Creating and Using Rubrics

A Rubric is a grid containing a set of criteria and corresponding point scales that is used to uniformly grade papers or projects. Blackboard 9.1 allows you to create rubrics directly in the system and link them to their intended assignments. Instructors can then pull up the correct rubric and grade the related assignment submissions or attempts directly in the rubric grid. Final grades are inserted in the corresponding column in the Grade Center and the graded rubric can be made available to students so that they can see how their submission was graded.

Create a Rubric in Blackboard 9.1:

1. Login to Blackboard 9.1.
2. Enter the course within which you wish to work.
3. In the Control Panel, click on the Course Tools selection to expand the menu and select Rubrics from the tool list. If you do not see Rubrics in the tool list, you may need to adjust your course’s Tool Availability. See “How do I manage my course tools?” documentation.
4. On the Rubrics page, click the Create Rubric button.
5. In section 1 of the Create Rubric page, enter the name of the rubric and, if you wish, a description of its intended use.
6. In section 2, you will be entering your grading criteria and point scales. You can adjust the default grid by changing the rubric type, adding rows and columns, and by changing the criteria and “levels of achievement” for each:
a. To change the rubric type, select the desired type from the drop-down menu provided in the Rubric Type field. Options include: No Points, Points, Point Range, and Percent (includes fields for assigning weights to each criterion).

b. To add a row or a column, simply click the Add Row button or the Add Column button, respectively. To delete a row or column, click the gray square with double-down arrows next to the column or row’s name and select Delete this row or Delete this column from the drop-down menu revealed.

c. To change the title of a Criterion or Level of Achievement, click on the gray square with double-down arrows next to the current title and select Edit from the revealed drop-down menu. You can then enter the new title directly in the text box that appears and click Save.

d. To re-order the rows or columns, click on the box icons with left- and right-facing arrows next to the Criteria and Levels of Achievement titles.

e. To enter descriptions of Criteria and Levels of Achievement, click in the corresponding white text boxes that make up the grid. You can spell-check your text by clicking on the “abc” (+ green check mark) icon.

f. To show the point values or point ranges for each cell, click the box next to either option (located at the top of the grid) to check mark it.
   i. Enter points or point ranges by clicking in the box provided under each cell and entering the desired values.

7. When finished creating the rubric, scroll down and click Submit.

Open a Rubric:

1. Login to Blackboard 9.1.
2. Enter the course within which you wish to work.
3. In the Control Panel, click on the Course Tools selection to expand the menu and select Rubrics from the tool list. If you do not see Rubrics in the tool list, you may need to adjust your course’s Tool Availability. See “How do I manage my course tools?” documentation.
4. On the Rubrics page, click the gray square with double-down arrows next to the name of the rubric you wish to change, then select Open from the revealed drop-down menu:

   ![Rubric Selection]

5. The rubric will appear in a separate pop-up window. From this window, you can print the rubric (click the Print button at the bottom right of the window) or view associated assignments, assessments, etc. (click the View Associated Items link at the bottom left of the window):
Edit a Rubric:

1. Login to Blackboard 9.1.
2. Enter the course within which you wish to work.
3. In the Control Panel, click on the **Course Tools** selection to expand the menu and select Rubrics from the tool list. If you do not see Rubrics in the tool list, you may need to adjust your course’s Tool Availability. See “How do I manage my course tools?” documentation.
4. On the Rubrics page, click the **gray square with double-down arrows** next to the name of the rubric you wish to change, then select **Edit** from the revealed drop-down menu:

5. Make desired changes, then click **Submit** to save.

Copy a Rubric:

1. Login to Blackboard 9.1.
2. Enter the course within which you wish to work.
3. In the Control Panel, click on the **Course Tools** selection to expand the menu and select Rubrics from the tool list. If you do not see Rubrics in the tool list, you may need to adjust your course’s Tool Availability. See “How do I manage my course tools?” documentation.
4. On the Rubrics page, click the **gray square with double-down arrows** next to the name of the rubric you wish to change, then select **Copy** from the revealed drop-down menu.

