Blackboard Rubrics *Quick Guide*

What are Rubrics?

Blackboard **Rubrics** help you evaluate student work consistently and objectively by listing evaluation criteria for any given assignment or gradable Discussion Board posting, Wiki page, Journal, or Blog entry. **Rubrics** can help students organize their efforts to meet the requirements of an assignment, while faculty can use rubrics to explain their evaluation to students. During grading, as scores and feedback are entered into a Rubric they are also automatically reflected in the **Grade Center**, which becomes a considerable time saver.

Creating a Rubric

1. From the *Control Panel*, click **Course Tools**
2. Click **Rubrics**
3. Click **Create Rubric**
4. Provide a *name* for the Rubric
5. *Optionally,* provide a *Description*
6. *Optionally*, edit the **Rubric Grid** (see below)
7. Click **Submit**

Note: In addition to accessing Rubrics through **Course Tools**, Rubrics can also be created any time an assignment or other gradable item is being created.

Add Row Add Column	Rubric Type: Percent ▼		☑ Show Criteria Weight
		Levels of Achievement ⇄	
Criteria ↑↓	Novice ⌄	Competent ⌄	Proficient ⌄
Formatting ⌄ Weight 33.00 %	Percent 0	Percent 50	Percent 100
Organization ⌄ Weight 34.00 %	Percent 0	Percent 50	Percent 100
Grammar ⌄ Weight 33.00 %	Percent 0	Percent 50	Percent 100

Total Weight: 100.00%

How to Edit the Rubric Grid

Blackboard **Rubrics** default to three rows and three columns with pre-set criteria and *Levels of Achievement*. However, the **Rubric Grid** may be edited to correspond to the type of feedback and scoring desired:

1. Click **Add Row** to add a new criterion at the bottom of the grid

2. Click **Add Column** to add a new *Level of Achievement* to the grid

3. Select a **Rubric** type from the drop-down list:
   - **No Points** - feedback only
   - **Points** - single point value for each Level of Achievement
   - **Point Range** - range of values for each Level of Achievement
   - **Percent** - flexible depending on each assessment's possible points

4. Click **Edit** from the *action link* next to the labels ⌄ identifying rows and columns to change their names

5. Type a point or percentage value for each row

6. Type a description defining the criteria and the associated *Level of Achievement*

7. Click **Submit**

! Important!

- There is a 1000 character limit for each cell.
- Rows and columns can be reorderd by click the reordering icon ⇄
- Once a rubric has been used for grading, it cannot be edited; copy the rubric instead to create a duplicate rubric that can be edited.
- Total weight for all criteria must equal 100%.

How to Copy and Edit a Rubric

Copying a Rubric is helpful if you have similar assignments for your students that will follow the same criteria. This will allow you to keep the settings and simply re-name the Rubric. Copying should also be used to edit a rubric that has already been used for grading.

1. From the *Control Panel*, click **Course Tools**
2. Click **Rubrics**
3. Click the *action link* next to a previously created Rubric and select **Copy**
4. The copied Rubric will appear immediately and can be edited by following the same steps, but selecting **Edit**
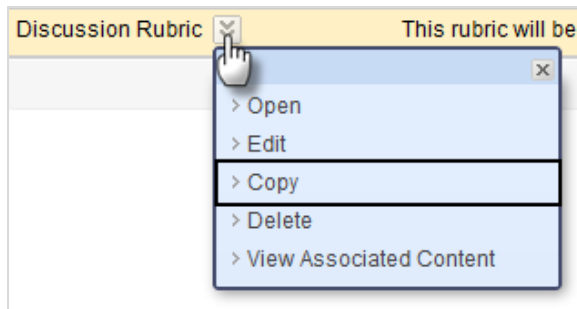
How to Associate a Rubric

Once associated with an item, Rubrics are visible under the **Grading settings** of Assignments, Blogs, Journals, Wikis, and Discussion Board threads and forums, and through the *Edit Column Information* menu option in the Grade Center.

1. From the *Grading* settings of an item click the *action link* next to **Add Rubric** and select one of the following:
   ◦ **Select Rubric -** associates a Rubric that has already been created
   ◦ **Create New Rubric -** allows for immediate creation of a new Rubric to associate with the item
   ◦ **Create From Existing -** uses a previously created Rubric as a template to create a new Rubric
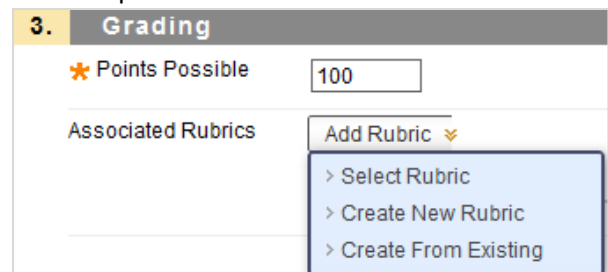
How to Grade with Rubrics

A Rubric will need to be associated to an assignment prior to grading. Gradable Rubrics can be associated with Blackboard Assignments, Essay and Short Answer Test questions, Blogs, Journals, Wikis, and Discussion Board threads and forums.

1. Access the item to be graded and click **View Rubric** to begin grading with the associated Rubric.

2. In **Grid View**, click a cell to apply that point value to the grade. If a Rubric with point ranges has been used, select the desired value from the drop-down list.

3. *Optionally,* select the *Levels of Achievement* boxes to **Show Descriptions** for criteria and to **Show Feedback** text boxes.

4. *Optionally*, type **Feedback** to the student in the text box that appears when a cell is selected.

5. *Optionally*, click **List View** to switch displays, and select a radio button for each criterion to apply that point value to the grade.

6. A running **Raw Total** score will be displayed as point selections are made. A score may be typed in the *Change the Number of Points* box to override the selected score, and type overall feedback to the student using the full features of the included text editor.

7. When grading is complete, click **Exit** to leave the Rubric without saving any selections, or click **Save** to save the score and feedback. Click **Save and Next** to advance to the next gradable item.