# Using the Blackboard Rubric for Service-Learning Assessment

If you would like to use the rubrics tool in Blackboard to assess your service-learning course, these instructions will walk you through the process. Please feel free to contact Lesley Graybeal, Service-Learning Program Coordinator, at any time for help!

## IMPORTING THE RUBRIC

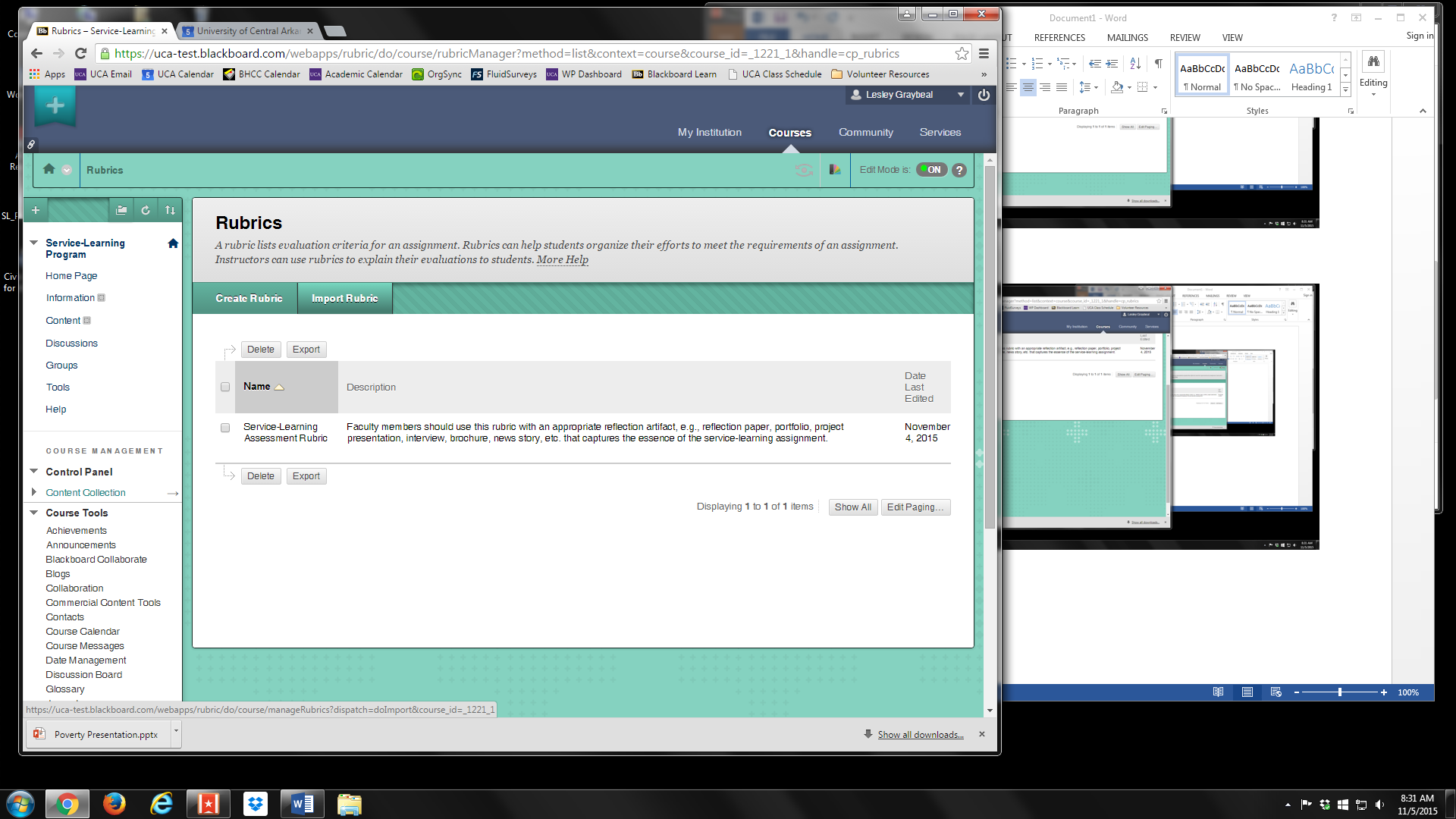
**STEP 1: Download** the [Blackboard Rubric File](https://drive.google.com/a/uca.edu/file/d/0BzWqucgiufnpNlF5dmUyNnNRXzQ/view?usp=sharing) to your computer.

