**Creating and Using Blackboard Rubrics**

The purpose of the Blackboard™ Rubric is to help students organize their efforts to meet the requirements of an assignment and discussion board using the new 9.1 Rubric feature.

Using Rubric feature is an **on-line real-time visual antecedent** of the assessment requirements and evaluation established by the instructor.

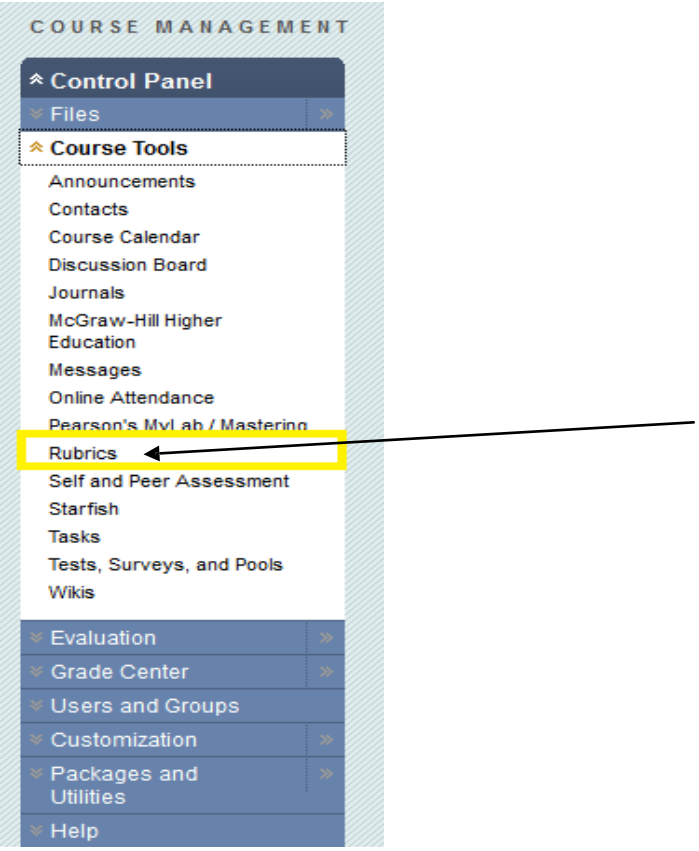



Figure 1. Clicking on the "Rubric" icon will open up a "Rubric" panel, seen in Figure 2, below.

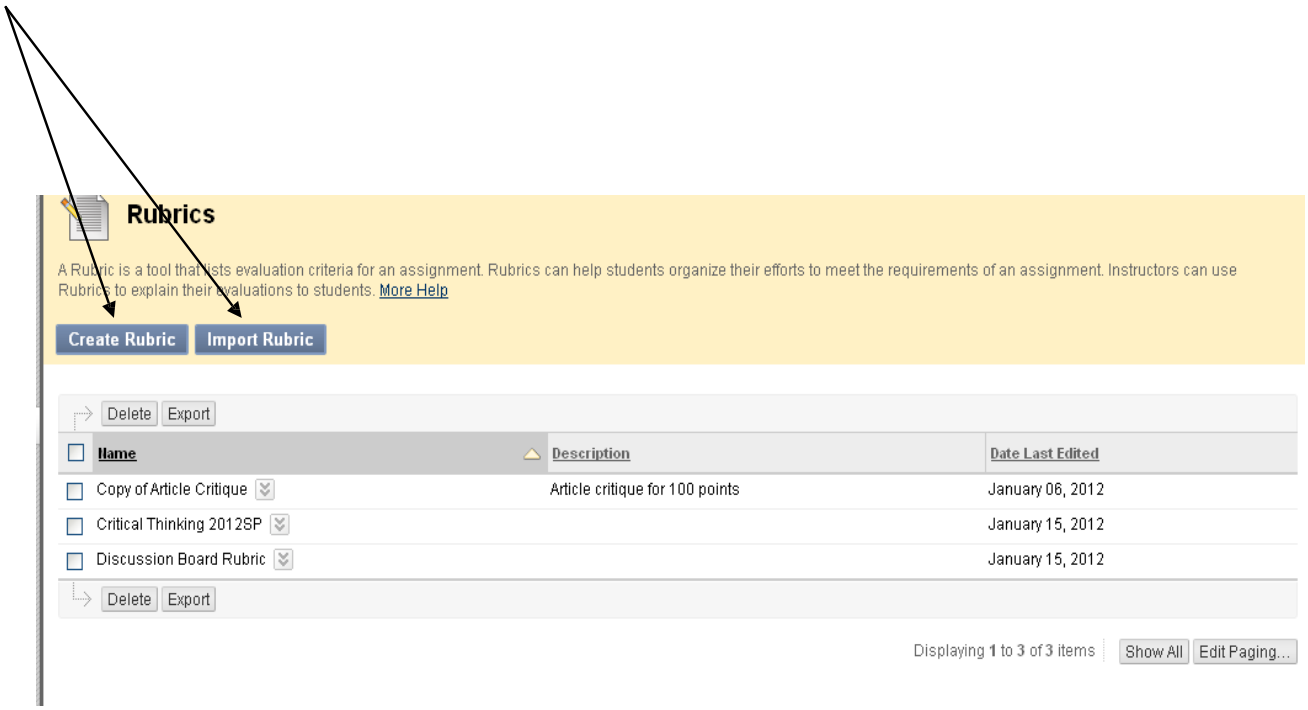



Figure 2. This "Rubrics" panel is used to build ("Create Rubric") or transfer ("Import Rubric") from one course to another course.

**How to Create a Rubric.**

Clicking on "Create Rubric" will open up a matrix of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the **rubric** defines the evaluation and score of an assignment. There is no limit to the number of **Rubrics** that can be created.

1. Access Course Tools and select **Rubrics**.
2. On the **Rubrics** page, click Create **Rubric**.
3. Type a Name for the **Rubric**. The name is the title text that identifies the **rubric**.
4. Optionally, type a description of the **rubric** to make it easier to associate it to relevant assignments.
5. Edit the **Rubric** Grid.
6. Click Submit.

