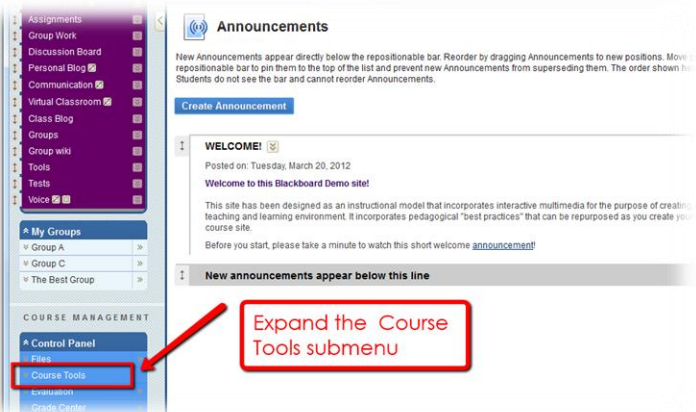# Creating and Using Rubrics in Blackboard 9.1

One of the exciting new features of Blackboard 9.1 is the ability to integrate assessment rubrics into the grading process. This guide will show you how to create a rubric that can be associated with different assessments within your course, and how to grade an assessment using a rubric. Consult the **Creating a Rubric Content Area** guide to learn how to create an area in your course where students can access the various rubrics that you use for assessment.
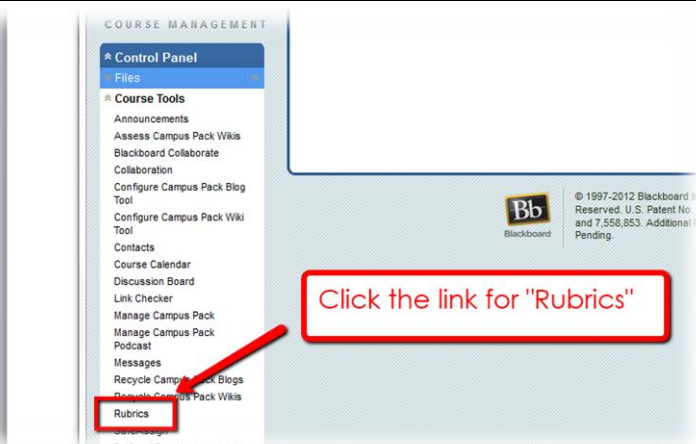
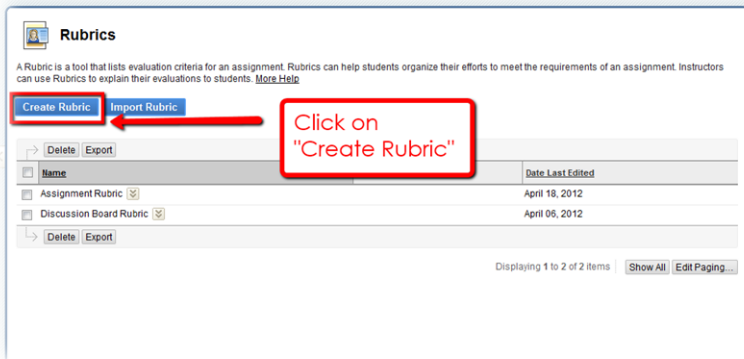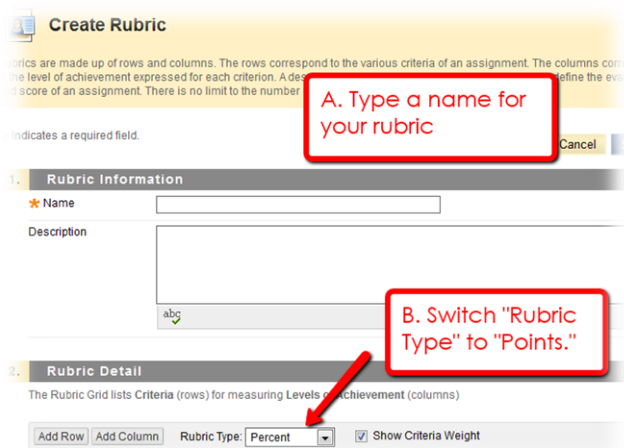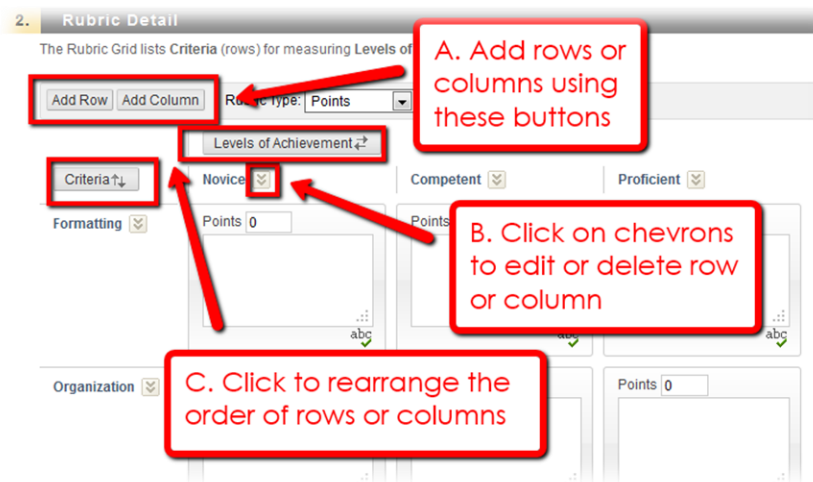|	
<u>Step 1</u> To access the rubrics area, first click on the "Course Tools" submenu in the Control Panel, located in the lower left of the screen.	
<u>Step 2</u> The tools are listed alphabetically. Click the "Rubrics" link.	
<u>Step 3</u> Click on the "Create Rubric" button in the upper left part of the screen.	

