Interactive Grading Rubrics in Blackboard

Introduction

This feature allows instructors to create rubrics within their course site and to employ them for grading student work. Blackboard rubrics are extremely flexible and will likely meet your needs, regardless of your preferred rubric format.

Creating a Rubric

- 1. From the Control Panel, select **Course Tools** and then select **Rubrics**.
- 2. In the rubric list that appears, click the **Create Rubric** button.



Content Collection Course Tools Achievements Announcements Blackboard Collaborate Blogs Class Photo Roster Contacts Content Market Tools Course Calendar Course Messages Date Management Discussion Board Glossary Goal Performance Journals Link Checker Mobile Compatible Test List Rubrics

COURSE MANAGEMENT

Control Panel

- 3. Provide a name for your rubric (required) and an optional description.
- 4. The section labeled **Rubric Detail** is where you build the rubric itself. By default your rubric will contain three columns of achievement levels (Novice, Competent, and Proficient), as well as three rows of assessment criteria (Formatting, Organization, and Grammar).

Add Row Add Column Rubric Type: Percent	t 🕑 🧭 Show Criteria Weight		
	Levels of Achievement $\vec{\leftarrow}$		
Criteria↑↓	Novice 🛇	Competent 📀	Proficient 🛇
Formatting Weight 33.00 %	Percent 0	Percent 60	Percent 100
Organization (2) Weight (34.00) %	Percent 0	Percent 50	Percent 100
Grammar 🔘 Weight 33.00 %	Percent 0	Percent 60	Percent 100
Total Weight: 100.00% Balance Weights			

- 5. Click the **Add Row** or **Add Column** to increase the number of levels or criteria. Remove a row or column by clicking the down button next to what you want to remove, and then selecting the **Delete** option in the menu that appears.
- 6. To rename a column or row, click the down arrow next to it and then select **Edit** from the menu that appears. Type the new name and click **Submit**



7. To change the order of your rows or columns, click either the Levels of Achievement or Criteria buttons. In the menu that appears, select an item using the radio buttons, and then use the left and right arrow buttons to move it around. When done, click Submit.

Reorder Rubric Levels of A	chievement
💿 Novice 💿 Competent 🖉	Proficient < 🗲 🖨
-	Cancel Submit
- onto o	

- 8. In the cell where a given row and column intersect, use the text box to enter the textual description for the performance in that criterion at the given level
- 9. Use the "Rubric Type" dropdown menu to select the grading method you wish to use for this rubric. Options include "No points" (to make a purely informational rubric not used for grading), "Points" (which allows you to enter a specific point value for each cell in your rubric), "Point Range" (to enter a minimum and maximum point value for each cell), "Percent" (which allows you to specify a score percentage for each column and a weighting percentage for each row), and "Percent Range" (which allows you to enter a minimum and maximum point value for each cell).

RUBRIC DETAIL		
The Rubric Grid lists Criteria	(rows) for measuring Levels of Acl	tievement (columns)
Add Row Add Column	Rubric Type: Percent	Show Criteria Weight

- 10. To create your rubric, click the Submit button at the bottom of the page.
- 11. After you've created a rubric, it will appear in the list found under Course Tools>Rubrics.
- 12. To delete a rubric, select the checkbox for it in the list and then click Delete.
- 13. Hovering your mouse next to the rubric's name and clicking the down arrow will give you an Edit option for making changes to the rubric and a Copy option for duplicating the rubric.

NOTE: If you have two assignments that need to use the same rubric, you don't need to copy the rubric itself. Blackboard allows a single rubric to be used for multiple assignments!



Using a Rubric with an Assignment

 If you added an assignment to your course using the Assignment option available from Assessments button in one of your content areas, connecting a rubric is very easy. In the "Grading" area of the Assessments screen, click the

GRADING	
Ӿ Points Possible	50
Associated Rubrics	Add Rubric ¥

Add Rubric button (this needs to be done while creating the assessment or while editing the assessment). Choose Select Rubric to open a window where you can select an already existing rubric. Use Create New Rubric if you have not already created the rubric; in the window that appears, follow the instructions on the previous page. To create a new rubric by copying an existing one, select Create from Existing.

2. The "Grading" section will refresh itself and show you the rubric you selected or created. If you created a points based rubric, Blackboard will automatically fill-in the "Points Possible" field for you.



- 3. Click the red X to remove the rubric from the assignment. Click the window next to the red X to view a rubric. Click the pencil to make changes to a rubric.
- 4. Multiple rubrics can be associated with an assignment. If more than one is used, the icon next to "Used for Grading" allows you to indicate which of the rubric should be used to provide the grade for the assignment.
- 5. The checkmark button allows you to control whether students can see the rubric or not, and whether they can see it with or without scores. The default is "No", meaning that students cannot see the rubric used for grading. In most cases, the best choice should be "Yes" (with Rubric Scores). The "After Grading" option will display the rubric to students only when you have completed grading their work.



