

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](#) 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**.

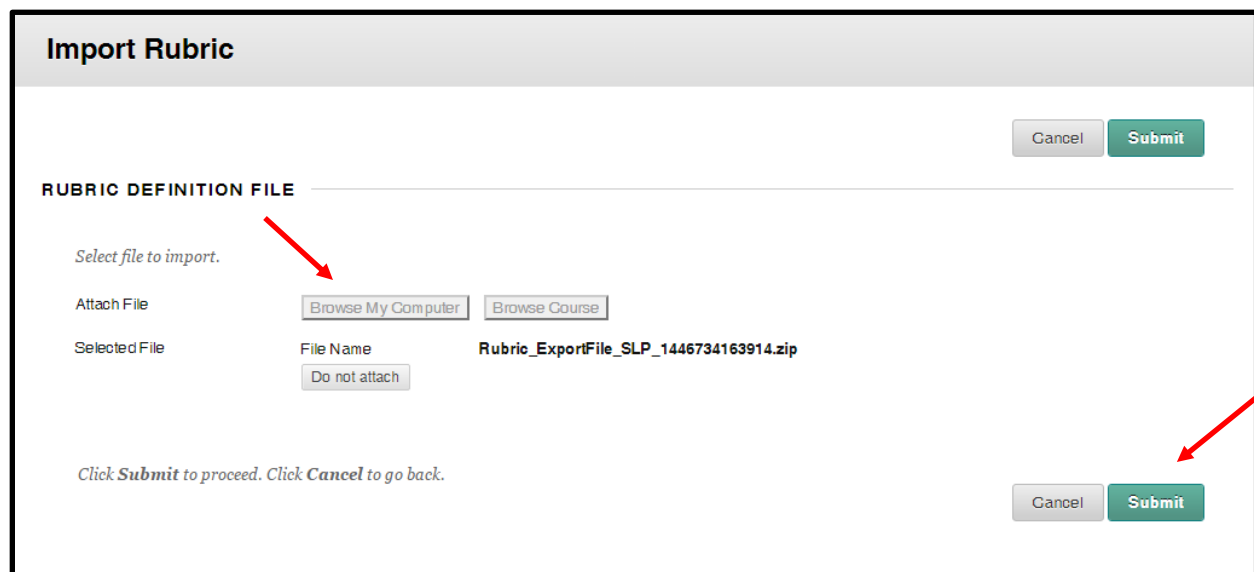
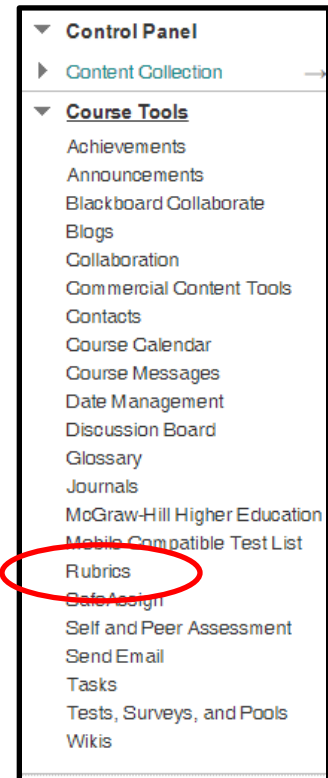
STEP 5: Choose **Import Rubric**.



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**.

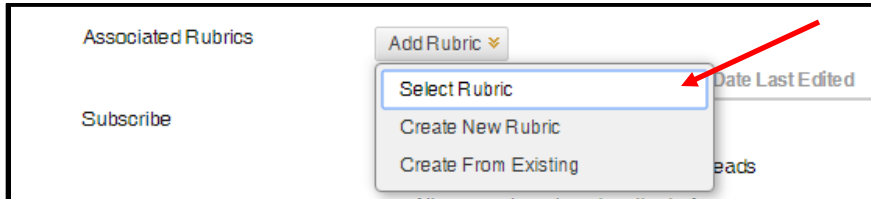
STEP 8: On the following screen, click **OK**.

