

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 or edited.

Criteria	Levels of Achievement		
	Accomplished	Proficient	Developing
Question or Problem Weight 14.29%	100 % Precise description of question or problem & its relevant contextual information.	85 % Reasonable description of question or problem & its context.	70 % Sketchy description of question or problem & some contextual information.
Thesis/Position Weight 14.28%	100 % Compelling thesis; examines its complexities & limitations; proposes to test assumptions.	85 % Thoughtful thesis; acknowledges its complexities & questions assumptions.	70 % Adequate thesis on its complex assumptions.
Content Development Weight 14.29%	100 % Original, well-conceived ideas drawn from strong control of disciplinary knowledge & specialized terms.	85 % Well-synthesized ideas based on good control of disciplinary knowledge & specialized terms.	70 % Acceptable if they reflect a control of disciplinary knowledge & terms.
Sources & Evidence Weight 14.28%	100 % High-quality sources or evidence, multiple views represented well.	85 % Reliable, balanced sources or evidence, accurately represented &	70 % Relevant sources or evidence, fairly represented.

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!

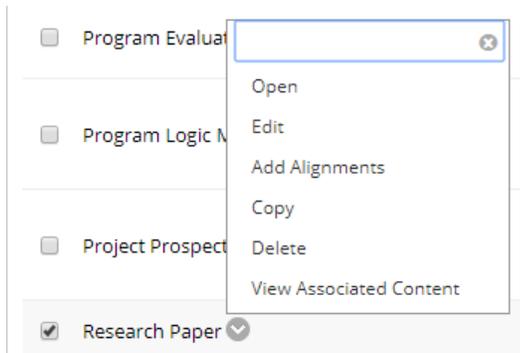
- Rubrics can be based on either points or weighted percentages. You can also create a rubric with no points.
- Each cell can only contain a maximum of 1000 characters.
- You can reorder the rows and columns by clicking the reorder button.
- Once a Rubric has been used for grading, it cannot be edited, to preserve the integrity of the grades. If you need to modify the rubric to use on another assessment, create a copy of the rubric and edit that version.
- For a Percent rubric, the total weight for all criteria must equal 100%.

For more information, visit <https://help.blackboard.com/Learn/Instructor/Grade/Rubrics>

Copy and Edit a Rubric

Copying a Rubric is helpful if you have similar assignments that use slightly different criteria. Copying should also be used to edit a rubric that has already been used for grading.

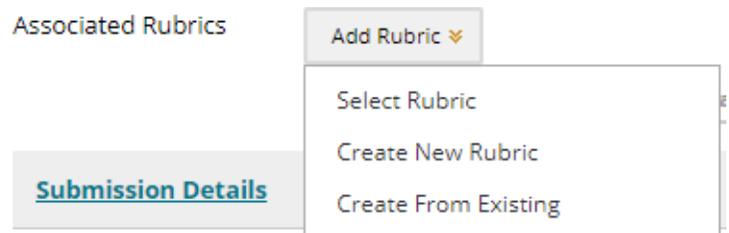
1. From the *Control Panel*, click **Course Tools**
2. Click **Rubrics**
3. Click the *round drop down arrow* next to a previously created Rubric and select **Copy**
4. The copied Rubric will appear immediately and can be edited by following the same steps, but selecting **Edit**



Associate a Rubric with an Assessment

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 assessment click the **Add Rubric** button 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



Grading with Rubrics

A Rubric will need to be associated to an assignment prior to grading. Graggable 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 open the rubric/feedback panel
2. Click the rubric title for **List View** or the **View Rubric in Window** button for a grid view
3. Select a level of achievement (column) for each criteria (row)
 - In **List View**, click a radio button to select a level of achievement
 - In **Grid View**, click a cell to select a level of achievement
 - If a Rubric with point ranges has been used, select the desired value from the drop-down list.
4. *Optionally*, in List View, select the *Show Description* box to see the descriptions for each criteria
5. *Optionally*, in List View, select the *Show Feedback* box to enable feedback for each criteria
6. A running **Raw Total** score will be displayed as point selections are made. You may type a score in the *Change the Number of Points* box to override the calculated score, and type overall feedback to the student
7. In Grid View, click **Submit** to save the score and close the rubric window
8. In either view, click **Submit** to save the score to the Grade Center

