

Using Rubrics

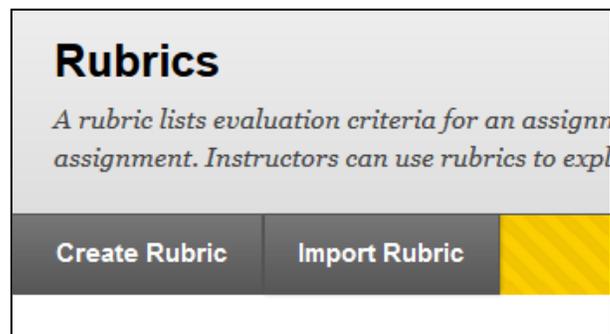
A rubric is an assessment tool listing evaluation criteria for an assignment, and provides a means to convey to students your expectations for the quality of completed assignments. Rubrics can help students organize their efforts to meet the requirements of an assignment, and you can use them to explain evaluations to students. Rubrics can help ensure consistent and impartial grading.

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. You can create as many rubrics as you need.

Creating a Rubric

New rubrics default to three rows and three columns.

- On the [Control Panel](#), expand the Course Tools section and select [Rubrics](#). (Note: rubrics can also be created anytime an assignment or other gradable item is created)
- On the Rubrics page, click [Create Rubric](#).



- Type a Name for the rubric. The name is the title text that identifies the rubric.
- Provide a description to make it easier to associate it to relevant assignments.

Blackboard Rubrics default to three rows and three columns with preset criteria and Levels of Achievement. However, the Rubric Grid may be edited to correspond to the type of feedback and scoring desired.

Editing the Rubric

The screenshot shows the Blackboard Rubric Editor interface. At the top, there are buttons for "Add Row" and "Add Column". A "Rubric Type" dropdown menu is set to "Percent". Below this, there are sections for "Levels of Achievement" (currently "Novice") and "Criteria" (currently "Formatting"). The "Formatting" criterion has a weight of 33.00%. The "Organization" criterion has a weight of 34.00%. The grid shows two columns of achievement levels: "Novice" and "Proficient". The "Novice" column has a weight of 0, and the "Proficient" column has a weight of 50. A "Total Weight: 100.00%" and a "Balance Weights" button are at the bottom.

Add Row to add a new criterion at the bottom of the grid

Add Column to add a new Level of Achievement to the grid

Select a Rubric type from the drop-down list:
No Points- feedback only
Points-single point value
Point Range-range of values
Percentage- flexible depending on each assessments possible

Click **Edit** from the action link identifying rows and columns to change their names

Type a point or percentage for each row

Click **Submit**

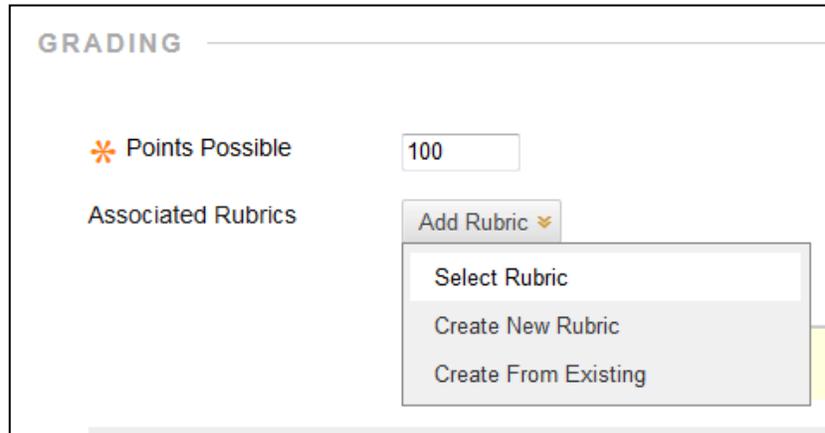
Total weight for all criteria must equal 100%

Total Weight: 100.00% Balance Weights

How to Associate a Rubric

Once associated with an item, Rubrics are visible under the Grading settings of: Assignments, Discussion Boards, Blogs, Journals and Wikis and through the Edit Column information menu option in the Grade Center.

From the Grading Settings of an item, click the action link next to Add Rubric and select one of the following:



How to Copy and Edit a Rubric

Copying a Rubric is helpful if you have similar assignments for your students that will follow the same criteria. This will allow you to keep the setting and simply re-name the Rubric. Copying should also be used to edit a rubric that has already been used for grading.

- On the Control Panel, expand the Course Tools section and select Rubrics.
- Click the action link next to a previously created Rubric and select [Copy](#)
- The copied Rubric will appear immediately and can be edited by following the same steps, but selecting [Edit](#).

In addition, Rubrics can be [Exported](#) and [Imported](#) into another Blackboard shell

