

Using Rubrics in Blackboard

In this session we will explore the rubrics tool in Blackboard. Using rubrics is a great way to clearly articulate the grading criteria for assignments, discussions board posts, etc. to your students in an organized, and easy-to-follow display.

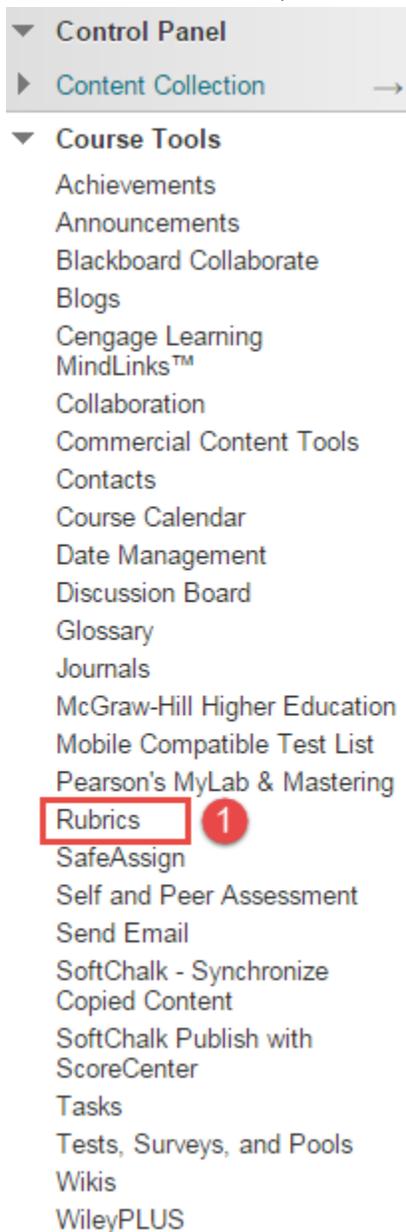
Learning Objectives

After participating in this session, you will be able to:

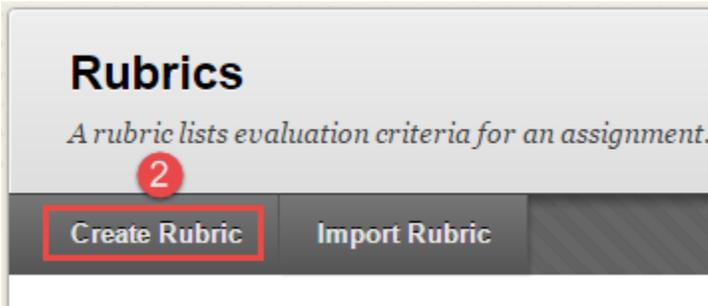
- Create and edit rubrics in your course(s).
- Manage rubrics in your course(s).
- Associate your rubrics with items in your course(s).
- Grade items (assignments, discussion board posts, test questions, etc.) with rubrics.

Creating Rubrics

1. On the **Control Panel**, click **Course Tools** and then select **Rubrics** from the expanded menu.



2. From the **Rubrics** page, click the **Create Rubric** button.



3. Here, you will need to provide a **Name** for your rubric.
4. Also, you may want to provide a brief **Description** for your rubric but it is not required.

RUBRIC INFORMATION

* Name 3

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

ABC

4

5. Add rows and columns to your rubric by clicking the **Add Row** and **Add Column** buttons on the action bar under **Rubric Detail**.
6. Choose the **Rubric Type** you wish to use from the drop-down list:
- **No points**
 - **Points**
 - **Point Range**
 - **Percent**
 - **Percentage Range**

