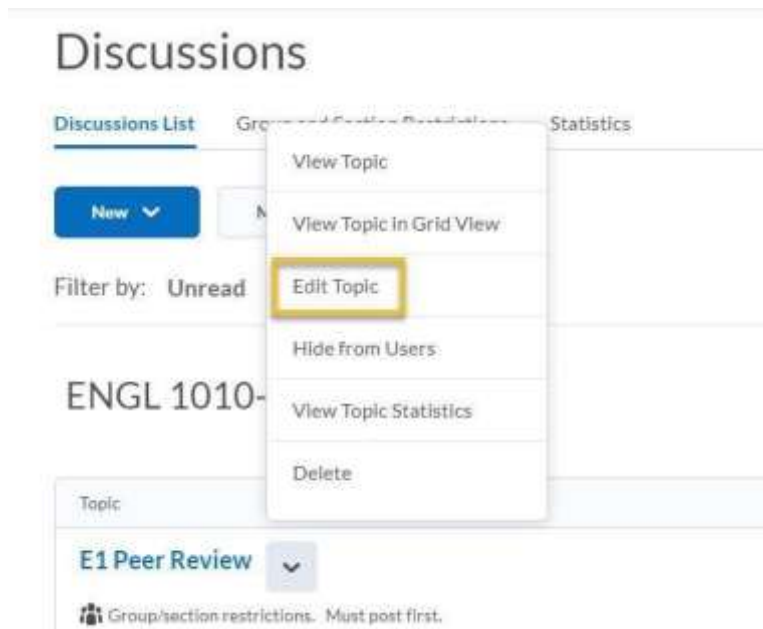
Once you have completed your rubric, return to the **Status** drop-down arrow and set its status to **Published** so that you can associate it with Discussions and Assignments/Dropbox.

Associating and Grading with a Rubric

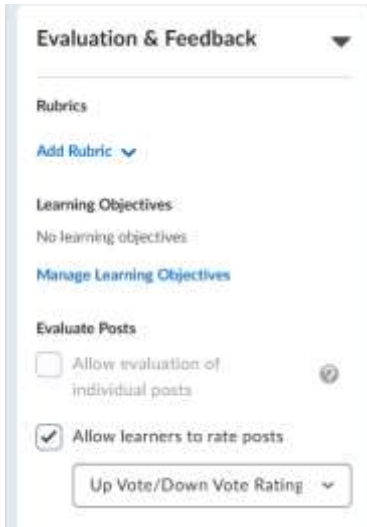
Discussions - [Associating a Rubric](#)

To associate a rubric with a Discussion topic:

1. Locate that topic, click the action arrow, and select **Edit Topic**:



2. Click on the **Evaluation and Feedback** tab:



Evaluation & Feedback ▼

Rubrics

[Add Rubric](#) ▼

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

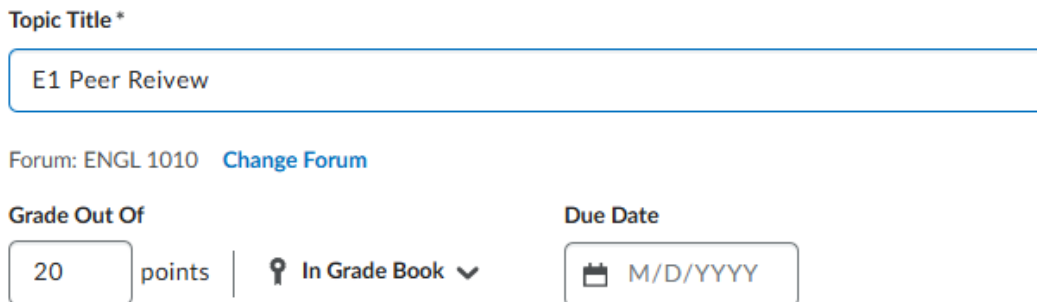
Evaluate Posts

Allow evaluation of individual posts

Allow learners to rate posts

Up Vote/Down Vote Rating ▼

3. Make sure that if students are to be graded on their discussion, that you have input the max score from your rubric worksheet in the **Score out of** textbox:



Topic Title *

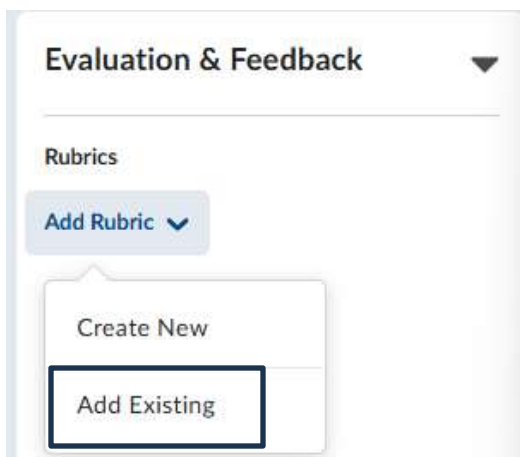
E1 Peer Reivew

Forum: ENGL 1010 [Change Forum](#)

Grade Out Of: 20 points | [In Grade Book](#) ▼

Due Date: M/D/YYYY

4. Click **Add Rubric**. If you are adding an existing rubric, select **Add Existing** from the dropdown. If you are creating a new rubric, select **Create New** from the dropdown.



Evaluation & Feedback ▼

Rubrics

[Add Rubric](#) ▼

Create New

Add Existing

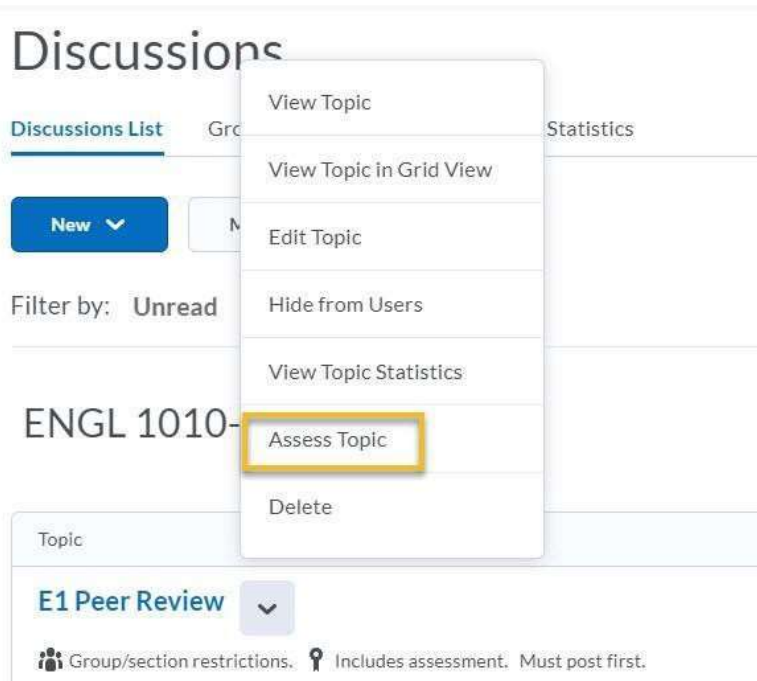
- This will prompt the **Select Rubric** dialog box. Locate your desired rubric, check the appropriate checkbox, then click **Add Selected**:

Rubric Name	Selected
[Magnifying Glass Icon]	<input type="checkbox"/>
Essay #2 Rubric	<input type="checkbox"/>
NSCC Grading Rubric for literature essays	<input type="checkbox"/>
Key Assessment of the Family Engagement Plan Drafts Rubric	<input type="checkbox"/>
Discussion Rubric: Exploring the Significance of the Southern Gothic Setting in To Kill a Mockingbird	<input type="checkbox"/>
Example Rubric	<input type="checkbox"/>
Career Essay Rubric	<input checked="" type="checkbox"/>

- Click **Save and Close**.

