

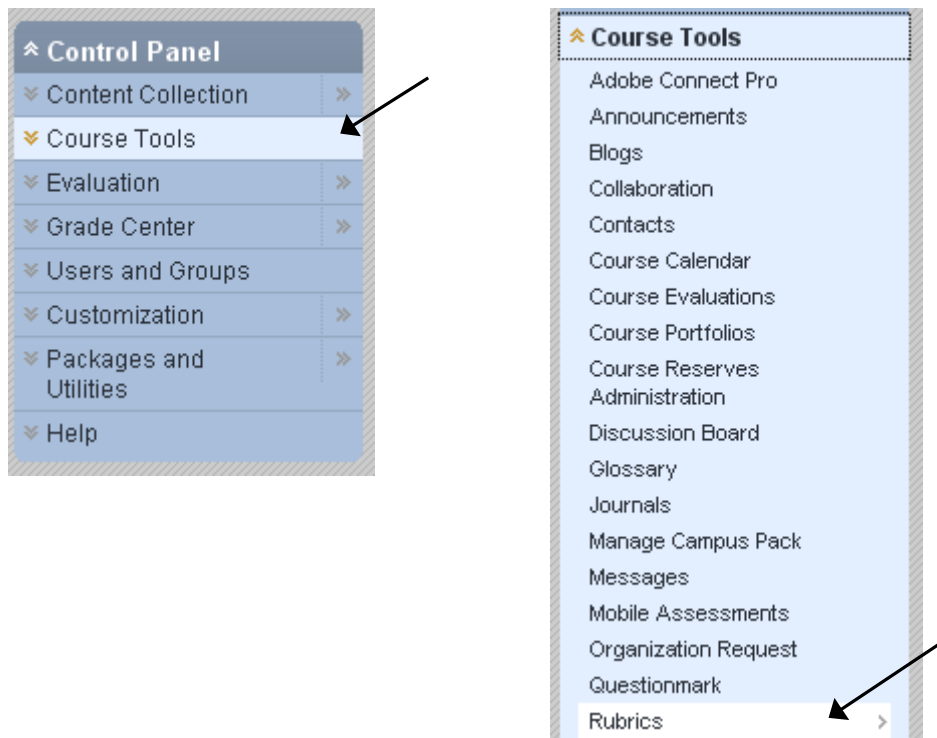
## Rubrics

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.

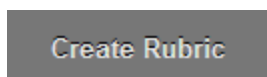
In Blackboard, rubrics can be created for Blackboard assignments, tests, discussion board, blog, journal, and wiki postings. Once created, they can be shared among different courses using the export/import feature. One rubric can be associated with more than one assignment; more than one rubric can be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

\* Name

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

This rubric will be used when grading your article summaries. Please note that formatting, including spelling and grammar, are very important.

4. Fill out the rubric grid with the details of the rubric.

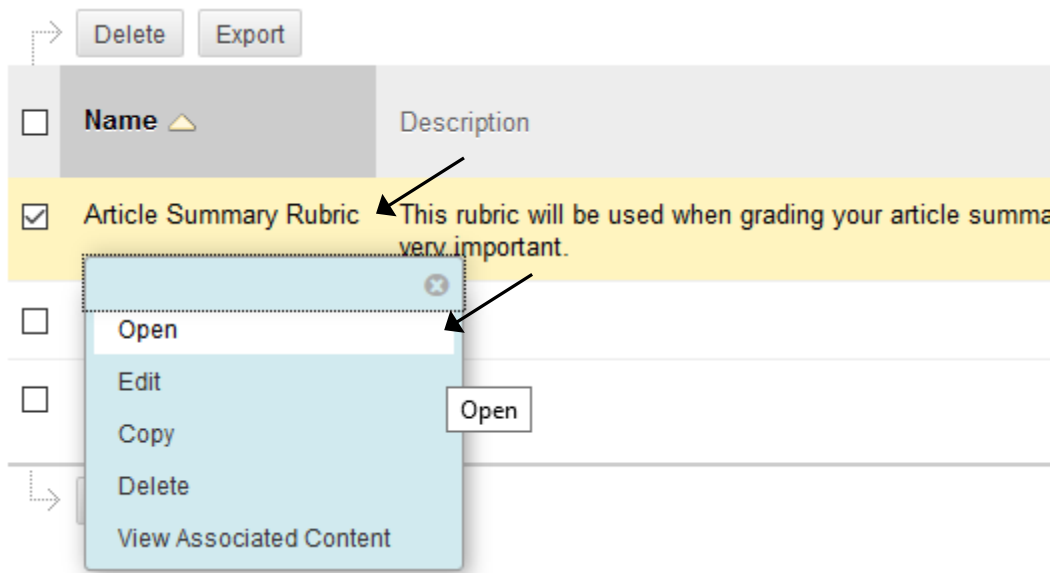
- Select the type of rubric (points, no points, points range, or percent) from the dropdown at the top.
- Criteria are listed vertically along the left side, while the achievement levels are listed horizontally along the top. Use the buttons to add rows, columns, and to reorder the criteria and levels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