RUBRIC DETAIL

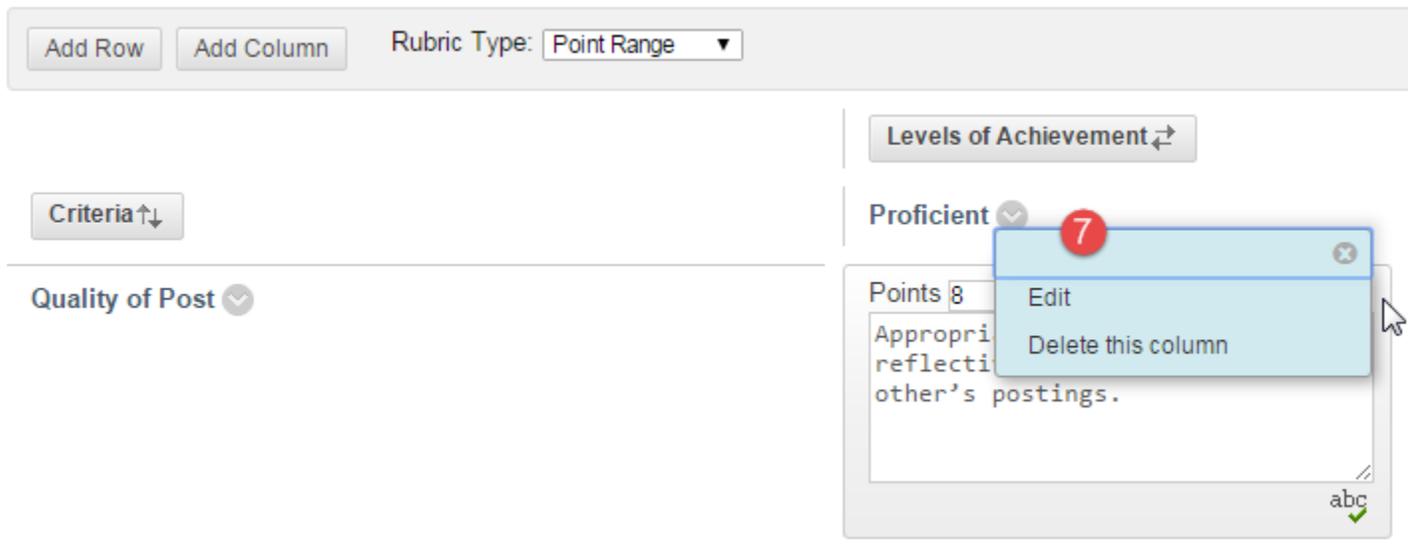
*The Rubric Grid lists **Criteria** (rows) for measuring **Levels of Achievement** (columns)*

5 Rubric Type: 6 Show Criteria Weight

- Percent Range
- No Points
- Points
- Point Range
- Percent
- Percent Range

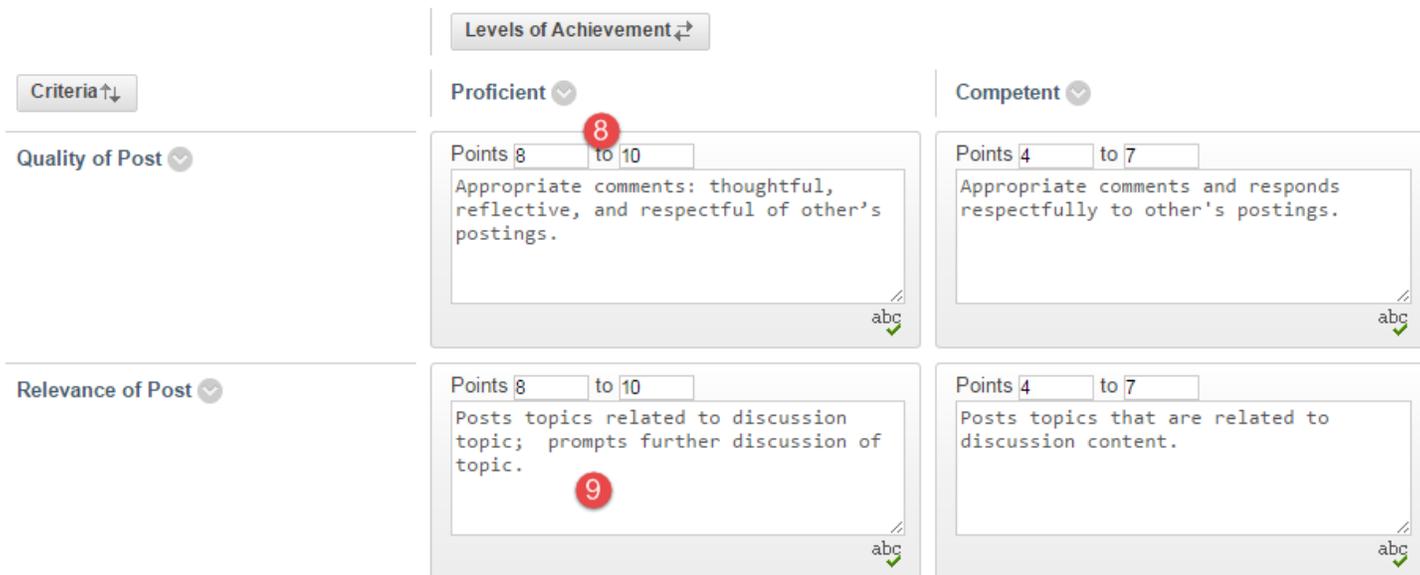
7. The names of your rows and columns can be edited by expanding the contextual menu for the heading.

