

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.

About Rubrics

Rubrics are made up 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. There is no limit to the number of **Rubrics** that can be created.

How to Create a Rubric

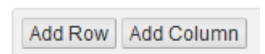
New **rubrics** default to three rows and three columns.

1. In the Control Panel, access Course Tools and select **Rubrics**.
2. On the **Rubrics** page, click Create **Rubric**.
3. Type a Name for the **Rubric**. The name is the title text that identifies the **rubric**.
4. Optionally, type a description of the **rubric** to make it easier to associate it to relevant assignments.

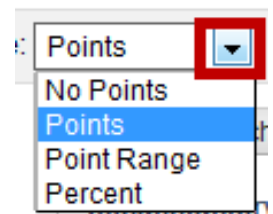


*Edit the **Rubric** Grid so it corresponds to the type of feedback and scoring desired.

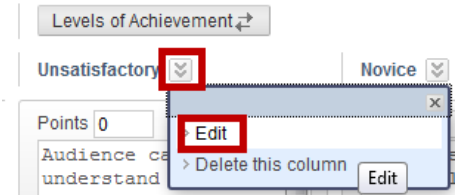
1. Click Add Row to add a new criterion at the bottom of the grid.
2. Click Add Column to add a new level of achievement to the grid.
3. Select a **Rubric** Type from the drop-down list:



- No Points (feedback only)
- Points (single point value for each Level of Achievement)
- Point Range (range of values for each Level of Achievement)



- Percent (flexible depending on each assessment's possible points)
4. Click Edit from the dropdown menu of the labels identifying rows and columns to change their names.
 5. Type a point or percentage value for each row.
 6. Type a description defining the criteria and the associated Level of Achievement.
 7. Click Submit.



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

*Once a **rubric** has been used for grading, it cannot be edited. Copy the **rubric** instead to create a duplicate **rubric** that can be edited.*

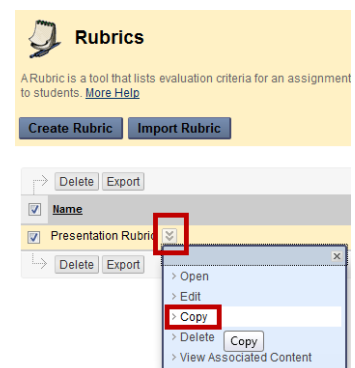
Options when using percent-based **rubrics**:

- Select the Show Criteria Weight box to show or hide criteria weights. If additional rows are added when weights are hidden, weights for new criteria will be distributed equally.
- Use the **Balance Weights** button after adding a new row to keep all criteria weighted equally. If individual criteria weighting is preferred, percentages may be typed under each criteria.
- The total weight for all criteria must equal 100%. No row may have a 0% weight. At least one Level of Achievement must have a value of 100%.

How to Copy and Edit a Rubric

Copying a **Rubric** is helpful best practice if you have similar assignments for your students that will follow 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.

1. In the Control Panel, access Course Tools and select **Rubrics**.
2. **Rubrics** can be duplicated by selecting the Copy option from the dropdown menu.
3. A copy will automatically be created with the name



of the **rubric** in parentheses followed by the number one. For example, "Presentation Rubric" will be copied to create "(Presentation Rubric)(1)".

4. The **Rubric** name can then be edited to a new name by selecting Edit from the dropdown menu. The Edit **Rubric** page will allow you to edit all the settings for the **Rubric**.

How to Associate a Rubric

Associated **rubrics** are visible under the grading and **rubrics** settings of Assignments, Essay, and Short Answer Test questions, Blogs and Journals, Wikis, Discussion Board threads and forums, and through the Edit Column Information in the Grade Center.

To associate a **rubric** during the editing or creation process, point to Add **Rubric** and choose one of the options.

- Select **Rubric** associates a **rubric** that has already been created in the **Rubrics** area of Course Tools.
- Create New **Rubric** opens a pop-up window to allow immediate creation of a new associated **rubric**.
- Create From Existing uses a previously created **rubric** as a template to create a new associated **rubric**.

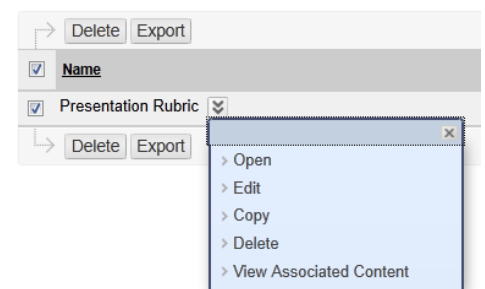
When associating a points-based **rubric**, the option to use the **rubric**'s points value as the Points Possible will be available after clicking Submit on the **rubric** creation or selection page.