5. Another rubric exactly like the one you copied will appear in the Rubrics list.

**Delete a Rubric:**

1. Login to Blackboard 9.1.
2. Enter the course within which you wish to work.
3. In the Control Panel, click on the **Course Tools** selection to expand the menu and select **Rubrics** from the tool list. If you do not see Rubrics in the tool list, you may need to adjust your course's Tool Availability. See "Manage Tool Availability" documentation.
4. On the Rubrics page, click the **gray square with double-down arrows** next to the name of the rubric you wish to change, then select **Delete** from the revealed drop-down menu. Or, click to check the box next to the rubric(s) you wish to delete, then click one of the **Delete** buttons located above and below the list of rubrics:

5. A pop-up window will appear asking you to confirm that you want to permanently Delete the rubric from the system. Click **OK** to proceed. Click **Cancel** to abort the deletion.
Link a Rubric to an Assignment:

1. Login to Blackboard 9.1.
2. Enter the course within which you wish to work.
3. In the Control Panel, click on the **Grade Center** selection to expand the menu, then select **Full Grade Center**, or appropriate **Smart View**.
4. Find the grading column for the Assignment to which you wish to add the rubric.
5. Click on the **gray square with double-down arrows** in the title cell of the desired grading column and select **Edit Column Information** from the revealed drop-down menu.
6. At the end of section 1 of the Edit Column page, there is an option to associate a rubric with the graded item. Click the **Add Rubric** button, then select an option from the drop-down menu:
   a. **Select Rubric**
      i. A pop-up window listing all the rubrics within the course will appear.
      ii. Click to check mark the **box** next to the rubric you wish to select.
      iii. Click the **Submit** button.
   b. **Create New Rubric**
      i. A pop-up window will appear. See the “Create a Rubric” documentation.
      ii. Click the **Submit** button.
   c. **Create from Existing**
      i. A pop-up window listing all the rubrics within the course will appear.
      ii. Click the **radio button** for the rubric you wish to use as the basis for your current item. Click the **Submit** button.
      iii. Make changes to the original rubric as necessary, then click the **Submit** button.
7. When prompted, click **OK** to make the graded item’s maximum points possible correspond with the rubric’s maximum points possible value. Or, click **Cancel** and adjust the points possible in the rubric.
8. The rubric should now be listed on the Edit Column page.
9. At this point you can add more than one rubric to the assignment. If you wish to do so, repeat steps 6-8 for each rubric.
10. Once the desired rubric(s) have been added, there are some options to set:
   a. To disassociate (remove) a rubric from the graded item, click the **icon depicted as a red circle with a white “X”** located to the left of the rubric’s title.
   b. To view the rubric, click the **icon depicted as two overlapping white rectangles**. The rubric will open in a separate pop-up window.
   c. To edit the rubric, click the **icon depicted as two overlapping white rectangles with a pencil**. The Edit Rubric page will open in a separate pop-up window.
d. For "type," there must be more than one rubric associated with the item. If there is a second rubric, one is designated as the rubric “used for grading” and the other rubric is designated for use in a “secondary evaluation.” Click the icon depicted as an orange and blue square with double-down arrows, then select the designation from the drop-down menu. Repeat for additional rubrics.

e. Rubrics are hidden from student users by default, but can be made available to student users by clicking the icon depicted as a check mark next to double-down arrows, then selecting the desired visibility. There are three options:
   i. Unavailable to student users is indicated by the icon depicted as a gray check mark with a red slash over it.
   ii. Available to student users without scores is indicated by the icon depicted as a green check mark.
   iii. Available to student users after grading (with scores) is indicated by the icon depicted as a green check mark over a white square.

11. After setting all the desired options, scroll down the Edit Column page and click Submit.

**Grade an Assignment with a Rubric:**

Please note that these instructions apply to regular Blackboard Assignments, not SafeAssignments.

1. Login to Blackboard 9.1.
2. Enter the course within which you wish to work.
3. In the Control Panel, click on the Grade Center selection to expand the menu, then select Full Grade Center, or desired Smart View.
4. Find the grading column for the Assignment you wish to grade with a rubric.
5. Click on the gray square with double-down arrows located in the grade cell for the item you wish to grade.
6. From the drop-down menu revealed, select Attempt. You could also select View Grade Details, then click the View Attempt button on the Grade Details page.
7. Once you have the user’s attempt open, open the rubric for grading by clicking the View Rubric button located to the right of the grade entry box.
8. The rubric will pop up in a separate window so you can reference and grade within it while viewing the attempt.
9. Click the Submit button to save the points and grade assigned and to close the rubric window. The assigned score should now appear in the attempt’s grade entry box. There is an opportunity to change that grade (add or remove points for partial credit or criteria not on the rubric) before submitting the grade by clicking the Submit button on the attempt page.