

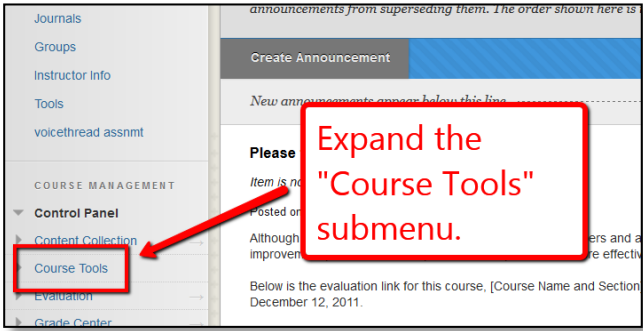
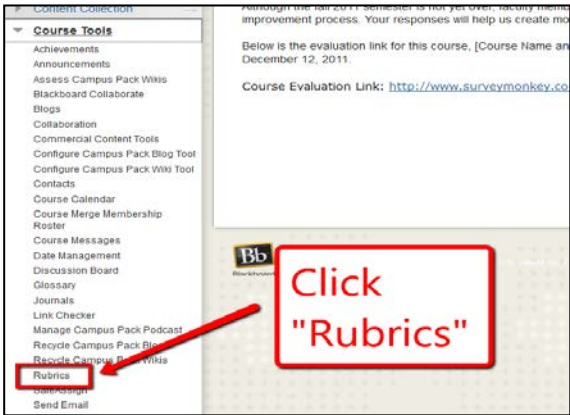
# Creating and Using Rubrics in Blackboard

Rubrics are useful pedagogical and evaluative tools that list the criteria and point distribution you will be using when you evaluate student work. Rubrics can help you communicate your expectations to students, assist students in devising effective work strategies, and ensure a high level of grading consistency and transparency throughout your course. They can also make your time spent grading more efficient.

You can create your own rubric from scratch, but there are many educational websites that offer rubrics you can use as a template for developing your own rubrics (see for example: [http://teachingcommons.depaul.edu/Feedback\\_Grading/rubrics.html](http://teachingcommons.depaul.edu/Feedback_Grading/rubrics.html), or <http://rubistar.4teachers.org>). You might also want to ask your Academic Director if there are standard rubrics recommended by your program, or if they have any particularly effective examples other instructors of your course or one like it have used. When creating your own rubric, it is a good idea to create a table in Word beforehand, and then cut and paste it into the rubric on Blackboard (this way, you can also use that Word document for posting your rubrics on the course site as reference for students; see Steps 8-11 below).

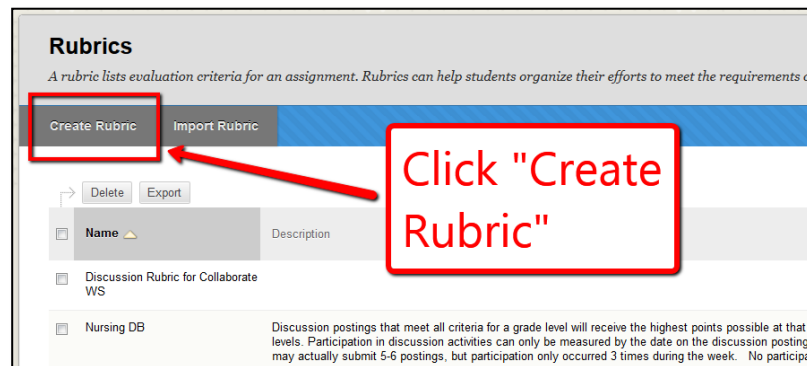
This guide is organized into five parts:

- How to create a rubric (Steps 1–7),
- How to post your rubrics on the course site for your students’ reference (Steps 8–13),
- How to associate a rubric with an assessment in your course (Steps 14-18),
- How to grade assignments using rubrics in Blackboard (Steps 20–25), and
- How to view the items associated with a particular rubric (Steps 26-29).

<p style="text-align: center;"><u>Step 1</u></p> <p style="text-align: center;"><b><u>Creating Rubrics in Blackboard</u></b></p> <p>To access the rubrics area, first click on the “Course Tools” submenu in the Control Panel, located in the lower left of the screen.</p>	 <p>Expand the "Course Tools" submenu.</p>
<p style="text-align: center;"><u>Step 2</u></p> <p>Course tools are listed alphabetically. Click the “Rubrics” link.</p>	 <p>Click "Rubrics"</p>

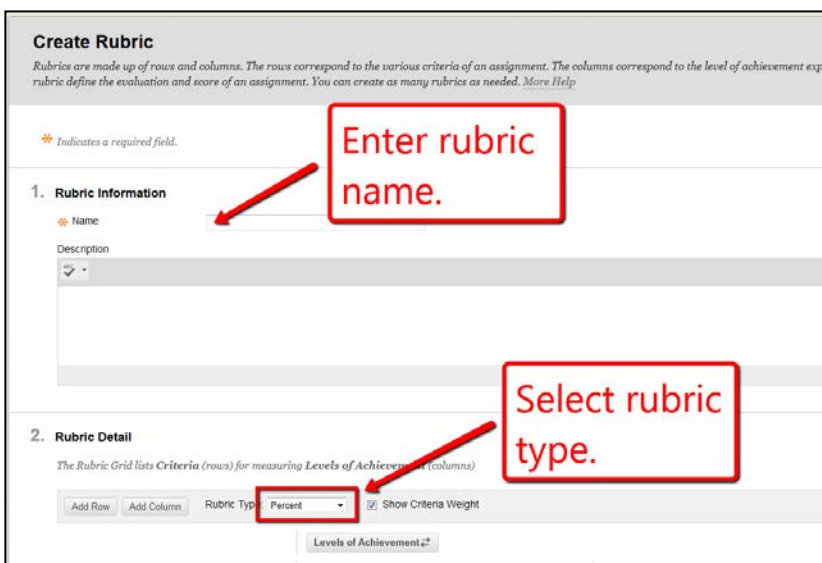
**Step 3**

If any rubrics have been created for this course, they will be listed here in the “Rubrics” course tools area. To create a new rubric, click the “Create Rubric” button in the upper left part of the screen.



