

Blackboard Learn™ 9.1

Instructional Guide for Rubrics

Blackboard Learn™ 9.1 allows you to integrate assessment into the grading process through the creation of rubrics. Rubrics outline the levels of achievement and corresponding criteria needed to grade an assignment.

You can use rubrics for assignments such as discussion boards, journals, essay questions, blogs or journals. There is no limit to the number of rubrics that can be created within a course or attached to an assignment.

Learning Objectives

In this lesson, you will learn how to do the following:

1. Create a rubric.
2. Edit a rubric.
3. Attach a rubric to an assignment.
4. Attach a rubric to a discussion board.
5. Grade with a rubric.

Helpful Tips

Rubrics can be connected to any column in the Grade Center, enabling you to create rubrics for course assignments that are not online, such as wikis and journals.

Rubrics

Provide students with specific requirements and acceptable standards for assignments.

Help instructors ensure consistency in grading over time.

May reduce grading time.

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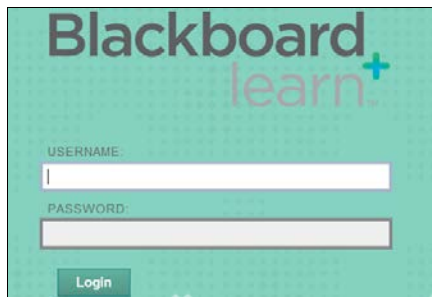
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Creating and Editing a Rubric

To create and edit a rubric, follow the steps below.

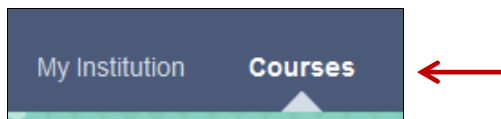
Step 1

Login to Blackboard Learn™ 9.1.



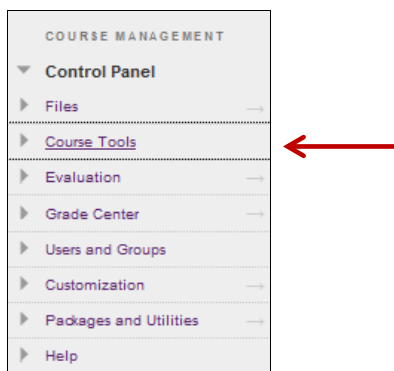
Step 2

From the right side of the header bar, navigate to the course in which you would like to create a rubric.



Step 3

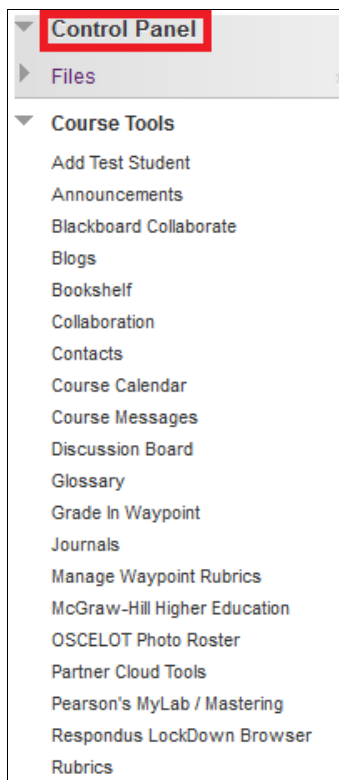
From the Control Panel, click **Course Tools**.



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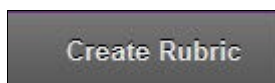
Step 4

From the Course Tools menu, click **Rubrics**.



Step 5

Click **Create Rubric**.



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Step 6

Enter the information listed below.

