

How to Add a UCA Core Rubric to the Grade Center 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 **Create Column**. The **Create Grade Column** panel will open.

The screenshot shows the Blackboard Learn interface. The top navigation bar includes the Blackboard logo and the text 'Blackboard'. Below this is a 'Grade Center' breadcrumb. The left navigation panel is expanded to show 'Grade Center' with sub-items: 'Needs Grading', 'Full Grade Center' (highlighted with a red arrow and a circled '2'), 'Assignments', and 'Tests'. The main content area is titled 'Grade Center : Full Grade Center' and contains a text block explaining screen reader mode. Below the text is a toolbar with buttons: 'Create Column' (highlighted with a red arrow and a circled '3'), 'Calculated Column', 'Manage', and 'Reports'. Below the toolbar is a 'Grade Information Bar' containing a table of student information.

Last Name	First Name	Username
<input type="checkbox"/> Wagner	Henry	hwagner
<input type="checkbox"/> Cooper	Ashby	acooper
<input type="checkbox"/> Herrera	Linda	lherrera
<input type="checkbox"/> Casper	Chris	ccasper
<input type="checkbox"/> Lopez	Bruce	blopez
<input type="checkbox"/> Perez	Javier	jperez
<input type="checkbox"/> Tsai	Mark	mtsai
<input type="checkbox"/> Spooner	Sarah	sspooner
<input type="checkbox"/> Johnson	Ryan	rjohnson2
<input type="checkbox"/> Durand	Porter	pdurand
<input type="checkbox"/> Scott	Sandra	sscott

Step 4 Enter a Column Name (e.g., UCA Core Rubric).

Step 5 Enter the total Points Possible for the activity. If you are only using the column to enter rubric data and the rubric evaluation will not affect students' grades, enter zero. You cannot leave this field blank.

Step 6 Click the **Add Rubric** button. Click **Select Rubric**. The **Select Rubrics** window will open.

Step 7 Select the UCA Core Rubric you wish to use.

Step 8 Click **Submit**. The window will close and you will return to the **Create Grade Column** panel.

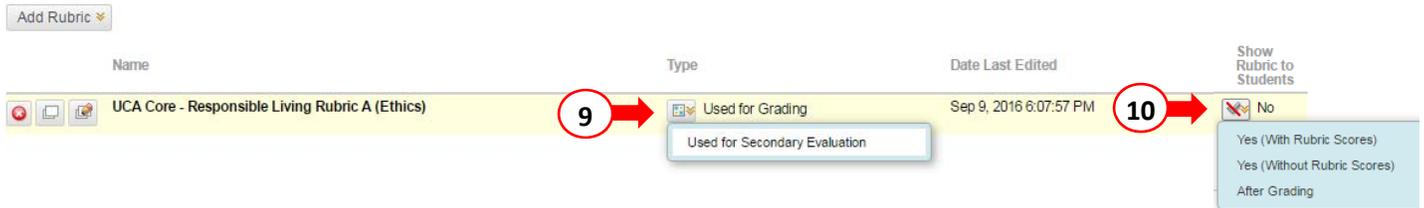
The screenshot shows a web browser window titled "Select Rubrics - Blackboard Learn - Google Chrome". The address bar shows the URL: https://bblearn.uca.edu/webapps/rubric/do/course/rubricManager?cmd=rubricPicker&context=course&course_id=_45178_. The main content area is titled "Select Rubrics" and contains a table with the following data:

<input checked="" 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

Below the table, it says "Displaying 1 to 1 of 1 items" with "Show All" and "Edit Paging..." buttons. At the bottom of the window, there is a "Selected Rubrics 1" indicator and two buttons: "Cancel" and "Submit".

