# 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.
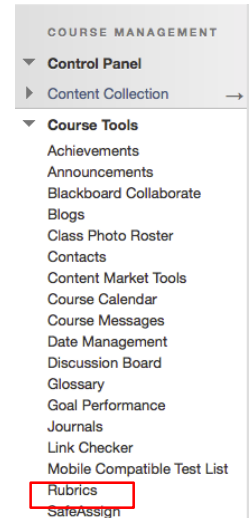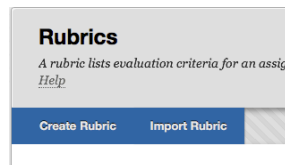
3. Provide a name for your rubric (required) and an optional description.
4. The section labeled **Rubric Detail** is where you build the rubric itself. By default your rubric will contain three columns of achievement levels (Novice, Competent, and Proficient), as well as three rows of assessment criteria (Formatting, Organization, and Grammar).
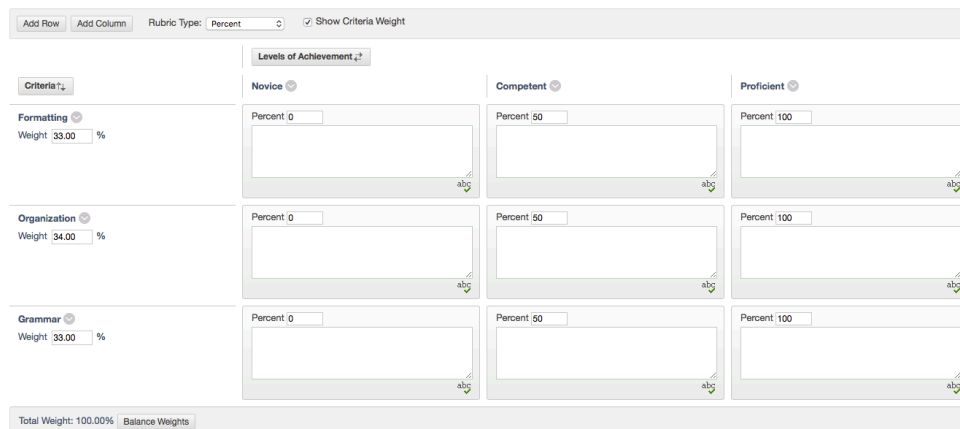
5. Click the **Add Row** or **Add Column** to increase the number of levels or criteria. Remove a row or column by clicking the down button next to what you want to remove, and then selecting the **Delete** option in the menu that appears.
6. To rename a column or row, click the down arrow next to it 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.**
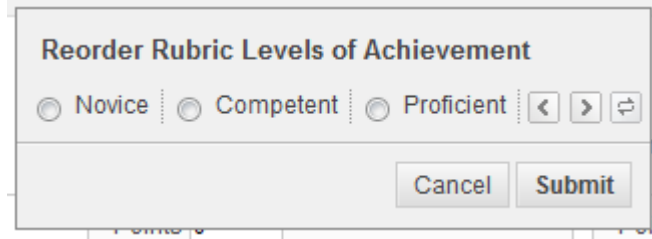
8. In the cell where a given row and column intersect, use the text box to enter the textual description for the performance in that criterion at the given level
9. Use the "Rubric Type" dropdown menu to select the grading method you wish to use for this rubric. Options include "No points" (to make a 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).

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

GRADING

* Points Possible   50

Associated Rubrics   Add Rubric ⌄

1. 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 **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.

⊗ ☐ ✏ **Paper Rubric**   ▦⌄ Used for Grading   7/26/12 11:21 AM   ✖⌄ No

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.

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

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 date submitted), or choose **View Grade Details** from the menu and then select the **View Attempt** button that appears in the "Grade Details" screen.


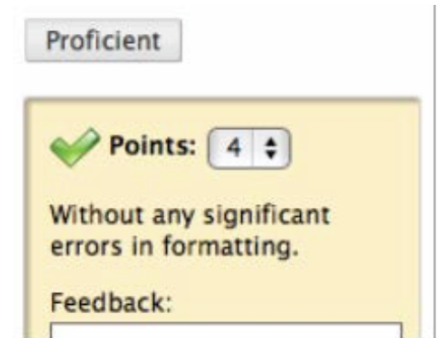3. To grade a Discussion Board with a rubric, please see the next section.

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.