Step 4

A. Enter the name your rubric.
B. The rubric uses Percent by default, but we recommend that you switch the "Rubric Type" to "Points" to simplify calculations.

Create Rubric

 brics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns cor
the level of achievement expressed for each criterion. A des   define the eva
d score of an assignment. There is no limit to the number

Indicates a required field.

A. Type a name for your rubric

Cancel

1. Rubric Information

★ Name

Description

abc

B. Switch "Rubric Type" to "Points."

2. Rubric Detail

The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)

Add Row | Add Column | Rubric Type: Percent | ☑ Show Criteria Weight

Step 5

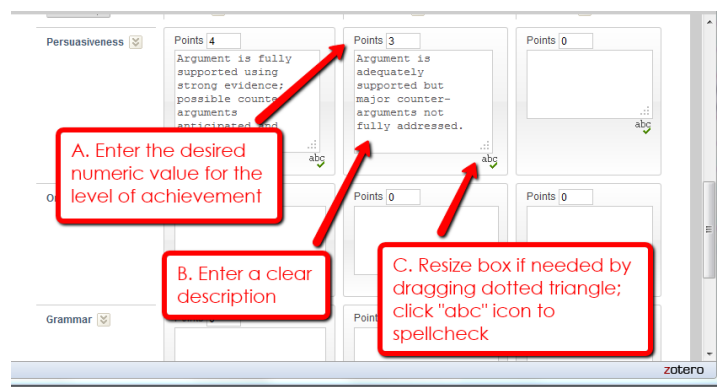A rubric template is provided for you with 3 assessment "criteria" in rows and 3 "levels of achievement" in columns.

A. Adjust the number of rows and columns as needed.
B. If you need to rename or delete a row or column, click on the chevron by the title.
C. The buttons in the upper left allow you to change the order of the rows or columns.

