
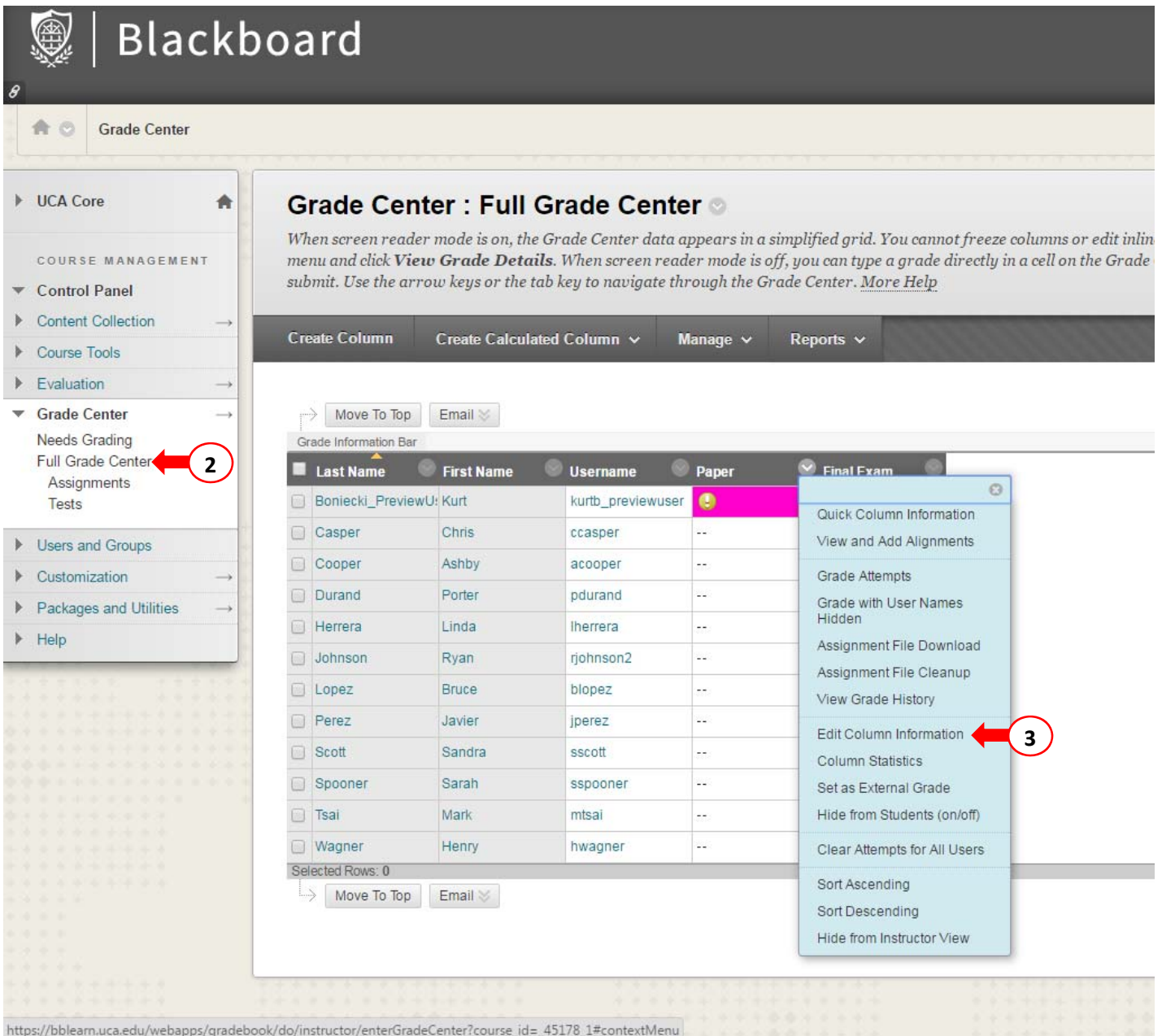


How to Add a UCA Core Rubric to an existing Assignment in Blackboard Learn

A Step-by-Step Guide

- Step 1** Log 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 2** In 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  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.