**Step 4**

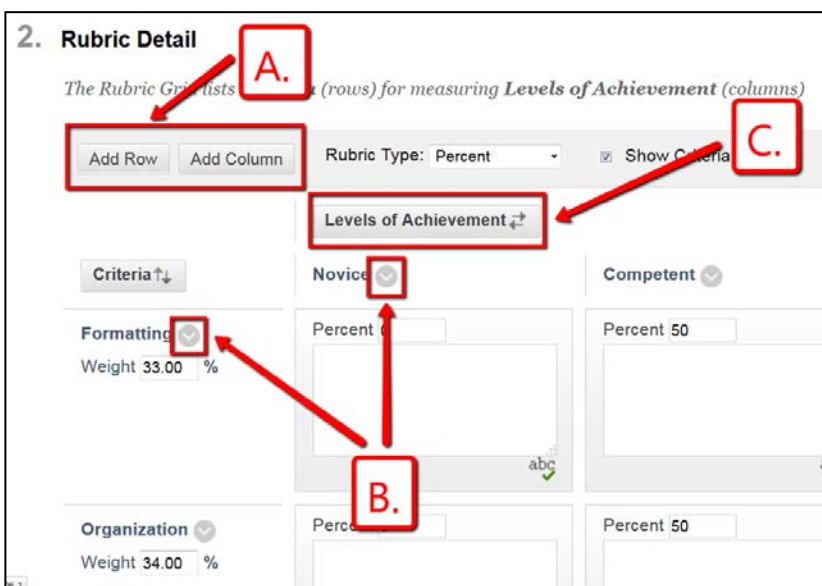
Enter the name of your rubric (e.g. “Discussion Board Rubric” or “Writing Assignments Rubric”). You may also provide a description of the rubric, but this is not required. Under “Rubric Detail,” choose the type of rubric you would like to create (Points, Points Range, Percent, or Percent Range). Note: We recommend using points, or points range.



**Step 5**

A rubric template is provided for you with three “Criteria” rows and three “Levels of Achievement” columns. You can adjust the template as follows:

- Adjust the number of rows and columns as needed.
- To rename or delete a row or column, click on the arrow by the title.
- The “Criteria” and “Levels of Achievement” buttons allow you to change the order of the rows or columns.



<p><u>Step 6</u></p> <p>For each box, enter the correct numeric value (points or percentage), and write a clear description. You may find it helpful to resize the boxes, and also note that you can spellcheck the descriptions individually.</p>	
<p><u>Step 7</u></p> <p>Blackboard calculates the total points possible for you. Make sure the value is what you desire, then click "Submit."</p>	

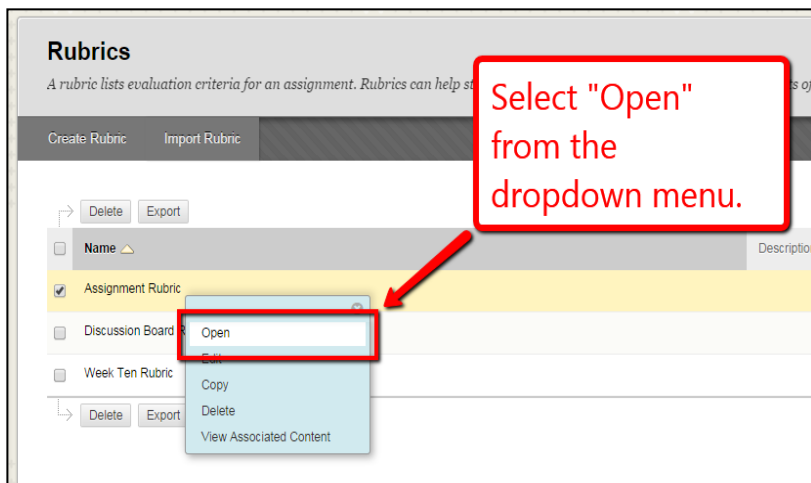
### Step 8

#### Making Rubrics Available to Students

Since students do not have access to the Rubrics course tool area, we recommend you post all rubrics as a Word or PDF file in a content area on the course site for your students' reference. Steps 8 – 13 will show you how to create a pdf of a rubric you created in your course, and how to post it to your course site.