**STEP 2:** Log into your service-learning course on Blackboard.

**STEP 3:** In the Control Panel on the left side of the Blackboard course page, open the **Course Tools.**

**STEP 4:** Select **Rubrics.**

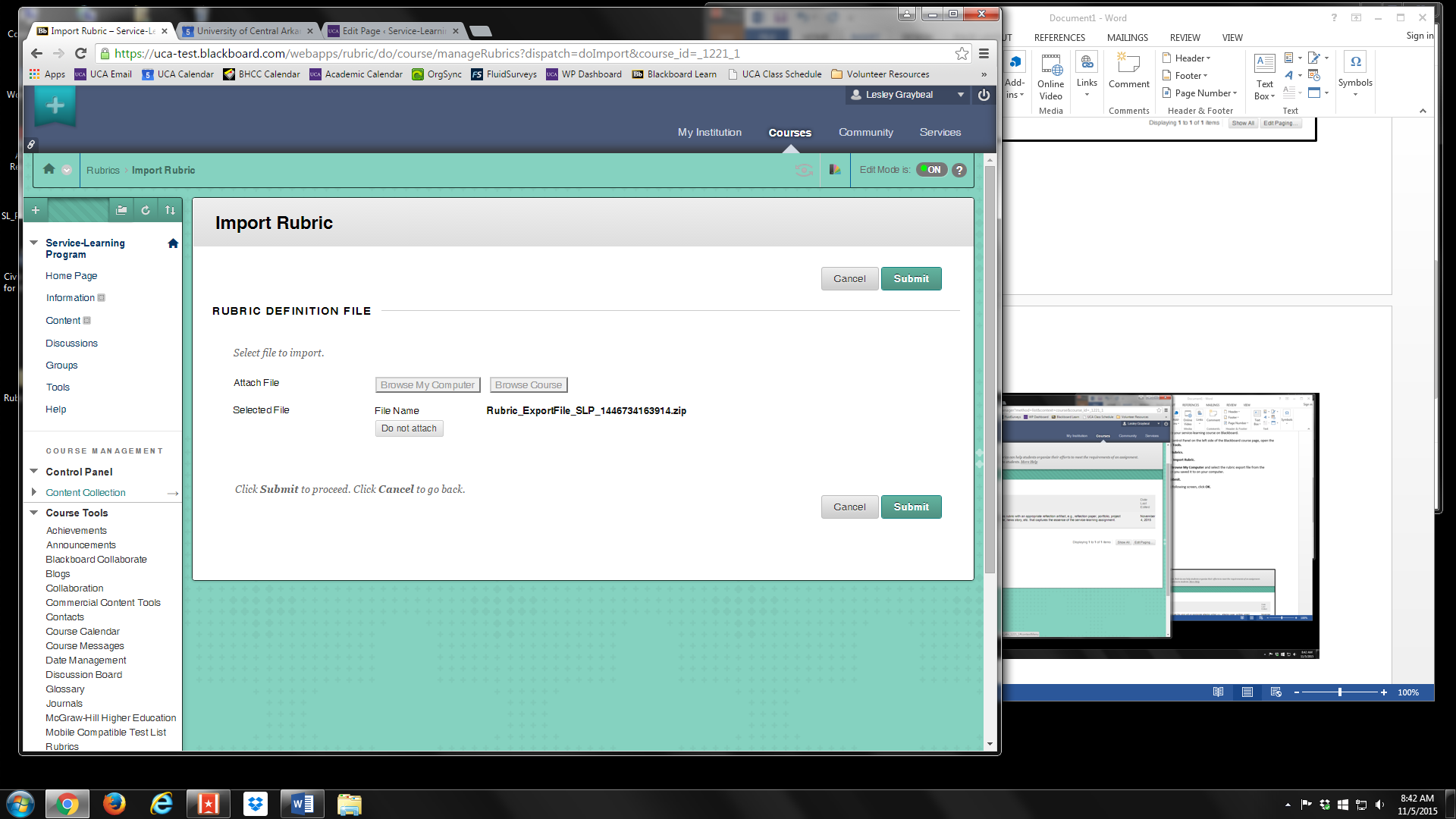
**STEP 5:** Choose **Import Rubric.**



**STEP 6:** Select **Browse My Computer** and select the rubric export file from the location you saved it to on your computer.