The screenshot shows the Blackboard Learn interface. The left navigation panel is expanded to show the 'Grade Center' menu, with 'Full Grade Center' selected and circled in red with a '2'. The main content area displays the 'Grade Center : Full Grade Center' panel. A table of student grades is visible, with the 'Paper' column highlighted in pink. A dropdown menu is open over the 'Paper' column, showing options like 'Quick Column Information', 'View and Add Alignments', 'Grade Attempts', 'Grade with User Names Hidden', 'Assignment File Download', 'Assignment File Cleanup', 'View Grade History', 'Edit Column Information' (circled in red with a '3'), 'Column Statistics', 'Set as External Grade', 'Hide from Students (on/off)', 'Clear Attempts for All Users', 'Sort Ascending', 'Sort Descending', and 'Hide from Instructor View'. The URL at the bottom is https://bblearn.uca.edu/webapps/gradebook/do/instructor/enterGradeCenter?course_id=_45178_1#contextMenu.

Last Name	First Name	Username	Paper	Final Exam
Boniecki_PreviewU	Kurt	kurtb_previewuser	!	
Casper	Chris	ccasper	--	
Cooper	Ashby	acooper	--	
Durand	Porter	pdurand	--	
Herrera	Linda	lherrera	--	
Johnson	Ryan	rjohnson2	--	
Lopez	Bruce	blopez	--	
Perez	Javier	jperez	--	
Scott	Sandra	sscott	--	
Spooner	Sarah	sspooner	--	
Tsai	Mark	mtsai	--	
Wagner	Henry	hwagner	--	

Step 4 Scroll down and click the **Add Rubric** button. Click **Select Rubric**. The **Select Rubrics** window will open.

✖ Points Possible

Associated Rubrics Add Rubric ▾

- Select Rubric
- Create New Rubric
- Create From Existing

DATE LAST EDITED

DATES

Date Created Sep 9, 2016

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.