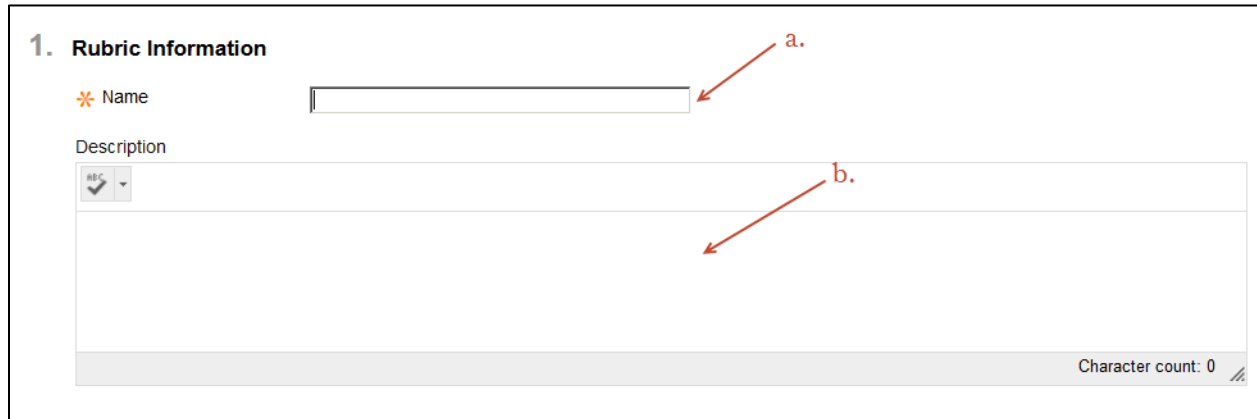
- a. **Name.** *Required* *
- b. **Description.** *Optional*

1. Rubric Information

* Name

Description

Character count: 0

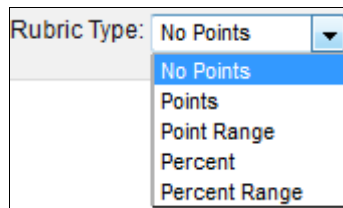
A screenshot of the '1. Rubric Information' form. It features a 'Name' field with an asterisk icon and a 'Description' field with a 'REC' dropdown menu. Red arrows labeled 'a.' and 'b.' point to the Name and Description fields respectively. A 'Character count: 0' indicator is visible at the bottom right of the form.

Step 7

From the Rubric Type drop-down menu, click a Rubric Type.

Rubric Type:

- No Points
- Points
- Point Range
- Percent
- Percent Range

A screenshot of the 'Rubric Type' drop-down menu. The menu is open, showing five options: 'No Points', 'Points', 'Point Range', 'Percent', and 'Percent Range'. The 'No Points' option is currently selected and highlighted in blue.

Rubric	Description
No Points	Provides feedback only.
Points	Provides a single point value for every Level of Achievement.
Point Range	Provides a range of values for each Level of Achievement.
Percent	Provides percentage based on total possible points.
Percent Range	Provides points based on a range of values for each Level of Achievement.

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Step 8

Determine the number of rows (criteria) and columns (Levels of Achievement) needed for the rubric that you want to create.

The screenshot displays the rubric creation interface. On the left, there are three criteria: Formatting, Organization, and Grammar. At the top, there are three levels of achievement: Novice, Competent, and Proficient. The interface is a grid where each cell contains a text area for a criterion at a specific achievement level. A 'Percent' field is visible at the top of each cell, with values 0, 50, and 100 for the Novice, Competent, and Proficient levels respectively. A red box highlights the 'Criteria' dropdown menu, and another red box highlights the 'Levels of Achievement' dropdown menu. A red arrow points to the 'Row' header, and another red arrow points to the 'Column' header. A red arrow points to the 'Click to check spelling' button in the bottom-left cell.



There are three defaults for Levels of Achievement: Novice, Competent and Proficient. There are three Criteria defaults: Formatting, Organization and Grammar. You can add, edit and delete levels and/or criteria to meet course needs.

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Step 9

Enter the criteria for each level.

Step 10

Enter a point or percentage value for each Level of Achievement in the rubric.

Show Points	Enter a single point value for each level
Show Point Range	Enter a high and low value to create a point range for each level

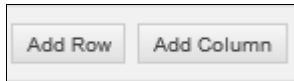


Choose **either** percentage **or** points. Only one option can be selected.

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Step 11

To add rows or columns, click **Add Row** (criteria) or **Add Column** (level).



Step 12

To edit (rename) or delete a row or column, click the drop-down arrow next to the column name.