To do this, click on the “chevron” () next to the heading name. Then choose **Edit**.



8. You must enter a point value or percentage for each row and column. In this case, I created a rubric that uses a *Point Range* scoring system, so there is a point range assigned to each row and column.

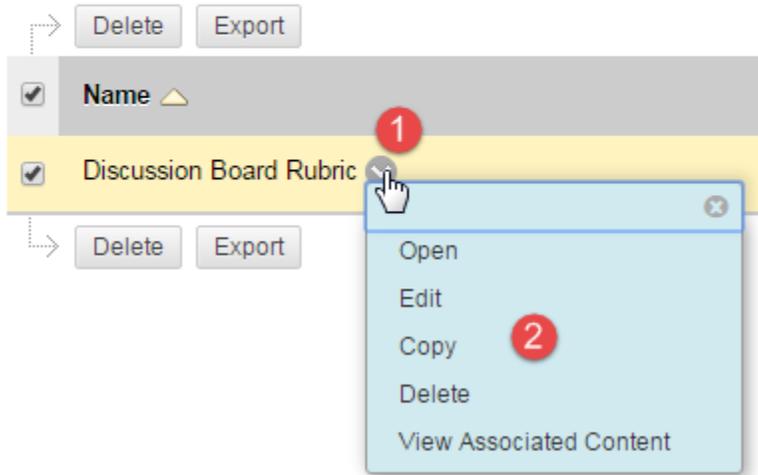
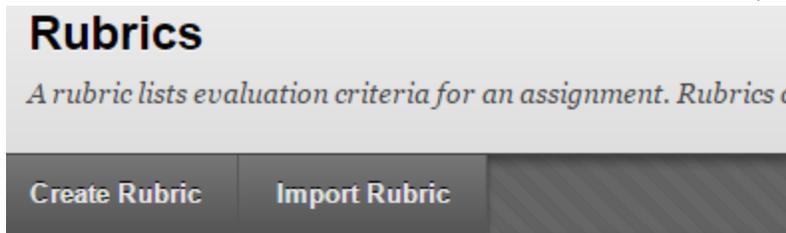
9. Finally, each level of achievement needs to be defined. To do this, type the criteria for each level in the appropriate space for that level. There is a 1,000 character limit to these areas.



10. Click **Submit**

Managing Rubrics

1. From the **Rubrics** page, you there are a few more options to explore by expanding the contextual menu of the rubric itself. To do so, click on the “chevron” () next to the rubric name.



2. Here are the options and their meanings as they relate to your rubric:
 - **Open:** This will open your rubric in a separate window for viewing. You may print the rubric from this screen, but you cannot make any changes to it here.
 - **Edit:** Here is where you can make and save changes to your rubric.
 - **Copy:** This option lets you duplicate the rubric within your course. This is helpful if you want to create a new rubric based on an existing rubric without having to create it from scratch.
 - **Delete:** Deletes your rubric entirely. *This action is permanent.*
 - **View Associated Content:** This option lets you see what item you have associated this rubric with in your course. For this example, my rubric is a Discussion Board Rubric, therefore it is associated with all my discussion board assignments.

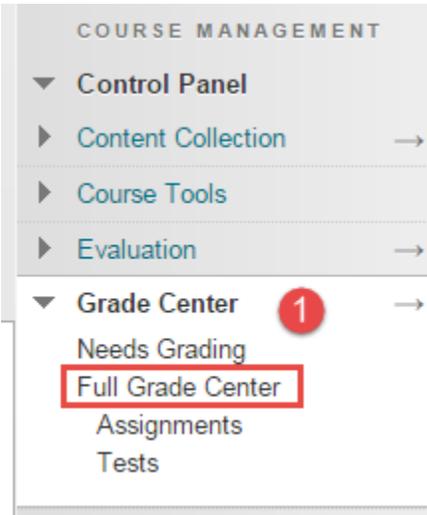
Associating your Rubric with an Item

Now that the rubric has been created, it is time to associate it with the item you wish to grade with it.