Select Rubrics

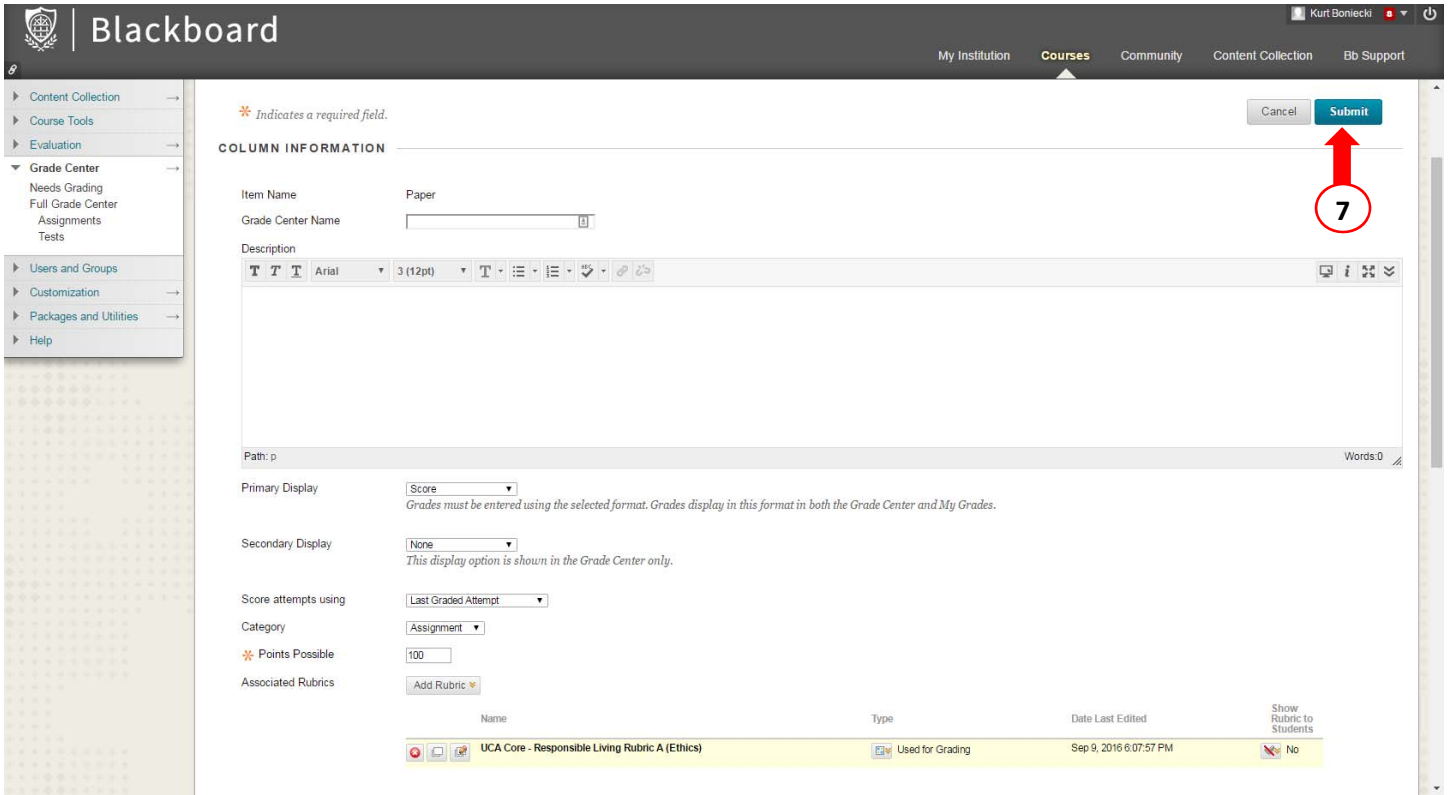
<input type="checkbox"/>	Name	Description	Date Last Edited
<input checked="" type="checkbox"/>	UCA Core - Responsible Living Rubric A (Ethics)	This rubric is used to assess students' progress towards <i>Goal A</i> of the <i>Responsible Living</i> area of the UCA Core. For each criteria, select the level of achievement (0 to 4) that best matches the performance of the student on the activity being assessed (paper, test, etc.). If the student did not turn in or complete the activity being assessed, or the student's work violated standards of academic integrity (plagiarism, cheating, etc.), do not submit a completed rubric for the student. More information about this rubric and how to use it can be found at http://uca.edu/core/assessment/ . Portions of this rubric were adapted from the Association of American Colleges and Universities (AAC&U) VALUE Rubrics.	9/9/16 6:07 PM