2. Rubric Detail

The Rubric Grid lists Criteria (rows) for measuring Levels of

Add Row | Add Column | Ru ic Type: Points

Levels of Achievement ⇄

Criteria ↑↓ | Novice ⌄ | Competent ⌄ | Proficient ⌄

Formatting ⌄ | Points 0 | Points

A. Add rows or columns using these buttons

B. Click on chevrons to edit or delete row or column

C. Click to rearrange the order of rows or columns

abc | abc | abc
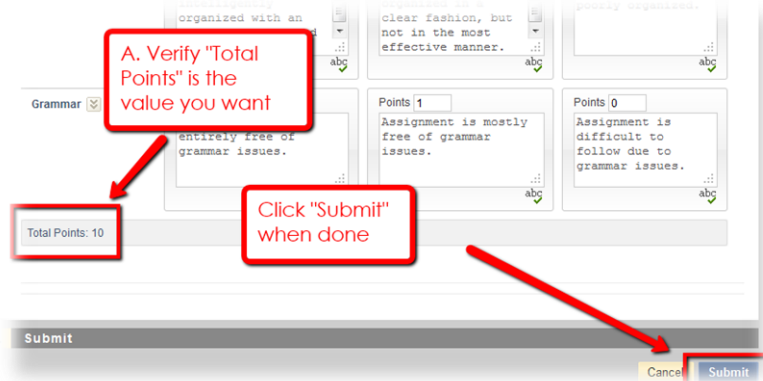
Organization ⌄ | Points 0

Step 6

For each box, enter the correct numeric value, and write a clear description. You may find it helpful to resize the boxes, and also note that you can spellcheck the descriptions individually.
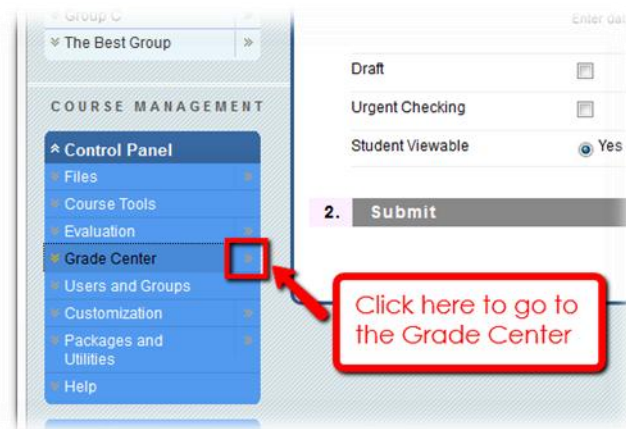
Persuasiveness ⌄ | Points 4 | Points 3 | Points 0

Argument is fully supported using strong evidence; possible counter arguments anticipated and

Argument is adequately supported but major counter-arguments not fully addressed.

A. Enter the desired numeric value for the level of achievement

abc | abc

B. Enter a clear description

O | Points 0 | Points 0

C. Resize box if needed by dragging dotted triangle; click "abc" icon to spellcheck

Grammar ⌄ | Point

zotero

Step 7

Blackboard calculates the total points possible for you. Make sure the value is what you desire, then click "Submit."

A. Verify "Total Points" is the value you want

Click "Submit" when done

Step 8

Now it is time to associate your rubric with an assessment.

For SafeAssignments, Blogs, and Wikis you must attach your rubric through the "Grade Center." Access the "Grade Center" by clicking on the right-facing chevrons in the "Control Panel."

Click here to go to the Grade Center

Note: The easiest way to associate a rubric with Test Questions, Assignments, or Discussion Boards is to add a rubric when creating the assessment, changing settings on its "Edit" screen (not pictured; consult **Creating Tests Using the Pool Manager**, **Grading Assignments**, and **Grading Discussion Boards Quick Guides** for further details).
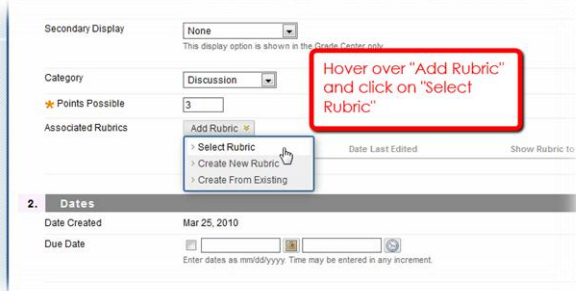
Step 9

Go to the column of the assessment you will associate with your rubric. Click on the chevron.
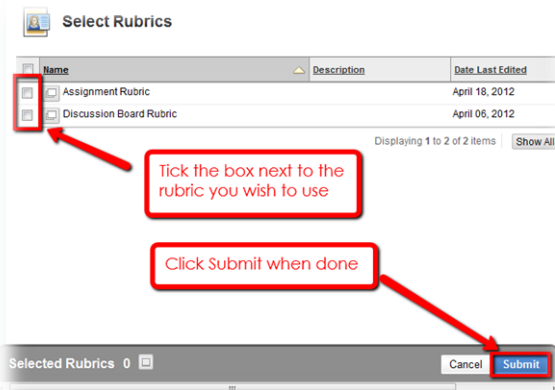Choose "Edit Column Information."