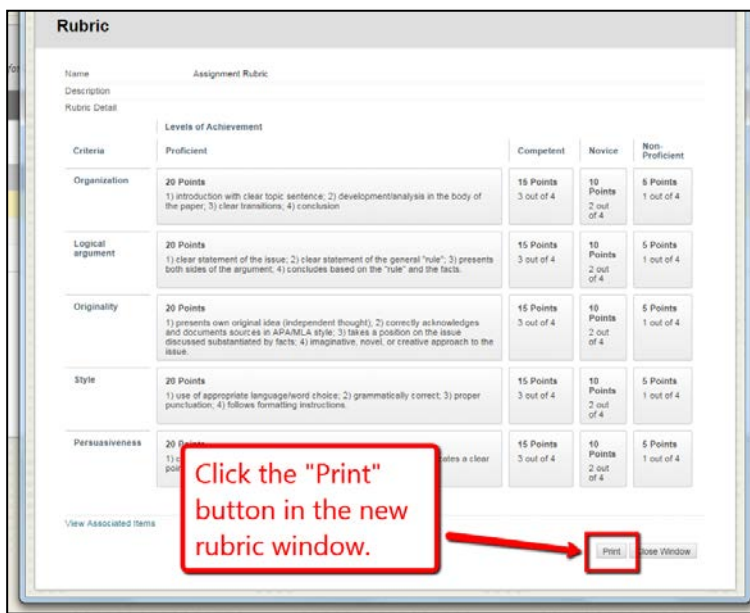
To create a PDF file from your rubric, navigate to the Rubrics tool area as you did in Steps 1-2. Then, open the dropdown menu of any rubric and select "Open."

*Note: If you already created a Word document of your rubric, we recommend posting that instead since it is accessible to screenreaders. Skip to Step 11 for instructions on how to post it to your course site.*



### Step 9

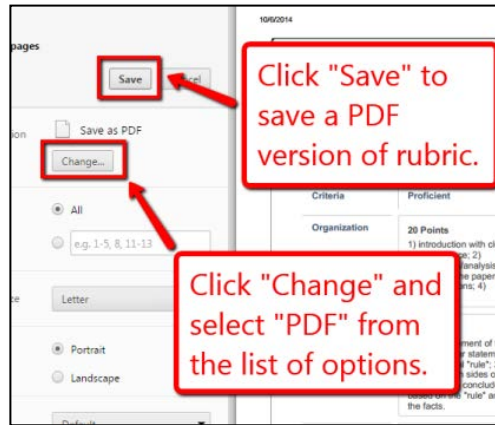
This opens the selected rubric in a new window. Click the "Print" button in the lower right corner of this window.



Step 10

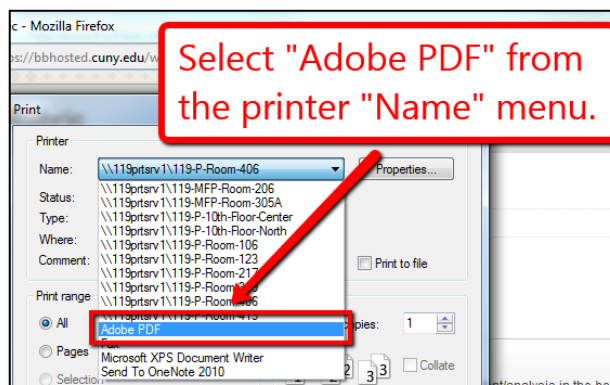
This will open the print dialogue window where you can save the rubric to your computer as a PDF.

A. In **Google Chrome**, click the "Change..." button in the "Destination" field, select "Save as PDF" from the list of local destinations, then click "Save" in the print field, choose a save destination on your computer and click "Save".



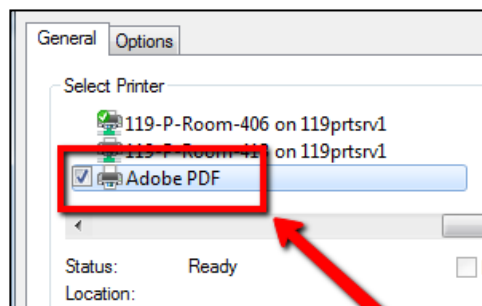
**A) Google Chrome**

B. In **Mozilla Firefox**, select "Adobe PDF" from the "Printer Name" menu, click "OK," choose a save destination on your computer and click "Save".



**B) Mozilla Firefox**

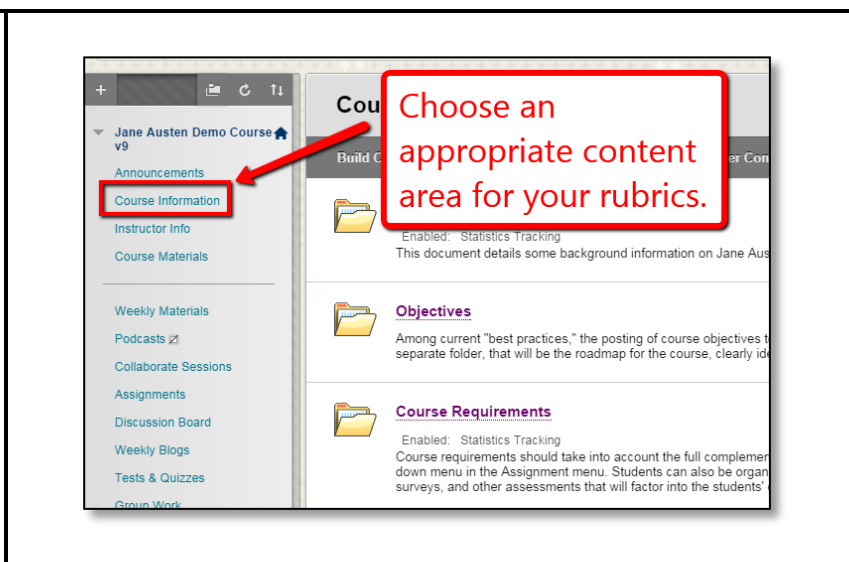
C. In **Internet Explorer**, choose "Adobe PDF" from the "Select Printer" menu, click "Print," choose a save destination on your computer and click "Save".



