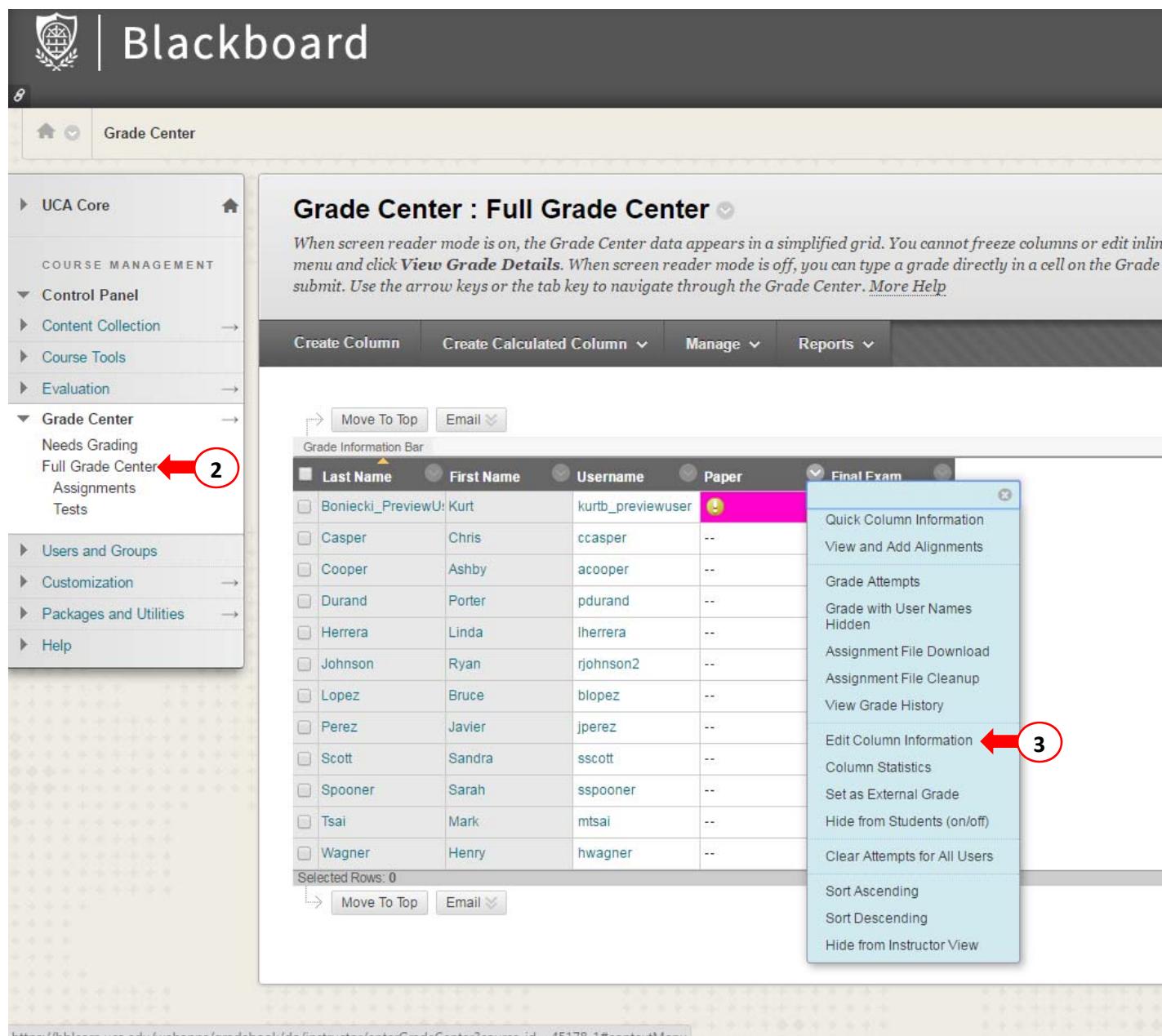


# How to Add a UCA Core Rubric to an existing Assignment in Blackboard Learn

## 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. At the top, there's a header with the Blackboard logo and a navigation bar with links for Home, Grade Center, and other course management tools. The main content area is titled "Grade Center : Full Grade Center". It includes a "Grade Information Bar" with buttons for Move To Top, Email, and a dropdown menu. Below this is a table of student data with columns for Last Name, First Name, Username, Paper, and Final Exam. The "Final Exam" column has a pink highlight. A context menu is open over this column, listing 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 (which is highlighted with a red circle labeled '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 of the screen is [https://bblearn.uca.edu/webapps/gradebook/do/instructor/enterGradeCenter?course\\_id=\\_45178\\_1#contextMenu](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.

