Rubrics

Rubrics can be created and used for grading student work. Blackboard rubrics are extremely flexible and can be used in other courses.

Creating a Rubric

1. From the Control Panel, select Course Tools and then select Rubrics.
2. In the rubric list that appears, select 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.

*Note: By default your rubric will contain three columns of achievement levels: Novice, Competent, and Proficient; as well as three Rows of assessment criterias – Formatting, Organization, and Grammar.

5. Select the Add Row or Add Column to increase the number of levels or criteria. Remove a row or column by clicking the 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, select the next to it and then select Edit from the menu that appears. Type the new name and select Save.
7. To change the order of your rows or columns, select 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 either left or right. When done, select 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. To create your rubric, select the Submit button at the bottom of the page.
10. After you’ve created a rubric, it will appear in the list found under Course Tools > Rubrics.
11. To delete a rubric, select the checkbox for it in the list and then select Delete.
12. Selecting the button next to the rubric’s name 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.*

### Applying Rubrics to New Content
You can apply a rubric to assignments, discussion boards, wikis, journals, and blogs.

1. In the edit options of the content you wish to apply a rubric to, Select
2. In the Rubrics menu choose from: Select a Rubric, Create New Rubric, or Create from Existing.
3. Once you have selected your rubric, Select
4. You can choose whether to show your students the rubric with or without scores or not at all.

### Share Rubrics with Students
Detailed rubrics can help students organize their efforts to meet the requirements of an assignment. Share the content of your rubrics with your students before they complete an assignment or activity. By making this detail available up front, students and instructors are working with the same expectations.

Rubrics can also be shared with students for peer evaluation and discussion participation.

### Add Rubric to Grade Center Columns
Associate a rubric to a Grade Center column for quick reference when viewing or grading a student’s submission.

1. In the **Control Panel**, Under **Grade Center**, select **Full Grade Center**.
2. In the **Grade Center**, select the down arrow next to the column heading to access the menu.
3. Select **Edit Column Information**.
4. Select **Add Rubric**.
5. In the Rubrics menu choose from: Select a rubric, Create New Rubric, or Create From Existing.
6. Once you have selected your rubric, select **Submit**.

*Note: When grading with a Rubric. The rubric appears and you can select the category where the students work fits. A raw score is figured based on your selection, then you are given the option to adjust the raw score before submitting the grade.*