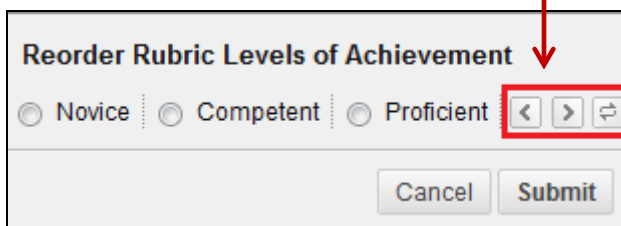


Step 13

To reorder columns, click **Levels of Achievement**. From the drop down menu, use the arrow keys to reorder the columns or the reverse order key to reverse the column order.



Up and Down Reorder Arrows



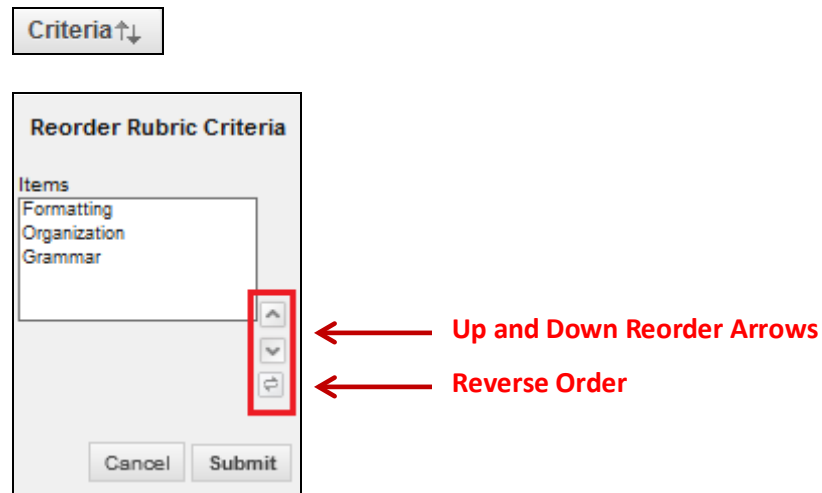
Reverse Order

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Step 14

To reorder rows (criteria), click **Criteria**. From the drop-down menu, use the arrows to reorder the columns or reverse the order of the columns.



Step 15

Click **Submit**.

Submit

Did you know?

Blackboard Learn allows a single rubric to be used for multiple assignments!

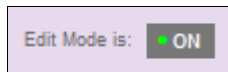
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Attaching a Rubric to an Assignment

To attach a rubric to an assignment, follow the steps below.

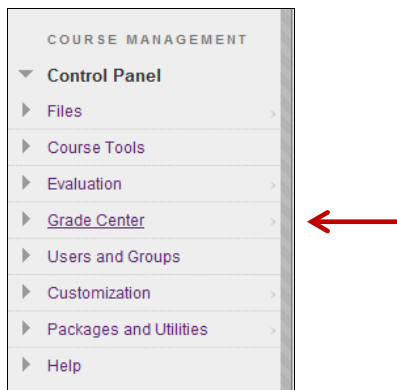
Step 1

View the upper right corner of the Home Page to ensure that the Edit Mode is **ON**.



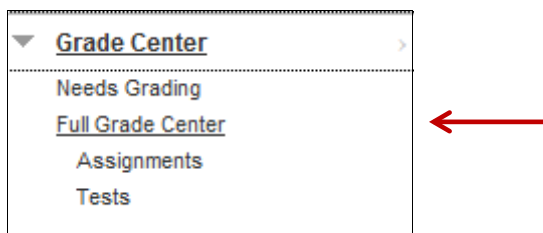
Step 2

From the Control Panel, click **Grade Center**.



Step 3

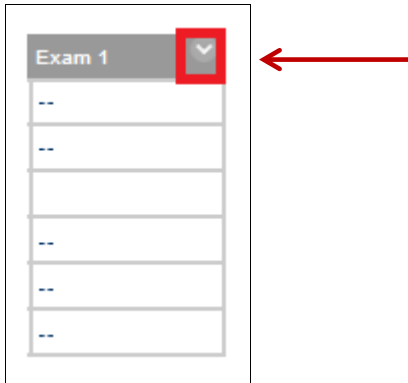
From the expanded Grade Center menu, click **Full Grade Center**.



