A rubric is a tool that instructors use to inform students of an assessment’s grading criteria and to grade student work consistently and efficiently. A rubric can help students understand how their performance on an assignment, test, discussion forum, journal entry, and wiki entry will be evaluated so that they can plan accordingly. Instructors may use the rubric to provide students with meaningful feedback as well as justification for the assigned grade.

**HOW TO CREATE A BLACKBOARD RUBRIC**

Instructors may create and assign interactive grading rubrics to assessments in a course through this process.

1. In your course, scroll down to the **CONTROL Panel** and expand the **COURSE TOOLS** menu. Select **RUBRICS**.

2. On the Rubrics page, click the **CREATE RUBRIC** button. On the **CREATE RUBRIC** page, fill out the following sections:
   a. Name – Give the rubric a meaningful name.
   b. Description – Give the rubric a description.
   c. Rubric Detail – Use the provided tools to create the rubric criteria and levels of achievement. You may set the rubric’s type to allow grading based on point ranges, percentages, or percent ranges. You may edit the criteria and achievement level labels through the provided gray arrow buttons.

For each level of achievement, be sure to define observable, measurable indicators of student performance that are tied to the learning objectives of the assessment. Descriptions can’t be longer than 1000 characters long.
3. Once you are done creating your rubric, click SUBMIT. A confirmation message will appear on the screen. The rubric will be added to your list of rubrics on the Rubrics page.

**HOW TO EDIT A BLACKBOARD RUBRIC**

Rubrics are only editable if they have *not been used to grade* an assessment. Rubrics that are not attached to assessments are editable through this process.

1. In your course, scroll down to the CONTROL PANEL and expand the COURSE TOOLS menu. Select RUBRICS.

2. On the Rubrics page, click the GRAY CONTEXT ARROW next to the rubric you want to edit and select EDIT from the menu that appears.

3. On the Edit Rubric page, make your changes to the rubric grid. When done, click SUBMIT to save your changes.

If a rubric has been attached to an assessment, to edit it you must first remove the rubric from the assessment. This is done by editing the assessment and using the provided tools to remove the rubric. For more information about connecting and removing a rubric from an assessment, please see the next section.

**ADDITION A RUBRIC TO AN ASSESSMENT**

When creating or editing a Blackboard assessment, you may add an interactive grading rubric to it through these steps.

1. On the CREATE or “EDIT screen of the assessment, scroll down to the “Grading” area of the page. You will see an area called “Associated Rubrics”. Roll your mouse over the ADD RUBRIC button and click SELECT RUBRIC.

2. A “Select Rubrics” window will appear. Any rubrics you have made in the course will appear here. They are re-useable and can be applied to multiple assessments. CHECK the CHECKBOX next to the name of the rubric you want to use. Then, click SUBMIT.
3. If your rubric uses fixed points or point ranges to determine a grade, a pop-up alert will appear and ask you to confirm that you would like to set the assessment’s Points Possible to the maximum value possible in the rubric. Click OK to proceed.

4. The rubric will be added to the assessment’s “Associated Rubrics” list. A series of buttons will also appear to help you manage the rubric as it applies to the assignment.

By default, the rubric is set to display just to the instructor when grading the assessment.

If you want to show the rubric to students, roll your mouse over the SHOW RUBRIC TO STUDENTS button and select a student viewing option from the menu that appears.

We recommend selecting **YES (WITH RUBRIC SCORES)** to allow students to review how they will be assessed **before they have submitted work** so that they can adjust their performance to successfully meet levels of achievement.

5. When you are done creating or editing the assignment, click **Submit** to apply the rubric to the assessment.

**HOW TO GRADE WITH A RUBRIC**

1. In the course’s **CONTROL PANEL**, click on **GRADE CENTER** and select **NEEDS GRADING**.
2. On the Needs Grading page, review the list of assessments that are ready for grading. Roll your mouse over a student’s name and click the gray context arrow that appears. Select **GRADE ALL USERS** from the context menu.

3. You will be taken to the **GRADE ASSIGNMENT** page for the student’s submission. View the student’s submitted work. Then, click on the bottom edge of the **ATTEMPTS** section.

4. The panel will open and display tools for grading the student’s work. Click the **RUBRIC BUTTON**. In the new window that appears, your grading rubric will load. Use the selectable fields to indicate the student’s level of achievement for each criterion. Enter feedback or justification for your selection into the provided text fields.

5. When you are done selecting achievement levels and adding feedback, click the **SAVE** button. Your feedback comments and selected achievement levels will be saved.

6. The rubric window will disappear. Based on the selections you made in the rubric, a grade will appear in the student’s grading panel. Click **SUBMIT** to assign the grade to the student.
HOW STUDENTS VIEW A RUBRIC

Before Submission and Grading
If you set the rubric to be viewable to students before grading, when students view an assessment they will see a link to view a blank (ungraded) copy of the rubric.

After Grading
When students go to their My Grades page they will see a link to view the rubric. By clicking on VIEW RUBRIC, the student will see a copy of the rubric marked with achievement levels they have met and your feedback comments.