**C) Microsoft Internet Explorer**

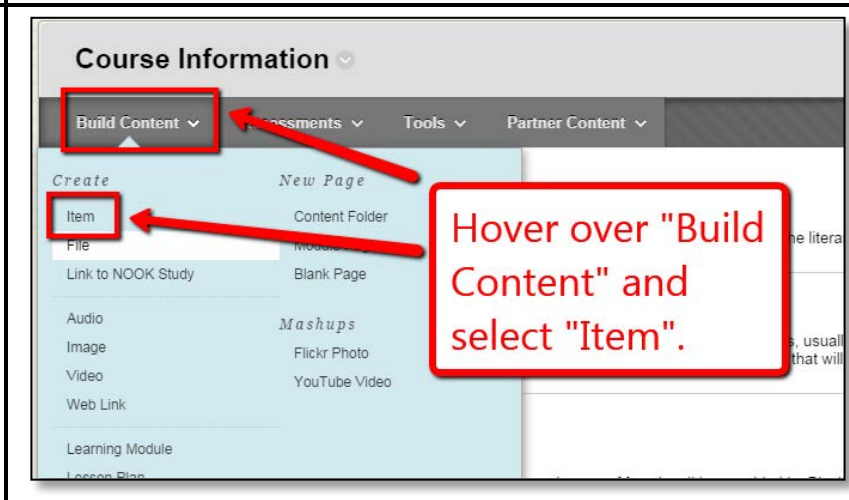
**Step 11**

Now you can load the PDF or Word versions of your rubric(s) to your course site. To begin, choose a student-accessible content area for showcasing the rubrics. Some appropriate areas might include "Course Information" or "Grading Policies." In our example here, the PDF rubrics will be loaded into the "Course Information" content area.



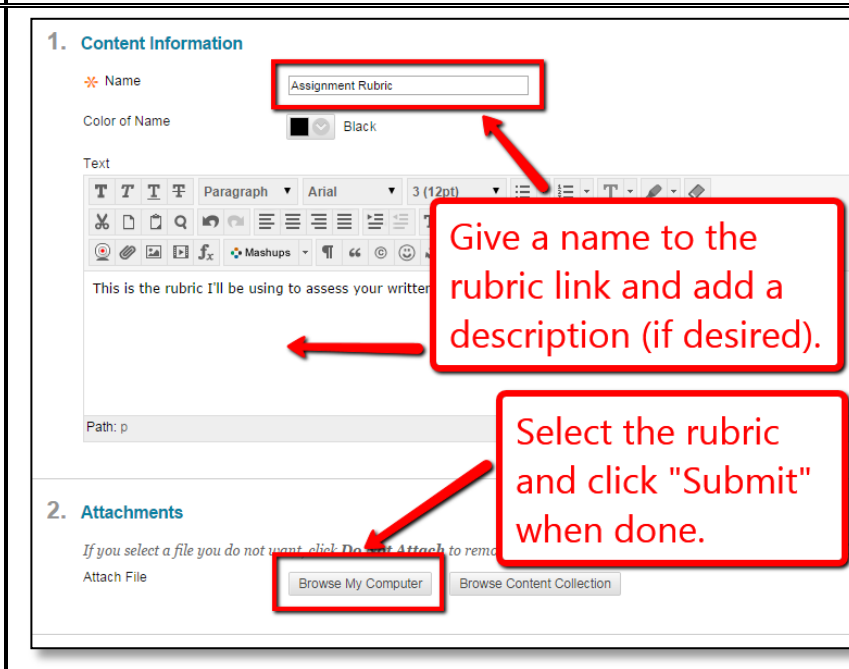
**Step 12**

In the content area, hover over "Build Content" and select "Item" from the menu.



**Step 13**

After inputting a name for the rubric and any accompanying text, click the "Browse My Computer" button in the "Attachments" field, select your rubric from the list of files and click "Submit".





**Step 14**  
**Associating Rubrics with Assessments**

To use your rubrics for grading you need to associate them with the appropriate assessment.

The easiest way to associate a rubric with a Test, an Assignment, or a Discussion Board Forum is to add the rubric when creating the assessment.

For SafeAssignments, Campus Pack Blogs, and Campus Pack Wikis, you can only attach a rubric through the Grade Center after you created the assessment.

Either way, you can follow Steps 14-18 to associate a rubric with any assessment you have already created in your course. To do so, access the Grade Center by clicking on the right-facing arrow next to the "Grade Center" link in the "Control Panel."

**3. Grading**

\* Points Possible

Associated Rubrics

Add Rubric ▼

Name

Click to add an existing rubric when creating Assignments, Tests, or Discussion Board Forums.

COURSE MANAGEMENT

Control Panel

Content Collection →

Course Tools

Evaluation

Grade Center →

Users and Groups

Customization

Packages and Utilities

Help

Click here to go to Grade Center.

Rubrics for Assessment Discussion Forum Percentage

Rubrics for Assessment Discussion Forum Point Range

Rubrics for Assessment Discussion Forum Points

**Step 15**

Go to the column of the assessment with which you will associate your rubric. Click on the downward-facing arrow and choose "Edit Column Information."

Full Grade Center

Create Calculated Column Manage Reports

First Name	Assignment for	Nursing Forum	Nursing Forum	Nursing Forum	Antonio's Ass	...
Robby	**	**	**	**	**	...
Susan	**	**	**	**	**	...
Antonia	**	**	**	**	**	...
Jose	97.00	**	**	**	**	...