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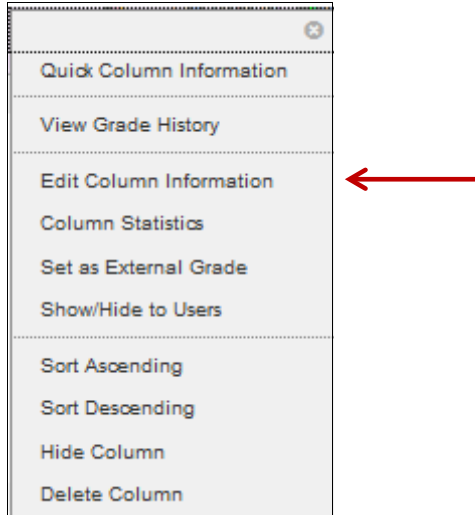
Step 4

Locate the column for the desired assignment, and click the drop-down arrow .



Step 5

From the pop-up menu, click **Edit Column Information**.



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Step 6

From the Column Information section, click **Add Rubric**.



For demonstration, the rubric has been created.

Step 7

From the Add Rubric drop-down menu, click **Select Rubric**.



Step 8

From the list, check the box for the rubric needed.



<input type="checkbox"/>	Name ▲	Description	Date Last Edited
<input checked="" type="checkbox"/>	Exam 1		10/18/13 11:07 AM
<input type="checkbox"/>	Paper 1		10/18/13 11:08 AM

Displaying 1 to 2 of 2 items | Show All | Edit Paging...



There is no limit to the number of rubrics you can attach to one assignment.

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Step 9

Click **Submit**.

Submit

Step 10

The rubric will appear on your screen within a yellow band. Edit the rubric using the information provided below.

Name	Type	Date Last Edited	Show Rubric to Students
 Exam 1	 Used for Grading	Oct 18, 2013 11:07:49 AM	 No

Remove, view
or edit rubric

Select
Used for Grading




Select **Yes**
(with rubric scores)


Step 11

IF THE RUBRIC REQUIRES AN EDIT, CLICK THE EDIT BUTTON AND REPEAT STEPS 6 – 15.

IF THE RUBRIC DOES NOT REQUIRE AN EDIT, SKIP TO STEP 12.

To change the rubric, click **Edit**.

Name	Type	Date Last Edited	Show Rubric to Students
 Exam 1	 Used for Grading	Oct 18, 2013 11:07:49 AM	 After Grading

 **Edit**

Step 12

Click **Submit**.

Submit

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Attaching a Rubric to a Discussion Board

To attach a rubric to a Discussion Board, follow the steps below.

Step 1

Create the discussion/form.

For information about creating a discussion board, see Blackboard Learn™ 9.1 **Creating a Discussion Board** in the Digital Library.

Step 2

From Forum Settings, choose **Grade Discussion Forum**. Enter value for **Points possible**.

Grade	<input type="radio"/> No Grading in Forum
	<input checked="" type="radio"/> Grade Discussion Forum: Points possible: <input type="text" value="100"/>
	<input type="radio"/> Grade Threads

Step 3

Follow steps 6 - 12 in **Attaching a Rubric to an Assignment** to associate a rubric with the discussion board.



Rubrics cannot be used for a discussion board if **Grade Threads** is selected.

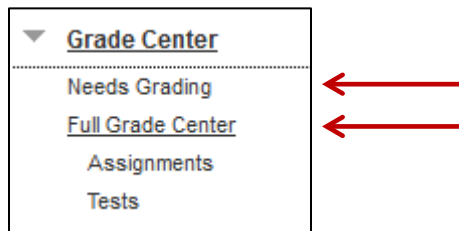
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Grading with a Rubric

To grade with a rubric when students have uploaded files, follow the steps below.