A screenshot of the "Import Rubric" form in Blackboard. The form has a title bar "Import Rubric" and two buttons: "Cancel" and "Submit". Below the title bar, there is a section titled "RUBRIC DEFINITION FILE". Under this section, there is a prompt "Select file to import." with a red arrow pointing to it. Below the prompt, there are two buttons: "Browse My Computer" and "Browse Course". Below these buttons, there is a "Selected File" section with a "File Name" field containing "Rubric_ExportFile_SLP_1446734163914.zip" and a "Do not attach" button. At the bottom of the form, there is another "Click Submit to proceed. Click Cancel to go back." prompt with a red arrow pointing to it, and two buttons: "Cancel" and "Submit".

USING THE RUBRIC

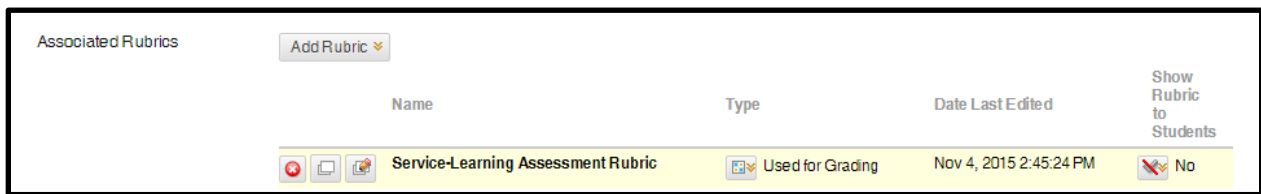
STEP 1: To add the rubric to an assignment, journal, or discussion forum, open the editing screen for the assignment and look for the **Associated Rubrics** section.

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



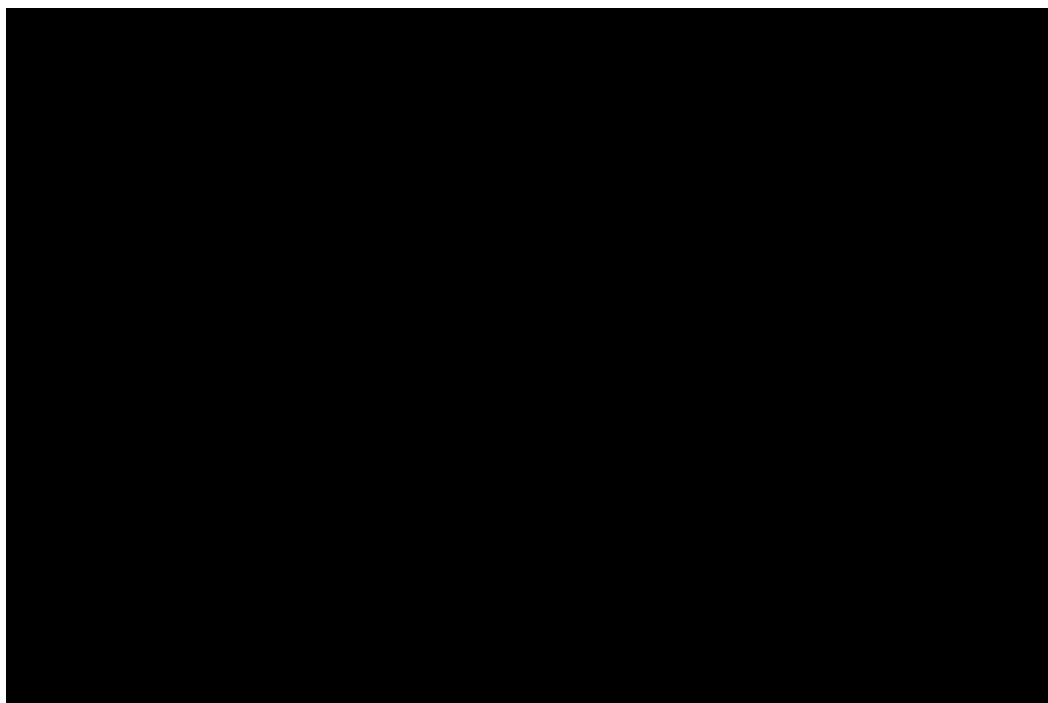
STEP 3: Choose the Service-Learning Assignment Rubric from the list of rubrics and click **Submit**.

- 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](#) page for Rubrics.