6. 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.
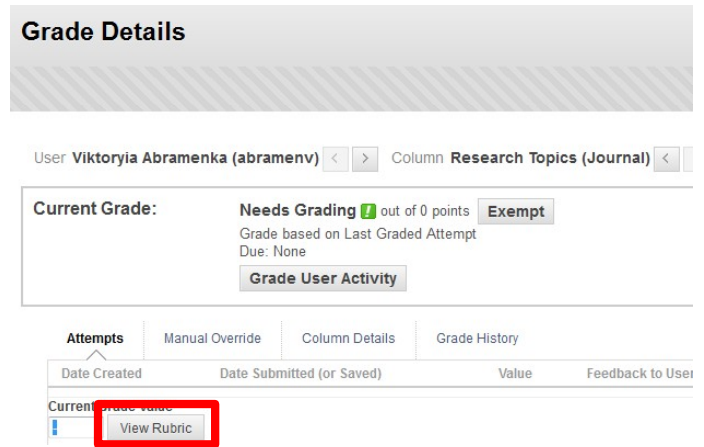
7. In the "Rubric Detail" window that appears, you will see the rubric that you previously created. To grade a student's work, click each cell that you believe represents the student's level of achievement in the given criterion. A running total below the rubric will calculate their score.
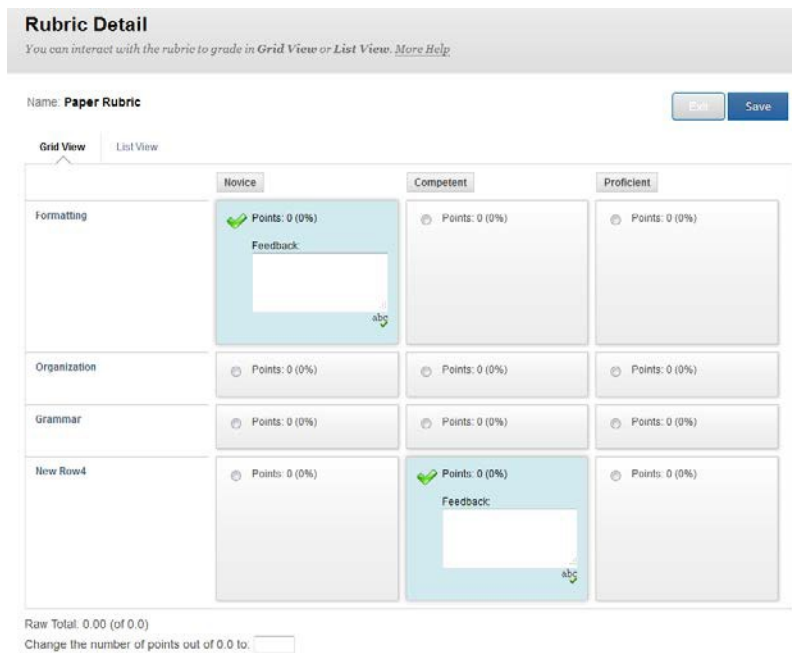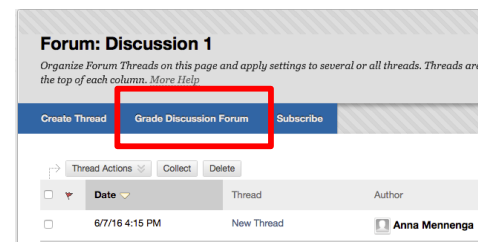
8. To quickly select one level of achievement for every criteria (e.g. to say that a student is "proficient" in all grading areas), click the button at the top of the column.
9. Once you have selected a cell, you will also be able to enter textual feedback specifically for the criterion in question.
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

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.

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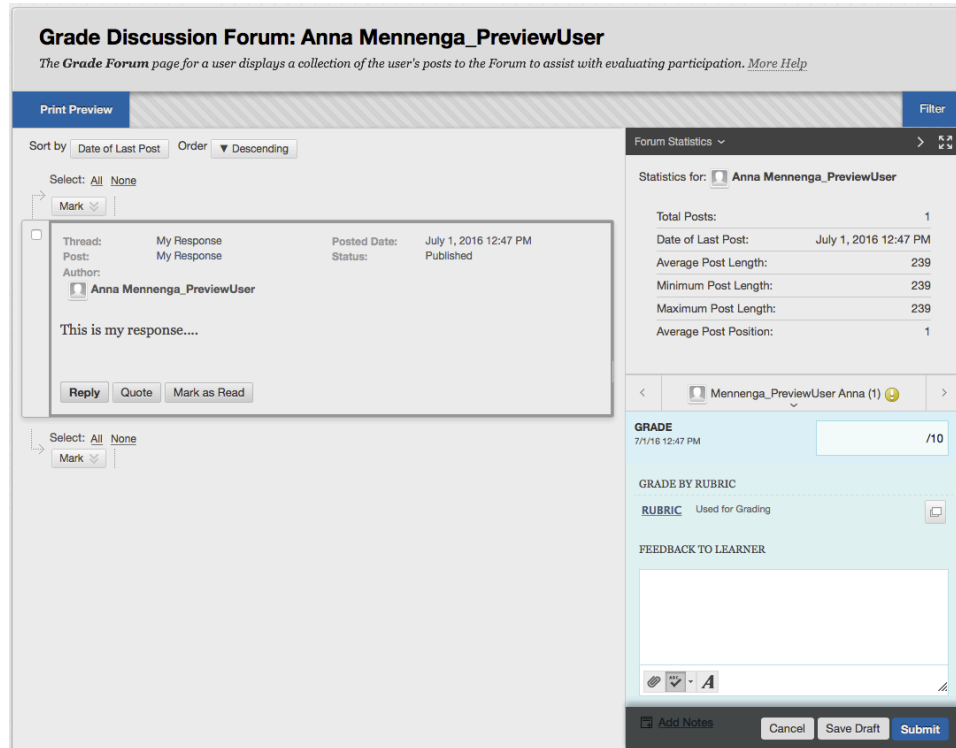
6. To grade the student's work with the rubric, click on the name of the rubric, or click the button next to the name in the right-hand column.
7. Press **Save** when done with rubric.
8. Press **Submit** when done grading and viewing thread.