Blackboard Rubrics

I. **Rubrics on Blackboard:** consist of rows (criteria or dimensions of achievement) and columns (level of achievement). The default for a new rubric is 3 x 3. You can create a rubric independently of any assignment, or you can start by creating an assignment and link it to an existing or new rubric.

II. **To create a rubric:**

Control Panel > Course Tools > Rubrics

1. On the Rubrics page, select Create Rubric. Type a title and optional description.

2. Select Add Row to add a new criterion to the bottom of the grid.
3. Select Add Column to add a new level of achievement to the grid.

4. Choose a Rubric Type from the menu:
    o No Points: Provide feedback only.
    o Points: Each level of achievement has a single point value.
    o Point Range: Each level of achievement has a range of values.
    o Percent: Each item's possible points determines the percentage.
    o Percent Range: Each level of achievement has a range of values. When you grade, you select the appropriate percentage level for a particular level of achievement. The system calculates the points earned by multiplying the weight x achievement percentage x item points.
5. To change a row or column's title, access a heading's menu and select Edit. Type the new title and select Save.
6. Type a point or percentage value for each row and column.
7. Type a description for the criteria and the associated level of achievement. Each cell has a 1,000-character limit.
8. Select Submit.

You can reorder rows and columns. Select the Criteria or Levels of Achievement heading, which opens a reorder panel.

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

III.   More about percentage-based rubrics

When you choose a percent-based rubric, select from these options:

- Show Criteria Weight check box: Show or hide criteria weights. If you add more rows when weights are hidden, weights for new criteria are distributed equally.
- Balance Weights: Use after you add a new row to keep all criteria weighted equally. If you want individual criteria weighting, type percentages for each criterion. You must select the Show Criteria Weight check box for Balance Weights 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%.

IV.   Link rubrics to assignments

You can associate rubrics with these types of gradable content:

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

You can also associate a rubric with any non-calculated Grade Center column. For example, you can associate a rubric with a manually created column for class participation and use the rubric to grade participation. Access a column's menu and select Edit Column Information.

To associate a rubric, access the Add Rubric menu and choose one of these options:

- Select Rubric from those you've created.
- Create New Rubric opens a window so that you can create a rubric.
- Create From Existing uses an existing rubric as a template to create a new rubric.

In the Type column, 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.

Show Rubric to Students has four options for rubric visibility:

- No: Students can't view the rubric.
- Yes (With Rubric Scores): Students can view the rubric when you make the item available, including possible point or percentage values.
- Yes (Without Rubric Scores): Students can view the rubric when you make the item available, but they can't see the possible point or percentage values.
- After Grading: Students can view the rubric only after you've finished grading their submissions.

For a percent-based rubric, type the points possible. For a points-based rubric, you're prompted to use the rubric's point value as the item's possible points.

Point values for test questions are handled in the main test or pool canvas. Both point and percent-based rubrics adjust their calculations to match the assigned point value for the test question. Questions that you've associated with a rubric appear with the rubric icon next to the points box.

V.   Grade with rubrics

After you create a rubric and associate it with an item, you can use it for grading.

If you have multiple rubrics, you can select a rubric's title to begin grading. When you finish, you can begin grading with another associated rubric.

Access the gradable item in the *Grade Center* or on the *Needs Grading* page. In some cases, you can also start grading from the content item, such as a blog. Select *View Rubric* or the rubric's title to review or begin grading. If you view the rubric in a new window, you have two views: Grid View and List View.

- In *Grid View*, select a cell to apply that point value to the grade. For a point-range rubric, select a value from the menu. To change the selection, select another cell in the same row. Optionally, type feedback for the student in the box that appears when you select a cell.
- Optionally, select *List View* to switch the display and select an option for each criterion to apply that point value to the grade. Optionally, select the check boxes to Show Descriptions for criteria and to Show Feedback boxes.

Grade a test question with a rubric

You can grade Essay, Short Answer, and File Response test questions with a rubric. On the Test Canvas, questions that you've associated with a rubric appear with the rubric icon next to the points box.

When you grade student test submissions, select View Rubric to open the rubric in a new window.

Grade an assignment with a rubric

Start grading in the *Grade Center* or on the *Needs Grading* page.

You can view, comment on, and use a rubric to grade student-submitted assignment files.

1. Expand the grading panel to access the rubric.
2. Select the rubric title to expand it in the panel. Optionally, select the check boxes to *Show Descriptions* for criteria and to *Show Feedback* boxes. Or, select the *View Rubric in Window* icon to open the rubric in a separate window and grade from there.
3. Select an achievement level. A running *Raw Total* score appears as you make point selections. Optionally, type a score in the *Change* the number of points box to override the selected score.

4. Select Save Rubric to add the rubric score to the Attempt field.
5. Optionally, type overall feedback for the student.
6. Select Submit.

When you override the rubric grade in the Change the number of points box, an override message appears when you view the rubric from the student's Grade Details page.

When grading with a rubric, realize that in student view the rubric is not immediately visible to the student. It is a good idea to explain right in the text of the assignment how students can access the feedback rubric for that assignment.

When submitting the assignment:
(a) Rubric available before grading

Upload Assignment: Paper 1

1. **Assignment Information**

Due Date	Points Possible
Friday, December 9, 2016	30
4:09 PM	View Rubric

Rubric available after grading

Assignment Details ⌄

«

NAME

Paper 1

DUE DATE

December 9, 2016 4:09 PM

GRADE
LAST GRADED ATTEMPT   **15.00** /30

ATTEMPT
12/9/16 6:00 AM   ⊞   **15.00** /30

SUBMISSION
📄 **(FSD94-14.R1)TRC(1).pdf**   ⬇

When checking My Grades:

My Grades

| All | Graded | Upcoming | Submitted |

ITEM	LAST ACTIVITY
Weighted Total View Description Grading Criteria	
Total View Description Grading Criteria	
Paper 1 DUE: DEC 9, 2016 Assignment	UPCOMING
Concept wiki View Rubric	Dec 8, 2016 4:26 PM GRADED

VI.   Export and import rubrics

You can share rubrics between Blackboard Learn courses. If you teach multiple courses, you can create a rubric in one course, export it, and then import it into another. You can also share the exported file with other instructors to use in their Blackboard Learn courses.

You need to make all changes to rubrics inside a Blackboard course. Don't make changes to the exported ZIP file.

Control Panel > Course Tools > Rubrics

To import a rubric, select Import Rubric and browse for the file. Select Submit to upload the file.

-OR-

To export a rubric, select the check box next to the rubric's title and select Export. You can save it to your computer or the Content Collection if you have access to it.

VII. Run a rubric evaluation report

If you want to evaluate a rubric or your use of it, you can run a rubric evaluation report. After you use a rubric for grading, you can review the report. Statistics update as the grading process continues.

Control Panel > Course Tools > Rubrics

1. Access the rubric's menu and select View Associated Content.
2. If you've already graded an item, a menu appears next to the item's name on the View All Items page. Access an item's menu and select Rubric Evaluation Report.
3. On the Run Reports page, select a Format, Start Date, and End Date.
4. Select Submit.
5. You can save the report to the Content Collection if you have access. Otherwise, select Download Report to view the report or Run a new Report to change format or date criteria. Select OK to return to the main Rubrics page.

The report consists of three sections:

- Rubric Overall Performance shows the average total score of all attempts scored with the rubric.
- Rubric Analysis shows average scores, compared against the possible points, for each criterion.
- Frequency Distribution shows the distribution of scores across each level of achievement.