Click the downward-facing arrow in the assessment's column.

Select "Edit Column Information".

Quick Column Information

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Show/Hide to Users

Sort Ascending

Sort Descending

Hide Column

**Step 16**

On the next screen, scroll down to the bottom of Section 1. Hover over "Add Rubric," and then click on "Select Rubric."

Category SafeAssignment

\* Points Possible 100

Associated Rubrics

Add Rubric ▼

Select Rubric

Create New Rubric

Create From Existing

2. Dates

Date Created Aug 5, 2014

Date Last

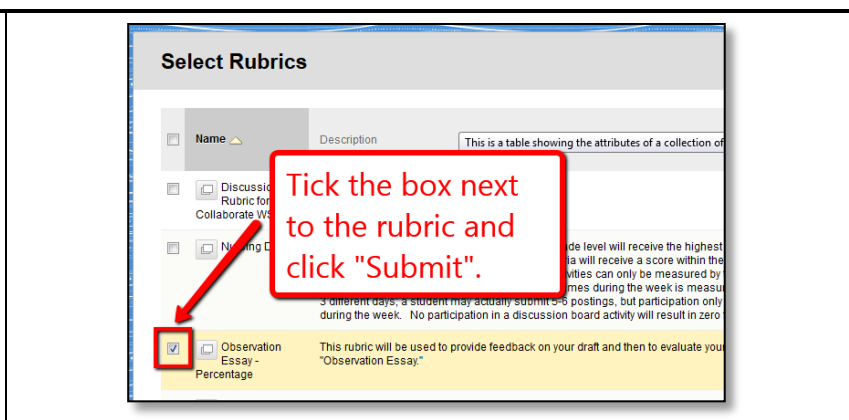
Date Due

Enter dates as

Hover over "Add Rubric" and click on "Select Rubric".

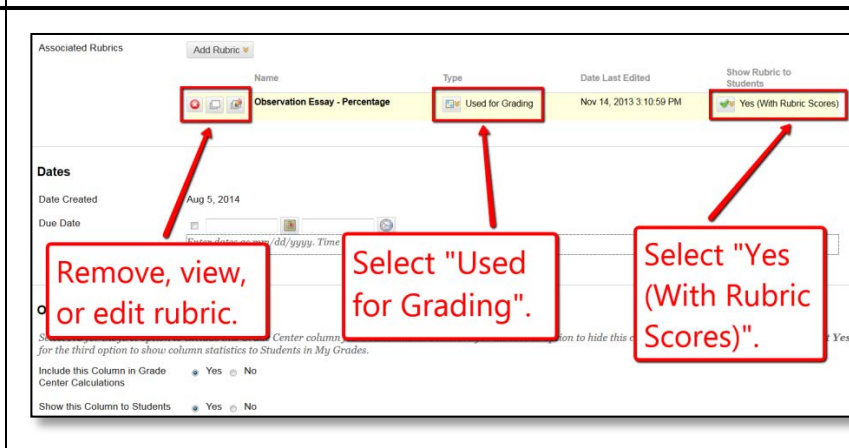
**Step 17**

Tick the box next to the rubric you wish to use for this assessment, and then click "Submit."



**Step 18**

You should see your rubric listed in a pale yellow band across the screen. You can remove, view, or edit it using the buttons to the left. Enable the options to use the rubric for grading, and select "Yes (With Rubric Scores)" to make the rubric visible to students after grading (recommended). Click "Submit" when done.