The screenshot shows a rubric creation interface. At the top, there are buttons for 'Add Row' and 'Add Column', and a 'Rubric Type' dropdown set to 'Points'. Below this is a grid of criteria and achievement levels. The criteria are listed on the left: 'Article Summary', 'Reflection', and 'Mechanics and Formatting'. The achievement levels are listed at the top: 'Exemplary', 'Accomplished', 'Developing', and 'Incompetent'. Each cell in the grid contains a 'Points' dropdown and a text area for the criterion description. Callouts point to various interactive elements: 'Reorder criteria' points to the 'Criteria' dropdown; 'Edit or delete row' points to the criterion name dropdown; 'Select rubric type' points to the 'Rubric Type' dropdown; 'Reorder levels of achievement' points to the 'Levels of Achievement' dropdown; and 'Edit or delete column' points to the achievement level name dropdown. At the bottom, a 'Total Points: 12' indicator is visible.

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

**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

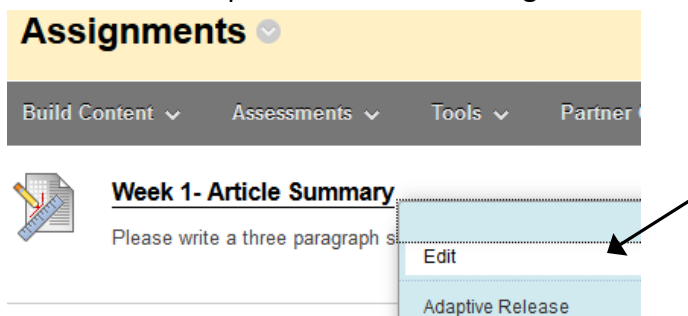
Once a rubric is created, it can be associated with any item in the grade center:

- 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.'

## GRADING

✱ Points Possible

12

Associated Rubrics

Add Rubric ▾

Select Rubric

Create New Rubric

Create From Existing

4. Select from the list the rubric(s) to be associated with the item and click Submit.

<input checked="" type="checkbox"/>	Name	Description	Date Last Edited
<input checked="" type="checkbox"/>	Article Summary Rubric	This rubric will be used when grading your article summaries. Please note that formatting, including spelling and grammar, are very important.	January 05, 2012

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

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.

Name	Type	Date Last Edited	Show Rubric to Students
Article Summary Rubric	Used for Grading	January 05, 2012	Yes (Without Rubric Scores)

Disassociate rubric from this item (does not delete rubric)

View rubric

Edit rubric

Toggles between 'Used for Grading' and 'Used for Secondary Evaluation'

Decide whether or not to show the rubric to students, with/without scores, etc.

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

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.

<input type="checkbox"/>	Last Name	First Name	Week 2 - Article
<input type="checkbox"/>	student	test1	!
<input type="checkbox"/>	student	test2	11.00
<input type="checkbox"/>	student	test3	6.00
<input type="checkbox"/>	student	test4	--

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.

<input type="checkbox"/>	Last Name	First Name	Week 2 - Article	Week 3 - Article	Week Four
<input type="checkbox"/>	student	test1	!	8.00	
<input type="checkbox"/>	student	test2	11.00		
<input type="checkbox"/>	student	test3	6.00		
<input type="checkbox"/>	student	test4	--		

Selected Rows: 0

View Grade Details

Exempt Grade

Attempt 9/27/17 !

