

Rubrics

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A rubric is a tool that lists evaluation criteria for many gradable content items in Blackboard including, discussion board, assignments, short answer, and file response or essays questions in a test and with Grade Center columns. Rubrics can help students organize their efforts to meet the requirements of an assignment or assessment. Instructors can use rubrics to explain their evaluations to students.

About Rubrics

Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment, discussion board forum, or an online assessment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric defines the evaluation and score of an assignment, discussion board forum, or an online assessment. A rubric may be created with a type of No Points, Points, Point Range, Percent or Percent Range. There is no limit to the number of Rubrics that can be created.

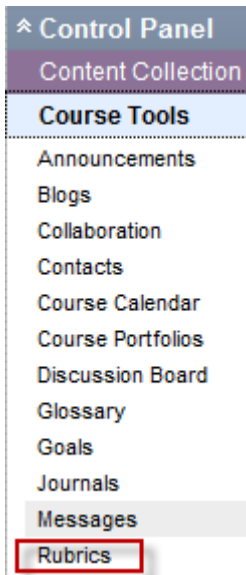
How to Create a Rubric with Point Values

By default, Blackboard will give you a 3x3 rubric (three rows and three columns), however, you may add and delete columns and rows as necessary.

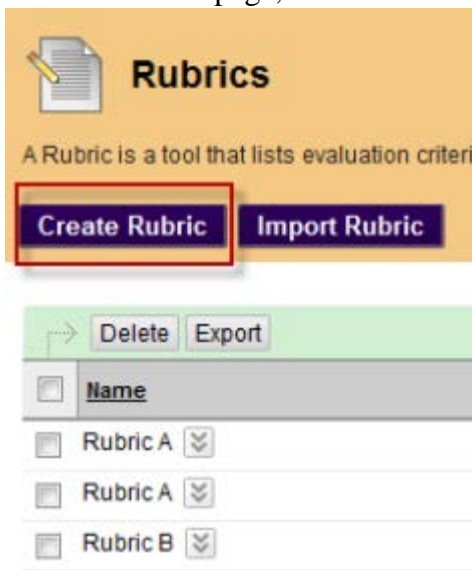
To create a new rubric with point values, follow the steps below:

1. Go to your Blackboard course.

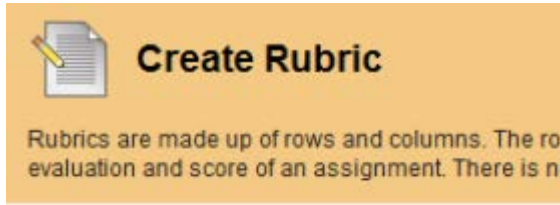
2. Under **Course Tools** in the **Control Panel**, select **Rubrics**



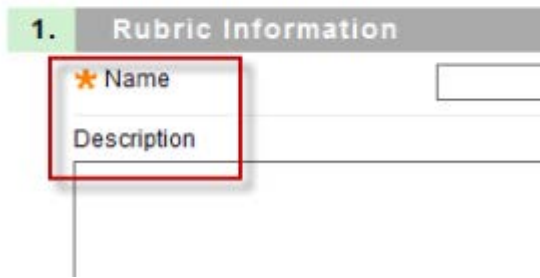
3. On the **Rubrics** page, click **Create Rubric** button



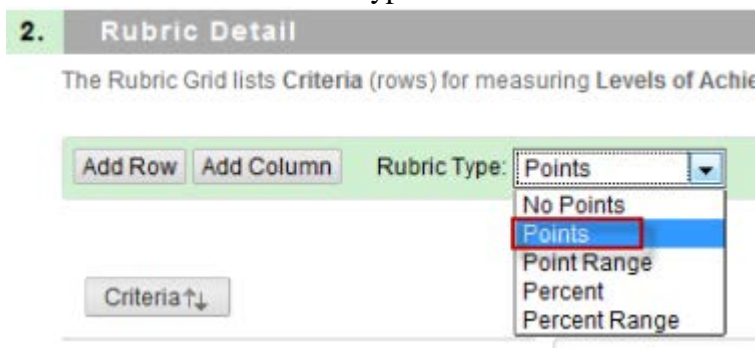
4. Type a **Name** for the Rubric. The name is the title text that identifies the rubric.
5. Enter a description of the rubric to make it easier to associate it to relevant assignments or assessments.