Displaying 1 to 1 of 1 items |


Selected Rubrics **1**

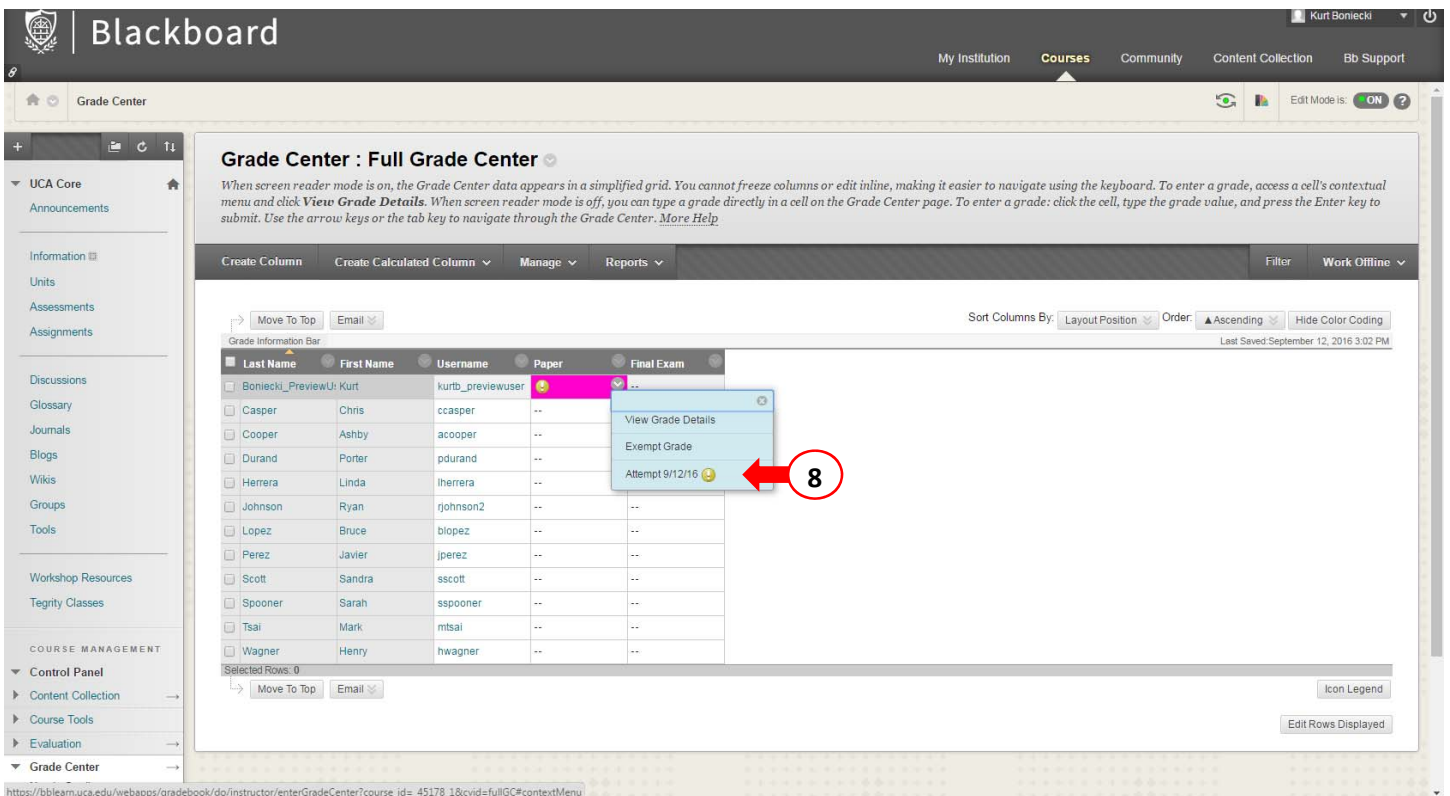
Step 7

You should see the rubric listed under the **Add Rubric** button. Click **Submit**. You will return to the **Full Grade Center** panel.



Step 8

Select an assignment submitted by a student (highlighted and marked with !) and then click  to 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.



Step 9

In the right **ATTEMPT** panel, click the **▾** to expand the grading options.

The screenshot shows the Blackboard interface for a 'Grade Assignment: Paper'. The left sidebar contains navigation options like 'UCA Core', 'Announcements', 'Information', 'Units', 'Assessments', and 'Assignments'. The main content area displays assignment instructions and a student's submission. On the right, the 'Assignment Details' panel is open, showing the 'GRADE' and 'ATTEMPT' sections. The 'ATTEMPT' section shows a submission time of 9/12/18 3:02 PM. A red arrow points to a downward-pointing chevron icon (▾) next to the 'SUBMISSION' section, which is circled with a red '9'.

Step 10

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

The screenshot shows the Blackboard interface for a 'Grade Assignment: Paper'. The left sidebar is the same as in Step 9. The main content area displays assignment instructions and a student's submission. On the right, the 'Assignment Details' panel is open, showing the 'GRADE' and 'GRADE BY RUBRIC' sections. The 'GRADE BY RUBRIC' section shows a rubric named 'UCA CORE - RESPONSIBLE LIVING RUBRIC A (ETHICS)'. A red arrow points to a small icon (a square with a document symbol) next to the rubric name, which is circled with a red '10'.

https://bblearn.uca.edu/webapps/assignment/gradeAssignmentRedirect?outcomeDefinitionId=317720_1¤tAttemptIndex=1&numAttempts=1&anonymousMode=false&sequenceId=45178_1_1&course_id=45178_1&source=cp_gradebook&viewInfo=Full+Grade+Center&attempt_id=3436116_1&c...