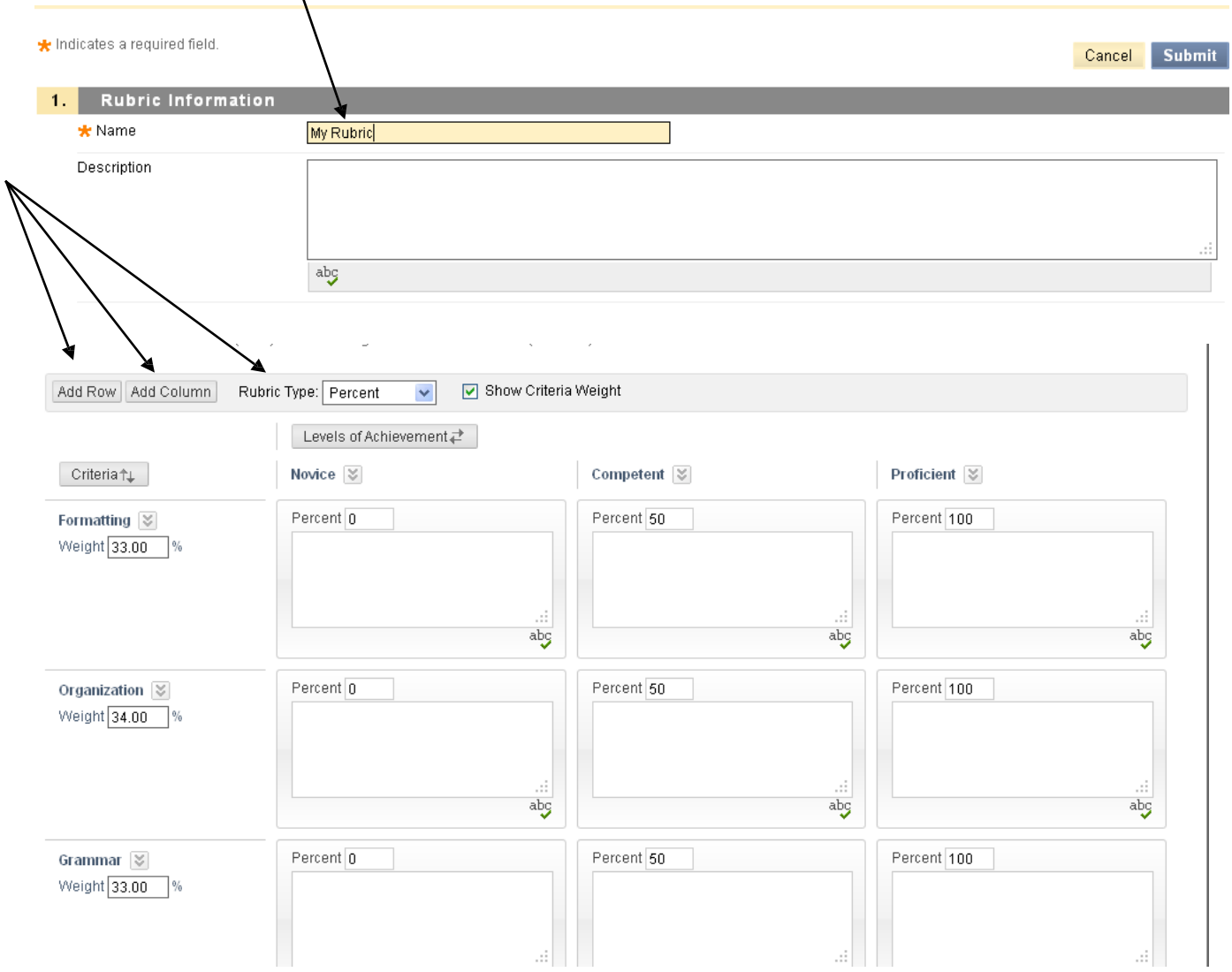



Figure 3. This panel is used to define levels of achievement (columns), criteria (rows), and Rubric Type.

**How to Edit the Rubric Grid**

Edit the **Rubric** Grid so it corresponds to the type of feedback and scoring desired.

1. Click "Add Row" to add a new criterion at the bottom of the grid.
2. Click "Add Column" to add a new level of achievement to the grid.
3. Select a "**Rubric** Type" from the drop-down list:
    - No Points (feedback only)
    - Points (single point value for each Level of Achievement)
    - Point Range (range of values for each Level of Achievement)
    - Percent (flexible depending on each assessment's possible points)
4. Click "Edit" from the contextual menu of the labels identifying rows and columns to change their names.
5. Type a point or percentage value for each row.
6. Type a description defining the criteria and the associated Level of Achievement.
7. Click "Submit".

There is a 1000 character limit for each cell. Rows and columns can be reordered by clicking the reordering icon.

Once a **rubric** has been used for grading, it cannot be edited. Copy the **rubric** instead to create a duplicate **rubric** that can be edited.

Options when using percent-based **rubrics**:

- Select the Show Criteria Weight box to show or hide criteria weights. If additional rows are added when weights are hidden, weights for new criteria will be distributed equally.
- Use the **Balance Weights** button after adding a new row to keep all criteria weighted equally. If individual criteria weighting is preferred, percentages may be typed under each criteria.
- The total weight for all criteria must equal 100%. No row may have a 0% weight. At least one Level of Achievement must have a value of 100%.

**How to Copy and Edit a Rubric**

Copying a **Rubric** is a helpful best practice if you have similar assignments for your students that will follow the same criteria. This will allow you to keep the settings and simply re-name the **Rubric**. Copying should also be used to edit a **rubric** that has already been used for grading.

**Rubrics** can be duplicated by selecting the Copy option from the contextual menu. A copy will automatically be created with the name of the **rubric** in parentheses followed by the number one. For example, "Introductory Speech" will be copied to create "(Introductory Speech)(1)".

The **Rubric** name can then be edited to a new name by selecting Edit from the contextual menu. The Edit **Rubric** page will allow you to edit all the settings for the **Rubric**.

**How to Associate a Rubric**

Associated **rubrics** are visible under the grading and **rubrics** settings of Assignments, Essay, File Response, and Short Answer Test questions, Blogs and Journals, Wikis, Discussion Board threads and forums, and through the Edit Column Information in the Grade Center.

To associate a **rubric** during the editing or creation process, point to "Add **Rubric"** and choose one of the options.

- Select **Rubric** associates a **rubric** that has already been created in the **Rubrics** area of Course Tools.
- "Create New **Rubric"** opens a pop-up window to allow immediate creation of a new associated **rubric**.
- "Create From Existing" uses a previously created **rubric** as a template to create a new associated **rubric**.

When associating a points-based **rubric**, the option to use the **rubric**'s points value as the "Points Possible" will be available after clicking Submit on the **rubric** creation or selection page.