How to Manage Associated Rubrics

While editing an item with an associated **rubric**, you can change the **rubric**'s options.

Under an associated **rubric**'s name, manage associated **rubrics** using the icons to Remove **Rubric** Association, View **Rubric**, or Edit **Rubric**.

- Remove **Rubric** Association severs 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.



- View **Rubric** opens a preview that cannot be edited, with a link to view associated items and print the **rubric**.
- Edit **Rubric** opens the associated **rubric** to allow for immediate editing. If the **rubric** has been used for grading, it cannot be edited.

For the Type, **rubrics** can be designated as Used for Grading or Used for Secondary Evaluation. If multiple **rubrics** are associated, only one can be the primary grading **rubric**, designated as Used for Grading.

Show **Rubric** to Students offers four options for **rubric** visibility.

Name	Type	Date Last Edited	Show Rubric to Students
Presentation Rubric	Used for Grading	August 22, 2011	Yes (With Rubric Scores)

- No does not allow students to view the **rubric** at any time.
- Yes (With **Rubric** Scores) allows students to view the **rubric** when the item is made available, including possible point or percentage values.
- 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.
- After Grading allows students to view the **rubric** only after grading on their submission is completed.

How to Import and Export Rubrics

To facilitate sharing **rubrics** between Blackboard Learn courses, **rubrics** can be exported and imported. The **rubric** should not be edited outside of Blackboard Learn.

1. In the Control Panel, click Course Tools.
2. Click **Rubrics**.
3. To import a **rubric**, click Import **Rubric** and browse for the file. Click Submit to upload the file.

-OR-

To export a **rubric**, select the check box next to the **rubric**'s name and click Export. The file can then be downloaded and imported into a

different course, or shared with another instructor for use in their Blackboard Learn course.

How to Grade With Rubrics

A **Rubric** will need to be associated to the assignment prior to grading with a **rubric**. Gradable **rubrics** can be associated with Assignments, Essay, File Response, and Short Answer Test questions, Blogs and Journals, Wikis, and Discussion Board threads and forums.

Access the item to be graded and click View **Rubric** to review or begin grading with the associated **rubric**.

In Grid View, click a cell to apply that point value to the grade. If a **rubric** with point ranges has been used, select the desired value from the drop-down list. To change the selection, click another cell in the same row. Optionally, type Feedback to the student in the text box that appears when a cell is selected.

Optionally, click List View to switch displays, and select a radio button for each criterion to apply that point value to the grade. Optionally, select the boxes to Show Descriptions for criteria and to Show Feedback text boxes.

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 overall Feedback to the student using the full features of the included text editor.

When grading is complete, click Exit to leave the **rubric** without saving any selections, or Save to save the score and feedback and return to the attempt. Click Save and Next to use another associated **rubric** for evaluation.

How to View Associated Content

A single **rubric** can be associated with multiple assessments. A report listing all items associated to the **rubric** is available from the **Rubrics** tool.

1. In the Control Panel, click Course Tools.
2. Click **Rubrics**.
3. Access the dropdown menu next to the name of a **rubric** and click View Associated Content.
4. On the View All Items page, click an item name to edit the association, or click OK to return to the main **Rubrics** page. If an item has been used for

grading, a **Rubric** Evaluation Report will be available from the item's dropdown menu.

How to Run a Rubric Evaluation Report

A **Rubric** Evaluation Report provides a comprehensive report of statistics for an item which has been graded with a **rubric**. Instructors wanting to evaluate the **rubric** or their use of it can run the report at any point in the grading process.

1. Select a **rubric** and view its associated content.
2. If an item has been used for grading, a dropdown menu will be available next to the item's name on the View All Items page. Point to the item's dropdown menu and click **Rubric** Evaluation Report.
3. On the Run Reports page, select a Format, Start Date, and End Date.
4. Click Submit.
5. Click Download Report to view the report, or Run a new Report to change format or date criteria. Click OK to return to the main **Rubrics** page.

The **Rubric** Evaluation Report delivers three statistics about the **rubric**'s use in grading the item. Average **Rubric** Performance shows the average total score of all attempts scored using the **rubric**. Average **Rubric** Criteria shows average scores, compared against the possible points, for each criterion. Frequency Distribution shows the distribution of scores across each Level of Achievement.