Using Rubrics (Part 3) in D2L

1. Navigate to the course you intend to edit within D2L.
2. Click **Edit Course**.
3. Click **Rubrics**.
4. Edit an existing Rubric or create one from scratch. Click on **existing rubric**. When editing an existing Rubric, some parameters cannot be changed.

5. Click **Levels and Criteria** to edit the evaluation parameters of the Rubric.
7. When grading an assignment you will see it along with the rubric. Click on **levels of competency** as you read the assignment to score it with the rubric.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exemplary 3 points</th>
<th>Satisfactory 2 points</th>
<th>Poor 1 point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creativity</td>
<td>Photo is unique and demonstrates a level of creativity beyond what is normally seen in a college class.</td>
<td>Photo is somewhat unique, though may be derivative of other popular works or other pictures from class.</td>
<td>Photo is highly derivative of other pictures and demonstrates very low creativity.</td>
</tr>
</tbody>
</table>

| Composition | Photo shows a clear subject, puts the subject in a clear and understandable context, and uses foreground and background elements to enhance the overall image. | Photo has a subject, though it is somewhat unclear and the context is not easy to discern. Foreground and background elements are not utilized as strongly as they could be. | The subject is unclear and lacks a sense of context. Foreground and background elements, if present, are distracting or not helpful to the overall composition. |

| Focus | Photo is sharp, in focus and utilizes an appropriate depth of field. | Photo is not as sharp as it could be, slightly out of focus, or uses a depth of field that is far too narrow or wide. | Photo is blurry, out of focus, or grossly misuses depth of field. |

<table>
<thead>
<tr>
<th>Overall Score</th>
<th>Level 3 8 or more</th>
<th>Level 2 5 or more</th>
<th>Level 1 0 or more</th>
</tr>
</thead>
</table>

8. **Overall Score** is assigned by Desire2Learn based on the criteria and levels you select when grading. Calculations options for Overall Score can be customized by you when you create the Rubric. To edit, click a triangle for a level and select **Edit Level**.
9. Calculation options for Overall Score can be customized by you when you create the Rubric. Select the range of points at which a given Overall Score begins. Click Save.

10. Repeat the same process as discussed above for editing range of points for the remaining levels. Rubric is now complete with criteria, levels, and overall score calculations.
11. Use Dropbox options to link an assignment to a given Rubric. Select Dropbox.

12. Click New Folder.
13. Use Dropbox options to link an assignment to a given Rubric.

14. Click **Add Rubric**.
15. Select Rubric, and then click **Add Selected**.
16. Now click that the rubric has been added to the assignment, click **Save and Close**.

You should now have an understanding of how the Overall Score is calculated and how to change its calculation parameters, and instructions on how to link a rubric to a given assignment via the Desire2Learn Dropbox parameters.

For further support, email [facultyd2l@okstate.edu](mailto:facultyd2l@okstate.edu) or call (405) 744-1000.