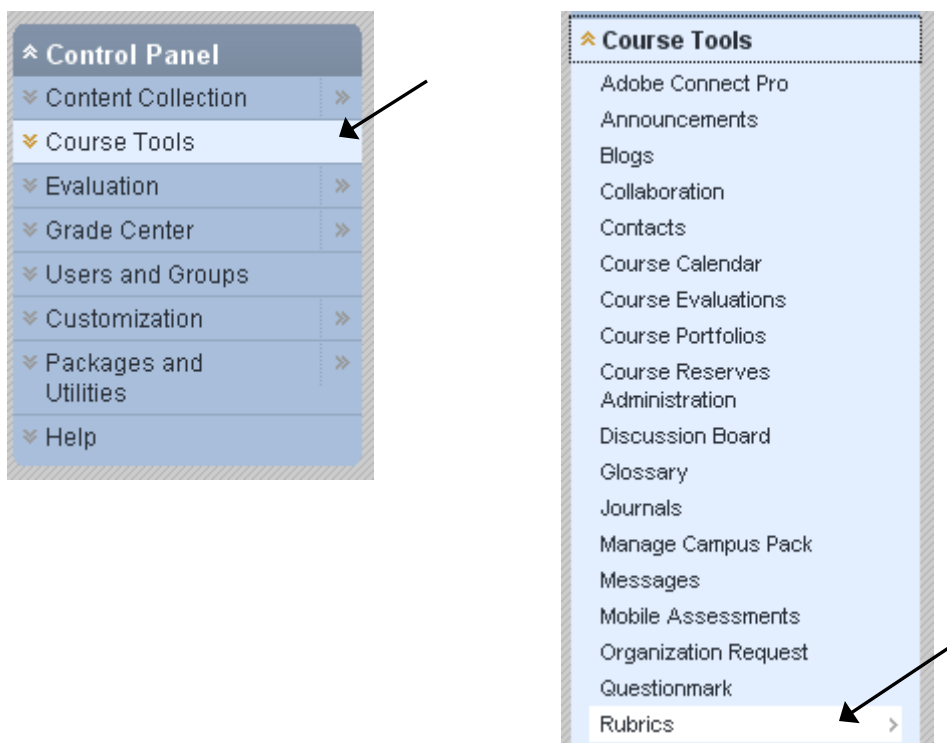# Rubrics

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).

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.

Select rubric type

Reorder levels of achievement

Reorder criteria

Edit or delete column

Edit or delete row

Add Row Add Column Rubric Type: Points				
Levels of Achievement ⇄				
Criteria ↑↓	Exemplary ☒	Accomplished ☒	Developing ☒	Incompetent ☒
Article Summary ☒	Points 4 — Article summary is accurate, well organized,	Points 3 — Summary is accurate but organization could be improved.	Points 2 — Summary is reasonably accurate – some minor errors	Points 1 — Summary is inaccurate and contains several
Reflection ☒	Points 4 — Student makes insightful connections between	Points 3 — Student makes connections to scientific knowledge.	Points 2 — Student alludes to connections to scientific knowledge	Points 1 — Connections are not coherent or are incorrect.
Mechanics and Formatting ☒	Points 4 — All grammar/spelling is correct and very well	Points 3 — Less than 3 grammar/spelling errors, mature, readable	Points 2 — Occasional grammar/spelling errors, generally readable with	Points 1 — Frequent grammar and/or spelling errors,

Total Points: 12

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.
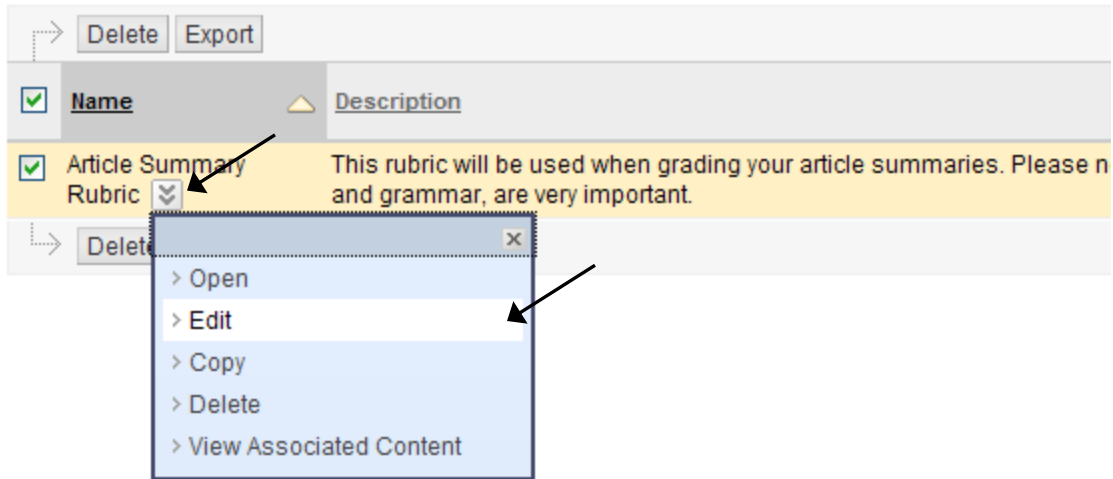
## Associating a Rubric with a Grade Center Item

