Associate a Rubric with a Graded Activity

Overview

This tutorial will show you how to **Associate a Rubric** with a variety of graded activities. Rubrics allow you to grade activities using the Blackboard interface and reduce the number of files you need to track. You may wish to [Create a Rubric](#) before you Associate a Rubric with an activity.

Rubrics can be Associated with the following activities (click on the link to jump to that section):

- ✅ Assignments
- ✅ Discussion Forums
- ✅ Blogs
- ✅ Journals
- ✅ Wikis
- ✅ Grade Center Columns

You can also [Associate a Rubric with a Test Question](#) (essay, short answer, or file upload).

Assignments

Step 1

Navigate to the Assignment you want to grade. Open the Item Options menu [1] by clicking on the grey, drop-down arrow that follows the Assignment’s title and select “Edit” [2].
Step 2

From the Edit Assignment page, scroll to the Grading section [3]. Following the “Associated Rubrics” option, click on the Add Rubric drop-down list [4].

Step 3

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose the “Select Rubric” option [5].

Step 4

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Assignment [6], and then click the Submit button [7].
Step 5

For students to see the Rubric you have Associated with this Assignment, you must change the Rubric's Visibility settings by clicking on the Icon in the Show Rubric to Students column [8].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

For a percent-based Rubric, you must set the “Points Possible” Grading option [9]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.
Discussion Forums

Step 1

To Associate a Rubric with a Discussion Forum, you must first access the Discussion Board tool. The Discussion Board tool can be found in the Course Management navigation pane beneath the Control Panel section. Click on Course Tools [1], and then click on the “Discussion Board” option [2].

Step 2

Navigate to the Discussion Forum you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Discussion Forum’s title and select “Edit” [4].
Step 3
From the Edit Forum page, scroll to the Forum Settings section [5]. From the Grade row, choose the “Grade Discussion Forum:” setting [6]. Enabling this setting will create two new rows—Due Date and Associated Rubrics. Following the Associated Rubrics row, click on the Add Rubric drop-down list [7].

Step 4
From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [8].
Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Discussion Forum [9], and then click the Submit button [10].

![Select Rubrics](image)

Step 6

For students to see the Rubric you have Associated with this Discussion Forum, you must change the Rubric’s Visibility settings by clicking on the Icon in the Show Rubric to Students column [11].

There are four options you may select:

1. No: Students can’t view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

![Visibility Settings](image)

For a percent-based Rubric, you must set the “Points Possible” Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.
Blogs

Step 1
To Associate a Rubric with a Blog, you must first access the Blogs tool. The Blogs tool can be found in the Course Management navigation pane beneath the Control Panel section. Click on Course Tools [1], and then click on the “Blogs” option [2].

Step 2
Look for the Blog you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Blog’s title and select “Edit” [4].
Step 3
From the Edit Blog page, scroll to the Grade Settings section [5]. From the Grade Blog row, choose the “Grade:” setting [6]. Enabling this setting will create two new rows—Due Date and Associated Rubrics. Following the Associated Rubrics row, click on the Add Rubric drop-down list [7].

Step 4
From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [8].

Step 5
The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Blog [9], and then click the Submit button [10].
Step 6

For students to see the Rubric you have Associated with this Blog, you must change the Rubric's Visibility settings by clicking on the Icon in the Show Rubric to Students column [11].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

For a percent-based Rubric, you must set the “Points Possible” Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.
Journals

Step 1
To Associate a Rubric with a Journal, you must first access the Journals tool. The Journals tool can be found in the Course Management navigation pane beneath the Control Panel section. Click on Course Tools [1], and then click on the “Journals” option [2].

Step 2
Look for the Journal you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Journal’s title and select “Edit” [4].
Step 3
From the Edit Journal page, scroll to the Grade Settings section [5]. From the Grade Journal row, choose the “Grade:” setting [6]. Enabling this setting will create two new rows—Due Date and Associated Rubrics. Following the Associated Rubrics row, click on the Add Rubric dropdown list [7].

Step 4
From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [8].

Step 5
The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Journal [9], and then click the Submit button [10].
Step 6

For students to see the Rubric you have Associated with this Journal, you must change the Rubric’s Visibility settings by clicking on the Icon in the Show Rubric to Students column [11].

There are four options you may select:

1. No: Students can’t view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

For a percent-based Rubric, you must set the “Points Possible” Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.
Wikis

Step 1
To Associate a Rubric with a Wiki, you must first access the Wikis tool. The Wikis tool can be found in the Course Management navigation pane beneath the Control Panel section. Click on Course Tools [1], and then click on the “Wikis” option [2].

Step 2
Look for the Wiki you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Wiki’s title and select “Edit Properties” [4].
Step 3
From the Edit Wiki page, scroll to the Wiki Settings section [5]. From the Grade Wiki row, choose the “Grade:” setting [6]. Enabling this setting will create two new rows--Due Date and Associated Rubrics. Following the Associated Rubrics row, click on the Add Rubric drop-down list [7].

Step 4
From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [8].

Step 5
The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Wiki [9], and then click the Submit button [10].
Step 6

For students to see the Rubric you have Associated with this Journal, you must change the Rubric’s Visibility settings by clicking on the Icon in the Show Rubric to Students column [11].

There are four options you may select:

1. No: Students can’t view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

For a percent-based Rubric, you must set the “Points Possible” Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.
Grade Center Columns

Step 1
To Associate a Rubric with a manually created Grade Center Column, you must first access the Full Grade Center. The Full Grade Center can be found in the Course Management navigation pane beneath the Control Panel section. Click on Grade Center [1], and then click on the “Full Grade Center” option [2].

Step 2
A Rubric can be attached to a new activity by creating a new column. Click the Create Column tab [3] on the Action Bar to open the Create Grade Column page.
Step 3

Following the Description editor is a table of options [4]. From the Associated Rubrics row, click on the Add Rubric drop-down list [5].

Step 4

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [6].
Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Grade Center Column [7], and then click the Submit button [8].

![Select Rubrics]

Step 6

For students to see the Rubric you have Associated with this Grade Center Column, you must change the Rubric’s Visibility settings by clicking on the Icon in the Show Rubric to Students column [9].

There are four options you may select:

1. No: Students can’t view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

![Visible Rubric]

For a percent-based Rubric, you must set the “Points Possible” Grading option [10]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.
Test Questions

Before beginning this procedure, note that a Rubric cannot be applied to an entire test. A Rubric is applied to a Test Question, specifically to an essay response question, a short answer question, or a file upload question.

Step 1

Navigate to the Test you want to grade. Open the Item Options menu [1] by clicking on the grey, drop-down arrow that follows the Test’s title and select “Edit the Test” [2].

Step 2

Locate the essay, short answer, or file upload question that you want to Associate with a Rubric. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the question’s bold title and select “Edit” [4].
Step 3

From the Create/Edit Question page, scroll to the Rubrics section [5]. Click on the *Add Rubric* drop-down list [6].

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [7].

Step 4

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Test Question [8], and then click the *Submit* button [9].
Step 5

For students to see the Rubric you have Associated with this Test Question, you must change the Rubric’s Visibility settings by clicking on the Icon in the Show Rubric to Students column.

There are four options you may select:

1. **No**: Students can’t view the Rubric.
2. **Yes (With Rubric Scores)**: Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. **Yes (Without Rubric Scores)**: Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. **After Grading**: Students can view the Rubric only after you have finished grading their submissions.

Rubrics associated with Test Questions will adjust their calculations to match the assigned point value of the question.