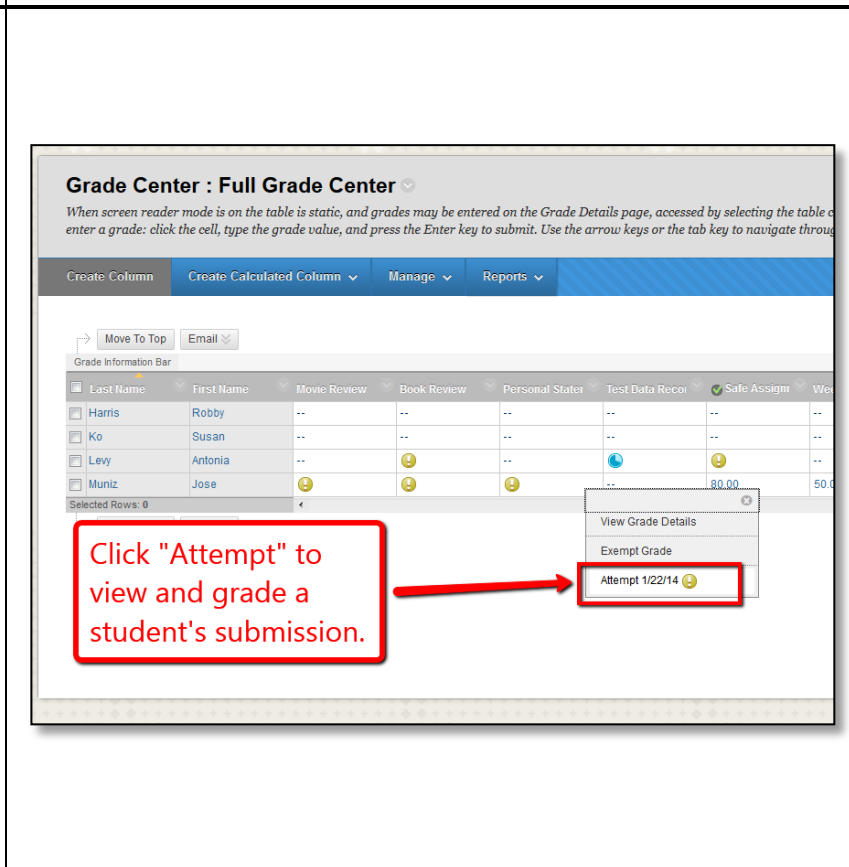


**Step 19**

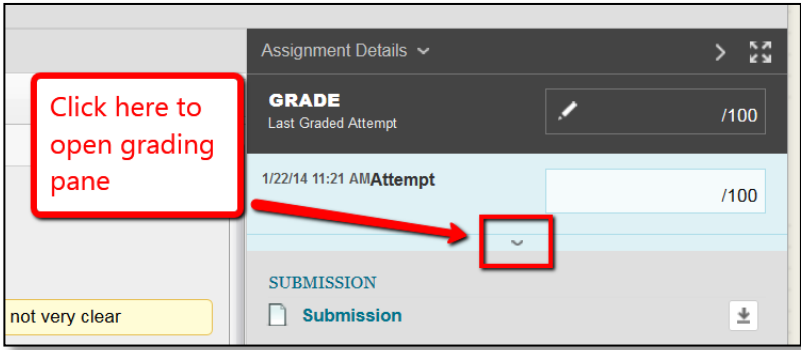
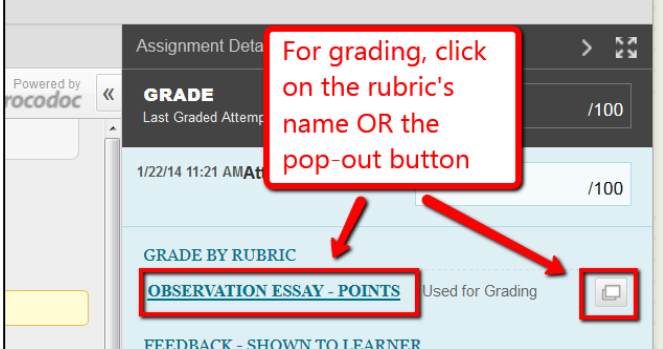
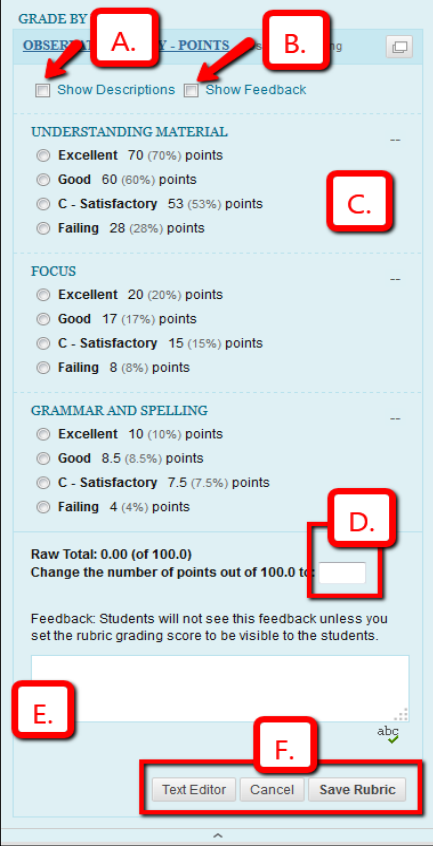
**Grading with Rubrics**

To grade an assessment using an associated rubric, navigate to the Grade Center and find the submission in need of grading (ungraded submissions are represented by a yellow exclamation point icon). Hover over the box, click on the downward arrow and select "Attempt" (or "Grade User Activity" for Discussion Board Forums).

Note: For certain assessments, you may need to go to "View Grade Details" and click "View Attempt."



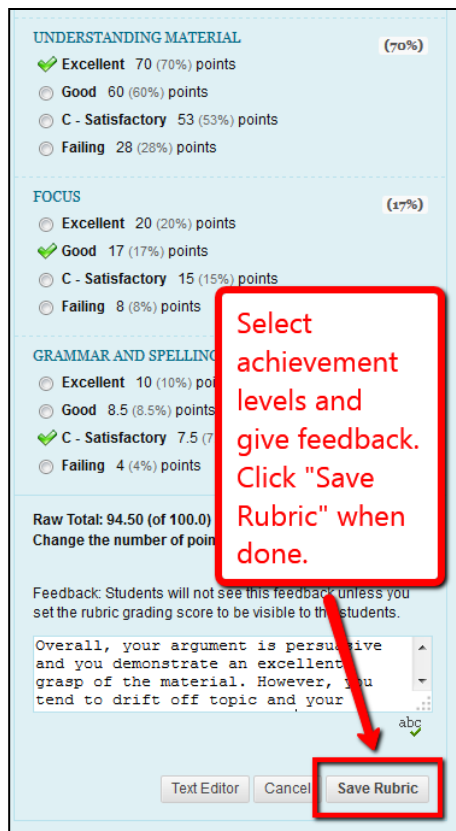


<p><b>Step 20</b></p> <p>You'll be taken to the grading screen. To access the rubric, open the grading pane by clicking on the downward-facing arrow at the bottom of the pale blue "Attempt" bar on the right side of the screen.</p>	
<p><b>Step 21</b></p> <p>To use the associated rubric for grading, either click on its name to display as inline rubric (see next step), or the pop-out button to open the rubric in a new window.</p>	
<p><b>Step 22</b></p> <p>The inline rubric consists of the following parts:</p> <ol style="list-style-type: none"> <li>Tick the box to display descriptions of the rubric criteria for your reference when grading.</li> <li>Tick the box to open a text feedback box for each individual criterion.</li> <li>Tick the bubble of the appropriate level of achievement for each criterion. The grade will display as "Raw Total" at the bottom of the rubric.</li> <li>You can manually adjust the "Raw Total" grade here</li> <li>Input overall assessment feedback here (will only display to students when rubric is set to be visible).</li> <li>Click "Text Editor" to open rubric in a new window with full text editor. Click "Save Rubric" to save current grading effort and collapse inline rubric pane.</li> </ol>	

