

# 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**

+ ↕

Click here.

No items found.

## 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 <small>(Course Default)</small>	Jul 8, 2010 3:37 PM	
<a href="#">Sandbox-2010-02-User6</a> <small>(Active)</small>	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
<a href="#">Copy of Course Default</a> 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	
<a href="#">Sandbox-2010-02-User6</a> (Active)	Jul 7, 2010 11:07 PM	

Click here.

*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:

Click here.

## 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. A red callout box labeled '1. Find "Rubrics" on the tools list.' points to the 'Rubrics' entry. Another red callout box labeled '2. Click here.' points to the checked checkbox. A third red callout box labeled '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 and a sidebar with navigation options like 'Navigation', 'Groups', 'Tools', etc.

## 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

Click here.

Click here.

**Navbars**  
Sandbox-2010-02-User6

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

**Active Navbar**


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


**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**



**Navbars**

Name ▲	Last Modified	Actions
<a href="#">Copy of Course Default</a> 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	
<a href="#">Sandbox-2010-02-User6</a> (Active)	Jul 7, 2010 11:07 PM	

2. Click here.

1. Select the Navbar you just edited.

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   
4. Select type of rubric and edit rubric settings.

[What are rubric types?](#)

Initial # of Levels: 4

Initial # of Criteria: 3

Scoring Method: Points   
[What are scoring methods?](#)


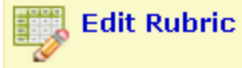
Advanced Availability

[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				
<b>Overall Score</b>		<b>Level 3 8 or more</b>	<b>Level 2 5 or more</b>	<b>Level 1 0 or more</b>

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: -- No Group Categories

Category: No Category [\[New Category\]](#)

Grade Item: None [\[New Grade Item\]](#)

Out Of:

Custom Instructions: 

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

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.

4. Click here.

## Edit Folder - New Dropbox Activity

Folder List Edit Folder Folder Submissions

Go Back to Activities

**1. Name Activity.**

Name:

Associated Learning Objectives:

Assessment Type: Rubric

**2. Select "Rubric" from here.**

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

**3. Click here.**

Overall Threshold:

Manually Assess

## Edit Folder - Dropbox

Folder List Edit Folder Folder Submissions

**1. Click here.**

Activities

**2. Click here.**

There are no activities available.