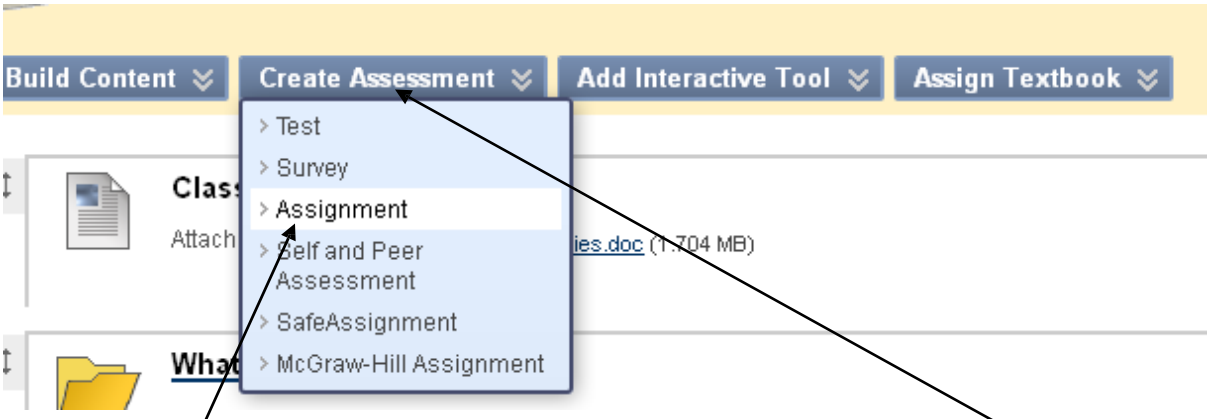
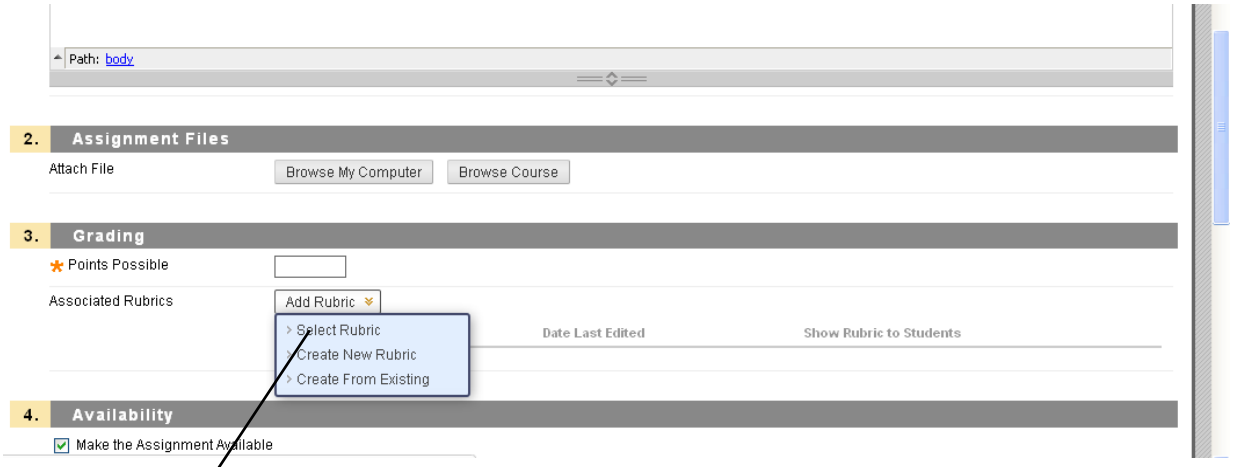
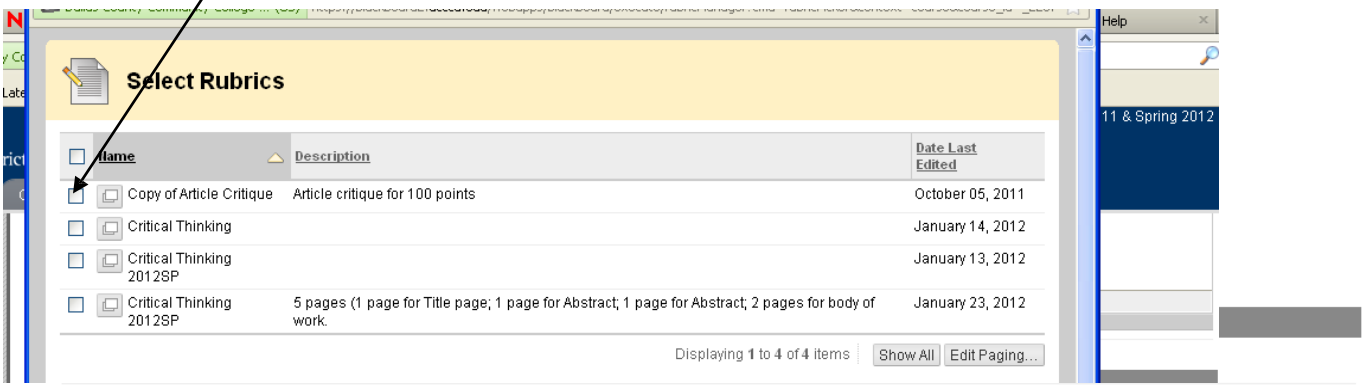
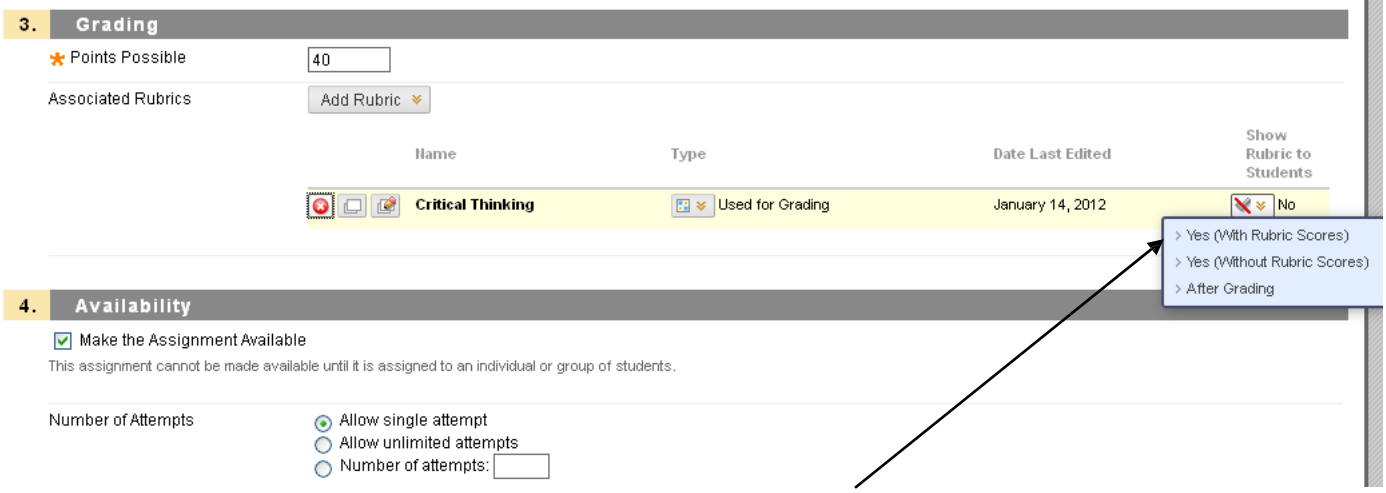



Figure 4. Rubrics can be "tied" to an "Assignment". Click on "Assignment" via the "Create Assessment" and select "Assignment".