★ Indicates a required field.

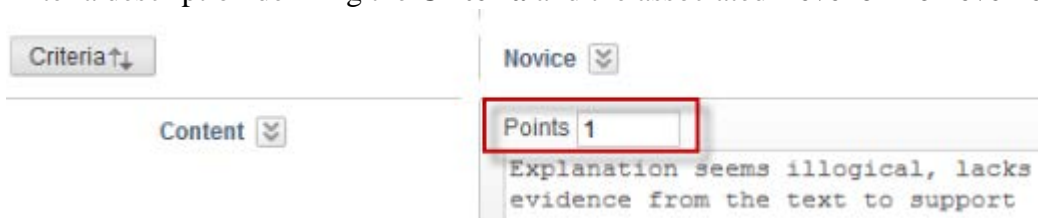


6. Select **Points** from Rubric Type



7. Enter a point value for each column or row

8. Enter a description defining the **Criteria** and the associated **Level of Achievement**.



9. Once your rubric is all filled out, click **Submit**.

Note: In order to use the rubric, you must associate it with an assessment, assignment or Grade Center column.

How to Create a Rubric with Point Range

1. Go to your Blackboard course.
2. Under **Course Tools** in the **Control Panel**, select **Rubrics**
3. On the **Rubrics** page, click **Create Rubric** button

4. Type a Name for the Rubric. The name is the title text that identifies the rubric.
5. Enter a description of the rubric to make it easier to associate it to relevant assignments.
6. Select **Point Range** from **Rubric Type**. For example, assign a point value of 0 to 5 for Novice, 6 to 10 for Competent, and 11 to 15 for Proficient for each of the Levels of Achievement

7. Click **Submit**.

How to Create a Rubric with Percent

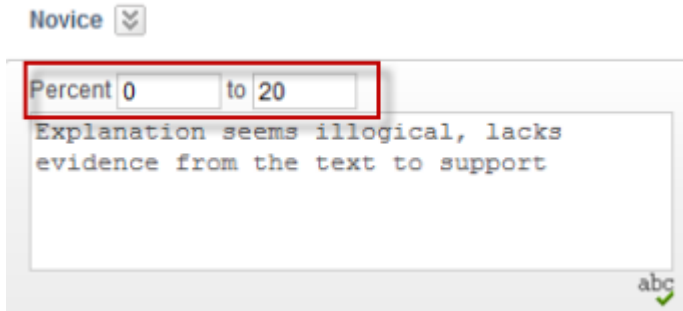
1. Go to your Blackboard course.
2. Under **Course Tools** in the **Control Panel**, select **Rubrics**
3. On the **Rubrics** page, click **Create Rubric** button
4. Type a Name for the **Rubric**. The name is the title text that identifies the rubric.
5. Enter a description of the rubric to make it easier to associate it to relevant assignments
6. Select **Percent** from Rubric Type. You may use the default percent value.
7. Box should be checked that says **Show Criteria Weight**.

Under the **Weight** option in each row description, change the weight to 33%. At the bottom, click on the button that says **Balance Weights** to evenly distribute the weights.