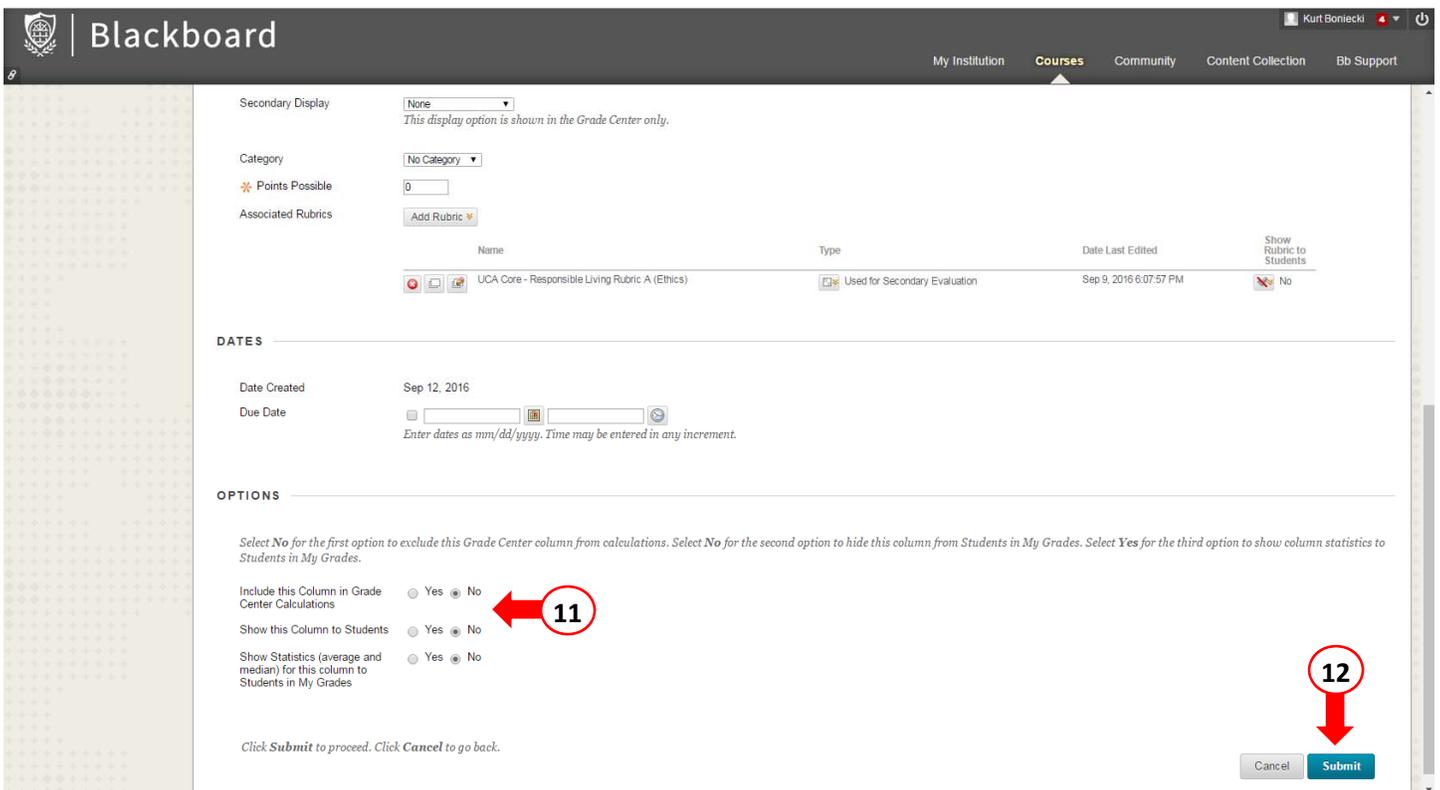
Step 9 The rubric you selected should be listed under the **Add Rubric** button. If the rubric will not be used for grading (i.e., the rubric score will not affect students' grades), select **Used for Secondary Evaluation** from the menu icon under **Type**.

Step 10 If you want students to see the rubric, choose what and when you want to show students under **Show Rubric to Students**.