## How to Associate ("tie") a Rubric to an Assignment



**How to Associate a Rubric to a Discussion Board.**

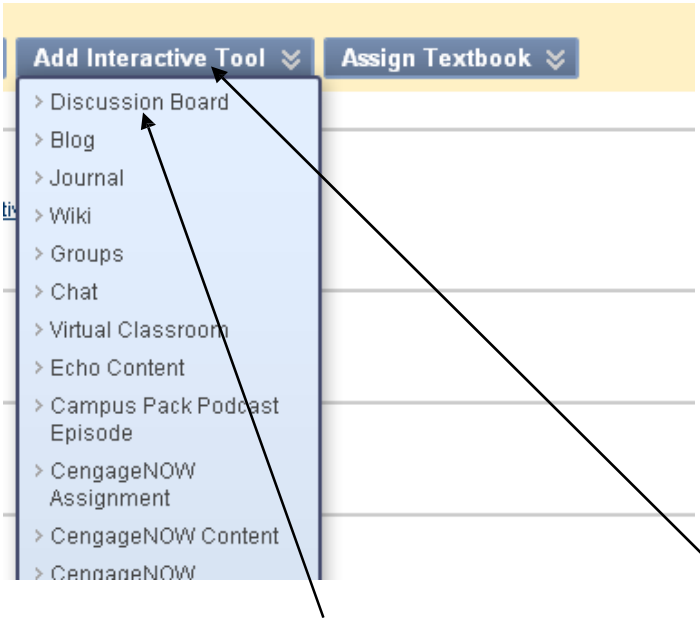



**Figure 6.** Click on the "Discussion Board" entry, via the "Add Interactive Tool" to build a new discussion.

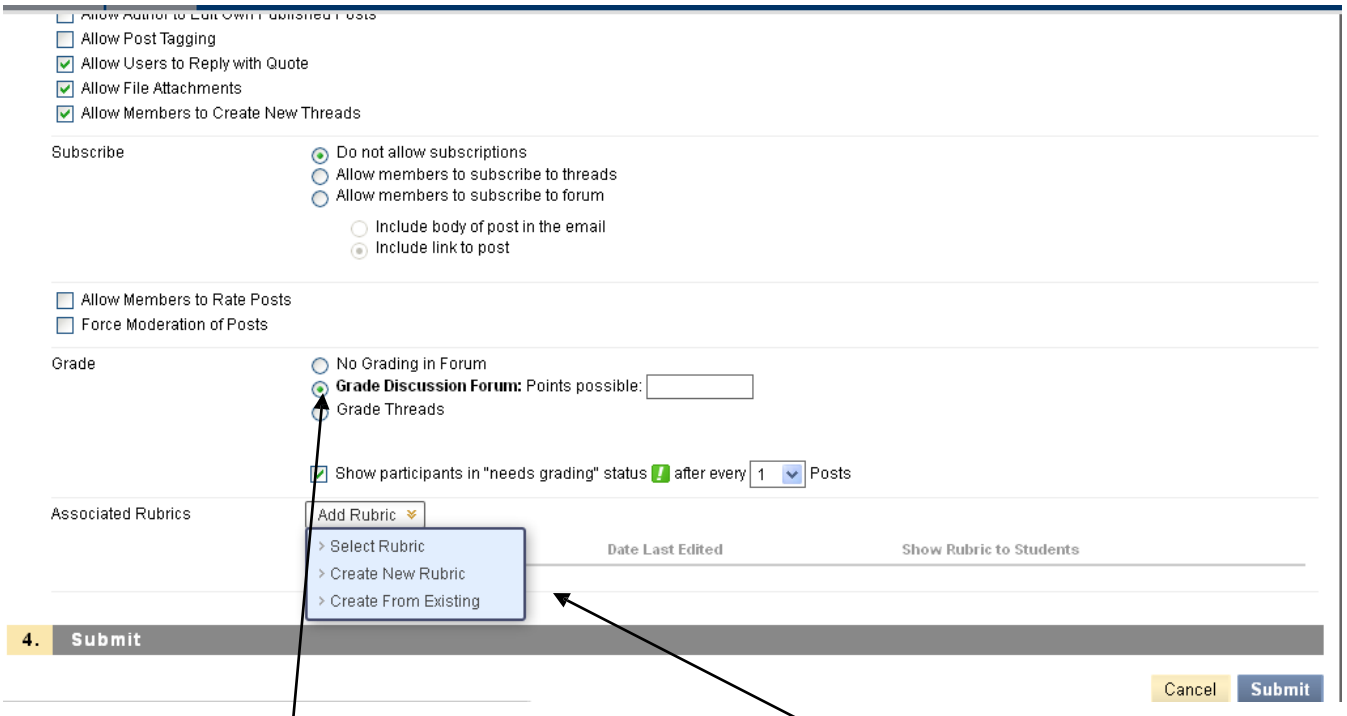



**Figure 7.** Clicking on "Grade Discussion Forum" will trigger the "Add Rubric" icon, with the associated

**How to Import and Export Rubrics**

To facilitate sharing **rubrics** between Blackboard Learn courses, **rubrics** can be exported and imported. The **rubric** should not be edited outside of Blackboard Learn.

1. In the Control Panel, click Course Tools.
2. Click **Rubrics**.
3. To import a **rubric**, click Import **Rubric** and browse for the file. Click Submit to upload the file.
   -OR-
   To export a **rubric**, select the check box next to the **rubric**'s name and click Export. The file can then be downloaded and imported into a different course, or shared with another instructor for use in their Blackboard Learn course.

**Note: The exported file is too large to send through the school e-mail.**

**Student's immediate Visual antecedent to Rubric**

For any assignment or discussion board, the student will be presented with the following panel whenever the student clicks on the selected assignment or discussion board to respond to work.

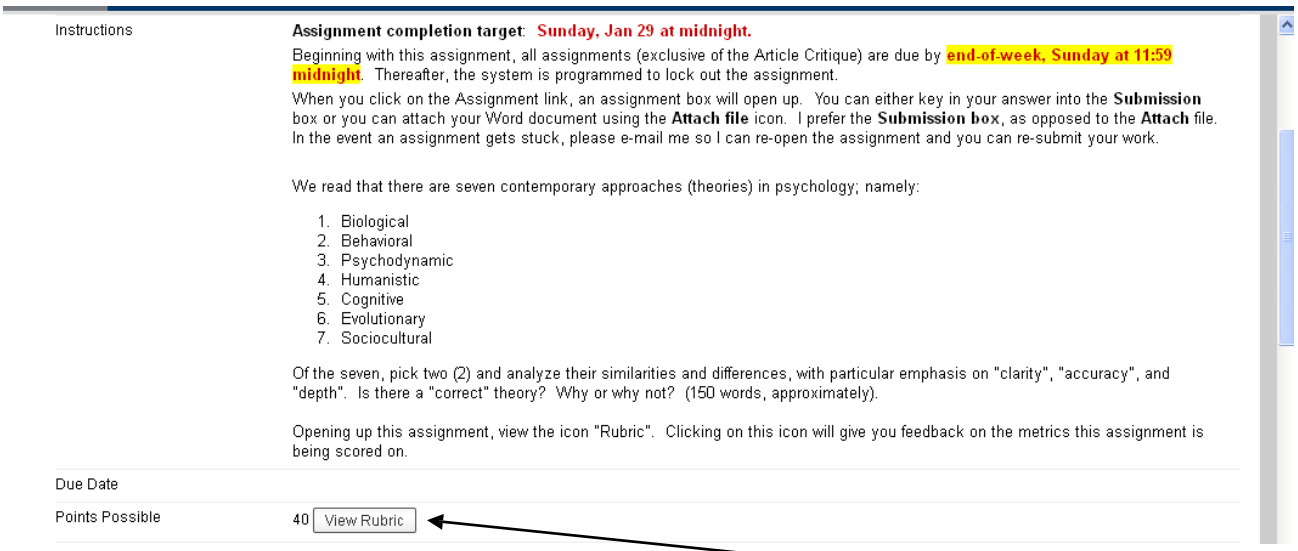



**Figure 8.** "Rubric" icon is the visual prompt to click on "View Rubric" icon. Note the "Points Possible"

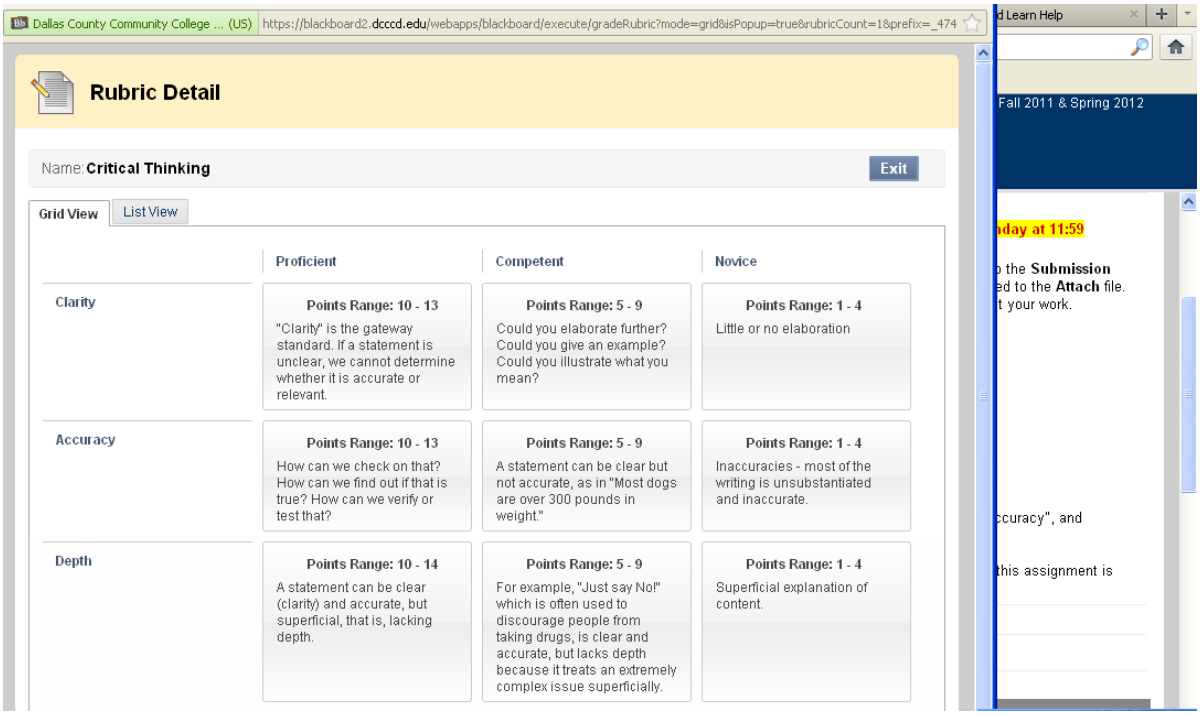



**Figure 9.** The criteria and assessment requirements are shown in this panel.

The student is presented with the antecedent requirements of the rubric for an assignment or Discussion Board entry.

**How to Grade With Rubrics**

A **Rubric** will need to be associated to the assignment prior to grading with a **rubric**. Gradable **rubrics** can be associated with Assignments, Essay, File Response, and Short Answer Test questions, Blogs and Journals, Wikis, and Discussion Board threads and forums.

Access the item to be graded and click View **Rubric** to review or begin grading with the associated **rubric**.

In Grid View, click a cell to apply that point value to the grade. If a **rubric** with point ranges has been used, select the desired value from the drop-down list. To change the selection, click another cell in the same row. Optionally, type Feedback to the student in the text box that appears when a cell is selected.

Optionally, click List View to switch displays, and select a radio button for each criterion to apply that point value to the grade. Optionally, select the boxes to Show Descriptions for criteria and to Show Feedback text boxes.