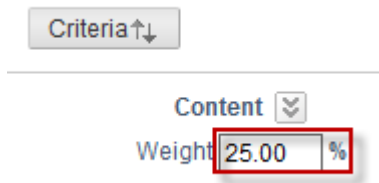
8. Click **Submit**

How to Create a Rubric with Percent Range

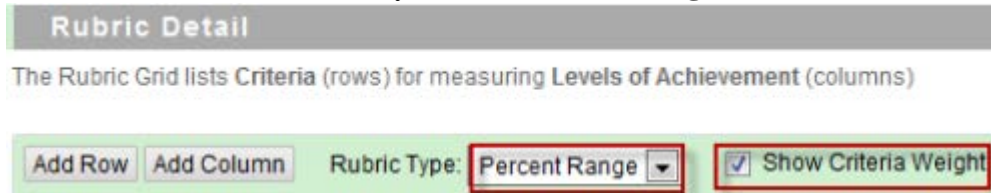
1. Go to your Blackboard course.
2. Under **Course Tools** in the **Control Panel**, select **Rubrics**
3. On the **Rubrics** page, click **Create Rubric** button
4. Type a Name for the **Rubric**. The name is the title text that identifies the rubric.
5. Enter a description of the rubric to make it easier to associate it to relevant assignments
6. Select **Percent Range** from **Rubric Type**. For example, assign a percent range value of 0 to 20 % for Novice, 30% to 50% for Competent, and 60% to 80% for Proficient for each of the Levels of Achievement



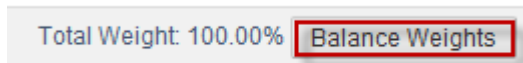
7. Assign a percent value for **Criteria**



8. Box should be checked that says **Show Criteria Weight**.



Under the Weight option in each row description, change the weight to 33%. At the bottom, click on the button that says **Balance Weights** to evenly distribute the weights.

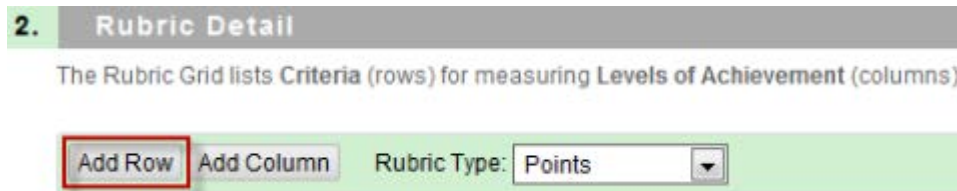


9. Click **Submit**

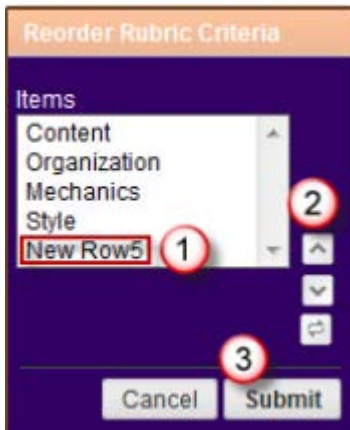
How to Edit the Rubric Grid

Edit the Rubric Grid so it corresponds to the type of feedback and scoring desired.

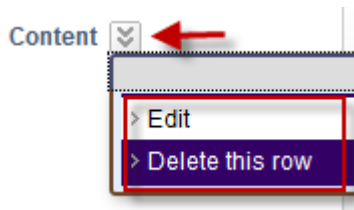
1. Go to your Blackboard course.
2. Under **Course Tools** in the **Control Panel**, select **Rubrics**
3. Select the action link next to the rubric name, click **Edit**
4. Click **Add Row** to add a new criterion in Section 2: **Rubric Detail**.



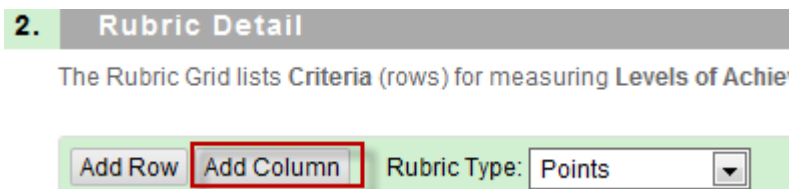
- Click the **Criteria** button above the row names. Click the Arrows to arrange the order of rows



- Click **Submit**
- Click the action link next to a row name and choose **Edit**. Rename the row, click **Save**.
- Select **Delete** the Row to remove the row



- Click **Add Column** to add a new level of achievement to the rubric in Section 2: **Rubric Detail**.

