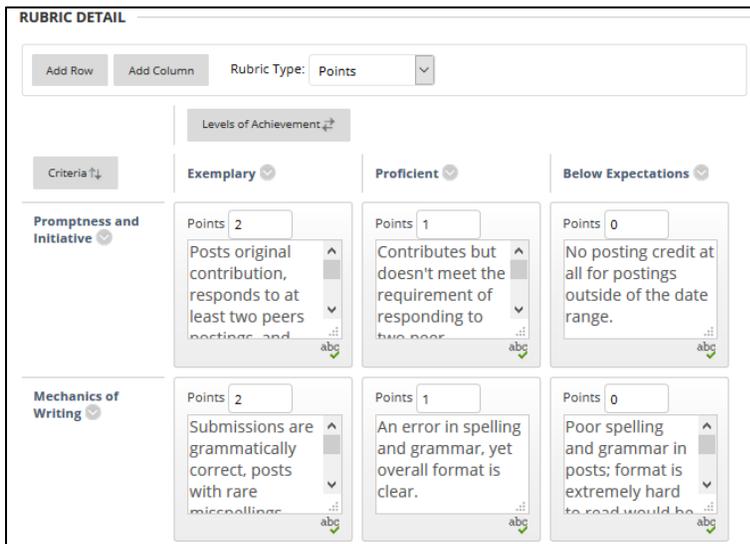


A rubric is a tool that faculty use to improve transparency and efficiency in the assessment process. Rubrics can provide consistent, substantive feedback to support learning. A rubric can help students understand how their performance will be evaluated so that they can plan accordingly.

## How to Create a Blackboard Rubric

1. In your course, scroll down to the **CONTROL PANEL**, click **COURSE TOOLS**, and select **RUBRICS**.
2. On the Rubrics page, click the **CREATE RUBRIC** button. On the Create Rubric page, give the rubric a **NAME** and **DESCRIPTION**. Then, complete the **RUBRIC DETAIL** form with criteria, achievement levels, and scores. For each criterion, 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.



Criteria	Exemplary	Proficient	Below Expectations
Promptness and Initiative	Points 2 Posts original contribution, responds to at least two peers' postings, and	Points 1 Contributes but doesn't meet the requirement of responding to two peers	Points 0 No posting credit at all for postings outside of the date range.
Mechanics of Writing	Points 2 Submissions are grammatically correct, posts with rare mispellings	Points 1 An error in spelling and grammar, yet overall format is clear.	Points 0 Poor spelling and grammar in posts; format is extremely hard to read, would be

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.

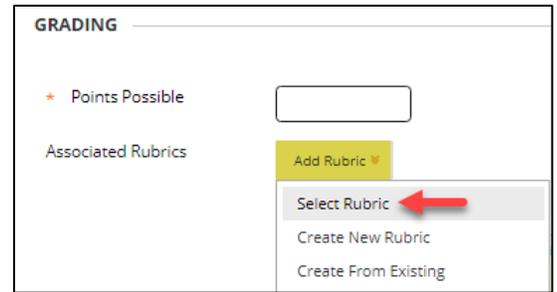
1. On the Rubrics page, roll your mouse over the rubric's name, click the **GRAY ARROW** that appears, and select **EDIT** from the context menu.
2. On the Edit Rubric page, make your changes to the rubric grid. When done, click **SUBMIT** to save your changes.

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.

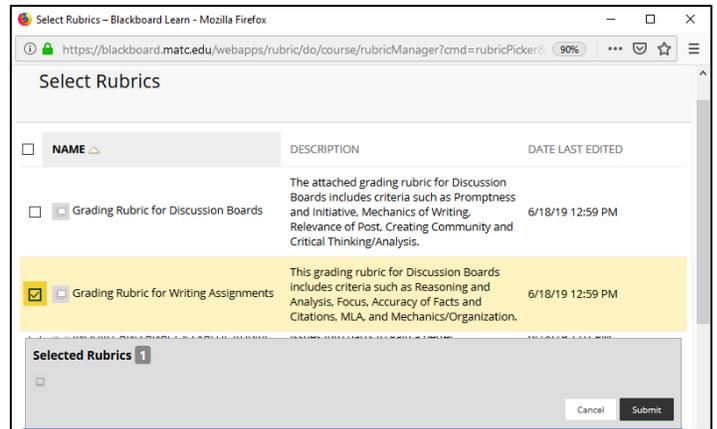
## ADDING A RUBRIC TO AN ASSESSMENT

When creating or editing a Blackboard assessment, you may add an interactive grading rubric.

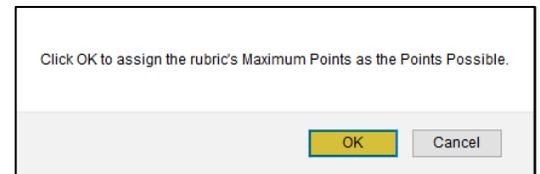
1. On the **CREATE** or **EDIT** screen of an assessment, scroll down to the **GRADING** area of the page. Under **ASSOCIATED RUBRIC**, roll your mouse over the **ADD RUBRIC** button and click **SELECT RUBRIC**.



