How to Add a UCA Core Rubric to an existing Assignment in Blackboard Learn A Step-by-Step Guide

- Step 1Log into Blackboard Learn and import the UCA Core Rubric you will use (see How to Import the UCA Core
Rubrics into Blackboard Learn: A Step-by-Step Guide).
- Step 2In the left navigation panel, under Control Panel, click Grade Center to expand the Grade Center menu
and then select Full Grade Center. The Full Grade Center panel will open.
- **Step 3** In the **Full Grade Center** panel, click v to the right of the assignment you want to assess and select **Edit Column Information** from the drop-down menu. The **Edit Column** panel will open.

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https://bblearn.uca.edu/webapps/gradebook/do/instructor/enterGradeCenter?course_id=_45178_1#contextMenu

Step 4

Scroll down and click the Add Rubric button. Click Select Rubric. The Select Rubrics window will open.



Step 5 Select the UCA Core Rubric you wish to use.

Step 6 Click **Submit**. The window will close and you will return to the **Edit Column** panel.

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Step 7You should see the rubric listed under the Add Rubric button. Click Submit. You will return to the FullGrade Center panel.

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Step 8

Select an assignment submitted by a student (highlighted and marked with !) and then click view the drop-down menu of options. Click the **Attempt** you wish to assess from the drop-down menu. The **Grade Assignment** panel will open.

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Step 9 In the right **ATTEMPT** panel, click the \lor to expand the grading options.

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Click the icon under the rubric name to View Rubric in Window. The Rubric Detail window will open.

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Step 11For each criteria, select the level of achievement (0 to 4) that best matches the performance of the
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be returned to the Grade Assignment panel.

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Ethical Awareness	 Points: 0 (0%) Assign a zero for performance that does not meet a score of one (1). 	Points: 0 (8.25%) Identifies only basic core beliefs.	 Points: 0 (16.5%) Describes basic core beliefs and/or their origins, but lacks depth or clarity. 	 Points: 0 (24.75%) Discusses core beliefs and their origins, but with minimal depth and/or clarity. 	 Points: 0 (33%) Analyzes core beliefs and their origins with depth and clarity.
Ethical Issue Recognition	Points: 0 (0%) Assign a zero for performance that does not meet a score of one (1).	 Points: 0 (8.5%) Identifies some basic ethical issues, but does not identify their interconnections. 	Points: 0 (17%) Describes basic ethical issues in their context, but poorly describes their interconnections.	 Points: 0 (25.5%) Discusses ethical issues in complex contexts, but does not fully describe their interconnections. 	 Points: 0 (34%) Articulates BOTH the ethical issues in complex contexts AND their interconnections.
Ethical Applications	Points: 0 (0%) Assign a zero for performance that does not meet a score of one (1).	 Points: 0 (8.25%) States a position but does not adequately apply ethical concepts. 	Points: 0 (16.5%) Applies ethical concepts in formulating a position, but cannot identify alternative courses of action to defend	Points: 0 (24.75%) Applies ethical concepts accurately in formulating a position, but does not fully defend the position by	 Points: 0 (33%) Applies ethical concepts accurately in formulating a position and defends the position by

- Step 12If the point value calculated by the rubric is different from the point value you are assigning to the
student, delete and type the correct point value.
- Step 13 Click Submit.
- Step 14Click the right directional button (>) after the student's name to advance to the next submission. Repeat
Steps 9 13.

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