Step 23

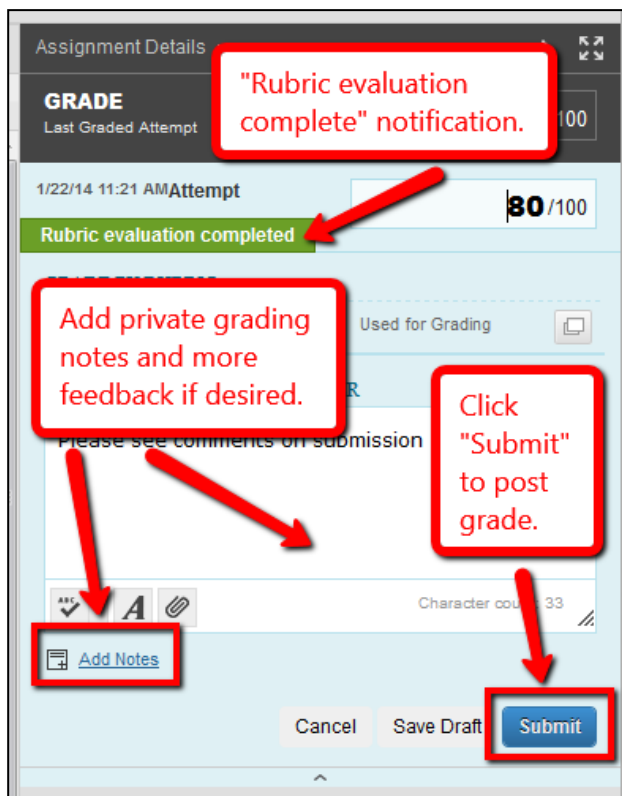
Using either the inline or pop-out rubrics, select the appropriate levels of achievement, input feedback where necessary and click "Save Rubric" to return to the original inline grading screen.

**PLEASE NOTE:** Clicking "Save Rubric" does **NOT** post the grade to the Grade Center. To finish grading, please proceed to Step 24.



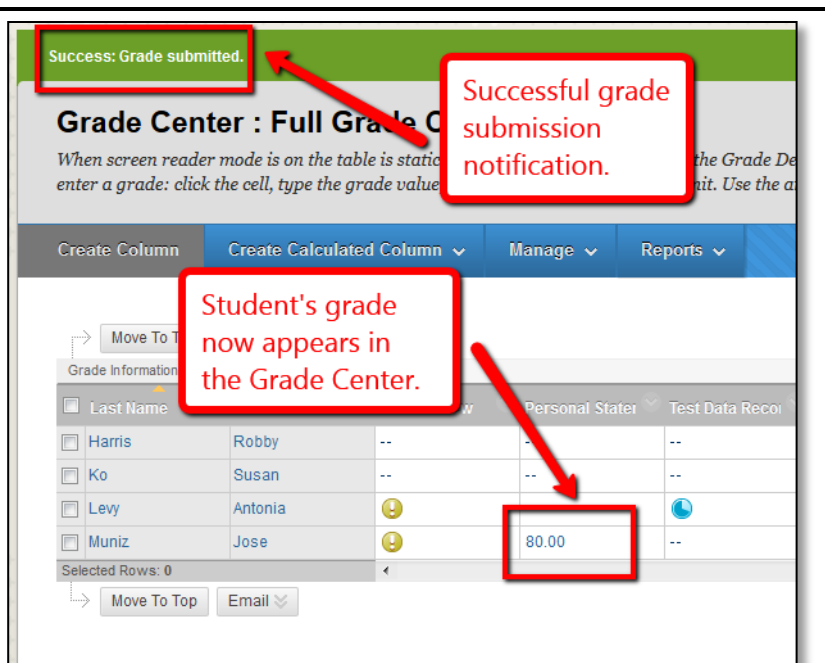
Step 24

You should see a green "Rubric evaluation completed" notification in the light blue "Attempt" window. Add more feedback to students and private grading notes if desired. When done, click "Submit" to post the grade to the Grade Center.



**Step 25**

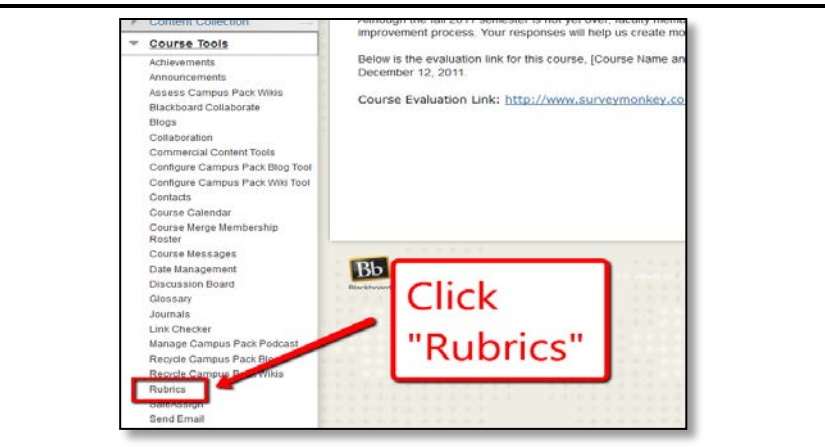
The grade will now appear in the Grade Center (along with a "Grade submitted" notification at the top of the screen) and the student is free to view their grade, the rubric scores, and any feedback you have given them under "My Grades."