Step 11

For each criteria, select the level of achievement (0 to 4) that best matches the performance of the student on the activity being assessed (paper, test, etc.). Click the **Save** button when finished. You will be returned to the **Grade Assignment** panel.

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

Name: **UCA Core - Responsible Living Rubric A (Ethics)**

Description: **This rubric is used to assess students' progress towards Goal A of the Responsible Living area of the UCA Core. For each criteria, select the level of achievement (0 to 4) that best matches the performance of the student on the activity being assessed (paper, test, etc.). If the student did not turn in or complete the activity being assessed, or the student's work violated standards of academic integrity (plagiarism, cheating, etc.), do not submit a completed rubric for the student. More information about this rubric and how to use it can be found at <http://uca.edu/core/assessment/>. Portions of this rubric were adapted from the Association of American Colleges and Universities (AAC&U) VALUE Rubrics.**

Exit Save

Grid View List View

	0	1	2	3	4
Ethical Awareness	<input type="radio"/> Points: 0 (0%) Assign a zero for performance that does not meet a score of one (1).	<input type="radio"/> Points: 0 (8.25%) Identifies only basic core beliefs.	<input type="radio"/> Points: 0 (16.5%) Describes basic core beliefs and/or their origins, but lacks depth or clarity.	<input type="radio"/> Points: 0 (24.75%) Discusses core beliefs and their origins, but with minimal depth and/or clarity.	<input type="radio"/> Points: 0 (33%) Analyzes core beliefs and their origins with depth and clarity.
Ethical Issue Recognition	<input type="radio"/> Points: 0 (0%) Assign a zero for performance that does not meet a score of one (1).	<input type="radio"/> Points: 0 (8.5%) Identifies some basic ethical issues, but does not identify their interconnections.	<input type="radio"/> Points: 0 (17%) Describes basic ethical issues in their context, but poorly describes their interconnections.	<input type="radio"/> Points: 0 (25.5%) Discusses ethical issues in complex contexts, but does not fully describe their interconnections.	<input type="radio"/> Points: 0 (34%) Articulates BOTH the ethical issues in complex contexts AND their interconnections.
Ethical Applications	<input type="radio"/> Points: 0 (0%) Assign a zero for performance that does not meet a score of one (1).	<input type="radio"/> Points: 0 (8.25%) States a position but does not adequately apply ethical concepts.	<input type="radio"/> Points: 0 (16.5%) Applies ethical concepts in formulating a position, but cannot identify alternative courses of action to defend	<input type="radio"/> Points: 0 (24.75%) Applies ethical concepts accurately in formulating a position, but does not fully defend the position by	<input type="radio"/> Points: 0 (33%) Applies ethical concepts accurately in formulating a position and defends the position by

11

Step 12 If 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 14 Click the right directional button (>) after the student's name to advance to the next submission. Repeat Steps 9 – 13.

The screenshot shows the Blackboard interface for a 'Grade Assignment: Paper'. The left sidebar contains navigation options like 'UCA Core', 'Announcements', 'Information', 'Units', 'Assessments', 'Assignments', 'Discussions', 'Glossary', 'Journals', 'Blogs', 'Wikis', 'Groups', 'Tools', 'Workshop Resources', and 'Tegrity Classes'. The main content area is titled 'Grade Assignment: Paper' and includes instructions for grading. A student's submission is shown with a score of 66.50/100. The interface is annotated with red circles and arrows: '12' points to the score field, and '13' points to the 'Submit' button. A red arrow labeled '14' points to the right directional button (>) next to the student's name 'Kurt Boniecki_PreviewUser (Attempt 1 of 1)'.