Discussions - Grading with a Rubric

1. Locate the topic you wish to grade, click the action arrow, and select **Assess Topic**:

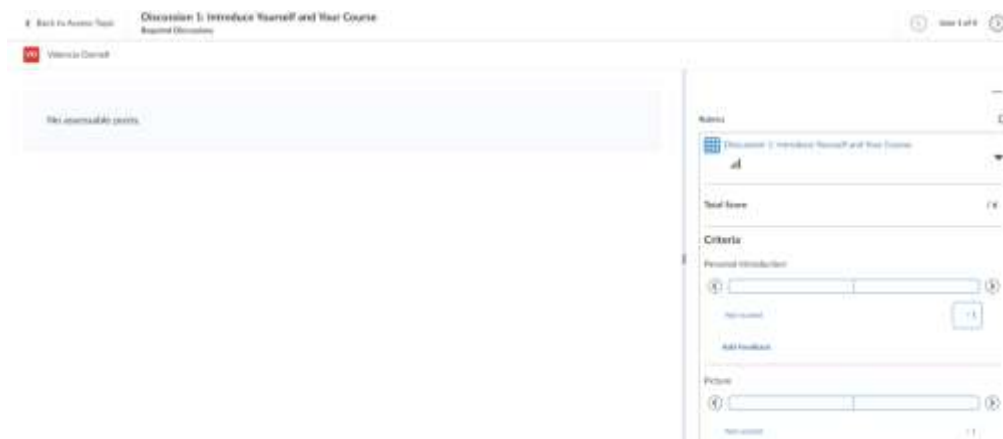


2. Click on **Topic score** for the student you want to assess. This will prompt the **Assess Topic** dialog box. You will be able to view all messages posted by that student:



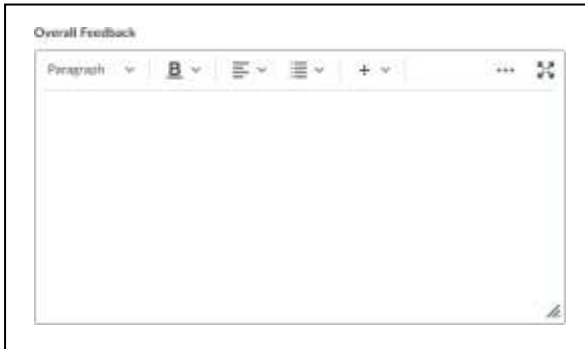
The rubric that you associated with this assignment will appear on the left-hand side of the screen.

3. Scroll down the rubric to add edit the assessment and add feedback or comments.



4. Click the appropriate level for each criteria:

5. In the **Overall Feedback** textbox at the bottom of rubric, add any feedback specific to the student's post, if desired:

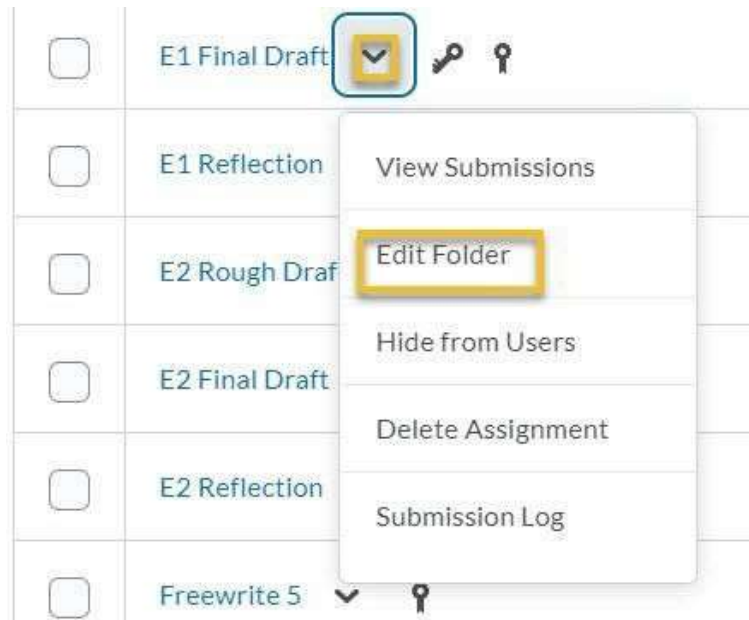


6. Click **Publish** at the bottom of the page.

Assignments/Dropbox - *Associating a Rubric*

To associate a rubric with an Assignment/Dropbox:

1. Locate that dropbox, click the dropdown arrow, and select **Edit Folder**:



2. Verify that the **Grade Out Of** field is complete.

Assignment Title *

E1 Final Draft

Grade Out Of

20

points



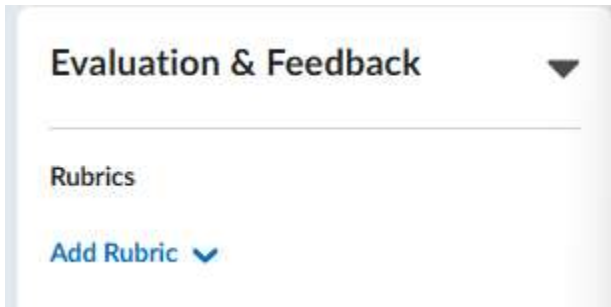
In Grade Book

Due Date

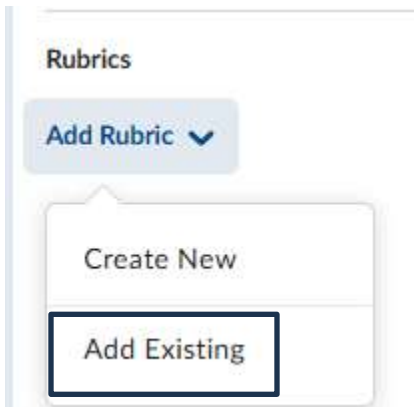


M/D/YYYY

3. Click on the **Evaluation and Feedback** tab.

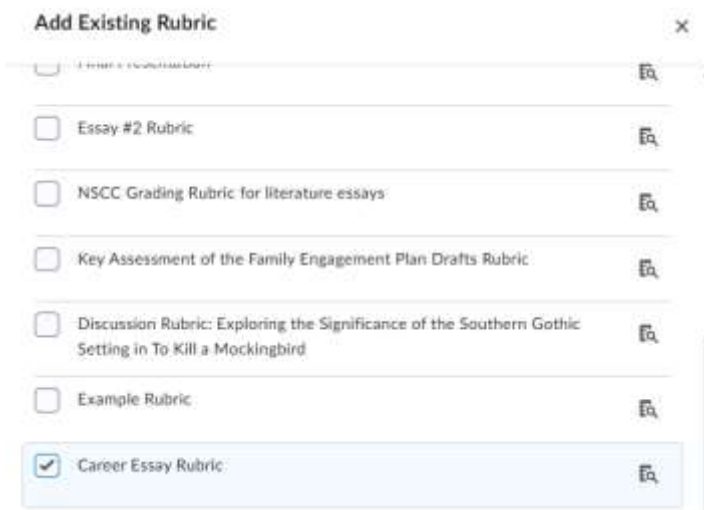


4. Click **Add Rubric**. If you are adding an existing rubric, select **Add Existing** from the dropdown. If you are creating a new rubric, select **Create New** from the dropdown.

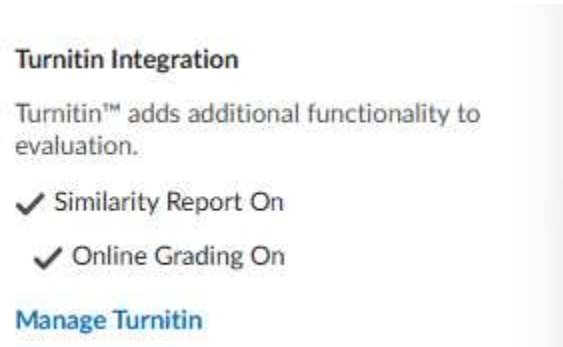


This will prompt the “Select Rubric” dialog box.

5. Locate your desired rubric, check the appropriate checkbox, and then click **Add Selected**.



- Optional: If you plan on using the Turnitin Originality Check, select the Turnitin option under the Evaluation and Feedback tab:



- Click **Save and Close**.

Grading with a Rubric (without Originality Check)

- Locate the dropbox you wish to grade, and click the link:

<input type="checkbox"/>	Folder	Completed	Evaluated	Feedback Published	Due Date
	No Category				
<input type="checkbox"/>	Rubrics Test <input type="button" value="v"/> <input type="button" value="i"/>	2/2	2/2	2/2	

- In the **Users** tab, you will see a list of all student submissions.
- To grade individual assignments within D2L, click on the file you wish to grade:



This will open the **Evaluate Submission** page.

Here, you will see a split screen: on the left is the student's submission; on the right is the instructor's evaluation options.

- Review the student submission in the left panel, and then click the "[Rubric Name] Rubric" link in the Evaluation panel:



This will prompt the **Assess Rubrics** dialog box.

- Click the appropriate level for each criteria.



NOTE: this is an example of an **Analytic, Text Only** rubric.

- Click **Publish**.
- Select the right arrow at the top right-hand side of the page to grade the next student's submission.