Step 10

On the next screen, scroll down to the bottom of Section 1. Hover over "Add Rubric," and then click on "Select Rubric."

Step 11

Tick the box next to the rubric you wish to use, and then click "Submit."

Step 12

You should see your rubric listed in a pale yellow band across the screen. You can remove, view, or edit it using the buttons to the left. Enable the options to use the rubric for grading and make it visible to students. Click "Submit" when done.
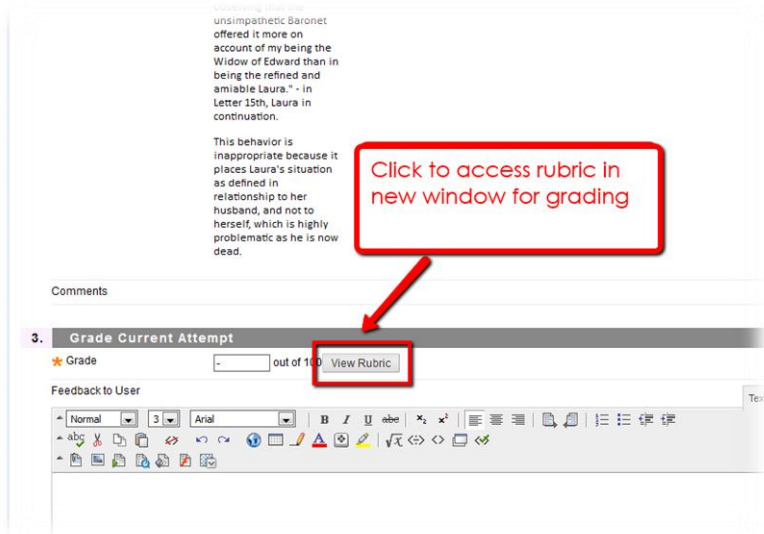
Step 13

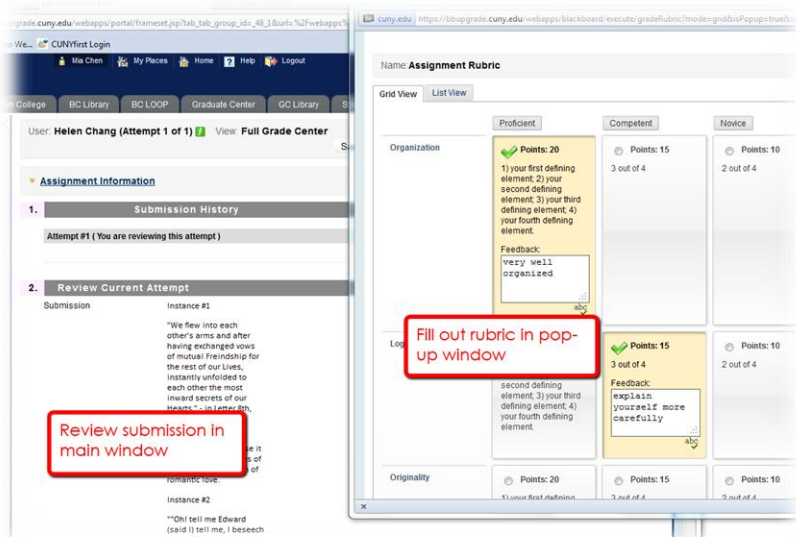|	
Grade this assessment in the Grade Center. Ungraded submissions have a green exclamation mark next to them. Hover over the box and select the Attempt. (You may need to go to "View Grade Details" and click "View Attempt."	
Step 14 To access the rubric, click on the "View Rubric" button. A new window with your rubric will open.	
Step 15 Fill out the rubric in this window while referring to each student's submission. Select the score for each row of criteria by ticking the appropriate bubble. Provide students with targeted feedback. Don't forget to spellcheck your feedback!	
Step 16	

Blackboard calculates the total. You have the option of entering overall feedback. To finish, click "Save." The assessment has now been graded and this score has been entered into "Grade Center."