**Step 26**

**View All Assessments Associated with a Rubric**

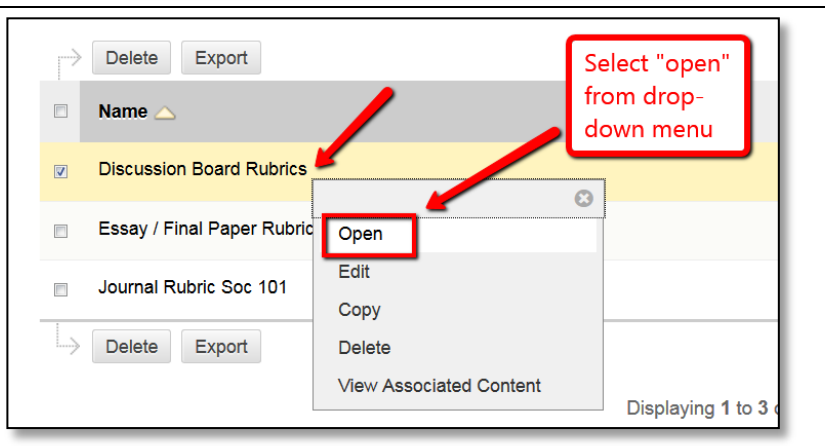
To display and print a list of all assessed items associated with a particular rubric, click on "Rubrics" under "Course Tools" in the Control Panel.



**Step 27**

On the Rubrics page, click the downward arrow next to a rubric's name and select "Open."

Note: For a quick overview, select "View Associated Content" instead.



**Step 28**

This opens the selected rubric in a new window. Click on "View Associated Items" at the bottom of the table. If a "Batch already begun" message pops up, disregard it by clicking "Ok."

**Rubric**

Name: Discussion Board Rubrics

Description:

Rubric Detail

Criteria	A	B	C	F
Quantity Weight 25.00%	100 % The amount of information is sufficient to establish clearly the purpose of the posting	89.9 % There is a little too much or too little information; however, the purpose of the posting is still clear	79.9 % There is too much or too little information such that the purpose of the posting is unclear	0 %
Quality Weight 25.00%	100 % The posting reflects a new contribution which reflects comprehension of the readings and a thoughtful response, AND, is supported by accurate evidence/examples/citations	89.9 % The posting is a new contribution that reflects comprehension of the readings and a thoughtful response; however, evidence/ examples/citations are missing or inaccurate OR, there is no new contribution but there are new examples/evidence/citations	79.9 % The main idea is a restatement of prior postings with no new contribution	0 %
Relevance Weight 25.00%	100 % The posting is directly related to the topic of the forum or the page and is integrated with other postings	89.9 % The posting is directly related to the topic of the forum or page but is not integrated with other posting	79.9 % The posting is not relevant to the topic or to other postings	0 %
Manner Weight 25.00%	100 % The posting is logically organized and no spelling, punctuation, or grammatical errors; the meaning of the posting is clear	89.9 % The posting is somewhat organized and has few spelling, punctuation, or grammatical errors; the meaning of the posting is somewhat clear	79.9 % The posting is disorganized and/or has serious errors in spelling, sentence structure such that it is difficult to understand	0 %

View Associated Items

Select "View Associated Items"

**Step 29**

A list of all assessments associated with this rubric will be displayed underneath the rubric table. Click the "Print" button in the lower right corner of this window to print or to create a PDF of this page (see Steps 9-10 above).

Hide Associated Items

Item Name	Item Type	Visible to Students	Points Possible
Week 3: Culture & Society	Graded Forum	Yes (With Rubric Scores)	100
Week 9: Gender Inequality	Graded Forum	Yes (With Rubric Scores)	100
Week 1: What is Sociology?	Graded Forum	Yes (With Rubric Scores)	100
Week 4: Socialization	Graded Forum	Yes (With Rubric Scores)	100
Week 6: Deviance & Crime	Graded Forum	Yes (With Rubric Scores)	100
Week 8: Class & Inequality	Graded Forum	Yes (With Rubric Scores)	100
Week 11: Globalization	Graded Forum	Yes (With Rubric Scores)	100
Week 15: Education & Mass Media	Graded Forum	Yes (With Rubric Scores)	100
Week 13: Families	Graded Forum	Yes (With Rubric Scores)	100
Week 2: Theoretical Perspectives	Graded Forum	Yes (With Rubric Scores)	100
Week 7: Government & Pol. Power	Graded Forum	Yes (With Rubric Scores)	100
Week 10: Ethnicity & Race	Graded Forum	Yes (With Rubric Scores)	100
Week 12: Religion	Graded Forum	Yes (With Rubric Scores)	100
Week 5: Research in Sociology	Graded Forum	Yes (With Rubric Scores)	100

List of associated items

Click "Print" to print or to create PDF

Print Issue Window