Rubrics

A rubric is a set of specific evaluation criteria used to assess an assignment. Instructors use rubrics to carefully outline their assignment requirements and expectations for students. Students use rubrics to help guide them as they complete their assignments.

In Blackboard, rubrics can be created for Blackboard assignments, tests, discussion board, blog, journal, and wiki postings. Once created, they can be shared among different courses using the export/import feature. One rubric can be associated with more than one assignment; more than one rubric can be associated with one assignment.

Creating a Rubric

1. From the control panel (lower left side of screen), select ‘Course Tools’ then ‘Rubrics.

2. Click the Create Rubric button at the top of the screen.

3. Give the rubric a name and description (optional).

4. Fill out the rubric grid with the details of the rubric.
- Select the type of rubric (points, no points, points range, or percent) from the dropdown at the top.
- Criteria are listed vertically along the left side, while the achievement levels are listed horizontally along the top. Use the buttons to add rows, columns, and to reorder the criteria and levels of achievement.
- Use the drop-downs next the row and column names to edit or delete the levels of achievement and criteria.

<table>
<thead>
<tr>
<th>Add Row</th>
<th>Add Column</th>
<th>Rubric Type</th>
<th>Points</th>
</tr>
</thead>
</table>

5. When everything has been filled out, click Submit.

6. The rubric is created and can now be associated with any column in the grade center. Click the Edit dropdown to edit the rubric and access other options such as open, copy, delete, and view associated content of the rubric.
Associating a Rubric with a Grade Center Item

Once a rubric is created, it can be associated with any item in the grade center:

- Assignments
- Essay, File Response, and Short Answer test questions
- Blogs
- Journals
- Wikis
- Discussion Board threads and forums

1. Navigate to the location in the course where the item is located. In this example, we’ve navigated to the ‘Assignments’ content area and are focused on the assignment ‘Week 1 Article Summary.’

2. Click the Edit dropdown next to the assignment and select ‘Edit.’

3. In the Grading section, hover over the ‘Add Rubric’ dropdown and choose ‘Select Rubric.’
4. Select from the list the rubric(s) to be associated with the item and click Submit.

5. The associated rubric(s) will now appear in the Grading section. In this example, we have chosen to use the rubric for grading purposes and to show it to students without scores.

6. To complete the association, scroll down to the end of the assignment settings page and click Submit.

**Grading an Assignment using a Rubric**

Rubrics can be used to make grading assignments, and other grade center items, easier.
1. From the Grade Center, navigate to the column of the assignment you want to grade. Submitted assignments that are ungraded will be shown with yellow exclamation points in the cell.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Week 2 - Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>student</td>
<td>test1</td>
<td>! ![11.00]</td>
</tr>
<tr>
<td>student</td>
<td>test2</td>
<td>11.00</td>
</tr>
<tr>
<td>student</td>
<td>test3</td>
<td>6.00</td>
</tr>
<tr>
<td>student</td>
<td>test4</td>
<td>--</td>
</tr>
</tbody>
</table>

2. Hover inside the cell with the assignment to be graded and click the action menu inside the cell. Choose ‘Attempt (date)’ to directly open the assignment.

3. On the right hand side, click the tiny arrow in the feedback pane to expand the feedback area.

4. If a rubric has been associated with the assignment, there will be a link to it above the ‘Feedback to Learner’ box. Click the blue rubric link to view it inline. Another option is to click a ‘white box’ icon that will open the rubric in its own separate window. Both of these views can be used to grade the assignment.
5. In this example, we selected the inline view. The rubric criteria will be listed with the corresponding levels of achievement. Click the radio buttons next to the appropriate level of achievement for each criterion to assign points. Optionally select to display descriptions of each level of achievement and/or a feedback box for each criterion. In the example below, we selected the descriptions to be displayed.
6. Total points are kept track as a ‘raw total’ at the bottom of the rubric. Optionally change the number of points if needed, and add comments to the Feedback box. Click ‘Save Rubric’ to save points and comments assigned to the rubric. (Note: This does not yet submit the grade to the grade center.)

7. The grade has now been transferred to the grade submission page. Optionally enter any overall feedback to the learner (visible to students) or grading notes (only visible to instructors and TAs). Click ‘Submit’ to record the grade in the grade center.
Exporting a Rubric to another Course

1. From within the course that currently contains the rubric, navigate to the Control Panel > Course Tools > Rubrics.

2. A list of rubrics associated with this course will appear. Select the rubric(s) to be exported from the list and click ‘Export.’
Choose to export the rubric to the content collection or your local computer.

Note: If you choose content collection, you can browse and navigate directly to the content collection of the destination course.

2. **Export Location**

Choose a location for exported rubric(s).

- Export to Local Computer
- Export to Content Collection

![Browse](Browse)

4. Click Submit.

Submit

You should see a confirmation message that the rubric was exported successfully. The rubric file is now ready to be imported into a course where it can be used.

**Importing a Rubric into a Course**

1. From the course that you want to import the rubric, navigate to the Control Panel > Course Tools > Rubrics.

2. Click the ‘Import Rubric’ button.

Import Rubric

3. Browse for the file either on your computer or in the content collection. The file will have a ‘.zip’ file extension.
In this example, I browsed and located a rubric file from the content collection:

4. Once selected, click Submit.

   Submit

5. You should receive a ‘Rubric Import Result’ report.

   Rubric Import Result

   The detail of rubric import result is
   Feb 24, 2012 3:07:54 PM - Information: The rubric Article Summary Rubric has been imported.
   Feb 24, 2012 3:07:54 PM - Status: The operation import has completed.
   Feb 24, 2012 3:07:54 PM - Information: The operation took 1.86 seconds to complete.

   The process PPG File took.......................... 0.22 seconds
   The process Course Menu took ..................... 0.01 seconds
   The process component learnRubrics took ........0.29 seconds
   The process Cleanup took.......................... 0.22 seconds
   The process Content Package (SCORM Engine) took......... 0.00 seconds

   Friday, February 24, 2012 3:07:54 PM EST

   The rubric should now be available for use in the course.