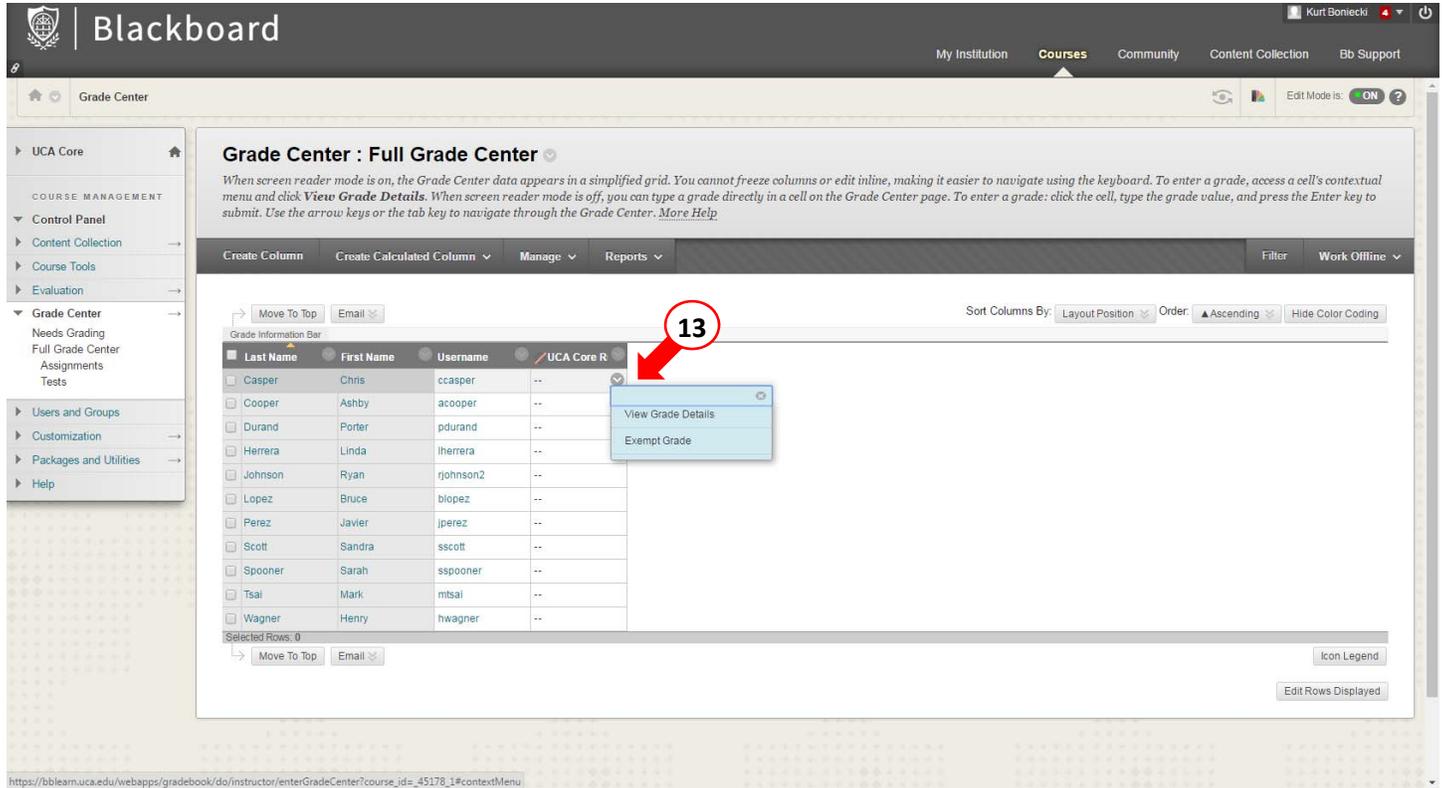
Step 11 Under **OPTIONS**, if the rubric will not affect students' grades and you do not want students to see the grade column for the rubric, select **No** for **Include this Column in Grade Calculations** and for **Show this Column to Students**.

Step 12 Click **Submit**. You will return to the **Full Grade Center** panel.