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.'
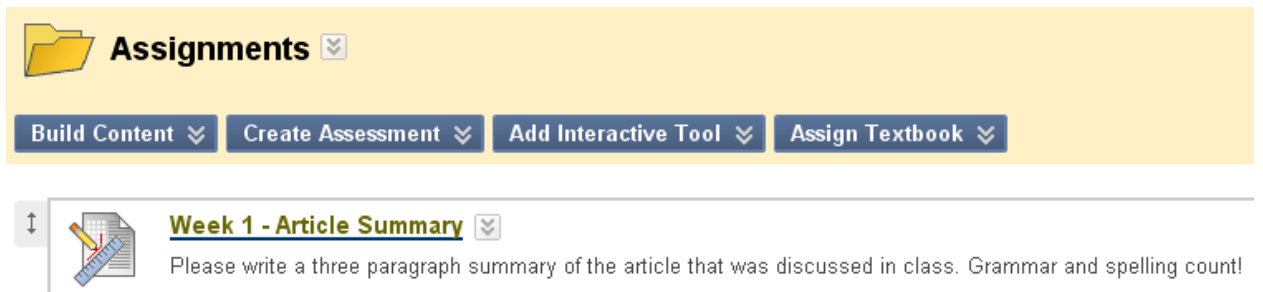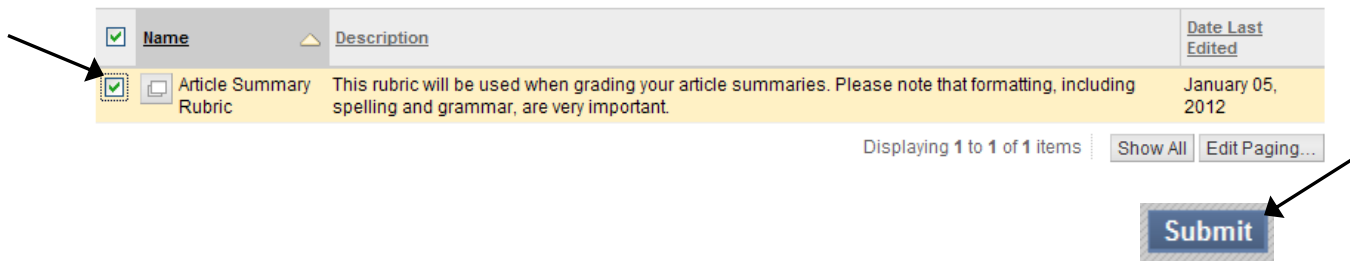