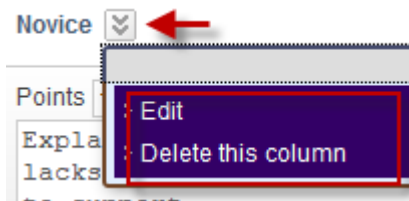


- Click the **Levels of Achievement** button above the column names. Click the radio button, then click the arrows to rearrange the column.



- Click **Submit**
- Click the action link next to a column name and choose **Edit**. Rename the column, click **Save**.

13. Select **Delete** the Column to remove the column



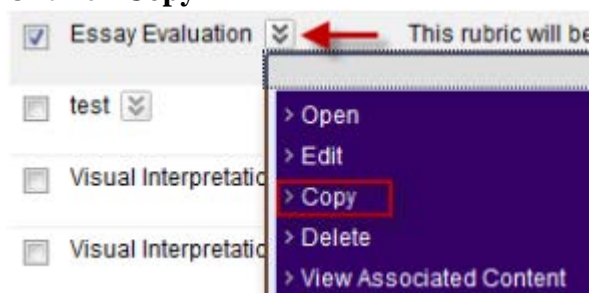
14. Select **Points** under **Rubric Type** to enter a single point value for each **Level of Achievement**.
15. Select **Point Range** under **Rubric Type** to enter a high and low value to create a point range for **each Level of Achievement**.
16. Select **Percent** under **Rubric Type** to enter a single percent value for each **Level of Achievement**.
17. Select **Percent Range** under **Rubric Type** to enter a high and low value to create a percent range for each **Level of Achievement**.
18. Enter a description defining the criteria and the associated **Level of Achievement**.

Note: There is a 1000 character limit for each cell. Rows and columns can be reordered by clicking the reordering icon.

How to Copy a Rubric

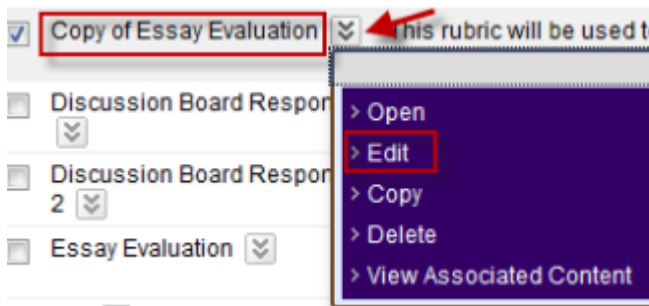
Once you have created a rubric in a Blackboard course, you may use it as the basis for a new rubric. Copying a Rubric is helpful best practice if you have similar assignments for your students that will follow the same criteria. This will allow you to keep the settings and simply re-name the Rubric.

1. Go to your Blackboard course where the rubric you want to copy is located
2. Click on **Course Tools** under **Control Panel** and select **Rubrics**
3. Click on the action link next to the title of the rubric you want to copy
4. Click on **Copy**



5. A new rubric will appear in your course with the name of “**Copy of ...**”

- Click on the action link next to the title of this rubric, click **Edit**



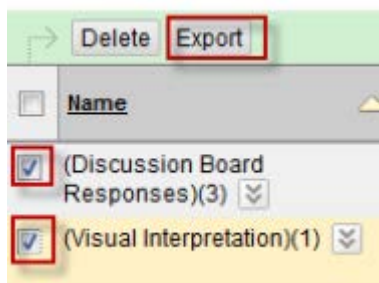
- Go though the rubric and make any necessary changes, you can rename the rubric and edit the description as well..
- Once you have made all of your modifications. Click **Submit**.

You may now associate this rubric with an assessment in your course.

How to Export and Import Interactive Rubrics

Blackboard allows you to easily export rubrics to share with your colleagues or import into different courses.

