

Using Rubrics

A rubric is an assessment tool listing evaluation criteria for an assignment, and provides a way 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. Rubrics can help ensure consistent and impartial grading.

Note: Your institution controls whether this tool is available.

About Rubrics

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. You can create as many rubrics as you need.

How to Create a Rubric

New rubrics default to three rows and three columns.

1. On the **Control Panel**, expand the **Course Tools** section 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, provide a description of the rubric to make it easier to associate it to relevant assignments.
5. Edit the rubric grid.
6. Click **Submit**.

How to Edit the Rubric Grid

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

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 selecting the **Copy** option from a rubric's contextual menu. 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 selecting **Edit** from the rubric's contextual menu. 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
- 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 selecting **Edit Column Information** from the column's contextual menu.

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.

Below 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.

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.

How to Grade With Rubrics

Before grading with a rubric, you need to associate it with one of the following gradable items:

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

Use the following steps to grade using rubrics.

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

1. Access the gradable item in the Grade Center, on the **Needs Grading** page, or from the tool.
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 appropriate 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 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** text boxes.
5. 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, and type overall **Feedback** to the student using the full features of the content editor.
6. When grading is complete, click **Exit** to leave the rubric without saving your selections, or click **Save** to save the score and feedback and return to the attempt. Click **Save and Next** to use another associated rubric for evaluation.

How to View Associated Content

You can associate a single rubric with multiple assignments. A report listing all items associated to the rubric is available from the rubrics tool.

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.
2. Access the rubric's contextual menu and select **View Associated Content**.
3. 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 you already used an item for grading, a rubric evaluation report is available in the item's contextual menu. This report provides statistics for an item that you graded with a rubric.

How to Run a Rubric Evaluation Report

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

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.
2. Access the rubric's contextual menu and select **View Associated Content**.
3. If you already used an item 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 select **Rubric Evaluation Report**.
4. On the **Run Reports** page, select a **Format**, **Start Date**, and **End Date**.
5. Click **Submit**.
6. If your institution licenses content management, you may choose to **Save to Content Collection**. Otherwise, click **Download Report** to view the report or **Run a new Report** to change format or date criteria. Click **OK** to return to the main **Rubrics** page.

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.



[Grading With Rubrics](#) (Flash movie | 3m 17s)



[Associating a Rubric With a Graggable Item](#) (Flash movie | 3m 11s)



[Creating a Rubric](#) (Flash movie | 3m 10s)