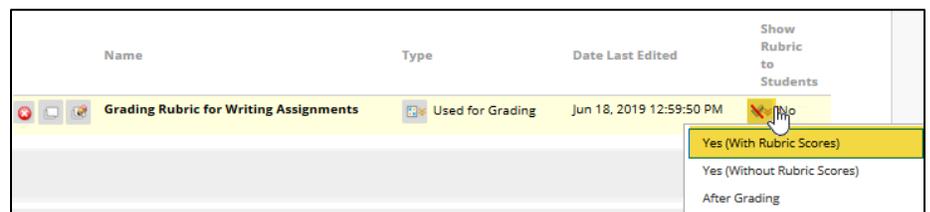
2. A "Select Rubrics" window will appear. Any rubrics you have made in the course will appear here. They are re-useable and can be applied to multiple assessments. **CHECK** the **CHECKBOX** next to the name of the rubric you want to use. Then, click **SUBMIT**.



3. A pop-up alert will appear and ask you to confirm that you would like to set the assessment's *Points Possible* to the max value possible in the rubric. Click **OK** to proceed.



4. The rubric will appear under the Associated Rubrics list. Under **SHOW RUBRIC TO STUDENTS**, select **YES (WITH RUBRIC SCORES)**. This ensures students can view the rubric to support their learning before they are assessed.

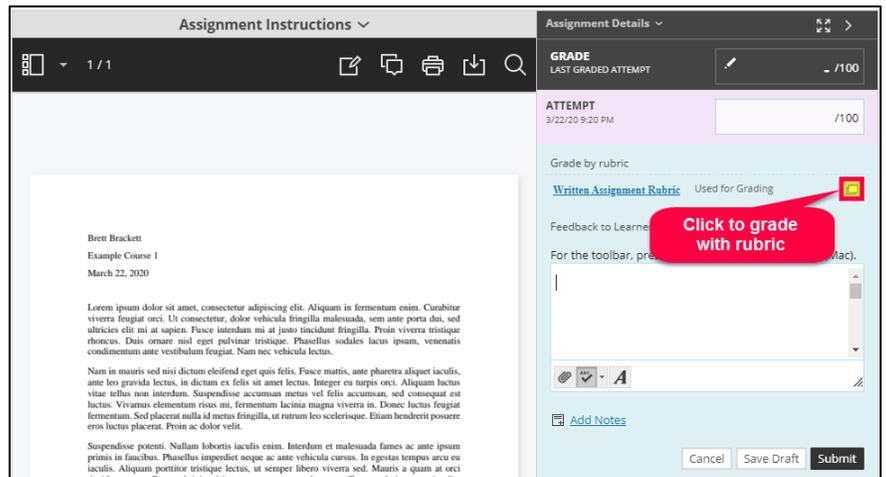


5. When you are done creating or editing the assignment, click **Submit** to save your work.

## HOW TO GRADE WITH A RUBRIC

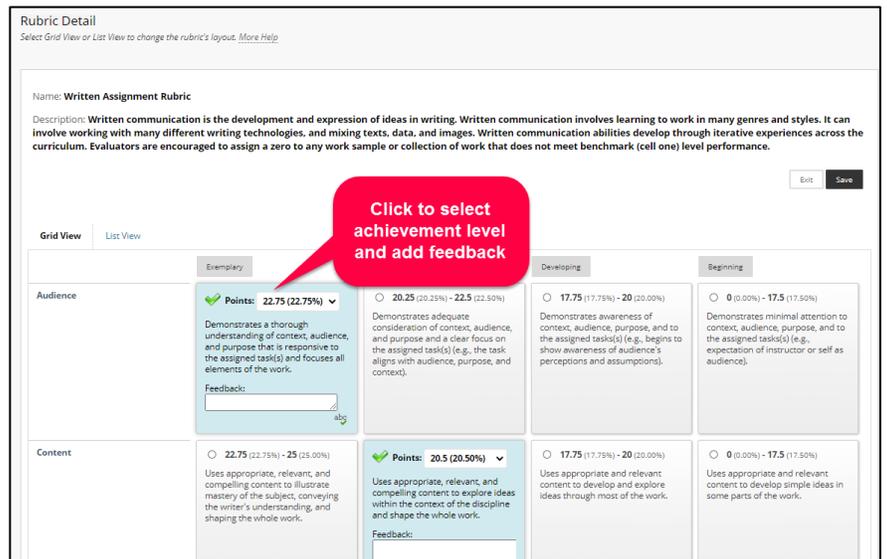
1. In the course's **CONTROL PANEL**, click on **GRADE CENTER** and select **NEEDS GRADING**. On the Needs Grading page, use the **FILTER** tool to select an item or student to grade. Click **GRADE ALL**.

- You will be taken to the **GRADE ASSIGNMENT** page for an assessment. Review the student's work. Then, click on the bottom edge of the **ATTEMPTS** side-panel. The panel will open and display tools for grading the student's work. In the **GRADE BY RUBRIC** section, click the rubric button.