**STEP 7:** Click **Submit.**

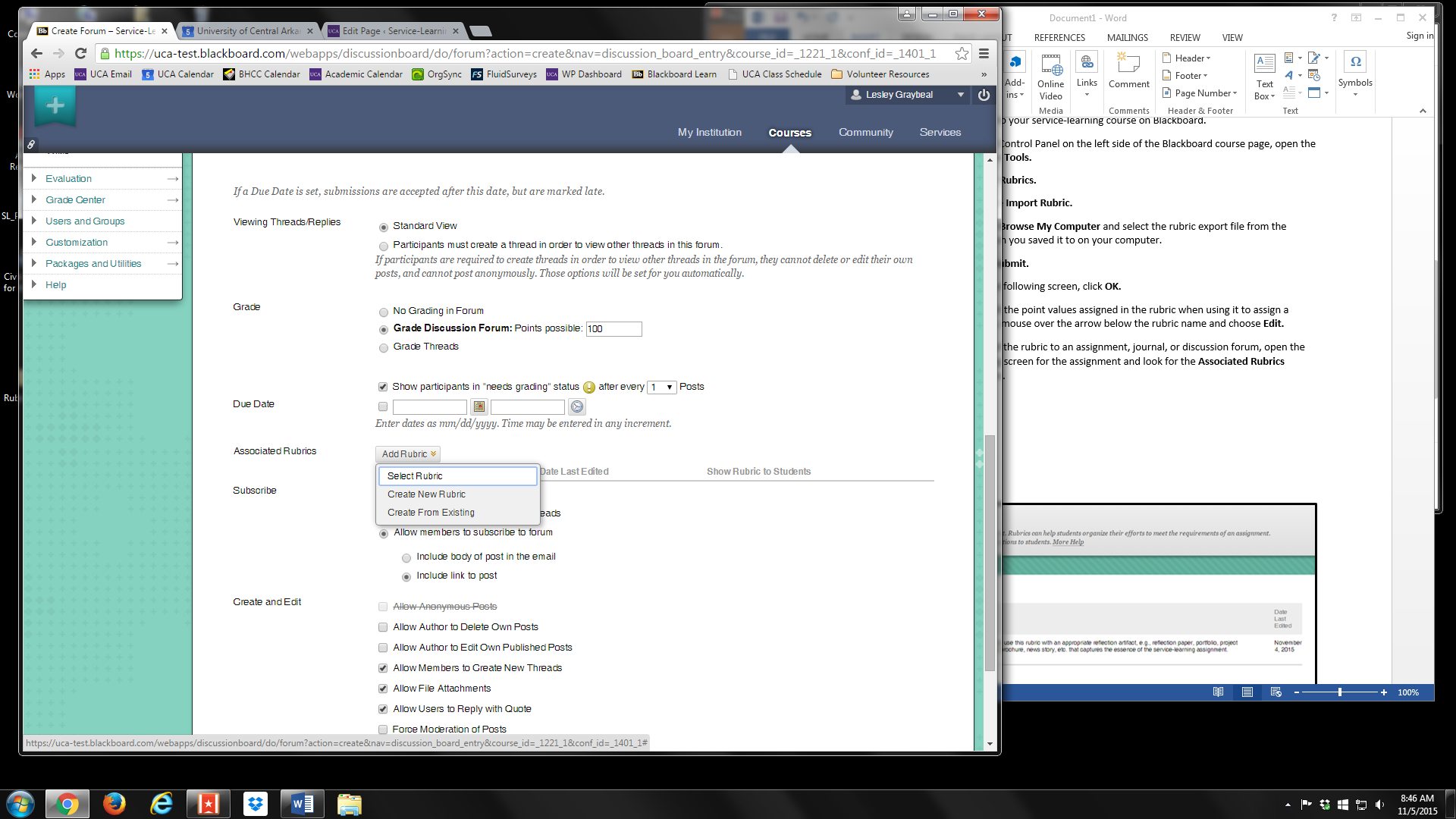
**STEP 8:** On the following screen, click **OK.**