6. Rubrics can also be used to grade discussion board forums. When creating the forum, choose Grade Discussion Forum in the section labeled "Forum Setting" and follow the instructions described above for associating a rubric. Please note that rubric cannot be used if you select the "Grade Threads" option.

FORUM SETTINGS				
If a Due Date is set, submissi	ons are accepted after	this date, but are mark	ed late.	
Viewing Threads/Replies	 Standard View 	,		
	O Participants m If participants ar will be set for an and a set for an and a set for an and a set for	ust create a thread in or e required to create thre	der to view other threads in this forum. ads in order to view other threads in ti	te forum, they cannot delete or edit their own posts, and cannot p
Grade	 No Grading in Grade Discus Grade Threads 	Forum sion Forum: Points pos 3	isible:	
Due Date	Show particip	ants in "needs grading" : n/dd/yyyyy. Time may b	status 😝 after every 1 🔉 Posts	
Associated Rubrics	Add Rubric ¥			
0. maadha	Name	Туре	Date Last Edited	Show Rubric to Students

Blackboard's rubrics can also be used to grade other Assignments. In the Grade Center, scroll horizontally until you find the column for the assignment you want to associate the rubric with. Click drop down arrow next to the column's name and choose Edit Column Information from the menu. In the "Edit Column" screen, locate the "Associated Rubrics" option under "Column Information." Use the Add Rubric button to connect or create a rubric, using the same instructions as above. When done, be sure to click Submit to save your changes.

Rubrics can be connected to **any** column in your Grade Center. That means that you could use Blackboard's rubrics even for assignments that aren't completed online. For example, you could use a rubric to grade class participation, attendance, or in-class presentations. The limits are endless! To get started, add the assignment to your Grade Center by creating a new column. Associate a rubric with your column using the Edit Column Information option.

Grading with a Rubric

the next section.

- 1. Once you have associated a rubric with an assignment or column in the Grade Center, you can use it to actually grade and calculate the score for each student.
- 2. When grading assignments that require students to upload files, begin by accessing the grade "attempt" for the student. You can do this either by clicking the button that appears in the Grade Center cell for that student, and then choosing the Attempt... option (labeled with the View Grade Details date submitted), or choose View Grade Details from the menu and then select the View Attempt button that appears in the "Grade Details" screen. Exempt Grade 3. To grade a Discussion Board with a rubric, please see





- 4. To grade an assignment for which you manually added the column to the Grade Center, click the in the student's cell and choose **View Grade Details**.
- 5. If you'd like to use a rubric to grade wikis, blogs, or a private journal, an additional step is required. Before the rubric is available to you, you must enter the wiki, blog, or journal and use the "Assessments" tool to give each student a provisional grade. It doesn't matter what the grade is actually is; a zero would work fine. Once you've done it, return the Grade Center, click in the student's cell, and choose **View Grade**

Details. You will see the provisional grade appearing in the "Grade Details" area, under the "Edit" tab. Click **Edit Grade** to continue.

 Regardless of what type of assignment, you should have arrived at a screen that looks like the screenshot below.
 Somewhere on the grading screen is a button labeled View Rubric. Click this to begin the grading process based on the rubric's criteria and levels of achievement.



7. In the "Rubric Detail" window that appears, you will see the rubric that you previously created. To grade a student's work, click each cell that you believe represents the student's level of achievement in the given criterion. A running total below the rubric will calculate their score.

Grid View List View			E Batta S
	Novice	Competent	Proficient
ormatting	Points: 0 (0%) Feedback:	Points: 0 (0%)	Points: 0 (0%)
Organization	Points: 0 (0%)	Points: 0 (0%)	Points: 0 (0%)
irammar	Points: 0 (0%)	Points: 0 (0%)	Points: 0 (0%)
lew Row4	Points: 0 (0%)	Points: 0 (0%) Feedbacic	Points: 0 (0%)

Raw Total: 0.00 (of 0.0) Change the number of points out of 0.0 to.

du/eleam/heln



- 8. To quickly select one level of achievement for every criteria (e.g. to say that a student is "proficient" in all grading areas), click the button at the top of the column.
- 9. Once you have selected a cell, you will also be able to enter textual feedback specifically for the criterion in question.
- 10. General feedback can be provided in the "Feedback" area at the bottom of the "Rubric Detail" window. Please note that this is separate from the feedback you can enter in the "Grade Details" page under "Feedback to User."
- 11. To override the exact grade after using the rubric, use "Change the number of points" option. As long as there is a number is in the text box, that value will be used as the student's score –not whatever choices you made in rubric.
- 12. If you created your rubric to use a point range, after clicking the cell in the rubric you will also be able to choose the exact number of points to award from a dropdown menu.
- 13. The "Rubric Detail" window also contains a tab labeled "List View". Use this to work with your rubric in a plain text list format, instead of in a table.
- 14. Once you you're done, click **Save** to close the rubric. You will also need to click **Save** button on the "Grade Detail" page as well.

