

## Rubrics

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### 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](#)

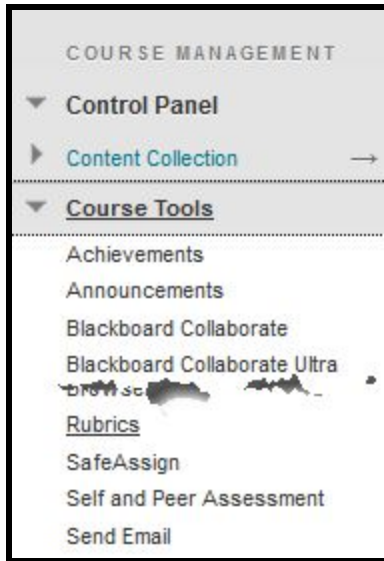
### Create a Rubric

#### 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.



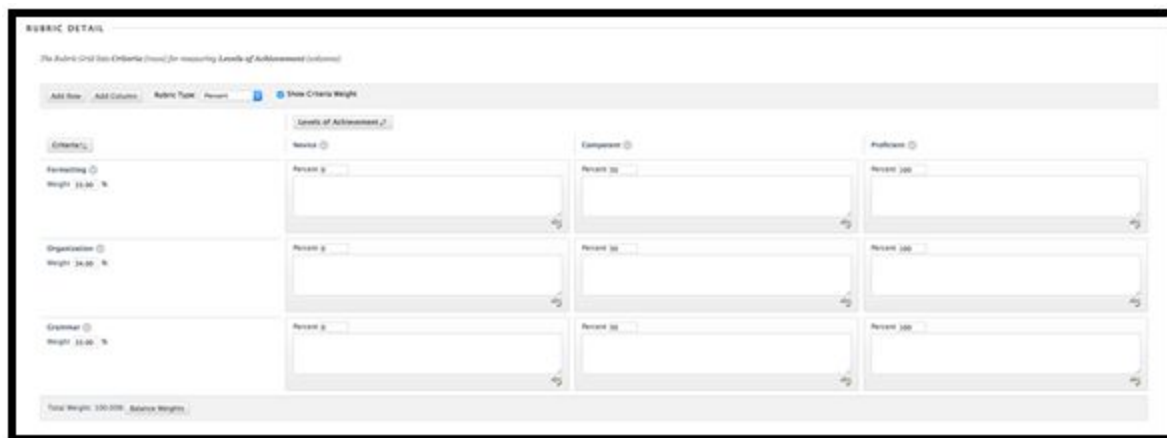
## Step 4

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

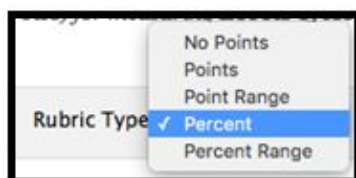
These items can all be edited to fit the needs of your Rubric.



## Step 5

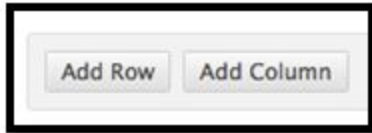
To begin editing your Rubric, first select a Rubric Type using the dropdown menu from the Rubric Grid header. The following options are available:

- ✓ 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



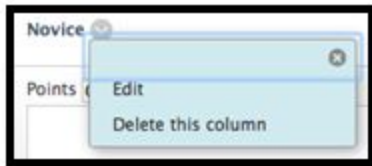
## Step 6

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.



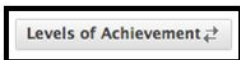
## Step 7

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.



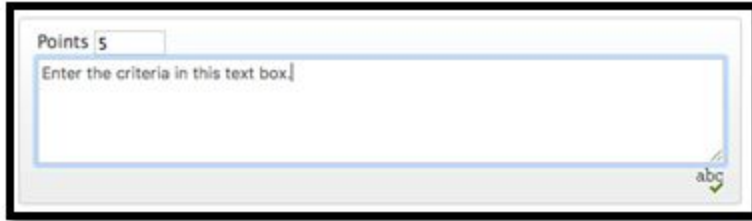
## Step 8

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.



A screenshot of a web form element. At the top left, there is a small input field labeled "Points" containing the number "5". Below it is a large, empty text box with a light blue border and a placeholder text "Enter the criteria in this text box.". In the bottom right corner of the text box, there is a small "abc" icon with a green checkmark.

## Step 10

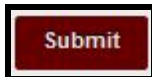
Check the Total Points or Total Weight (by percentage) at the end of your Rubric to ensure it matches your intent.



A rectangular button with a black border and a light gray background. The text "Total Points: 5" is centered on the button.

## Step 11

Click the *Submit* button when the rubric is complete.



A rectangular button with a dark red background and a black border. The text "Submit" is centered on the button in white.