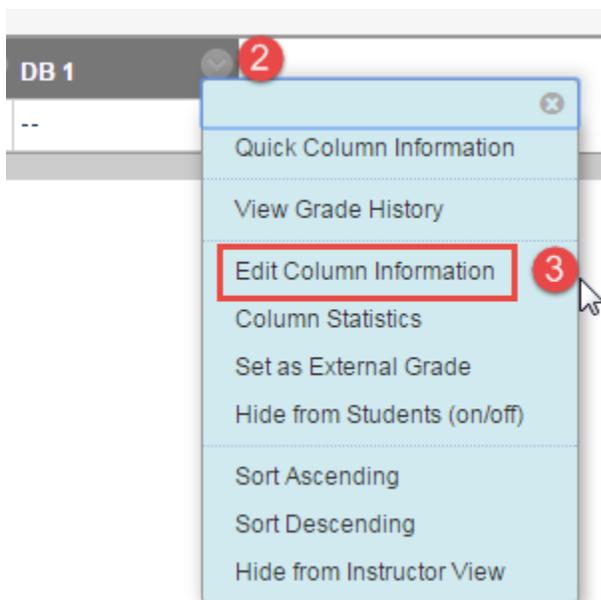
This can either be done in the item setting when creating the item in blackboard (assignment, discussion board post, blog, etc.) or it can be done in the Grade Center once the item has been created.

Since there are multiple ways to accomplish this, we will go over associating rubrics from the Grade Center for an item that has been previously created.

1. In the **Control Panel**, click **Grade Center** and then choose **Full Grade Center**.



2. From the Full Grade Center, click on the “chevron” () next to the column name for the item you wish to associate the rubric with [in this picture it is “DB 1”].
3. Then choose **Edit Column Information** from the expanded contextual menu.



- On this screen, under *Points Possible*, click the **Add Rubric** button, and choose **Select Rubric** to associate this item with a rubric you have previously created.

Category

* Points Possible

Associated Rubrics 4

Select Rubric

Create New Rubric

Create From Existing

- From the **Select Rubrics** menu, choose the rubric you wish to associate.
- Click **Submit**

Select Rubrics

<input checked="" type="checkbox"/>	Name 	Description	Date Last Edited
5 <input checked="" type="checkbox"/>	 Discussion Board Rubric	This rubric will be used to grade discussion board posts.	2/22/16 11:48 AM

Displaying 1 to 1 of 1 items

Selected Rubrics 1 6

- A pop-up window will display asking you to click OK to assign the rubric's Maximum Points as the Points Possible for the item. Click **OK**.

bb.cod.edu says: x

Click OK to assign the rubric's Maximum Points as the Points Possible.

Prevent this page from creating additional dialogs.

OK Cancel 7

- Your rubric now displays under **Associated Rubrics** for this item.
- Click **Submit**.

Associated Rubrics

Name

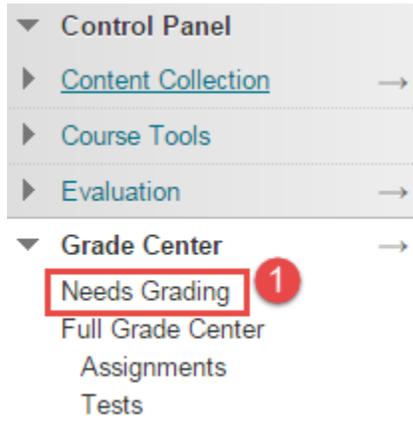
   Discussion Board Rubric 8

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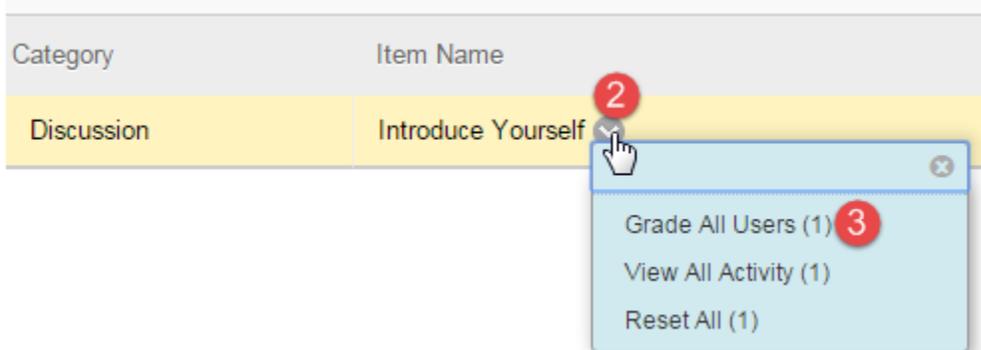
Grading with Rubrics

In this section I will go over using your rubric to grade an associated item. Once you have created your rubric and associated it with an item in your course, it can be used for grading.