A running Raw Total score will be displayed as point selections are made. Optionally, type a score in the Change the number of points box to override the selected score, and type overall Feedback to the student using the full features of the included text editor.

When grading is complete, click Exit to leave the **rubric** without saving any selections, or Save to save the score and feedback and return to the attempt. Click "Save and Next" to use another associated **rubric** for evaluation.

**How to Grade an Assignment via Rubric:**

Click on the "Needs Grading" of the "Grade Center" to score an assignment.

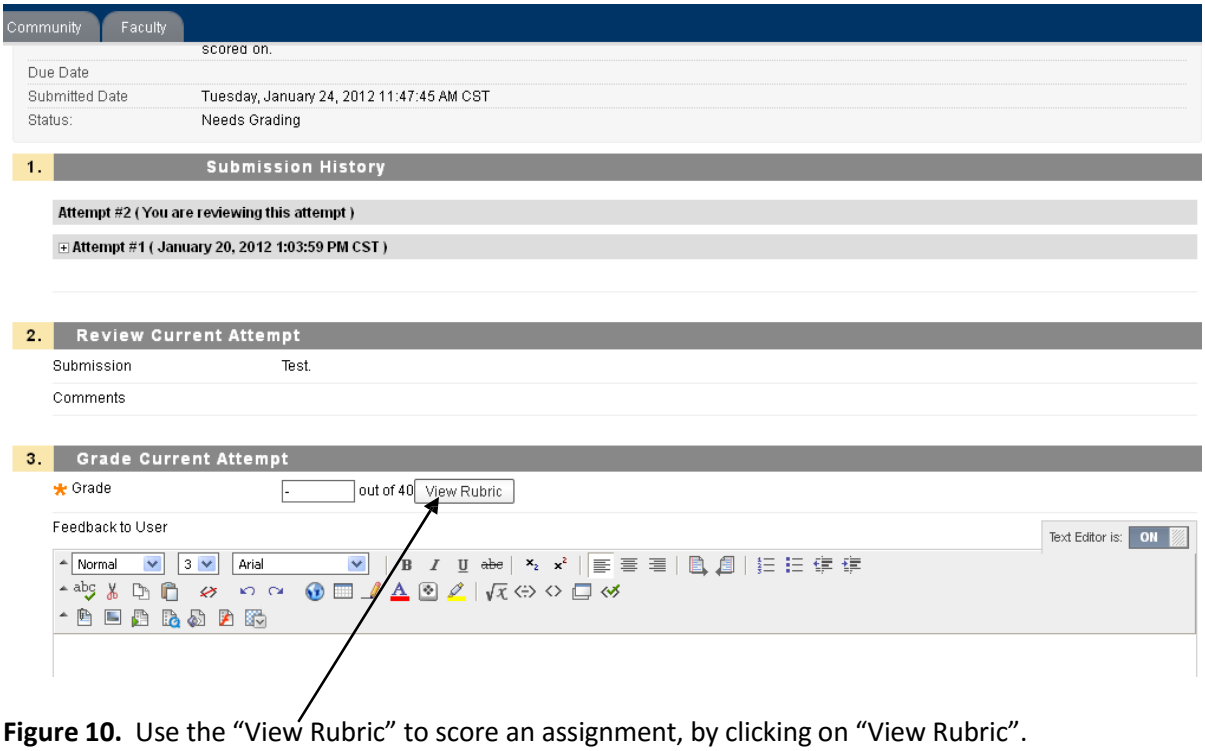



**Figure 10.** Use the "View Rubric" to score an assignment, by clicking on "View Rubric".

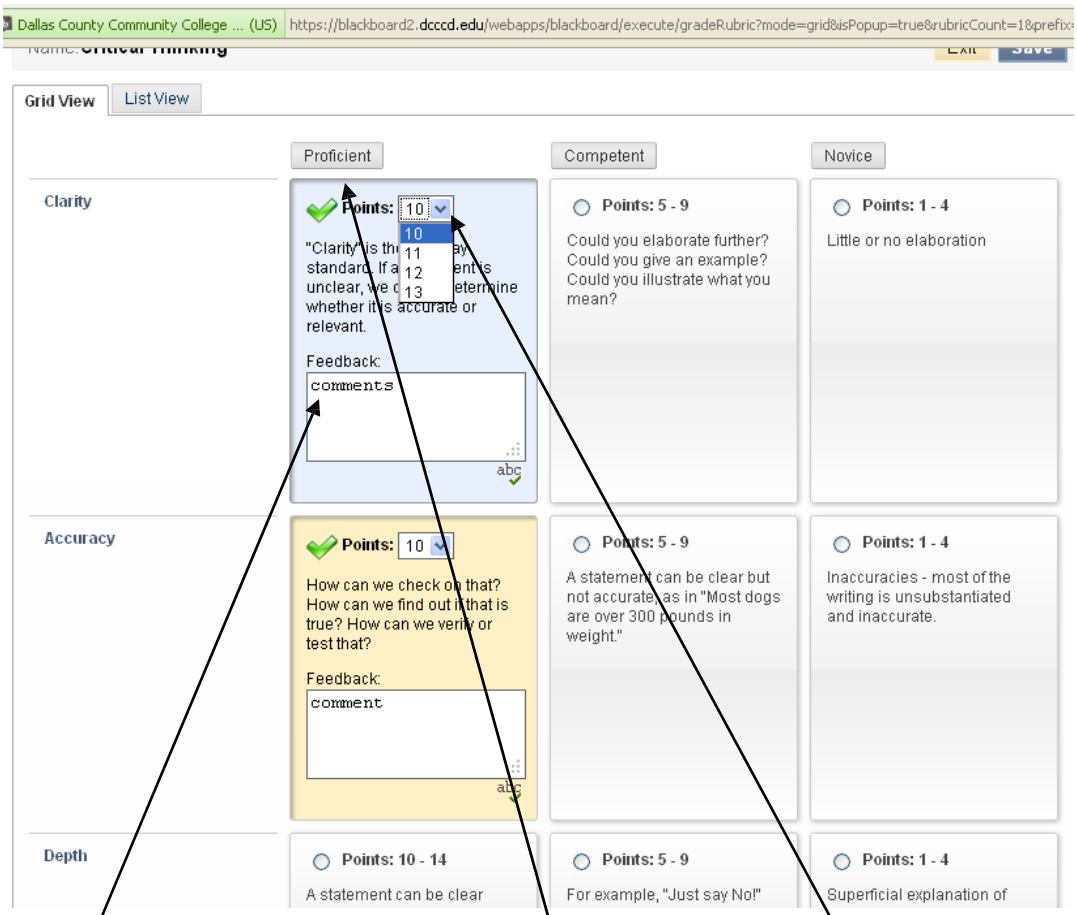
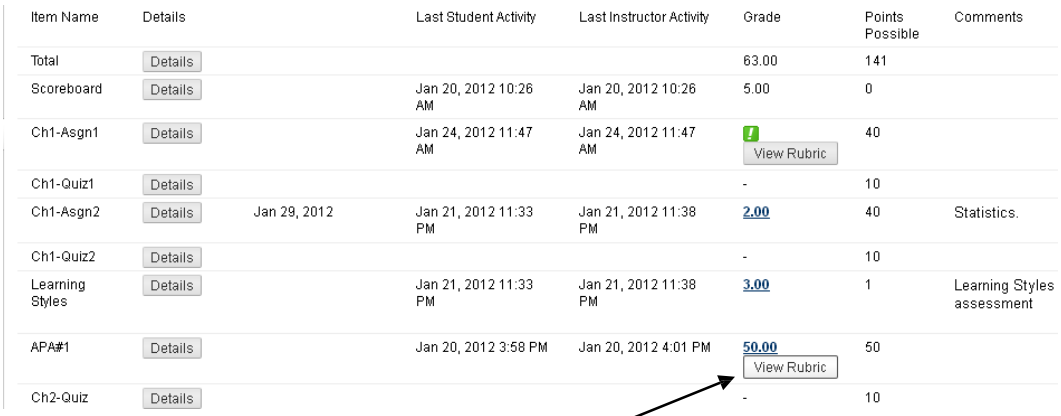



**Figure 11.** The instructor will select the competency level, do the "Points" dropdown, and place feedback comments, as needed.