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

Assignment Instructions

1 of 1

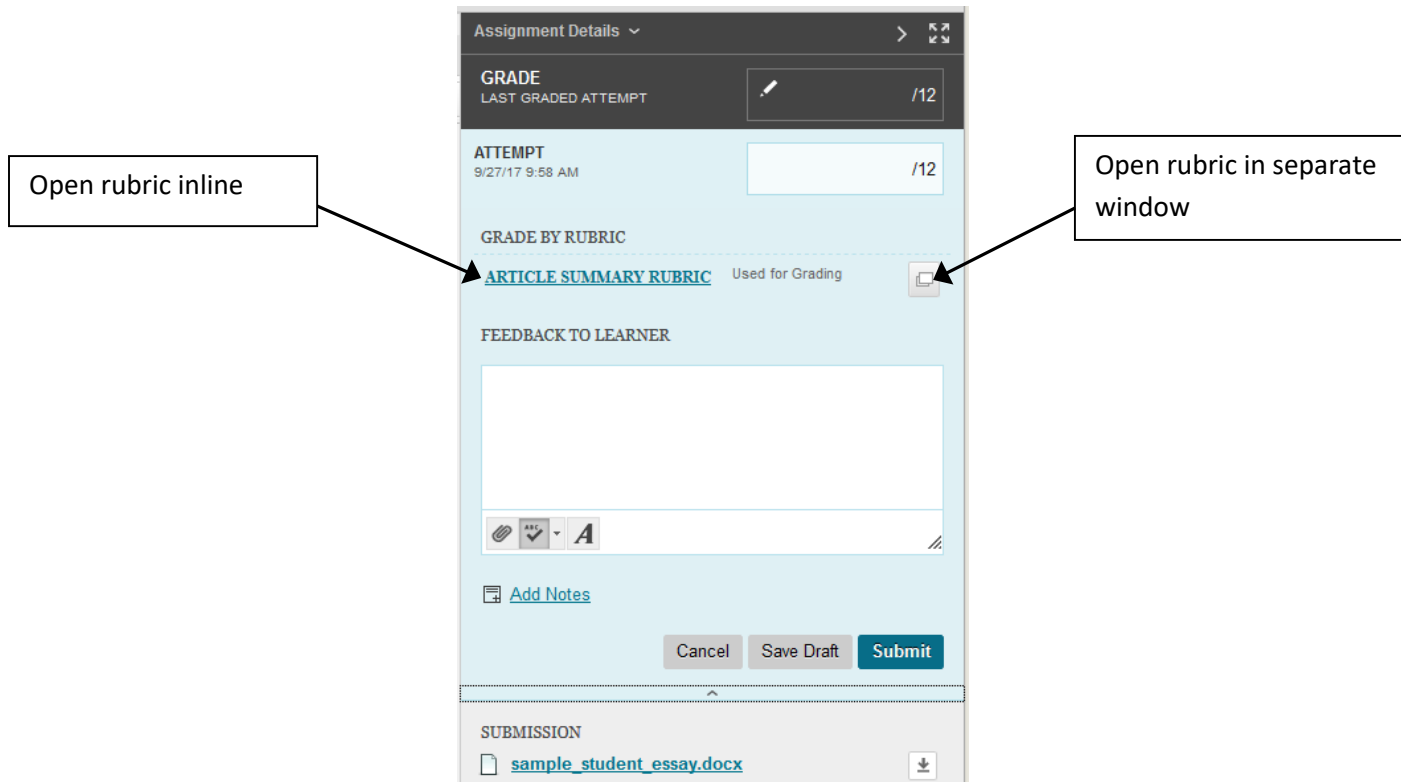
Assignment Details

GRADE  
LAST GRADED ATTEMPT /12

ATTEMPT  
9/27/17 9:58 AM /12

SUBMISSION  
[sample\\_student\\_essay.docx](#)

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.



- 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.

ATTEMPT 9/27/17 9:58 AM /12

GRADE BY RUBRIC

[ARTICLE SUMMARY RUBRIC](#) Used for Grading

Show Descriptions  Show Feedback

**ARTICLE SUMMARY (25%)**

**Exemplary** 4 (33.33%) points  
Article summary is accurate, well organized, coherent and well written.

**Accomplished** 3 (25%) points  
Summary is accurate but organization could be improved.

**Developing** 2 (16.67%) points  
Summary is reasonably accurate -some minor errors and/or organization is poor.

**Incompetent** 1 (8.33%) points  
Summary is inaccurate and contains several errors.

**REFLECTION (33-33%)**

**Exemplary** 4 (33.33%) points  
Student makes insightful connections between article and knowledge gained in chemistry or other science courses.

**Accomplished** 3 (25%) points  
Student makes connections to scientific knowledge.

- 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.)

Raw Total: 11.00 (of 12.0)  
Change the number of points out of 12.0 to:

Feedback:  
Good work!

Cancel Save Rubric

- 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.

