Create and Manage Rubrics

Rubrics are used by instructors to explain how students will be evaluated on assignments. Rubrics also support students by allowing them to organize their efforts to meet the requirements of assignments.

Rubrics consist 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. Blackboard has no limit to the number of rubrics that can be created.

Create a Rubric

1. Under the Control Panel, go to Course Tools and click Rubrics.
2. Click on **Create Rubric** button.

![Rubrics]

A Rubric is a tool that lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use Rubrics to explain their evaluations to students. [More Help]

Create Rubric Import Rubric

3. On the **Create Rubric** page, type a name for the rubric and also type a description. The description is only available to instructor.

![RUBRIC INFORMATION]

4. Now you need to create the rubric itself. You will be given, by default, three rows and three columns. Rows and columns can be added, deleted, reordered, and have their names changed. Type into the boxes the expectations for each level of achievement.
   a. Click **Add Row** to add a new criterion at the bottom of the grid.
   b. Click **Add Column** to add a new level of achievement to the grid.
   c. Select a **Rubric Type** from the drop-down list:
      i. **No Points** (feedback only)
      ii. **Points** (single point value for each Level of Achievement)
      iii. **Point Range** (range of values for each Level of Achievement)
      iv. **Percent** (flexible depending on each assessment's possible points)

![Rubric Grid]

5. To change the name of a row or column, click on the double down arrow or chevron to the right of the row or column name and then click **Edit**. Type a name and then click the **Save** button.
6. Type a point or percentage value for each row and type a description defining the criteria and the associated level of achievement.

7. There is a 1000 character limit for each cell. **Rows** and **columns** can be reordered by clicking the reordering icon.

8. Click on the **Submit** button to create the rubric. The new rubric appears on the **Rubrics** page.

9. To import a rubric from your computer or content collection [My Files], click the **Import Rubric** button.
10. To export an existing rubric:
   a. Select the rubric from the list and click on the Export button.

   ![Image of Export button]

   b. On the Rubric Export Settings page, select the Export Location. Click Submit to export the rubric zip file to your local computer or content collection [My Files].

11. Once a rubric has been used for grading, it cannot be edited. **Copy** the rubric to create a duplicate rubric that can be edited. Copying a rubric is a helpful best practice if you have similar assignments for your students that will use the same criteria. This will allow you to keep the settings and simply re-name the rubric. Copying should also be used to edit a rubric that has already been used for grading.
   a. Rubrics can be duplicated by selecting the **Copy** option from the double-down menu. A copy will automatically be created. For example, "Introductory Speech" will be copied to create "(Copy of Introductory Speech)".

   ![Image of copy option]

   b. The rubric name can then be edited to a new name by selecting Edit from the double-down menu. The Edit Rubric page will allow you to edit all settings for the rubric.

**Associate a Rubric with an Assignment**
Associated rubrics are visible under the grading and rubrics settings for:
• Assignments
• Essay, short answer, and file response test questions
• Blogs, Journals and Wikis
• Discussion Board threads and forums

You can associate a rubric during the assignment editing or creation process:

1. Go to an assignment from a content area and select **Edit** from the double-down menu. If you are adding a rubric to a blog, journal, or wikis, you need to access these assessment items through **Control Panel > Course Tools**.
2. Select **Add Rubric** and choose from the following options:
   a. **Select Rubric** associates a rubric that has already been created in the **Rubrics** area of **Course Tools**.
   b. **Create New Rubric** opens a pop-up window to allow immediate creation of a new associated rubric.
   c. **Create From Existing** uses a previously created rubric as a template to create a new associated rubric.

3. After the rubric associates with an assignment, you can decide if you would like students to view the rubric after grading. **Show Rubric to Students** offers four options for rubric visibility.
   a. **No** does not allow students to view the rubric at any time.
   b. **Yes (With Rubric Scores)** allows students to view the rubric when the item is made available, including possible point or percentage values.
   c. **Yes (Without Rubric Scores)** allows students to view the rubric when the item is made available but does not include the possible point or percentage values.
d. **After Grading** allows students to view the rubric only after grading on their submission is completed.

4. Under an associated rubric's name, manage associated rubrics using the icons to **Remove Rubric Association, View Rubric, or Edit Rubric**.
   a. **Remove Rubric Association** breaks the connection to the rubric but does not delete the rubric itself. If the rubric has already been used for grading in this assessment, removing the association will also remove those evaluations and the attempts will need to be re-graded.
   b. **View Rubric** opens a preview that cannot be edited with a link to view associated items and print the rubric.
   c. **Edit Rubric** opens the associated rubric to allow for immediate editing. If the rubric has been used for grading, it cannot be edited.

You can also associate a rubric with a grade column in **Grade Center**:

1. Go to **Control Panel > Grade Center > Full Grade Center**

2. Locate a column to which you would like to add a rubric. Click on the double-down arrow or chevron to the right of the column name and then click **Edit Column**
Information.

3. On the Edit Column page, click the Add Rubric button to associate rubrics to this grade column.

Grade an Assignment with a Rubric in Grade Center
Rubrics can be added to Grade Center columns and then rubrics can be viewed during the grading process. Note: To grade an assignment with a rubric in Grade Center, the rubric needs to be associated with the assignment first.

1. Go to Control Panel > Grade Center > Full Grade Center

2. Click on the double down arrow or chevron within the cell next to the Needs Grading icon ⏳ and then click on View Grade Details.
3. On the Grade Details page to grade the assignment with the rubric, you need to click Edit Grade.

4. Click the View Rubric button.

5. The Rubric Detail page will appear. On Grid View tab, click the radio button to apply that point value to the grade. Optionally, type Feedback to the student in the text box that appears.

6. A running Raw Total score will be displayed as point selections are made. Optionally, type a score in the Change the number of points box to override the selected score and type any overall Feedback to the student using the full features of the included text editor. Note: The Raw Total displays the score rounded to two decimal places.
7. Click **Save** to save the grade value. On the **Grade Details** page, click **Save** to update the grade to **Grade Center**.

**Resources:**

- See rubric examples on this page: [http://www.blackboard.com/rubrics](http://www.blackboard.com/rubrics)
- Online instructional video about rubric: [http://ondemand.blackboard.com/assess.htm](http://ondemand.blackboard.com/assess.htm)