Pressing the "Save" icon (not seen) will update the "Grade Center" with the points and feedback.

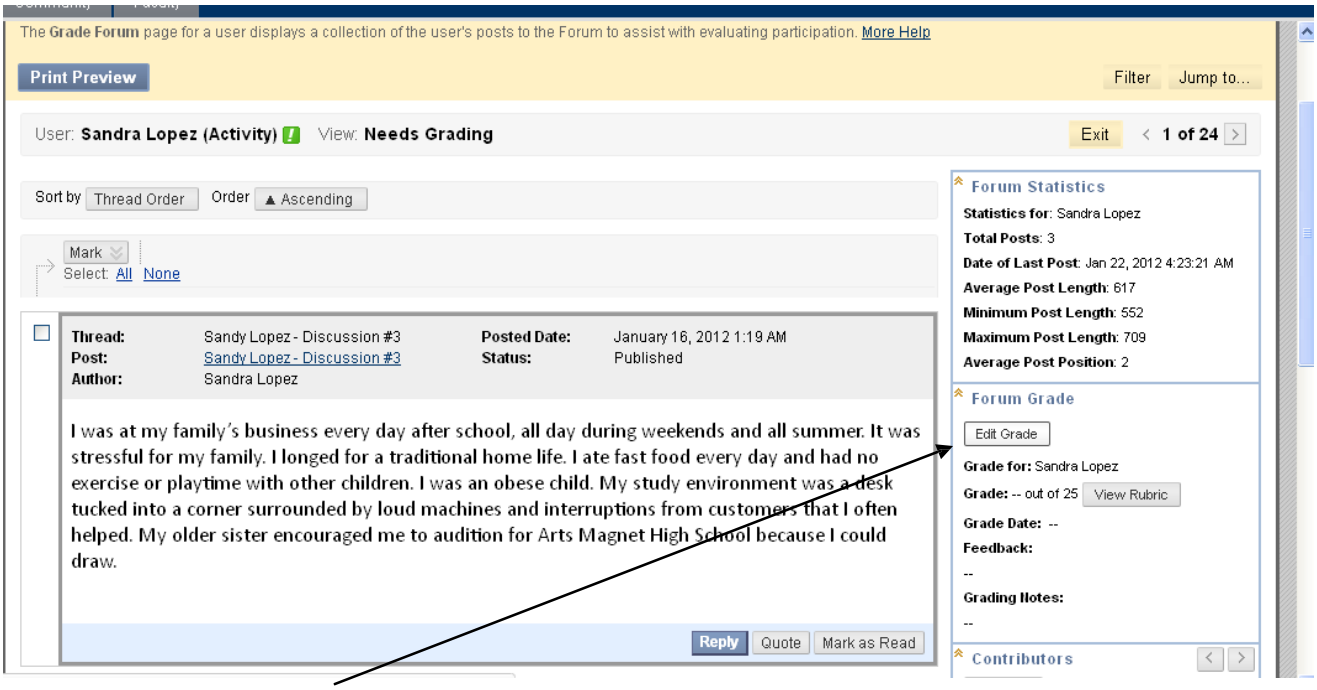


| Item Name | Details | | Last Student Activity | Last Instructor Activity | Grade | Points Possible | Comments |
|---|---|---|---|---|---|---|---|
| Total | Details | | | | 63.00 | 141 | |
| Scoreboard | Details | | Jan 20, 2012 10:26 AM | Jan 20, 2012 10:26 AM | 5.00 | 0 | |
| Ch1-Asgn1 | Details | | Jan 24, 2012 11:47 AM | Jan 24, 2012 11:47 AM | View Rubric | 40 | |
| Ch1-Quiz1 | Details | | | | - | 10 | |
| Ch1-Asgn2 | Details | Jan 29, 2012 | Jan 21, 2012 11:33 PM | Jan 21, 2012 11:38 PM | 2.00 | 40 | Statistics. |
| Ch1-Quiz2 | Details | | | | - | 10 | |
| Learning Styles | Details | | Jan 21, 2012 11:33 PM | Jan 21, 2012 11:38 PM | 3.00 | 1 | Learning Styles assessment |
| APA#1 | Details | | Jan 20, 2012 3:58 PM | Jan 20, 2012 4:01 PM | 50.00 View Rubric | 50 | |
| Ch2-Quiz | Details | | | | - | 10 | |

**Figure 12.** Student Grade: pressing the "View Rubric" icon will open up a pop-up of the scored assessment for the student.

**How to Grade a Discussion Board via Rubric:**

Via the "Grade Center" click on a student's thread:



**Grading Panel**

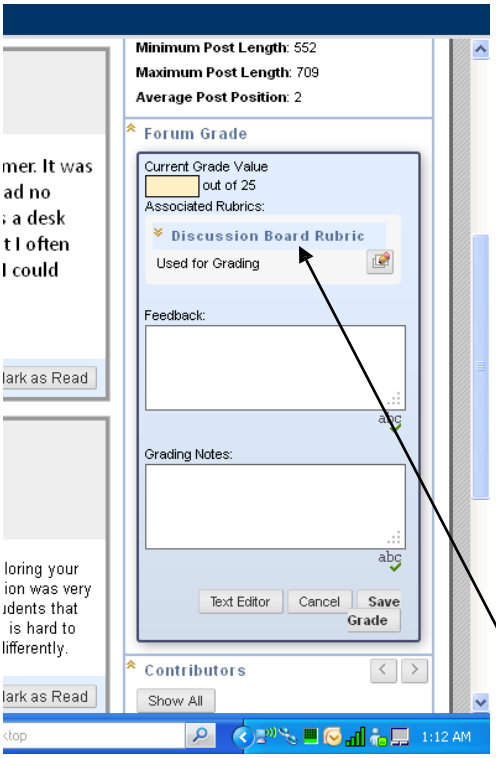



**Figure 14.** Clicking on the "Discussion Board Rubric" will open up the grading panel for the Discussion Board Rubric.

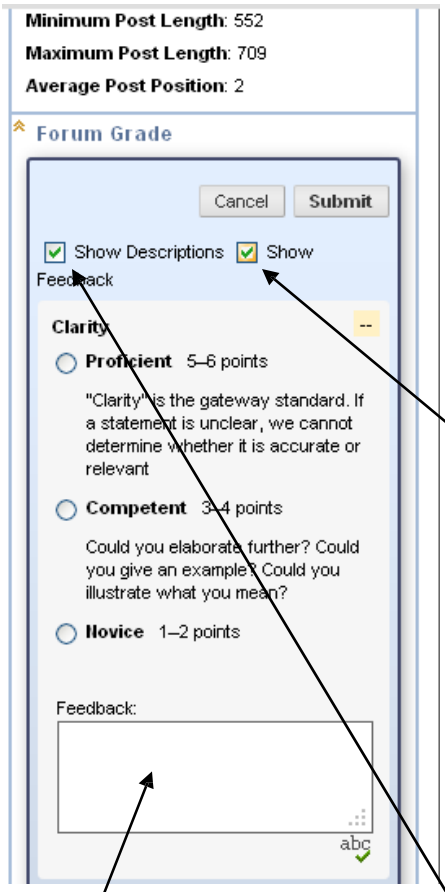



**Figure 15.** Clicking on "Show Descriptions" displays the Criteria panel; clicking on "Show" opens up the "Feedback" box.