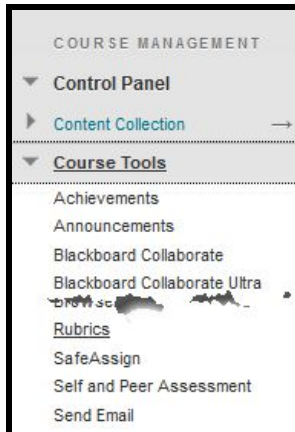
## Import a Rubric

### 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.



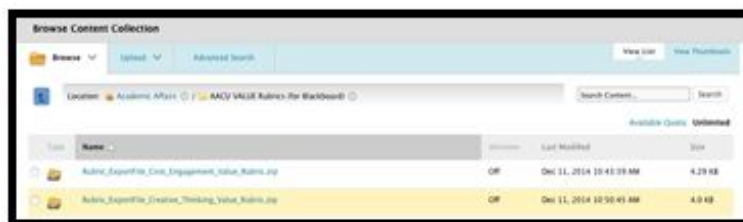
## Step 3

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



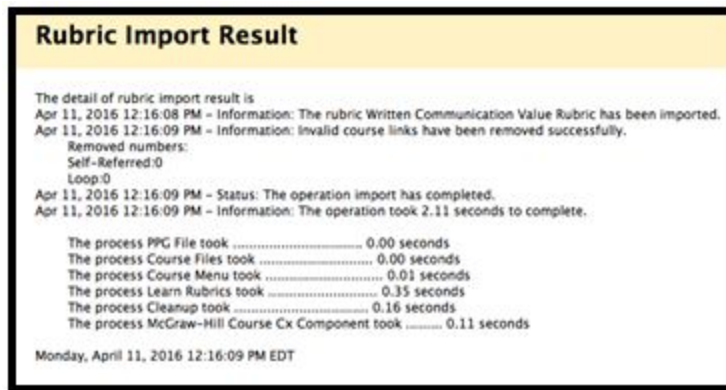
## Step 4

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.



## 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.

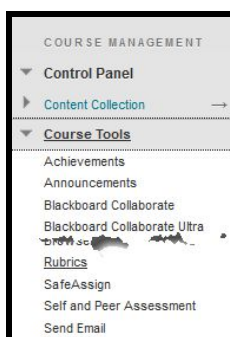
## Export a Rubric

### 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.



## 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.”



## Step 4

Click the *Submit* button.

## Step 5

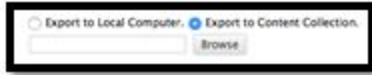
If you are downloading to a computer, click the *Download* button.





## Step 6

If you are 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.

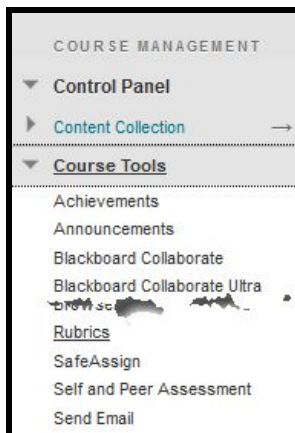
## Copy a Rubric

### Quick Steps

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

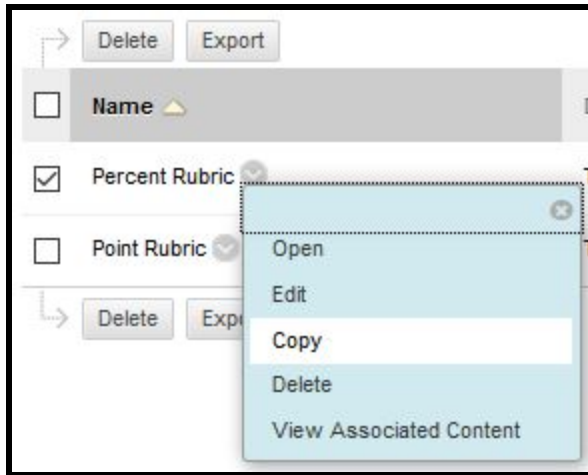
### Step 1

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.



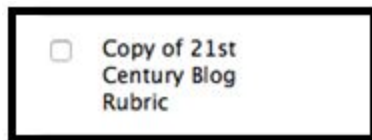
### Step 2

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.

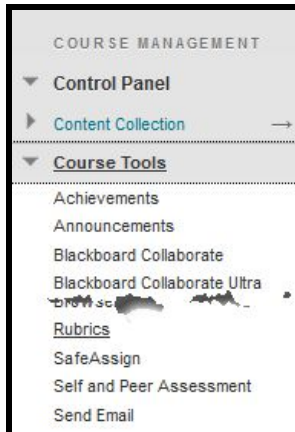
## Edit a Rubric

### Quick Steps

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

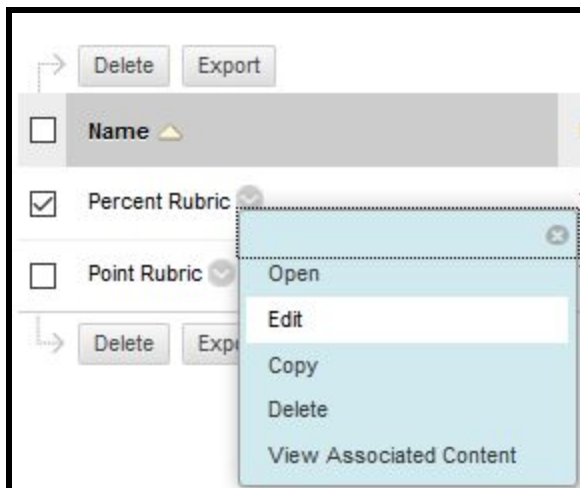
### Step 1

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.

