Using Rubrics (Part 4) in D2L

1. Navigate to the course you intend to edit within D2L.

2. Click Dropbox.

3. Select the Dropbox with which you linked a Rubric.
4. Choose a submission to evaluate according to the Rubric.

5. Click the name of the Rubric to bring it up and use it for evaluating the assignment.
7. To show the Rubric and the assignment side-by-side, expand the browser window on your computer. Click on criteria and competency levels to grade the assignment; Points are awarded automatically by Desire2Learn. Overall Score is a combination of points from the Rubric.

![Photo Grading Rubric](image-url)
8. Leave feedback and adjust scores manually by clicking the pencil icon. Individual competency levels can be edited, and feedback can be left here as well. Rubrics allow for some flexibility, and can be useful when grading subjective assignments.

9. When finished editing, click Save & Record.
10. Assignment score is calculated based on relative Rubric score. One Rubric can be used with multiple assignments each with its own point value.

You should now have an understanding of how to actually grade an assignment using a Rubric, how to leave feedback on various competency levels as well as the overall assignment, a demonstration of how to manually edit point values, and an illustration of how rubric points are applied to total assignment points.

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