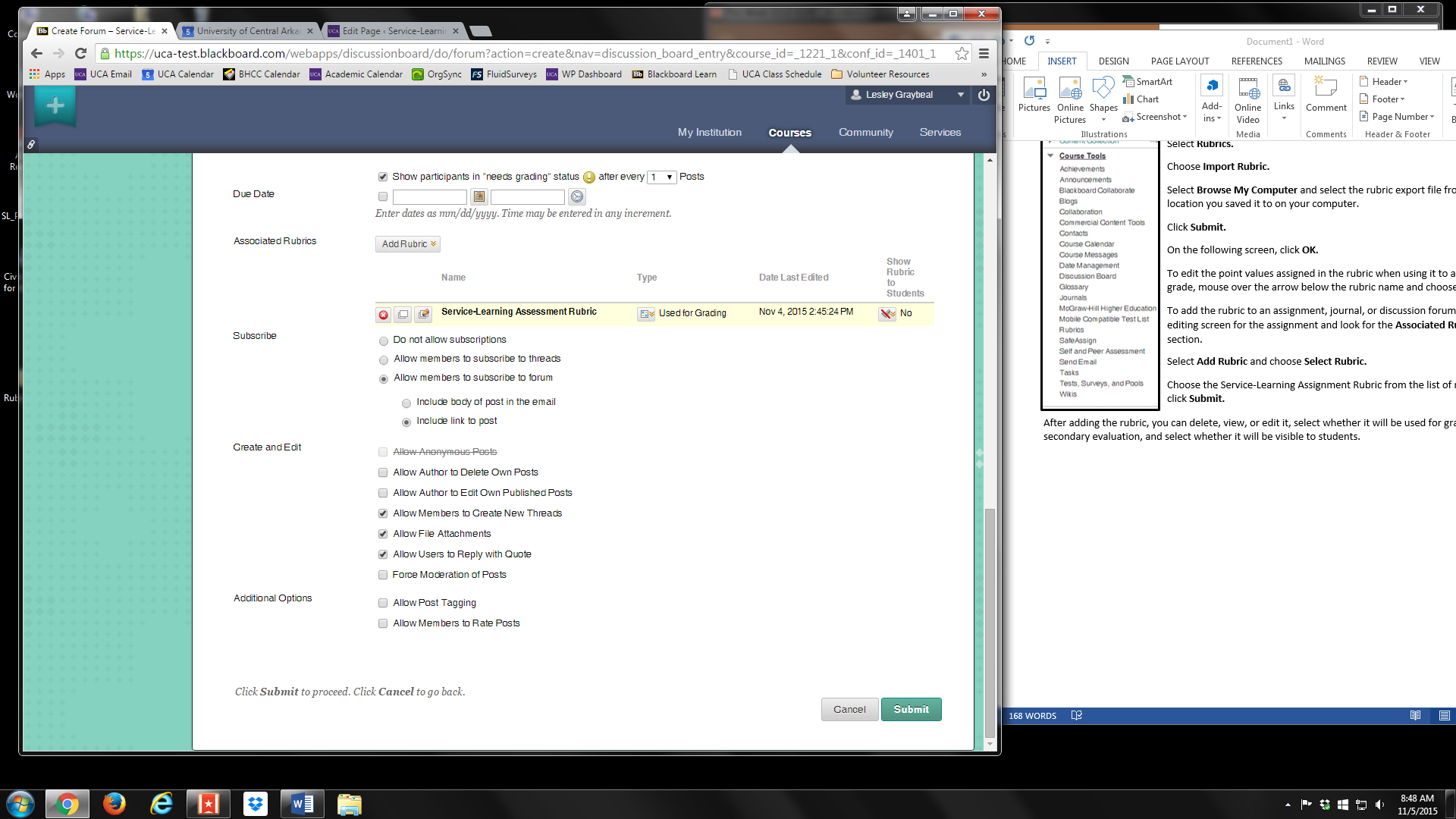
## USING THE RUBRIC

**STEP 1:** To add the rubric to an assignment, journal, or discussion forum, open the editing screen for the assignment and look for the **Associated Rubrics** section.

**STEP 2:** Select **Add Rubric** and choose **Select Rubric.**



**STEP 3:** Choose the Service-Learning Assignment Rubric from the list of rubrics and click **Submit.**

* After adding the rubric, you can delete, view, or edit it; select whether it will be used for grading or secondary evaluation; and select whether it will be visible to students.
* If you would like to use the rubric to grade an assignment, you may want to **edit** it to adjust the point values assigned to each column.

**STEP 4:** Use the rubric to assess students’ work on the artifact you have selected. The video tutorial below shows how. (Link: <https://www.youtube.com/watch?feature=player_embedded&v=fvN0Q4jPd-c>)



## REPORTING ASSESSMENT DATA

After grading an assignment with the rubric, you can generate a **Frequency Distribution** report to instantly find the grade distribution across each area of the rubric.

**STEP 1:** Return to the **Rubrics** section of the **Course Tools**

**STEP 2:** Choose **View Associated Content** from the contextual menu

**STEP 3:** If you already used the item for grading, a contextual menu will be available next to the rubric in the View All Items page. Select **Rubric Evaluation Report** from the contextual menu.

**STEP 4:** On the Run Reports page, select a Format, Start Date, and End Date.

**STEP 5:** Click **Submit** and **Download Report** to send to the Service-Learning Program Coordinator.

**For more information on rubrics, check out the** [**Blackboard Help**](https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/120_Grade_Center/020_Grading/010_Rubrics) **page for Rubrics.**