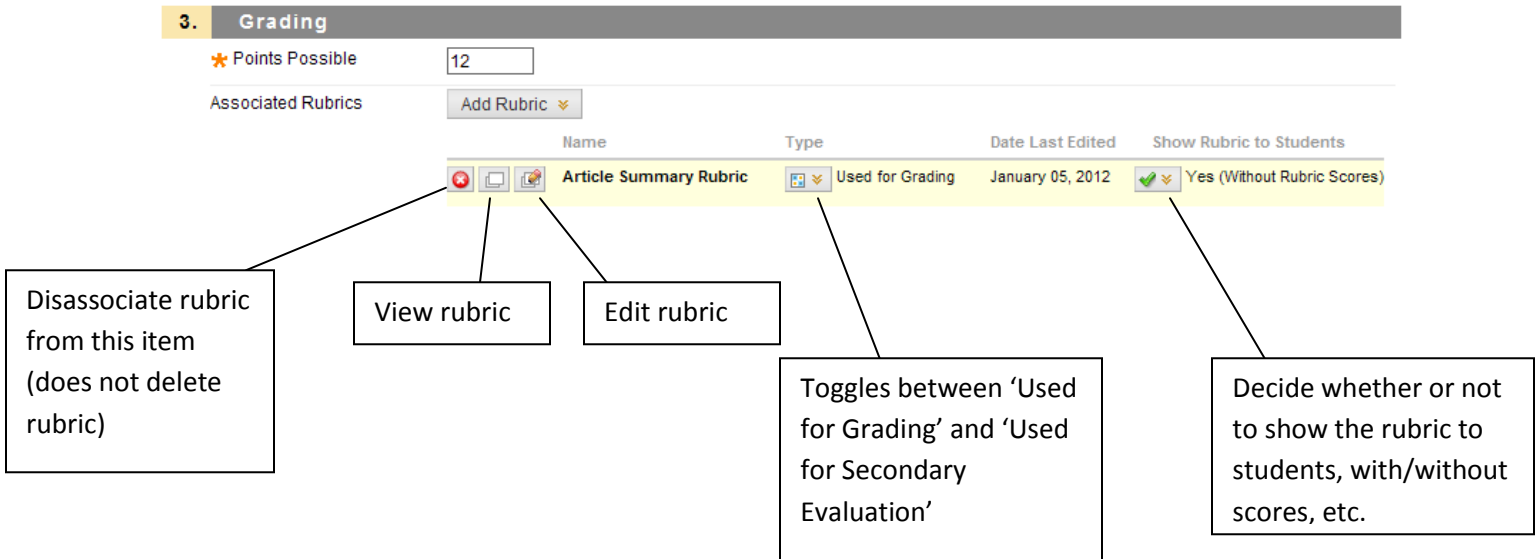2. Click the Edit dropdown next to the assignment and select 'Edit.'
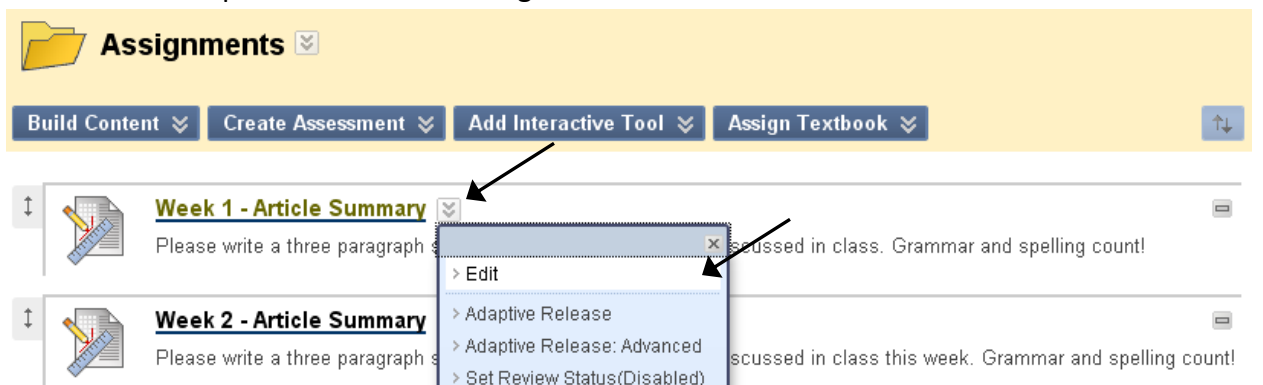
3. In the Grading section, hover over the 'Add Rubric' dropdown and choose 'Select Rubric.'
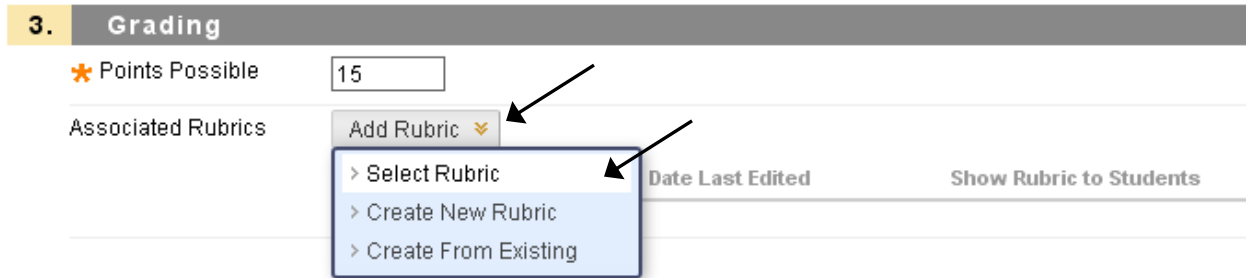

4. Select from the list the rubric(s) to be associated with the item and click Submit.

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.

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.
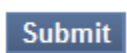
Grading an Assignment using a Rubric

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 an exclamation point in the cell.

2. Hover inside the cell with the assignment to be graded and click the action menu [⌄] inside the cell. Choose 'Attempt -/-/----' to directly open the assignment.

3. Locate the submission and examine any attached files from the student. Click the 'View Rubric' button.

Assignment file submitted from student

4. Fill in the Rubric Detail page with the appropriate points and optional feedback comments. The total points is kept track at the bottom of the page.

5. In this example, the total is 11 out of 12 possible points. (Enter a new total in the box if desired.) Enter any overall feedback in the box provided (optional). Click Save to save the grade.

