## How to Add a UCA Core Rubric to the Grade Center in Blackboard Learn A Step-by-Step Guide

- Step 1Log into Blackboard Learn and import the UCA Core Rubric you will use (see How to Import the UCA Core<br/>Rubrics into Blackboard Learn: A Step-by-Step Guide).
- Step 2In the left navigation panel, under Control Panel, click Grade Center to expand the Grade Center menu<br/>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.



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

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

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▶ UCA Core	*	Create Grade Colu	imn			
COURSE MANAGEMI ▼ Control Panel	ENT	Grade Columns represent any s creating a Grade Column. <u>More</u>	udent effort that is 1 Help	neasured. Columns fo	or gradable items are added to the	e Grade Center automatically. Work the
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<ul> <li>Grade Center</li> <li>Needs Grading</li> <li>Full Grade Center</li> <li>Assignments</li> <li>Tests</li> </ul>	→	Column Name Grade Center Name Description	UCA Core Rubric		4	
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Step 6

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

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		Select Rubric	Date Last Edited
		Create New Rubric	
	DATES	Create From Existing	
	Date Created	Sep 9, 2016	

## **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.

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	https://	/bblearn.uca	a.edu/webapps/rubric/do/course/rubricManager?cmd=rubricPicker&context=course&co	urse_id=_45178_:
* * * *	Se	lect Ru	brics	
* * * * *	۲	Name	Description	Date Last Edited
*****		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 achievment (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 <a href="http://uca.edu/core/assessment/">http://uca.edu/core/assessment/</a> . Portions of this rubric were adapted from the Association of American Colleges and Universities (AAC&U) VALUE Rubrics.	9/9/16 6:07 PM
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	Select	ed Rubrics	1 Cancel	Submit

- Step 9The rubric you selected should be listed under the Add Rubric button. If the rubric will not be used for<br/>grading (i.e., the rubric score will not affect students' grades), select Used for Secondary Evaluation<br/>from the menu icon under Type.
- Step 10If you want students to see the rubric, choose what and when you want to show students under ShowRubric to Students.

Add Rubric 😽			
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			After Grading

- Step 11Under OPTIONS, if the rubric will not affect students' grades and you do not want students to see the<br/>grade column for the rubric, select No for Include this Column in Grade Calculations and for Show this<br/>Column to Students.
- Step 12 Click Submit. You will return to the Full Grade Center panel.

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Step 13 Under the new grade column, click v 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).* 

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Step 14

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

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Step 15For each criteria, select the level of achievement (0 to 4) that best matches the performance of the<br/>student on the activity being assessed (paper, test, etc.). Click the Save button when finished. You will<br/>be returned to the Grade Details panel.

Rubric Detail – UCA Core - Google C	hrome				
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Name: UCA Core - Resp	oonsible Living Rubric	A (Ethics)			
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Grid View List View	v 0	1	2	3	4
Ethical Awareness	Points: 0 (0%) Assign a zero for performance that does not meet a score of one (1).	Points: 0 (8.25%) Identifies only basic core beliefs.	<ul> <li>Points: 0 (16.5%)</li> <li>Describes basic core beliefs and/or their origins, but lacks depth or clarity.</li> </ul>	<ul> <li>Points: 0 (24.75%)</li> <li>Discusses core beliefs and their origins, but with minimal depth and/or clarity.</li> </ul>	<ul> <li>Points: 0 (33%)</li> <li>Analyzes core beliefs and their origins with depth and clarity.</li> </ul>
Ethical Issue Recognition	Points: 0 (0%) Assign a zero for performance that does not meet a score of one (1).	<ul> <li>Points: 0 (8.5%)</li> <li>Identifies some basic ethical issues, but does not identify their interconnections.</li> </ul>	<ul> <li>Points: 0 (17%)</li> <li>Describes basic ethical issues in their context, but poorly describes their interconnections.</li> </ul>	<ul> <li>Points: 0 (25.5%)</li> <li>Discusses ethical issues in complex contexts, but does not fully describe their interconnections.</li> </ul>	<ul> <li>Points: 0 (34%)</li> <li>Articulates BOTH the ethical issues in complex contexts AND their interconnections.</li> </ul>
Ethical Applications	Points: 0 (0%) Assign a zero for performance that does not meet a score of one (1).	<ul> <li>Points: 0 (8.25%)</li> <li>States a position but does not adequately apply ethical concepts.</li> </ul>	Points: 0 (16.5%) Applies ethical concepts in formulating a position, but cannot identify alternative courses of action to defend	Points: 0 (24.75%) Applies ethical concepts accurately in formulating a position, but does not fully defend the position by	<ul> <li>Points: 0 (33%)</li> <li>Applies ethical concepts accurately in formulating a position and defends the position by</li> </ul>

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

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

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

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