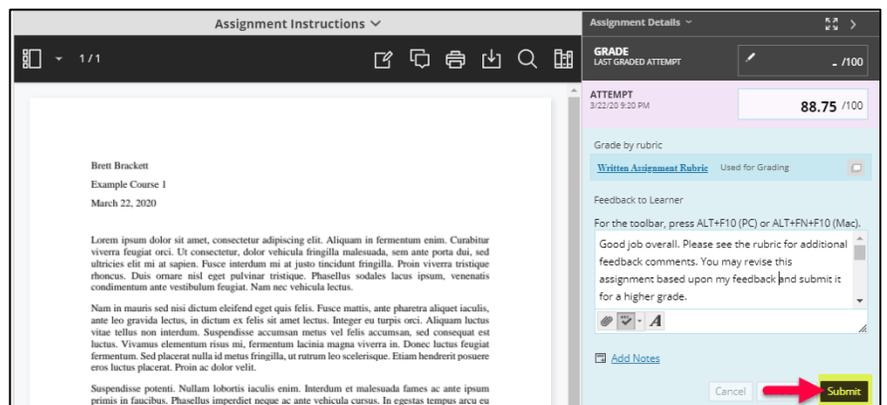


- The **RUBRIC DETAIL** window will open. Use the selectable fields to indicate the student's level of achievement for each criterion. Enter feedback or justification into the provided text fields.

When you are done selecting achievement levels and adding feedback, click the **SAVE** button.



- 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.

Upload Assignment: Assignment 2 - Poe Essay

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**ASSIGNMENT INFORMATION**

Points Possible  
**50**  
[View Rubric](#)

**Poe often uses the idea of the double self in his writings. Referring to this week's readings and doubled personalities shape the identities of Poe's characters.**

- Your essay should be 2 to 3 pages long, discussing at least 3 examples from the literature.
- Include references with MLA citations to support your opinions.
- Check and correct any spelling, grammar, or format errors before you submit your work.
- Submit your assignment in .DOCX format only.

Rubric Detail

Select Grid View or List View to change the rubric's layout. [More Help](#)

Name: **Grading Rubric for Writing Assignments**

Description: **Karen Lynden is a Business Instructor, at the Rowan-Cabarrus Community College, whose course won an Exemplary Course Program award. This grading rubric for Discussion Boards includes criteria such as Reasoning and Analysis, Focus, Accuracy of Facts and Citations, MLA, and Mechanics/Organization. The levels of achievement are Below Expectations, Proficient and Exemplary which are worth 0, 1 or 2 points respectively for a potential total of 10 points.**

[Exit](#)

Grid View | List View

	Below Expectations	Proficient	Exemplary
<b>Reasoning and Analysis</b>	<b>0 (0.00%)</b> Weak reasons and/or irrelevant or confusing reasons given that don't support the answers; incomplete answers.	<b>5 (10.00%)</b> Reasons support answers with some / an important reason(s) overlooked; general examination and assessment.	<b>10 (20.00%)</b> Clear and accurate answers; insightful, specific.
<b>Focus on Topic</b>	<b>0 (0.00%)</b> Some of the documentation relates to the assigned topic; misuses or uses limited course vocabulary.	<b>5 (10.00%)</b> The answers are not as detailed and/or concise as needed; and/or use limited course vocabulary.	<b>10 (20.00%)</b> Answers address the questions clearly and fully, showing higher level analysis and synthesis of concepts and uses course vocabulary.

## 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.

My Grades

All | Graded | Upcoming | Submitted

ITEM	LAST ACTIVITY	GRADE
<b>Total</b> <a href="#">View Description</a> <a href="#">Grading Criteria</a>		<b>480.00</b> /672
<b>Assignment 2 - Poe Essay</b> Assignment <a href="#">View Rubric</a>	Aug 17, 2018 8:46 AM GRADED	<b>50.00</b> /50

Rubric Detail

A rubric lists grading criteria that instructors use to evaluate student work. Your instructor linked a rubric to this item and made it available to you. Select Grid View or List View to change the rubric's layout.

Name: **Grading Rubric for Writing Assignments**

Description: **Karen Lynden is a Business Instructor, at the Rowan-Cabarrus Community College, whose course won an Exemplary Course Program award. This grading rubric for Discussion Boards includes criteria such as Reasoning and Analysis, Focus, Accuracy of Facts and Citations, MLA, and Mechanics/Organization. The levels of achievement are Below Expectations, Proficient and Exemplary which are worth 0, 1 or 2 points respectively for a potential total of 10 points.**

[Exit](#)

Grid View | List View

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<b>Reasoning and Analysis</b>	<b>0 (0.00%)</b> Weak reasons and/or irrelevant or confusing reasons given that don't support the answers; incomplete answers.	<b>5 (10.00%)</b> Reasons support answers with some / an important reason(s) overlooked; general examination and assessment.	<b>10 (20.00%)</b> Clear and accurate answers; insightful, specific.  <b>Feedback:</b> Excellent! You have given clear and accurate answers that are highly detailed.