**GRADE**  
LAST GRADED ATTEMPT  /12

**ATTEMPT**  
9/27/17 9:58 AM **11.00/12**

**GRADE BY RUBRIC**  
[ARTICLE SUMMARY RUBRIC](#) Used for Grading

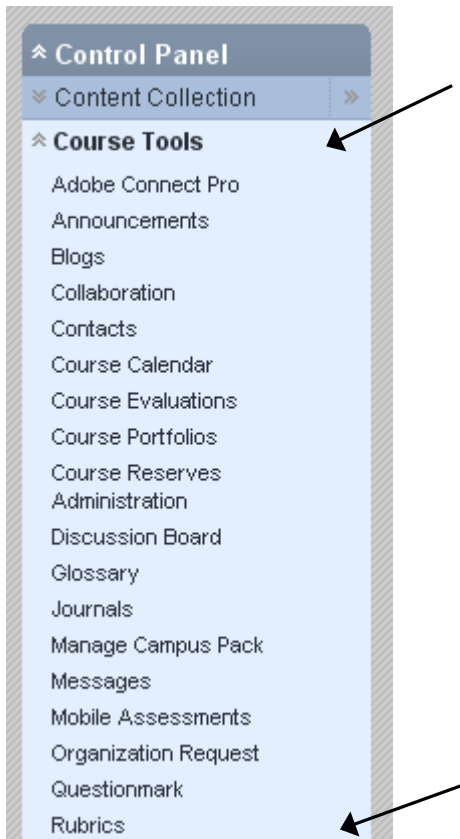
**FEEDBACK TO LEARNER**

**GRADING NOTES - PRIVATE**

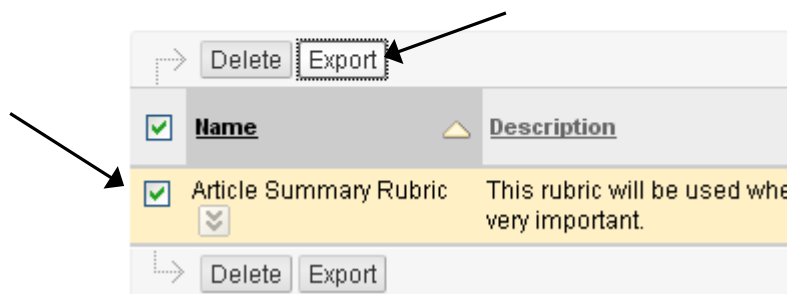
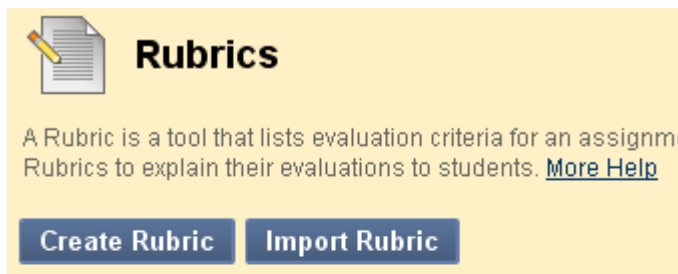
Cancel Save Draft **Submit**

## 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.'





3. 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.

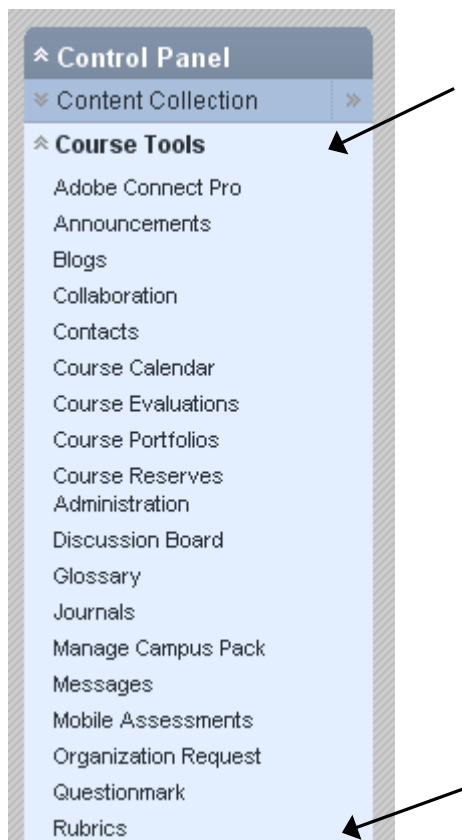
←

4. Click 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.

3. Browse for the file either on your computer or in the content collection. The file will have a '.zip' file extension.

## 1. Rubric Definition File

Select file to import.

Attach File

Browse My Computer

Browse Content Collection

In this example, I browsed and located a rubric file from the content collection:

## 1. Rubric Definition File

Select file to import.

Attach File

Browse My Computer

Browse Content Collection

Selected File

File Name

Rubric\_ExportFile\_amy\_test\_course\_1330113820334.zip

Do not attach

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.