Step 13

Under the new grade column, click  for the student you are assessing and select **View Grade Details**. The **Grade Details** panel will open. *NOTE: 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.), skip the student (i.e., do not submit a completed rubric for the student).*

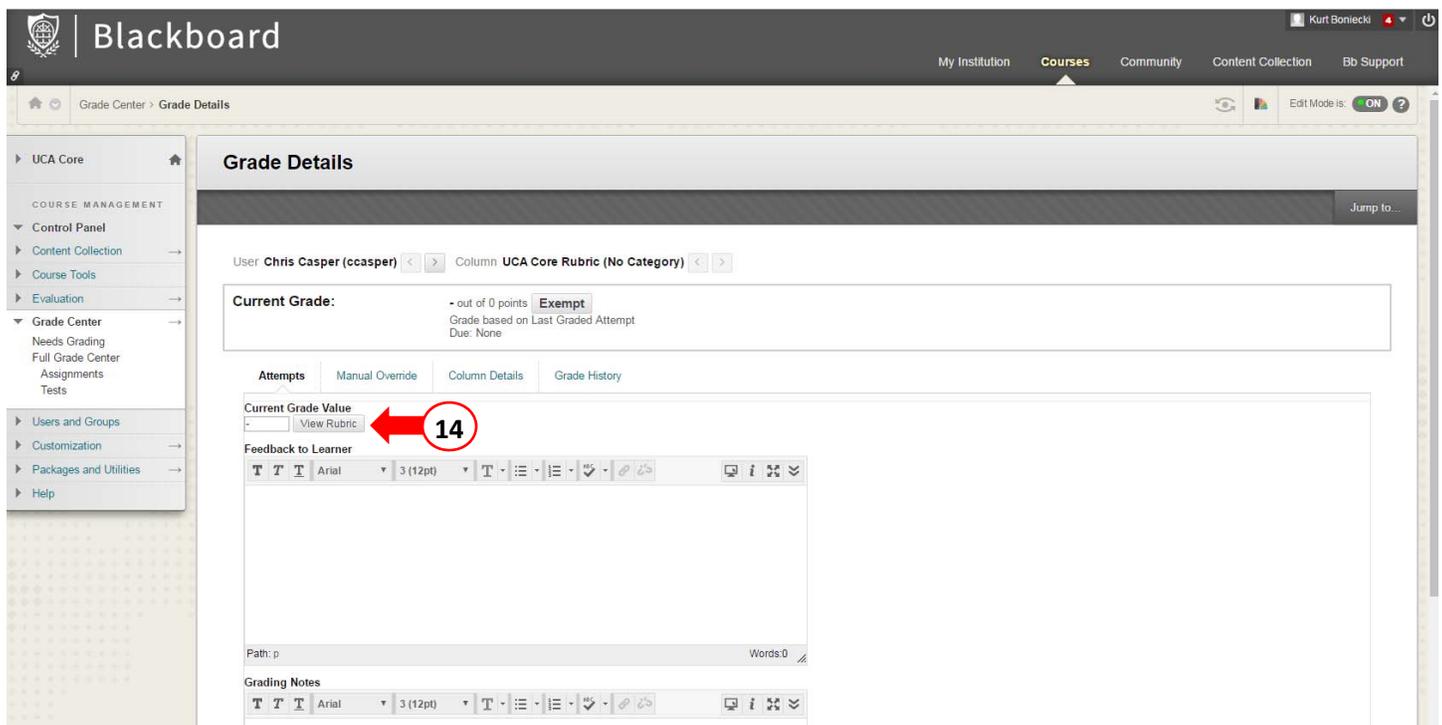


The screenshot shows the Blackboard Grade Center interface. A table lists students with columns for Last Name, First Name, Username, and UCA Core R. A red circle with the number 13 highlights the dropdown arrow in the UCA Core R column for the student Chris Casper. A context menu is open, showing options for 'View Grade Details' and 'Exempt Grade'.

Last Name	First Name	Username	UCA Core R
Casper	Chns	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 14

Click the **View Rubric** button. The **Rubric Detail** window will open.



The screenshot shows the Blackboard Grade Details window for user Chris Casper. The 'Current Grade Value' section shows a grade of '-' out of 0 points, with an 'Exempt' status. A red circle with the number 14 highlights the 'View Rubric' button next to the grade value.