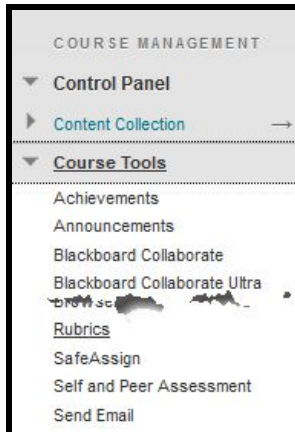
## View Associated Content

### Quick Steps

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

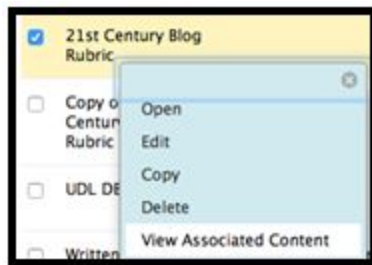
## Step 1

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 21<sup>st</sup> Century Teaching and Learning blog.



## Open a Rubric

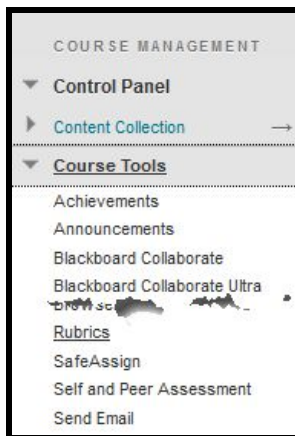
If you would like to see how a Rubric looks to students, you can open the Rubric and view it.

### Quick Steps

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

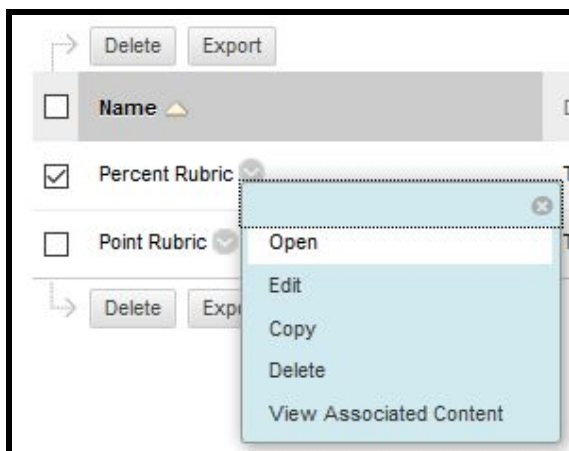
### Step 1

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.



21st Century Blog Rubric		
Levels of Achievement		
Criteria	Novice	Competent
Responses to Classmates Weight 33.00%	0 % No responses to classmates.	50 % Responds to just one classmate and/or does not continue the discussion by asking a question.

### Associate a Rubric

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

### Grade an Activity with a Rubric

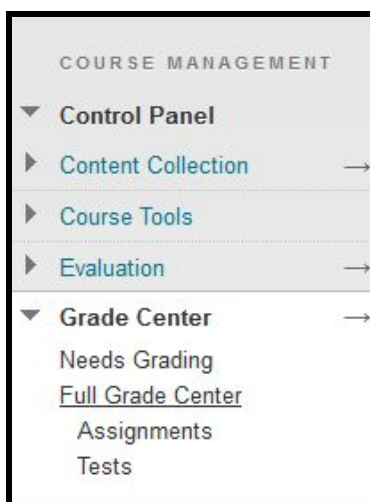
Once you [Associate a Rubric](#), the Rubric will be available in the Details section of the activity.

### Quick Steps

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

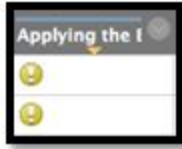
### Step 1

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.



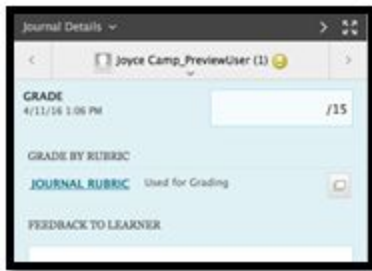
## Step 2

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 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.



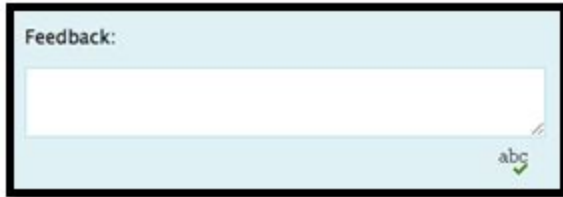
## Step 9

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.



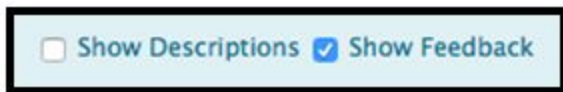


Feedback:

abc

### 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.



Show Descriptions  Show Feedback

### 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.