- Log in to Blackboard
- Go to the Blackboard course where you created rubrics
- Click on **Course Tools** under **Control Panel** and select **Rubrics**
- You may export one or multiple rubrics from a course by checking the box next to the rubric name. Click **Export**

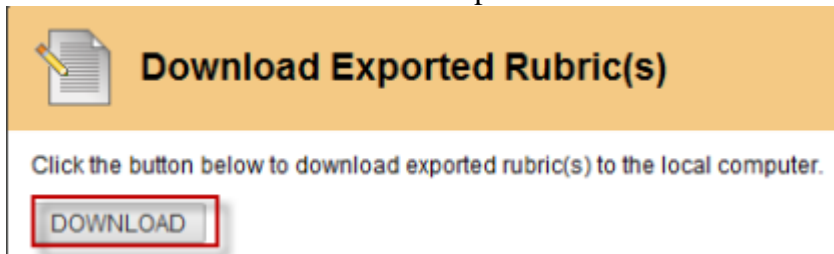


- You have two options for exporting, you may export them to a local computer which will download a zip file, which will be helpful if you are going to share this with your colleagues., or export to Content Collection

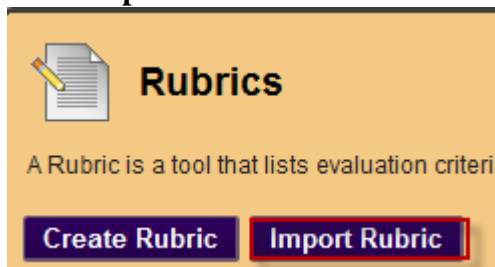


- Click **Submit**.

- Click **Download** to download the exported rubric.



- Click **OK** to save the zip file
- Now go to another Blackboard course which you would like to bring the rubric in.
- Click on **Course Tools** under **Control Panel** and select **Rubrics**
- Click **Import Rubric**



- Click **Browse My Computer** or **Browse Content Collection** to locate and upload the saved .zip file



- Click **Submit**. You should get a message sometimes it may take a couple of seconds that says **Rubric Import Result** and let you know whether it has been successful or not.

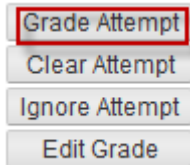


- Click **OK**, now you have the exact copy of that rubric you may use in this course. You may also make changes which will not affect the original rubric

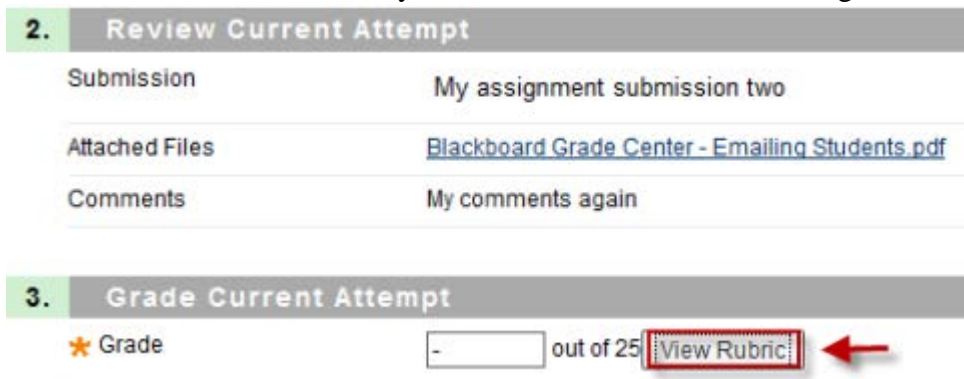
How to View a Rubric while Grading

A Rubric will need to be added to the assignment, discussion board or a test with essay, short answer or file response questions in the Grade Center prior to grading within the course tool. You will only be able to view the Rubric from this area. Adding Rubrics is only available through the Grade Center.