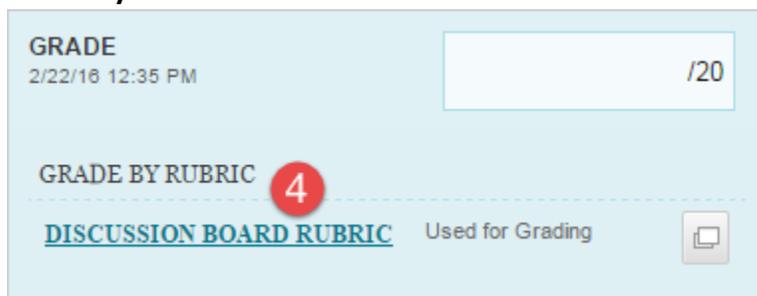
1. In the **Control Panel**, click **Grade Center** and then choose **Needs Grading**.



2. From the Needs Grading menu, click on the “chevron” () next to the item name for the item you wish to grade [in this picture it is “Introduce Yourself”].
3. Choose **Grade All Users**.



4. To display the rubric for grading, Click on the name of the rubric you associated with this item under **Grade By Rubric**.



5. The rubric is then displayed inline in the grading pane.

6. To show the descriptions, click **Show Descriptions**
7. To provide a space for feedback for each rubric category, click **Show Feedback**.

GRADE
2/22/18 12:35 PM /20

GRADE BY RUBRIC

DISCUSSION BOARD RUBRIC Used for Grading 📄

Show Descriptions Show Feedback

QUALITY OF POST --

- Proficient** 8 (40%)–10 (50%) points
- Competent** 4 (20%)–7 (35%) points
- Novice** 1 (5%)–3 (15%) points
- Unacceptable** 0 (0%)–0 (0%) points

RELEVANCE OF POST --

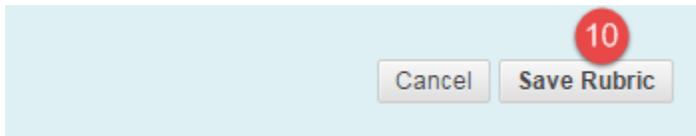
- Proficient** 8 (40%)–10 (50%) points
- Competent** 4 (20%)–7 (35%) points
- Novice** 1 (5%)–3 (15%) points
- Unacceptable** 0 (0%)–0 (0%) points

8. Choose the category you wish to issue points from for each section.
9. Use the drop down box next to the category name to assign the point total accordingly.

RELEVANCE OF POST **7 (35%)**

- Proficient** 8 (40%)–10 (50%) points
Posts topics related to discussion topic; prompts further discussion of topic.
- Competent** 7 (35%) ▼ points
Posts topics related to discussion content.
- Novice** 1 (5%)–3 (15%) points
Contributes little to the discussion content; makes short and/or irrelevant remarks.
- Unacceptable** 0 (0%)–0 (0%) points
No posting

10. When satisfied with the completed rubric grade, click **Save Rubric**.



11. The **Grade** field is now populated with the grade you issued via the rubric.

12. Verify that this is correct, and provide any feedback you wish.

13. Finally, click **Submit**.

A screenshot of a grading interface. At the top, it says 'GRADE' with a timestamp '2/22/18 12:35 PM'. To the right, a box displays '11' in a red circle and '16.00/20'. Below this is a section titled 'GRADE BY RUBRIC' with a dashed line separator. Underneath, it says 'DISCUSSION BOARD RUBRIC' in blue, followed by 'Used for Grading' and a small icon. Below that is a section titled 'FEEDBACK TO LEARNER' with a large text area. A red circle with the number '12' is in the top-left corner of this text area. At the bottom of the text area is a rich text editor toolbar with icons for link, checkmark, and bold text 'A'. Below the text area is a link that says 'Add Notes'. At the bottom of the interface are three buttons: 'Cancel', 'Save Draft', and 'Submit'. A red circle with the number '13' is positioned above the 'Submit' button.