Grading Discussion Boards

eLearning

- 1. One way to grade discussion board posts is to enter the Grade Center and access each student's "View Grade Details" screen as described in the previous section. However, it is also possible to grade with a rubric right inside the discussion board itself.
- 2. To begin, enter the discussion board in question by clicking on its name in the forum list.
- 3. Within the forum, click the Grade Discussion Forum button to begin grading.
- 4. Identify the student you wish to grade, and click the **Grade** button in their row of the users list.

Grade Discussion	Forum Users				
Grades entered or changed here a	re automatically entered or chan	ged in the Grade Center. Points possible: 10	More Help		
Email					
🗌 Last Name 🛆	First Name	Username	Posts	Grade	
ACCOUNT	FACULTY	new.faculty	0		Grade
ACCOUNT	PROSPECTIVE	new.prospective	0		Grade





5. In the grading screen that appears, each of the student's posts is displayed at the left. General statistics for the student's participation appear in the right-hand column.

t by Date of Last Post Order Descending Select: All None Mark Select: All None Mark Status: Post: Dublished Author: Thread: My Response Status: Published	rint Preview				Filt
Select: Al None Mark Statistics for: Anna Mennenga_PreviewUser Thread: My Response Post: July 1, 2016 12:47 PM Post: Multion: Anna Mennenga_PreviewUser This is my response Beply Cuote Mark as Read Select: Al None Mark with with with with with with with with	t by Date of Last Post Order Vescending			Forum Statistics ~	>
Mark © Total Posts: Total Posts: Total Posts: Total Posts: Total Posts: Date of Last Post: July 1, 2016 12:47 PM Post: My Response Status: Published Author: 233 This is my response Mark as Read Image: Select: Author: 233 Select: Al None Mark as Read Image: Select: Author: Image: Select: Mark © GRADE BY RUBRIC Image: Select: Muscled Grading FEEDBACK TO LEARNER FEEDBACK TO LEARNER	Select: All None			Statistics for: 🔲 Anna Mennenga_P	reviewUser
Thread: My Response Post: My Response Status: Published Author: Anna Mennenga_PreviewUser This is my response Reply Quote Mark as Read Select: All None Mark 🗞 GRADE 7///16 12:47 PM GRADE FEEDBACK TO LEARNER	Mark 📎			Total Posts:	1
Post: My Response Status: Published Author: Anna Mennenga_PreviewUser Minimum Post Length: 238 This is my response Mark as Read Average Post Length: 238 Reply: Quote Mark as Read Average Post Length: 238 Select: All None Mark as Read Image: PreviewUser Anna (1) Image: PreviewUser Anna (1) Select: All None Mark is Image: PreviewUser Anna (1) Image: PreviewUser Anna (1) GRADE Truits 12:47 PM Image: PreviewUser Anna (1) Image: PreviewUser Anna (1) Image: PreviewUser Anna (1) Select: All None Image: PreviewUser Anna (1) Image: Preview	Thread: My Response	Posted Date:	July 1, 2016 12:47 PM	Date of Last Post: July	1, 2016 12:47 PM
Anna Mennenga_PreviewUser Minimum Post Length: 233 This is my response Average Post Position: 1 Reply Quote Mark as Read Select: Al None Mark as Read Select: Al None GRADE Mark © GRADE BY RUBRIC RUBRIC RUBRIC RUBRIC REEDBACK TO LEARNER	Post: My Response	Status:	Published	Average Post Length:	239
This is my response Reply Quote Mark as Read Select: All None Mark >> GRADE 7/1/16 12:47 PM GRADE BY RUBRIC RUBRIC UBBRIC UBBRIC UBBRIC VIDE TO Grading FEEDBACK TO LEARNER	Anna Mennenga_PreviewUser			Minimum Post Length:	239
This is my response Average Post Position: Reply Quote Mark as Read Select: All None Mark > GRADE 7//16 12:47 PM GRADE BY RUBRIC RUBRIC RUBRIC Used for Grading FEEDBACK TO LEARNER				Maximum Post Length:	239
RUBRIC Used for Grading FEEDBACK TO LEARNER	Select: <u>All None</u> Mark ⊗			GRADE 7/1/16 12:47 PM	,
FEEDBACK TO LEARNER				RUBRIC Used for Grading	
				FEEDBACK TO LEARNER	

- 6. To grade the student's work with the rubric, click on the name of the rubric, or click the button next to the name in the right-hand column.
- 7. Press **Save** when done with rubric.

u.edu/elearn/help

8. Press **Submit** when done grading and viewing thread.