6. The grade has now been transferred to the grade submission page. Enter any feedback or instructor notes (optional).

7. Click 'Save and Next' to record the grade in the grade center and grade the next student's submission.

Exporting a Rubric to another Course

1. From within the course that currently contains the rubric, navigate to the Control Panel > Course Tools > Rubrics.
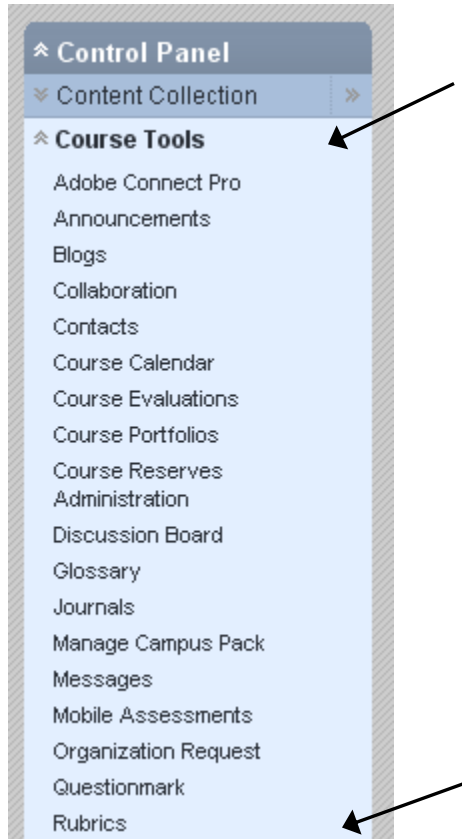
2. A list of rubrics associated with this course will appear. Select the rubric(s) to be exported from the list and click 'Export.'
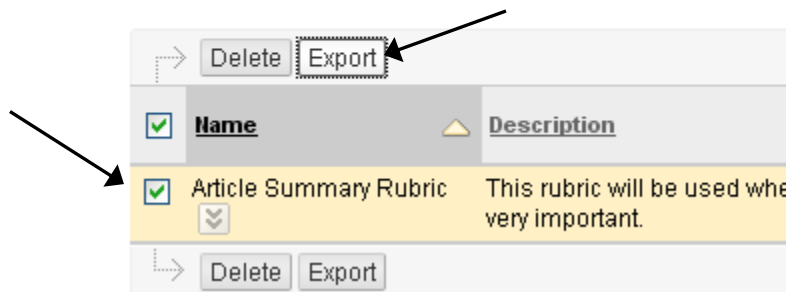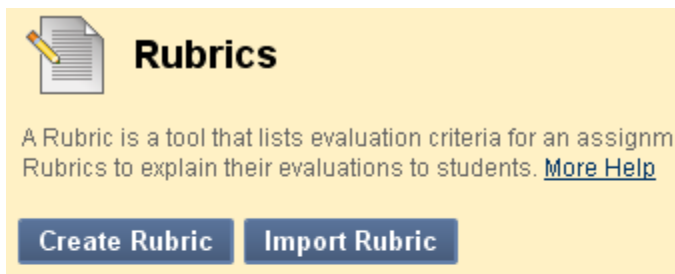
3. Choose to export the rubric to the content collection or your local computer.

    Note: If you choose content collection, you can browse and navigate directly to the content collection of the destination course.

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.
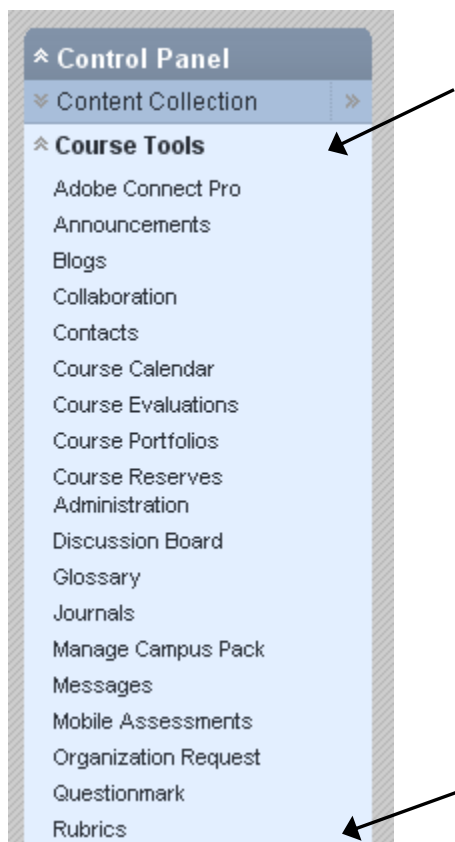
2. Click the 'Import Rubric' button.

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.