Overview

This tutorial will explain everything you need to know about Rubrics. Rubrics help you consistently evaluate student work for any gradable activity. They also help students organize their work and understand your expectations as they complete the activity. While using Rubrics in Blackboard, you will find scores automatically transferred to the Grade Book for you.

Contents

There are many Rubric tasks in Blackboard (click on the link to jump to the appropriate section):

- Create a Rubric
- Import a Rubric
- Export a Rubric
- Copy a Rubric
- Edit a Rubric
- View Associated Content
- Open a Rubric
- Associate a Rubric
- Grade an Activity with a Rubric

Create a Rubric

Quick Steps

Course Management > Control Panel > Course Tools > Rubrics > Create Rubric > Set Options

Step 1

To create a Rubric, you must first access the Rubrics page. The Rubrics page can be found in the Course Management navigation pane beneath the Course Tools section. Click on Course Tools, and then click on the “Rubrics” option.
Step 2

From the Rubrics page, click Create Rubric on the Action Bar.

Step 3

In the Rubric Information section, provide a name for the rubric using the Name field and give the rubric a description using the Description field. The description will appear when you Associate a Rubric with a Graded Activity and will make your selection easier.
Step 4

Scroll to the Rubric Grid in the Rubric Detail section and enter your criteria using the Criteria column and specify your levels of achievement using the Levels of Achievement columns.

There are a few things to note about creating Rubrics in Blackboard. Each new Rubric:

✓ Defaults to being three columns wide and three rows tall
✓ Has preset Levels of Achievement columns
✓ Has preset Criteria rows
✓ Defaults to showing percentages

These items can all be edited to fit the needs of your Rubric.

Step 5

To begin editing your Rubric, first select a Rubric Type using the dropdown menu from the Rubric Grid header. The following options are available:

✓ No points - give feedback only
✓ Points - single point value for each level of achievement
✓ Point Range - range of point values for each level of achievement
✓ Percent - variable depending on the possible points for the assessment
✓ Percent Range - percentage range which is variable depending on the possible points for the assessment
Step 6

Preceding the Rubric Type field, use the Add Row and Add Column buttons to choose the number of rows and columns to display in your rubric. Add each as needed.

Step 7

Click the More Options arrow following the names of each Level of Achievement column or the names of each Criteria rows to “Edit” or “Delete” them, based on your needs.

Step 8

You can reorder the Levels of Achievement columns or Criteria rows by using the Open Reorder Panel buttons. Clicking these buttons will open a Reorder Rubric menu.
Step 9

Enter each criteria for your Rubric in the Rubric Grid’s text boxes. You can also specify the Percent or Points allocated to each criteria using the fields above the text boxes.

Step 10

Check the Total Points or Total Weight (by percentage) at the end of your Rubric to ensure it matches your intent.

Step 11

Click the Submit button when the rubric is complete.

Import a Rubric

Quick Steps

Course Management > Control Panel > Course Tools > Rubrics > Import Rubric > Browse

Step 1

To import a Rubric, you must first access the Rubrics page. The Rubrics page can be found in the Course Management navigation pane beneath the Course Tools section. Click on Course Tools, and then click on the “Rubrics” option.
Step 2

From the Rubrics page, click *Import Rubric* on the Action Bar.

Step 3

Click the *Browse My Computer* or *Browse Content Collection* button to locate the Rubric you want to import.

Step 4

When you choose a Rubric from the Content Collection, use the radio button that precedes the Rubric’s name to select it, then click the *Submit* button.
Step 5

The Rubric will import and a confirmation screen will display. Click OK to return to the list of available Rubrics. The new Rubric will appear at the end of the list, and you will have access to open, edit, or copy it.

**Rubric Import Result**

The detail of rubric import result is
Apr 11, 2016 12:16:08 PM - Information: The rubric Written Communication Value Rubric has been imported.
Apr 11, 2016 12:16:09 PM - Information: Invalid course links have been removed successfully.
removed numbers:
Loop 0
Apr 11, 2016 12:16:09 PM - Status: The operation has completed.
Apr 11, 2016 12:16:09 PM - Information: The operation took 2.11 seconds to complete.
The process PNG File took 0.00 seconds
The process Course Files took 0.00 seconds
The process Course Menu took 0.01 seconds
The process Learn Rubrics took 0.35 seconds
The process Cleanup took 0.16 seconds
The process McClure---MC Course Ck Component took 0.11 seconds

Monday, April 11, 2016 12:16:09 PM EDT

Step 6

To import a rubric from your computer, browse to the location of the Rubric file and click the **Submit** button to import it. A similar Rubric Import Result screen will display.

**Export a Rubric**

**Quick Steps**

Course Management > Control Panel > Course Tools > Rubrics > Checkbox > Export > Browse

**Step 1**

To export a Rubric, you must first access the Rubrics page. The Rubrics page can be found in the **Course Management** navigation pane beneath the **Course Tools** section. Click on **Course Tools**, and then click on the “Rubrics” option.
Step 2

From the Rubrics page, check the checkbox that precedes the Rubric’s name to select it. Then, click the *Export* button that appears before the Rubric list.