The screenshot shows a portion of the Blackboard Learn interface. On the left is a large, light-colored grid. To the right, there are input fields for 'Points Possible' (set to 0) and 'Associated Rubrics'. Below these is a section labeled 'DATES' with 'Date Created' set to 'Sep 9, 2016'. A button labeled 'Add Rubric' has a dropdown menu open, showing three options: 'Select Rubric' (highlighted with a red arrow and circled with a red circle labeled '4'), 'Create New Rubric', and 'Create From Existing'. At the bottom right of the screen, the text 'Date Last Edited' is visible.

**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.

The screenshot shows the 'Select Rubrics' dialog box from Blackboard Learn. The title bar says 'Select Rubrics - Blackboard Learn - Google Chrome' and the URL is 'https://bblearn.uca.edu/webapps/rubric/do/course/rubricManager?cmd=rubricPicker&context=course&course\_id=\_45178'. The main area is titled 'Select Rubrics' and contains a table with one item. The table columns are 'Name', 'Description', and 'Date Last Edited'. The item listed is 'UCA Core - Responsible Living Rubric A (Ethics)', which is checked. A red arrow labeled '5' points to the checkmark. A red arrow labeled '4' points to the 'Select Rubric' option in the dropdown menu. At the bottom, it says 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' buttons. In the bottom right corner, there is a 'Submit' button with a red arrow labeled '6' pointing to it. The footer shows 'Selected Rubrics 1' and 'Cancel' and 'Submit' buttons.

**Step 7**

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

The screenshot shows the 'Grade Center' creation interface. On the left is a navigation bar with links like Content Collection, Course Tools, Evaluation, Grade Center (selected), Users and Groups, Customization, Packages and Utilities, and Help. The main area has a 'COLUMN INFORMATION' section where 'Item Name' is set to 'Paper' and 'Grade Center Name' is empty. Below it is a rich text editor toolbar. A 'Primary Display' section includes a dropdown for 'Score' and a note about grade formats. A 'Secondary Display' section has a dropdown for 'None'. Under 'Score attempts using', 'Category' is set to 'Assignment', 'Points Possible' is 100, and 'Associated Rubrics' has an 'Add Rubric' button. At the bottom, a row shows 'Name', 'Type', 'Date Last Edited', and 'Show Rubric to Students' for the 'UCA Core - Responsible Living Rubric A (Ethics)' item. A red circle with the number 7 is at the bottom right of the 'Associated Rubrics' section.

**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.

The screenshot shows the 'Grade Center : Full Grade Center' grid. The columns are Last Name, First Name, Username, Paper, and Final Exam. A context menu is open over the 'Paper' cell for the first row ('Boniecki\_PreviewUser'). The menu items are 'View Grade Details', 'Exempt Grade', and 'Attempt 9/12/16' (which is highlighted with a yellow background and a red arrow pointing to it). A red circle with the number 8 is at the bottom right of the grid area.

Last Name	First Name	Username	Paper	Final Exam
Boniecki_PreviewUser	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 9**

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

The screenshot shows the Blackboard Grade Assignment: Paper page. On the left, there's a sidebar with course navigation. The main area displays a grade assignment for 'Kurt Boniecki\_PreviewUser (Attempt 1 of 1)'. The Assignment Instructions section contains a large amount of placeholder text. To the right, the Assignment Details panel is expanded, showing the GRADE section with a grade of '/100' and the ATTEMPT section with a timestamp of '9/12/18 3:02 PM'. A red arrow points upwards from a circled '9' to the 'Assignment Details' header. Another red circle highlights the circled '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 Grade Assignment: Paper page with the Rubric Detail window open. The window displays the 'GRADE BY RUBRIC' section for 'UCA CORE - RESPONSIBLE LIVING RUBRIC A (ETHICS)', which is used for grading. The 'FEEDBACK TO LEARNER' section contains a grade of '10'. A red arrow points upwards from a circled '10' to the rubric title. Another red circle highlights the circled '10'.

**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 – UCA Core - Google Chrome  
[https://bblearn.uca.edu/webapps/rubric/do/course/gradeRubric?mode=grid&isPopup=true&rubicCount=1&prefix=pre\\_0&course\\_id=\\_45](https://bblearn.uca.edu/webapps/rubric/do/course/gradeRubric?mode=grid&isPopup=true&rubicCount=1&prefix=pre_0&course_id=_45)

## 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**

↑ 11

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 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 Grade Center interface. On the left, the navigation bar includes links for My Institution, Courses, Community, Content Collection, and Bb Support. The main area displays a grade assignment titled "Grade Assignment: Paper". A red arrow labeled "14" points to the right directional button next to the student's name "Kurt Boniecki\_PreviewUser (Attempt 1 of 1)". Below the student's name, the assignment instructions are visible. To the right, the "Assignment Details" panel shows the grade "12" circled in red, with a red arrow pointing to the "Submit" button at the bottom. The "Feedback to Learner" section is also visible.