User: Chris Casper (ccasper) | Column: UCA Core Rubric (No Category)

Current Grade: - out of 0 points **Exempt**
Grade based on Last Graded Attempt
Due: None

Attempts | Manual Override | Column Details | Grade History

Current Grade Value: - | **View Rubric**

Feedback to Learner: [Rich text editor]

Path: p | Words: 0

Grading Notes: [Rich text editor]

Step 15

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 Details** 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)**

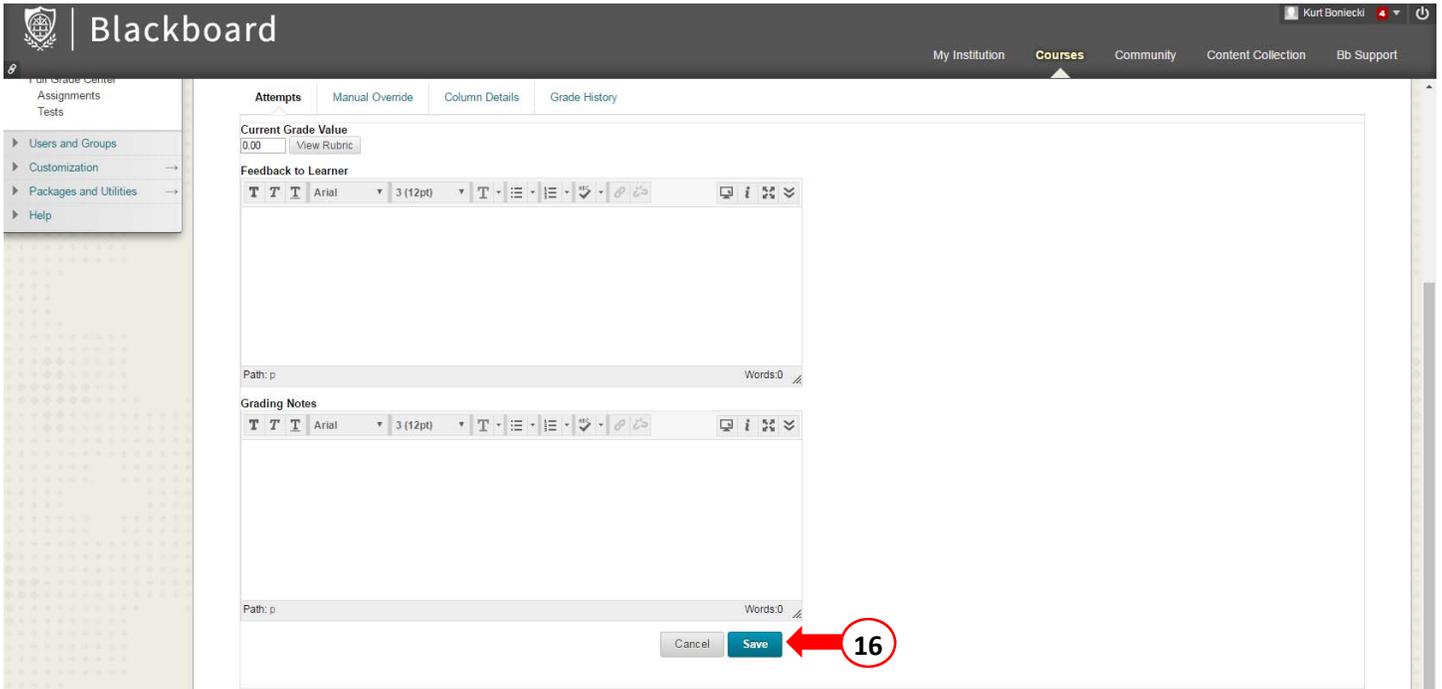
Description: This rubric is used to assess students' progress towards *Goal A* of the *Responsible Living* area of the UCA Core. For each criteria, select the level of achievement (0 to 4) that best matches the performance of the student on the activity being assessed (paper, test, etc.). If the student 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

Step 16 Scroll to the bottom of the screen and Click **Save**. You will be returned to the **Grade Details** panel.



Step 17 Click the right directional button (>) after the student's name to advance to the next student. Repeat Steps 14 – 16.

Step 18 Click **Return to Grade Center** when finished. You will be returned to the **Full Grade Center** panel.

