Rubrics in Blackboard

A **rubric** is an assessment tool listing evaluation criteria for an assignment. A rubric divides the assigned work into parts and provides clear descriptions of the characteristics of the work associated with each part, at varying levels of skill. You can use a rubric to communicate the assignment requirements and acceptable performance standards. Rubrics can help ensure consistent and impartial grading.

Students can use the rubric to organize their efforts to meet the requirements of an assignment, and you can use them to explain evaluations to students.

**Topics**

- Create a Rubric
- Edit a Rubric
- Percentage-based Rubrics
- Copy and Edit
- Associate a Rubric
- Manage Associated Rubrics
- Import and Export Rubrics
- Grade using a Rubric

**Create a Rubric**

New rubrics default to three rows and three columns.

To create a rubric, perform the following steps:

1. On the Control Panel, expand the **Course Tools** section
2. Click **Rubrics**.
3. On the Rubrics page, click **Create Rubric** on the action bar.
4. Type a name and (optional) provide a description of the rubric to make it easier to associate it to relevant assignments.
5. Edit the **rubric** grid.
6. Click **Submit**.

**Edit a Rubric**

Edit the rubric so that it corresponds to the type of feedback and scoring appropriate for the assignment.

To edit a rubric, perform the following steps:

1. Click **Add Row** to add a new criterion at the bottom of the grid.
2. Click **Add Column** to add a new level of achievement to the grid.
3. Choose a Rubric Type from the drop-down list:
   - No Points: Feedback only.
Points: Single point value for each Level of Achievement.
Point Range: Range of values for each Level of Achievement.
Percent: Flexible depending on each assignment's possible points.
Percent Range: Range of values for each Level of Achievement. During the grading process, you select the appropriate percentage level for a particular Level of Achievement and the system calculates the points earned by multiplying the weight x achievement percentage x item points.

4. Click Edit from a label's contextual menu to change their names. A label identifies the rows and columns with heading names.
5. Type a point or percentage value for each row.
6. Type a description defining the criteria and the associated Level of Achievement.
7. Click Submit.

Each cell has a 1,000-character limit. You can reorder rows and columns by clicking the reordering functions located above the labels.

After you use a rubric for grading, you cannot edit it. You can copy the rubric to create a duplicate rubric that you can edit.

Percentage-based Rubrics

When you are using percent-based rubrics, select from the following options:

- On the action bar, select the Show Criteria Weight check box to show or hide criteria weights. If additional rows are added when weights are hidden, weights for new criteria are distributed equally.
- Use the Balance Weights function after adding a new row to keep all criteria weighted equally. If you prefer individual criteria weighting, type percentages for each criterion. You must select the Show Criteria Weight check box for the Balance Weights function to appear.
- The total weight for all criteria must equal 100%. No row may have a 0% weight. At least one Level of Achievement must have a value of 100%.

Copy and Edit a Rubric

Copying a rubric is helpful if you have similar assignments for your students that will follow the same criteria. This allows you to keep the settings, and you can rename the rubric. You can also copy a rubric when you want to edit a rubric that was already used for grading.

You can duplicate a rubric by accessing its contextual menu and clicking Copy. A copy is created automatically with the name of the rubric in parentheses followed by the number one. For example, you can copy Introductory Speech to create Introductory Speech(1).

You can edit a rubric's name to add a new name by accessing a rubric's contextual menu and clicking Edit. The Edit Rubric page allows you to edit all the settings for a rubric.

Associate a Rubric

Associated rubrics are visible in the grading and rubrics sections for:

- Assignments, including SafeAssign
- Essay, short answer, and file response test questions
- Blogs and journals
- Wikis
- Discussion board forums and threads

You can also associate a rubric in the Grade Center by accessing a column's contextual menu and clicking Edit Column Information.

To associate a rubric during the editing or creation process, point to Add Rubric to access the drop-down list and choose one of the options:

- Select Rubric associates a rubric that you created in the Rubrics area of Course Tools.
- Create New Rubric opens a pop-up window to allow immediate creation of a new associated rubric.
- Create From Existing uses a previously created rubric as a template to create a new associated rubric.

When associating a points-based rubric, the option to use the rubric's points value as the Points Possible are available after clicking Submit on the rubric creation or selection page.

Manage Associated Rubrics
While editing an item with an associated rubric, you can change the rubric's options.

Following an associated rubric's name, manage associated rubrics using the icons to Remove Rubric Association, View Rubric, or Edit Rubric.

- Remove Rubric Association severs the connection to a rubric, but does not delete the rubric itself. If you already used the rubric for grading in this assignment, removing the association also removes those evaluations and the attempts need to be regraded.
- View Rubric opens a preview that you cannot edit, with a link to view associated items and print the rubric.
- Edit Rubric opens the associated rubric to allow for immediate editing. If you already used the rubric for grading, you cannot edit it.

For the Type, you can designate a rubric as Used for Grading or Used for Secondary Evaluation. If you associate multiple rubrics, you can use only one as the primary grading rubric, designated as Used for Grading.

Show Rubric to Students offers four options for rubric visibility:

- No does not allow students to view the rubric at any time.
- Yes (With Rubric Scores) allows students to view the rubric when you make the item available, including possible point or percentage values.
- Yes (Without Rubric Scores) allows students to view the rubric when you make the item available, but does not include the possible point or percentage values.
- After Grading allows students to view the rubric only after you have completed grading their submissions.

Import and Export Rubrics

To facilitate sharing rubrics between Blackboard Learn courses, you are able to export and import rubrics. You should not edit the rubric outside of Blackboard.

To import and export rubrics, perform the following steps:

1. On the Control Panel, expand the Course Tools section and click Rubrics.
2. To import a rubric, click Import Rubric on the action bar and browse for the file. Click Submit to upload the file.
3. To export a rubric, select the check box next to the rubric's name and click Export on the action bar. You can download and import the file into a different course or share it with other instructors for use in their Blackboard Learn courses.

Grade With Rubrics

Before grading with a rubric, you need to associate it with a gradable item (see how to Associate a Rubric, above):

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

Grading

To grade with rubrics, perform the following steps:

1. Access the gradable item in the Grade Center or on the Needs Grading page.
2. Click View Rubric to review or begin grading with the associated rubric.
3. In Grid View, click a cell to apply that point value to the grade. If a rubric with point ranges is used, select the value from the drop-down list. To change the selection, click another cell in the same row.
4. Provide optional Feedback to the student in the text box.
5. You can select an option for each criterion and apply that point value to the grade.
6. Click List View to see the criterion list.
7. You can select the check boxes to Show Descriptions for criteria and to Show Feedback text boxes.
8. A running Raw Total score appears as you make point selections.

   **Note:** the Raw Total displays the score rounded to two decimal places.

9. You can type a score in the Change the number of points box to override the selected score, and type overall Feedback to the student.
10. When grading is complete, click Save, or click Save and Next to use another associated rubric for evaluation.
11. Click Exit to leave the rubric without saving your selections.