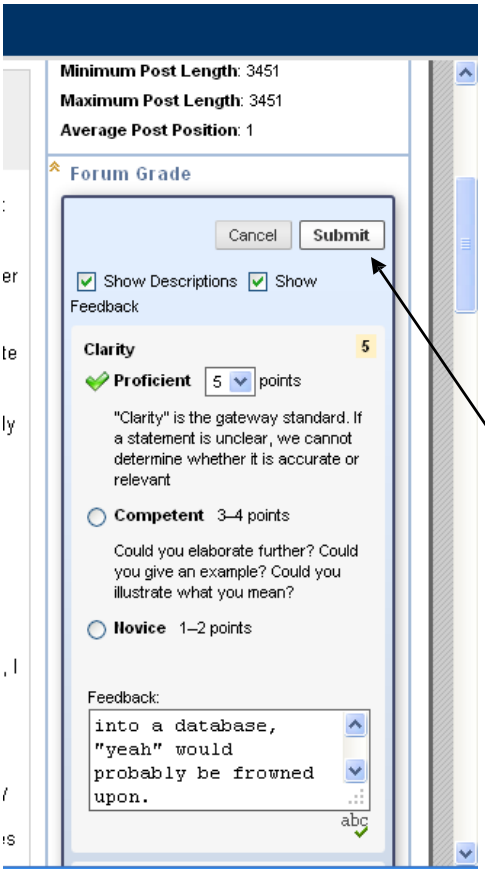



**Figure 16**. Once the points and feedback are entered, press the "Submit" key at the top of the Forum Grade panel. Note: there is a "Submit" icon repeated at the bottom of this panel – it does not work. Blackboard has been notified.

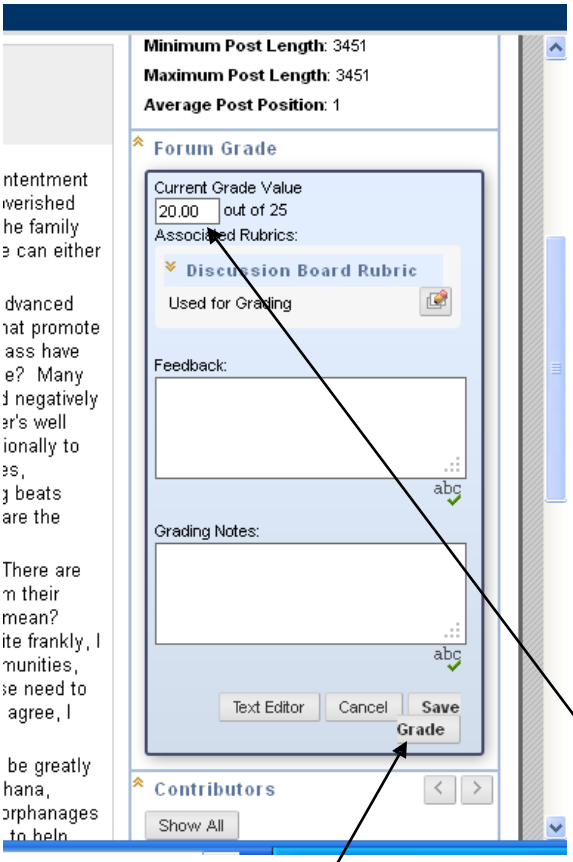



**Figure 17.** Pressing the "Grade" icon will record the points (20, in this case) plus the rubric criteria and feedback to the Grade Center.

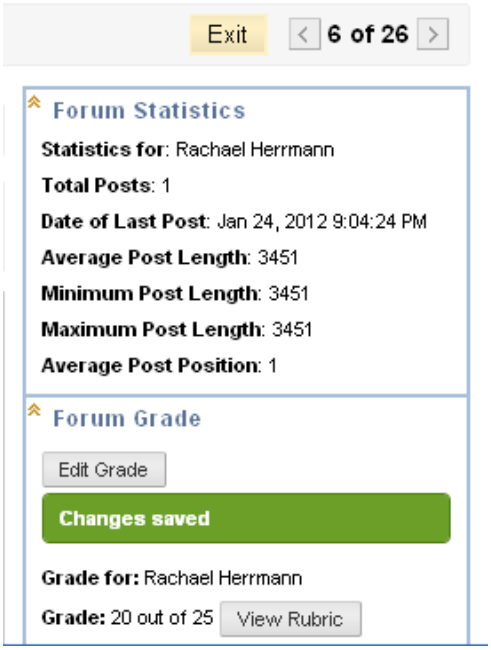



**Figure 18.** The visual prompt "Changes saved" is displayed.

**How to Run a Rubric Evaluation Report**

A **Rubric** Evaluation Report provides a comprehensive report of statistics for an item which has been graded with a **rubric**. Instructors wanting to evaluate the **rubric** or their use of it can run the report at any point in the grading process.

1. Select a **rubric** and view its **associated content**.

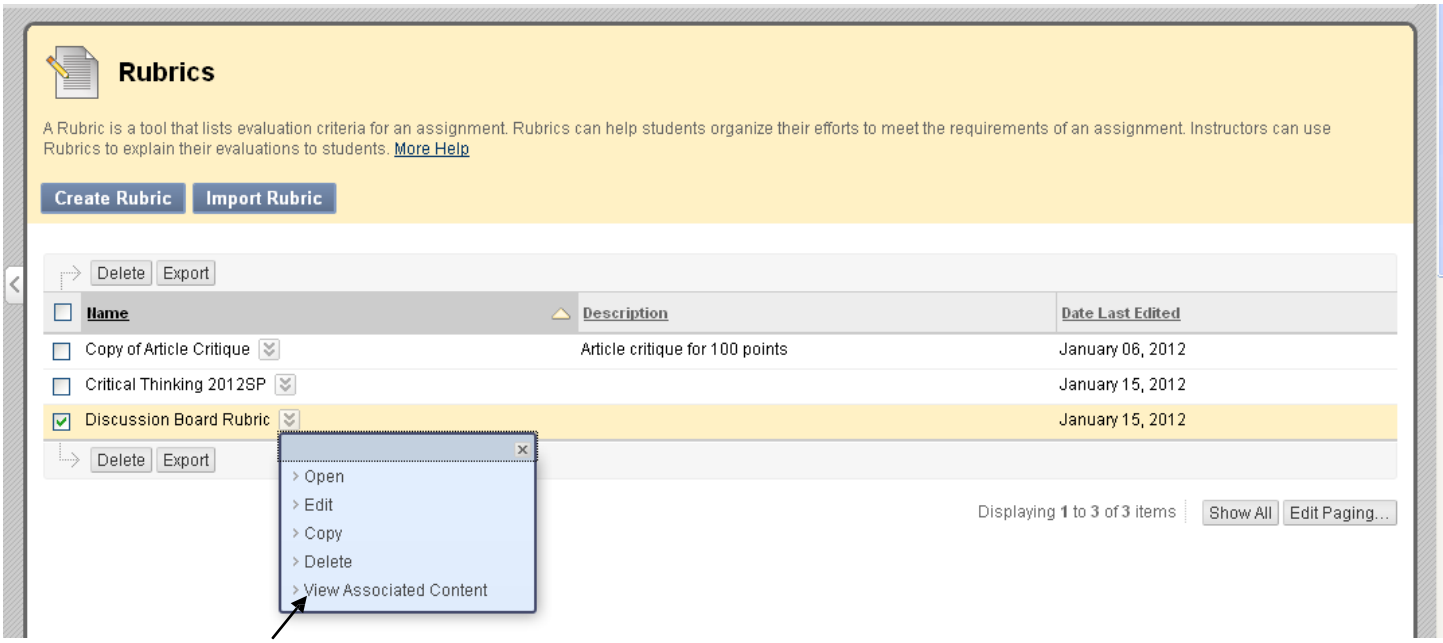



**Figure 19.** Select "View Associated Content".

2. If an item has been used for grading, a contextual menu will be available next to the item's name on the "View All Items" page. Point to the item's contextual menu and click **Rubric** Evaluation Report and press 'enter'.