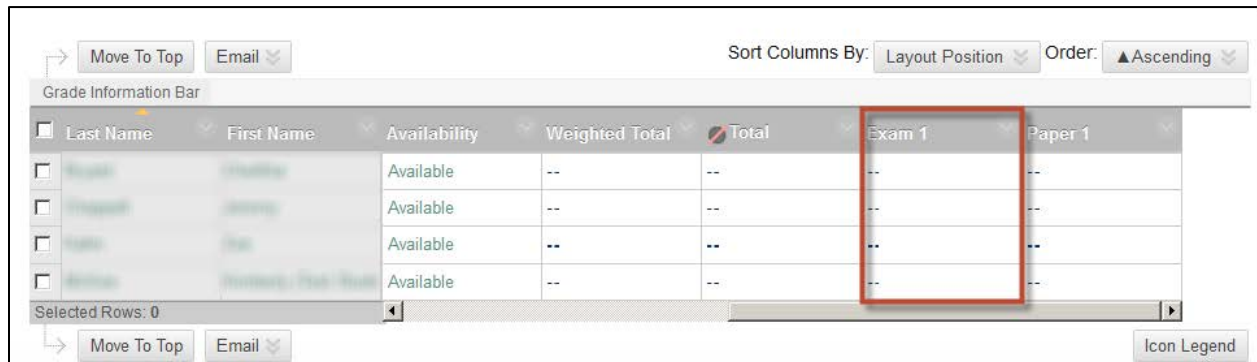
Step 1

From the Grade Center menu, click **Needs Grading** or **Full Grade Center**.



Step 2

Locate the grade column for the assignment.




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Step 3

Locate the cell associated with a student, and click the drop-down arrow.


Last Name	First Name	Availability	Weighted Total	Total	Exam 1	Paper 1
		Available	--	--	--	--
		Available	--	--	--	--
		Available	--	--	--	--
		Available	--	--	--	--

Step 4

From the drop-down menu , click **View Grade Details** or **Attempt**.

- View Grade Details
- Exempt Grade
- Attempt 11/2/13 




The green icon  indicates that an item is waiting to be graded.

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Step 5

To begin grading, click **Grade Attempt**.



Current Grade: Needs Grading  out of 10 points **Exempt**

Grade based on Last Graded Attempt
Due: None
Calculated Grade

View Attempts

Attempts | Manual Override | Column Details | Grade History

Delete Last Attempt

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Nov 2, 2013 7:27:31 PM	Nov 2, 2013 7:27:54 PM (Needs Grading)				 <input type="button" value="Grade Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Ignore Attempt"/>

Step 6

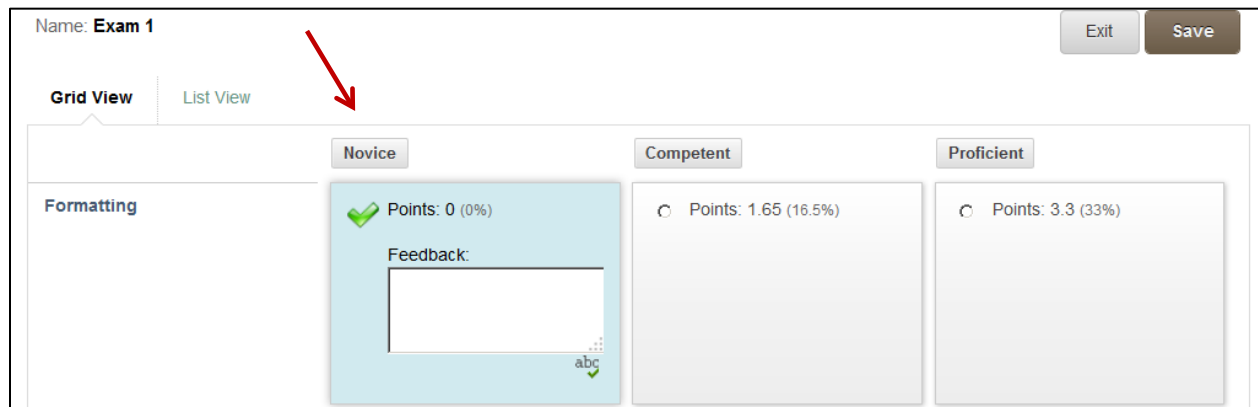
To grade with the associated rubric, click **View Rubric**.

View Rubric

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Step 7

Click a feedback field and provide your feedback.



You can provide feedback in **Grid View** or **List View**.

A **Raw Total** score is displayed as point selections are made. You can override the Raw Total by entering a score in the **Change the Number of Points** box. Enter overall **Feedback** in the text box.

Step 8

When grading is complete, click **Save**. (You can return to the rubric to make changes.)

Save

To leave the rubric without saving information, click **Exit**.

Exit

To submit the rubric to the grade book, click **Submit**.

Submit



Watch a step-by-step instructional demonstration of this lesson at: <http://www.uca.edu/idc>.