![Rubric Export](image)

Step 3

The Rubric Export Settings window will display. In the Export Location section, use the radio buttons to export the rubric to a “Local Computer” or to the “Content Collection.”

![Rubric Export Settings](image)

Step 4

Click the *Submit* button.

Step 5

If you are downloading to a computer, click the *Download* button.
Step 6
If you exporting to the Content Collection, click the Browse button that follows the new field and select a folder in the Content Collection using the new navigation window.

Step 7
Click the Submit button.

Step 8
Click the Submit button on the Rubric Export Settings page.

Copy a Rubric

Quick Steps
Course Management > Control Panel > Course Tools > Rubrics > Options > Copy

Step 1
To copy a Rubric, you must first access the Rubrics page. The Rubrics page can be found in the Course Management navigation pane beneath the Course Tools section. Click on Course Tools, and then click on the “Rubrics” option.

Step 2
From the Rubric page, locate the Rubric you want to copy. Use the Options arrow that follows the Rubric’s title and select “Copy” from the Options menu.
Step 3

A copy of the Rubric will be added to Rubrics list on the Rubrics page.

Step 4

Use the Options arrow that follows the new Rubric’s title and select “Edit” from the Options menu. Change the copy’s name and click the Submit button to save the Rubric.

**Edit a Rubric**

**Quick Steps**

Course Management > Control Panel > Course Tools > Rubrics > Options > Edit

Step 1

To edit a Rubric, you must first access the Rubrics page. The Rubrics page can be found in the Course Management navigation pane beneath the Course Tools section. Click on Course Tools, and then click on the “Rubrics” option.
Step 2

From the Rubrics page, locate the Rubric you want to edit. Use the Options arrow that follows the Rubric's title and select “Edit” from the Options menu.

Step 3

Edit the rubric as needed, then click the Submit button to save your changes.

View Associated Content

Quick Steps

Course Management > Control Panel > Course Tools > Rubrics > Options > View Associated Content
Step 1

To view Associated Content, you must first access the Rubrics page. The Rubrics page can be found in the Course Management navigation pane beneath the Course Tools section. Click on Course Tools, and then click on the “Rubrics” option.

Step 2

From the Rubrics page, locate the Rubric you want to see Associated Content for and use the Options arrow that follows the Rubric’s title to select “View Associated Content” from the Options menu.

Step 3

The View All Items: page will open and list the activities associated with this Rubric. In this example, the Rubric is being used to grade the 21st Century Teaching and Learning blog.
Open a Rubric

If you would like to see how a Rubric looks to students, you can open the Rubric and view it.

Quick Steps

Course Management > Control Panel > Course Tools > Rubrics > Options > Open

Step 1

To open a Rubric, you must first access the Rubrics page. The Rubrics page can be found in the Course Management navigation pane beneath the Course Tools section. Click on Course Tools, and then click on the “Rubrics” option.

Step 2

From the Rubrics page, locate the Rubric you want to view. Use the Options arrow that follows the Rubric’s title and select “Open” from the Options menu.
Step 3

An image of the rubric will display.

![Rubric Image]

**Associate a Rubric**

Directions replaced: Associate a Rubric with a Graded Activity (external WOOL link)

**Grade an Activity with a Rubric**

Once you Associate a Rubric, the Rubric will be available in the Details section of the activity.

**Quick Steps**

Control Panel > Grade Center > Full Grade Center > Manage > Grading Periods > Create Grading Period > Set Options

**Step 1**

To grade an activity with a Rubric, 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, and then click on the “Full Grade Center” option.
Step 2

From the Full Grade Center page, click a Needs Grading icon for the activity you want to grade.

Step 3

In the Grading window, look for the Rubric in the Details section.

Step 4

Click the Rubric’s name to expand the Rubric within the details section, allowing you to view both the student’s submission and the Rubric in the same window at the same time.

Step 5

Use the radio buttons preceding each criteria to grade the activity. The appropriate points or percentages will display followed each criteria.

As you grade, the Rubric will calculate the total points or percentage automatically.
Step 6

You can also choose to open the Rubric in a new window by clicking the View Rubric in Window.

Step 7

Using this button will open the Rubric in Grid View.

Step 8

Clicking on List View will open the Rubric as a list.

Step 9

In each of these views, use the radio buttons preceding each criteria to grade the activity. A checkmark will replace the radio button once you have chosen a criteria.

Step 10

In each of these views, you also have the option to provide feedback to the student. Overall feedback can be left in the Feedback text box at the end of each rubric.
Step 11

You can choose to enter feedback for each criteria area while in Grid View, or by checking the “Show Feedback” checkbox if you are in List View.

Step 12

Once you have finished grading, click the Save button in the expanded Rubric view, or the Save Rubric button in the Details section of the Grading window.

Step 13

Click the Submit button to submit the grade. Grades will automatically load in the Grade Center.