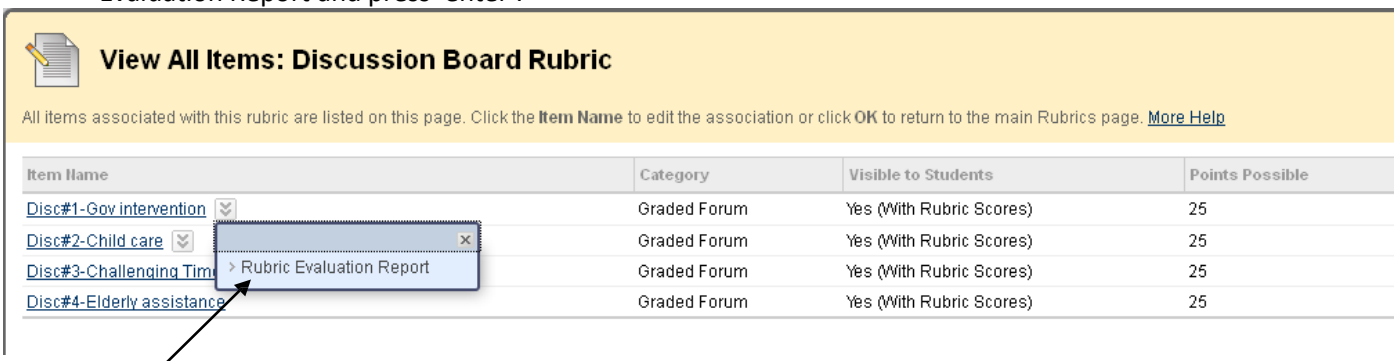



**Figure 20.** The down arrows to each of the Discussion Board Rubric (or Assignment Rubric) will pop-up a "Rubric Evaluation Report" icon.

3. On the Run Reports page, select a Format, Start Date, and End Date.

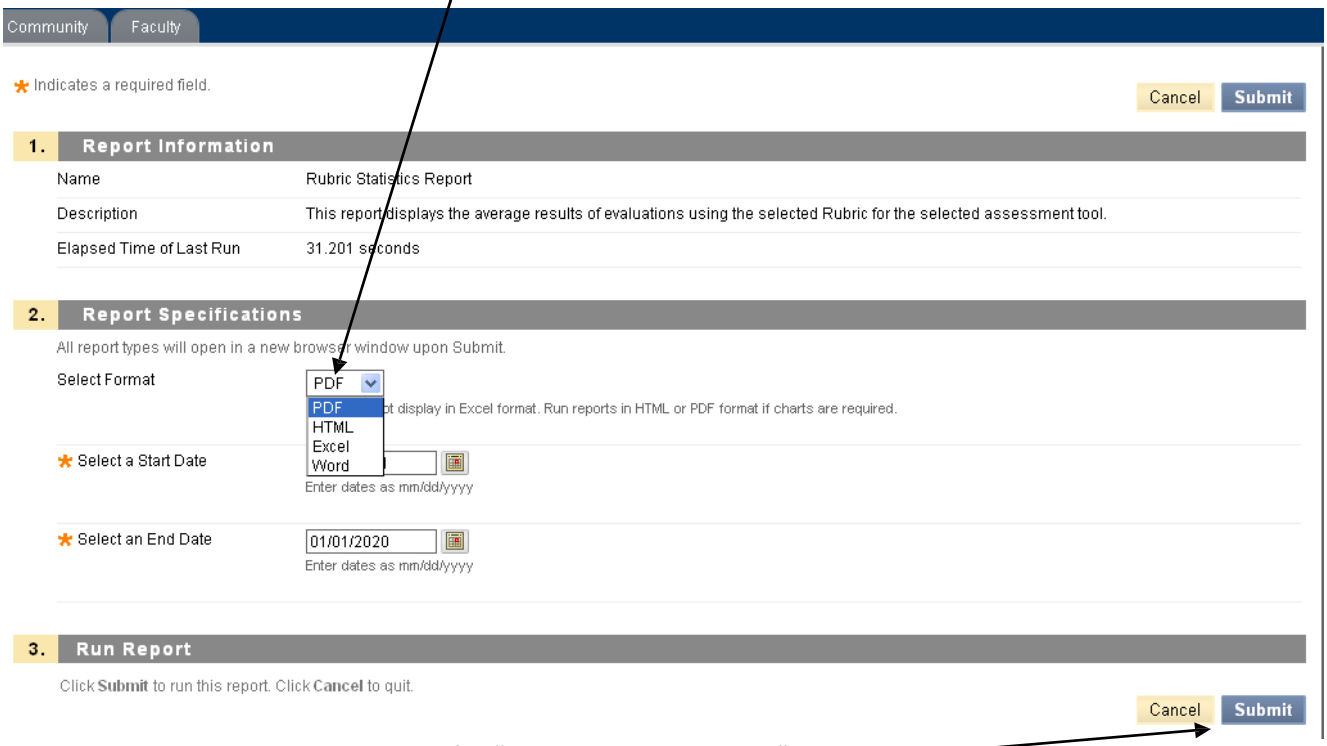



**Figure 21.** Setting up the parameters for "Rubric Statistics Report".

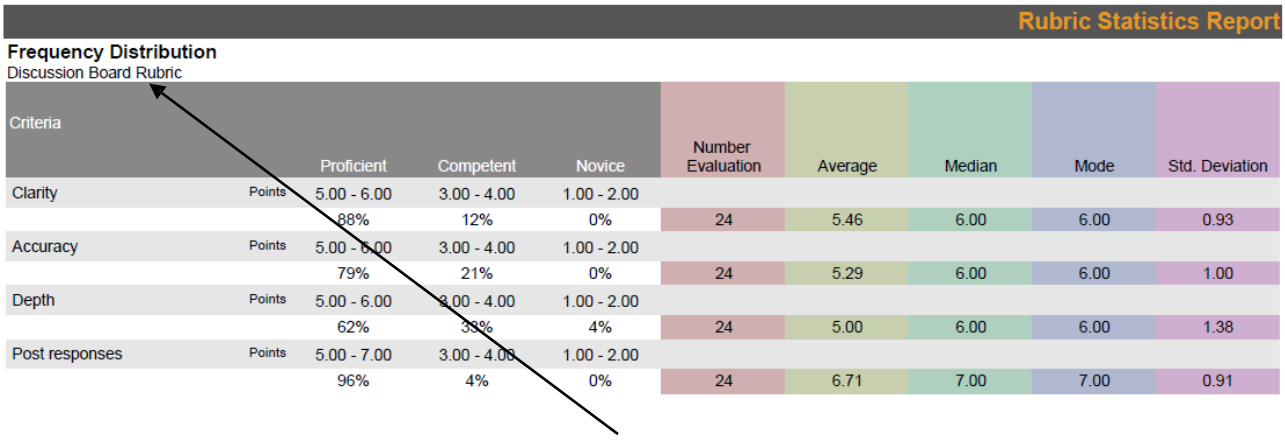
4. Click "Submit".
5. Click "Download Report" to view the report, or "Run a new Report" to change format or date criteria. Click OK to return to the main **Rubrics** page.

**Figure 22.** Based on the parameters selected in the "Rubric Statistics Report" panel, above, the report is ready to be downloaded.

The **Rubric** Evaluation Report delivers three statistics about the **rubric**'s use in grading the item.

- Average **Rubric** Performance shows the average total score of all attempts scored using the **rubric**.
- Average **Rubric** Criteria shows average scores, compared against the possible points, for each criterion.
- Frequency Distribution shows the distribution of scores across each Level of Achievement.

**Figure 23**. Example of Discussion Board Rubric frequency distribution report



Rubric Statistics Report

**Frequency Distribution**
Discussion Board Rubric

| Criteria | | Proficient | Competent | Novice | Number Evaluation | Average | Median | Mode | Std. Deviation |
|---|---|---|---|---|---|---|---|---|---|
| Clarity | Points | 5.00 - 6.00 | 3.00 - 4.00 | 1.00 - 2.00 | | | | | |
| | | 88% | 12% | 0% | 24 | 5.46 | 6.00 | 6.00 | 0.93 |
| Accuracy | Points | 5.00 - 6.00 | 3.00 - 4.00 | 1.00 - 2.00 | | | | | |
| | | 79% | 21% | 0% | 24 | 5.29 | 6.00 | 6.00 | 1.00 |
| Depth | Points | 5.00 - 6.00 | 3.00 - 4.00 | 1.00 - 2.00 | | | | | |
| | | 62% | 33% | 4% | 24 | 5.00 | 6.00 | 6.00 | 1.38 |
| Post responses | Points | 5.00 - 7.00 | 3.00 - 4.00 | 1.00 - 2.00 | | | | | |
| | | 96% | 4% | 0% | 24 | 6.71 | 7.00 | 7.00 | 0.91 |

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