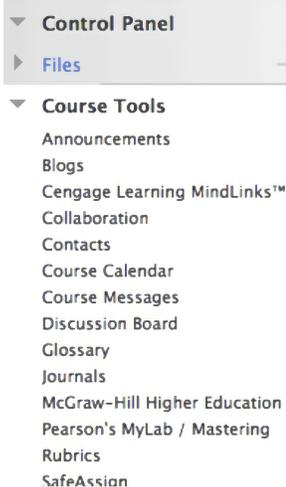


A rubric is an assessment tool listing evaluation criteria for an assignment, and provide a means to convey to students your expectations for the quality of completed assignments. Rubrics can help students organize their efforts to meet the requirements of an assignment, and you can use them to explain evaluations to students. Another value in using rubrics is they can help ensure consistent and impartial grading.

Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric defines the evaluation and score of an assignment. There is no limit to the number of rubrics that can be created.

### Creating Rubrics

New rubrics default to three rows and three columns.



1. Access Course Tools and select Rubrics.
2. On the Rubrics page, click Create Rubric.
3. Type a Name for the rubric. The name is the title text that identifies the rubric.
4. Optionally, type a description of the rubric to make it easier to associate it to relevant assignments.
5. Edit the rubric grid.
6. Click Submit.

### Editing the Rubric Grid

Edit the rubric grid so it corresponds to the type of feedback and scoring desired.

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. Select 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 assessment's possible points)
4. Click **Edit** from the contextual menu of the labels identifying rows and columns to change their 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**.

*There is a 1000 character limit for each cell. Rows and columns can be reordered by clicking the reordering icon.*

**Once a rubric has been used for grading, it cannot be edited. Copy the rubric instead to create a duplicate rubric that can be edited.**

Options when using **percent-based rubrics**:

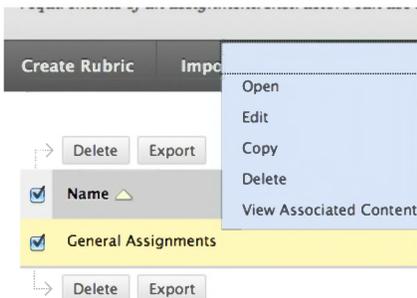
- Select the **Show Criteria Weight** box to show or hide criteria weights. If additional rows are added when weights are hidden, weights for new criteria will be distributed equally.
- Use the **Balance Weights** button after adding a new row to keep all criteria

weighted equally. If individual criteria weighting is preferred, percentages may be typed under each criteria.

- 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%.

### Copying and Editing Rubrics

Copying a rubric is helpful best practice if you have similar assignments for your students that will follow the same criteria. This will allow you to keep the settings and simply re-name the rubric. Copying should also be used to edit a rubric that has already been used for grading.



Rubrics can be duplicated by selecting the **Copy** option from the contextual menu. A copy will automatically be created with the name of the rubric in parentheses followed by the number one. For example, "Introductory Speech" will be copied to create "(Introductory Speech)(1)".

The rubric name can then be edited to a new name by selecting **Edit** from the contextual menu. The Edit Rubric page will allow you to edit all the settings for the rubric.

### Associating a Rubric

Associated rubrics are visible under the grading and rubrics settings for:

- **Assignments**
- **Essay, short answer, and file response test questions**
- **Blogs and Journals**

- **Wikis**
- **Discussion Board threads and forums**

You can also associate a rubric in the Grade Center by selecting **Edit Column Information** from the column's contextual menu.

To associate a rubric during the editing or creation process, point to **Add Rubric** and choose one of the options.

- **Select Rubric** associates a rubric that has already been 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 will be available after clicking **Submit** on the rubric creation or selection page.

### Managing an Associated Rubric

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

Under 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 the rubric, but does not delete the rubric itself. If the rubric has already been used for grading in this assessment, removing the association will also remove those evaluations and the attempts will need to be re-graded.
- **View Rubric** opens a preview that cannot be edited, with a link to view associated items

and print the rubric.

- **Edit Rubric** opens the associated rubric to allow for immediate editing. If the rubric has been used for grading, it cannot be edited.

For the **Type**, rubrics can be designated as **Used for Grading** or **Used for Secondary Evaluation**. If multiple rubrics are associated, only one can be 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 the item is made available, including possible point or percentage values.
- **Yes (Without Rubric Scores)** allows students to view the rubric when the item is made available, but does not include the possible point or percentage values.
- **After Grading** allows students to view the rubric only after grading on their submission is completed.

## How to 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 Learn.



1. On the Control Panel, expand the Course Tools section and select Rubrics.

2. To **import** a rubric, click Import Rubric on the action bar and browse for the file. Click Submit to upload the file. -OR- 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.

## Grading with Rubrics

Before grading with a rubric, it needs to be associated with the assignment. Gradable rubrics can be associated with:

- Assignments
- Essay, short answer, and file response test questions
- Blogs and Journals
- Wikis
- Discussion Board threads and forums

Follow these steps to grade using rubrics:

1. Access the item to be graded through the Grade Center or 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 has been used, select the desired value from the drop-down list. To change the selection, click another cell in the same row. Optionally, type Feedback to the student in the text box that appears when a cell is selected.
4. Optionally, click List View to switch displays, and select a radio button for each criterion to apply that point value to the grade. Optionally, select the boxes to Show Descriptions for criteria and to Show

Feedback text boxes.

5. A running Raw Total score\*\* will be displayed as point selections are made. Optionally, type a score in the Change the number of points box to override the selected score, and type overall Feedback to the student using the full features of the included text editor.

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

6. When grading is complete, click Exit to leave the rubric without saving any selections, or Save to save the score and feedback and return to the attempt. Click Save and Next to use another associated rubric for evaluation.

### Viewing Associated Rubrics

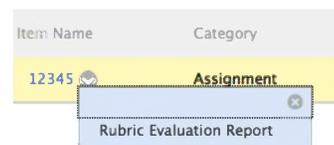
A single rubric can be associated with multiple assessments. A report listing all items associated to the rubric is available from the rubrics tool.

1. In the Control Panel, click Course Tools.
2. Click Rubrics.
3. Access the contextual menu next to the name of a rubric and click View Associated Content.
4. On the View All Items page, click an item name to edit the association, or click OK to return to the main rubrics page. If an item has been used for grading, a rubric evaluation report will be available in the item's contextual menu. This report provides statistics for an item that was graded with a rubric.

### Running a Rubric Evaluation Report

A rubric evaluation report provides a comprehensive report of statistics for an item that was graded with a rubric. If you want to evaluate a rubric or its use in a course, you can run the report at any point in the grading process.

1. In the Control Panel, click Course Tools.
2. Click **Rubrics**.
3. Access the contextual menu next to the name of a rubric and click **View Associated Content**.
4. If an item has been used for grading, a contextual menu is available next to the item's name on the View All Items page. Point to the item's contextual menu and click **Rubric Evaluation Report**.
5. On the Run Reports page, select a Format, Start Date, and End Date.
6. Click Submit.



### Rubric Reports

Rubric Evaluation Report delivers three statistics about the rubric's use in grading an item.

**Rubric Overall Performance** shows the average total score of all attempts scored using 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.