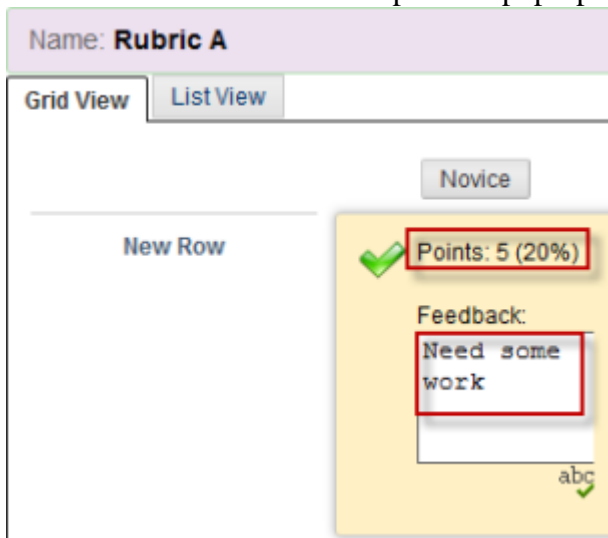
1. Go to your Blackboard course
2. Go to the Grade Center
3. Access the assignment, discussion board or a test with essay, short answer or file response questions that you need to grade on the Grade Center
4. Click on the action link next to the student attempt, select **View Grade Details**
5. Click Grade Attempt



6. Click **View Rubric** to view any associated Rubrics with that assignment.



7. The associated Rubrics will open in a pop-up window for you to select.

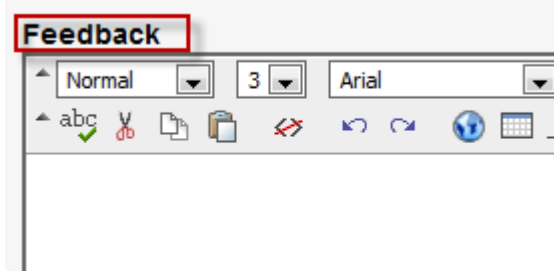


4. Provide a grade in the **Current Grade Value** text box.

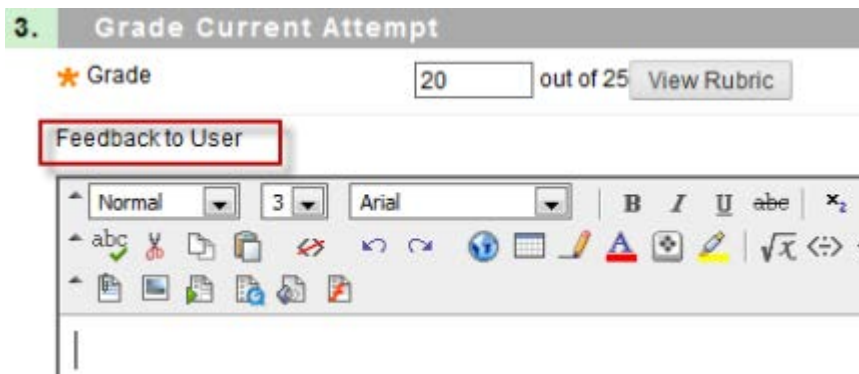
Raw Total: 5.00 (of 25.0)

Change the number of points out of 25.0 to:

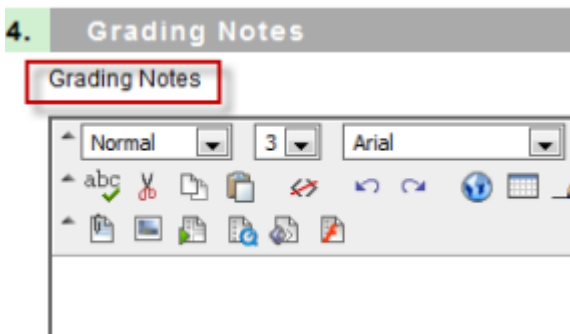
5. Provide any **Feedback** to the Student on the **Rubric Detail** page



6. Click **Save**
7. You may also include **Feedback** or attach a feedback file in Section 3: **Grade Current Attempt**



8. You may provide **Grading Notes** for the Instructor in Section 4: **Grading Notes**



9. Click **Save and Exit**