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.

<table>
<thead>
<tr>
<th>Rubric Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Description</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Novice</th>
<th>Competent</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formatting</td>
<td>Percent</td>
<td>Percent</td>
<td>Percent</td>
</tr>
<tr>
<td>Weight</td>
<td>33.60%</td>
<td>33.60%</td>
<td>33.60%</td>
</tr>
<tr>
<td>Organization</td>
<td>Percent</td>
<td>Percent</td>
<td>Percent</td>
</tr>
<tr>
<td>Weight</td>
<td>34.60%</td>
<td>34.60%</td>
<td>34.60%</td>
</tr>
<tr>
<td>Grammar</td>
<td>Percent</td>
<td>Percent</td>
<td>Percent</td>
</tr>
<tr>
<td>Weight</td>
<td>23.60%</td>
<td>23.60%</td>
<td>23.60%</td>
</tr>
</tbody>
</table>

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

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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:
   o No Points (feedback only)
   o Points (single point value for each Level of Achievement)
   o Point Range (range of values for each Level of Achievement)
   o 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”.

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

2. Attachment Files

3. Grading
   * Points Possible
   * Associated Rubrics:

4. Availability
   * Make the Assignment Available

Figure 5: Select the desired Rubric. It is preferred to specify "Yes (with Rubric Scores)" which allows the student to view the antecedent form of the rubric.

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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.

We read that there are seven contemporary approaches (theories) in psychology; namely:

1. Biological
2. Behavioral
3. Psychodynamic
4. Humanistic
5. Cognitive
6. Evolutionary
7. Sociocultural

Of the seven, pick two (2) and analyze their similarities and differences, with particular emphasis on “clarity”, “accuracy”, and “depth”. Is there a “correct” theory? Why or why not? (150 words, approximately)

Opening up this assignment, view the icon “Rubric”. Clicking on this icon will give you feedback on the metrics this assignment is being scored on.

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”.

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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.

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:

Figure 13. Clicking on “Edit Grade” will open up a grading panel.
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.

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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.

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’.

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

<table>
<thead>
<tr>
<th>Report Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Rubric Statistics Report</td>
</tr>
<tr>
<td>Description: This report displays the average results of evaluations using the selected Rubric for the selected assessment tool.</td>
</tr>
<tr>
<td>Elapsed Time of Last Run: 31.281 seconds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Format</td>
</tr>
<tr>
<td>PDF, HTML, Excel, Word</td>
</tr>
<tr>
<td>Select a Start Date</td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy</td>
</tr>
<tr>
<td>Select an End Date</td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy</td>
</tr>
</tbody>
</table>

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 21.** Setting up the parameters for “Rubric Statistics Report”.

![Successful Run: Rubric Statistics Report](image)

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

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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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Proficient</th>
<th>Competent</th>
<th>Novice</th>
<th>Number of Evaluation</th>
<th>Average</th>
<th>Median</th>
<th>Mode</th>
<th>Std. Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity Points</td>
<td>23%</td>
<td>12%</td>
<td>0%</td>
<td>24</td>
<td>5.46</td>
<td>6.00</td>
<td>6.00</td>
<td>0.93</td>
</tr>
<tr>
<td>Accuracy Points</td>
<td>24%</td>
<td>21%</td>
<td>0%</td>
<td>24</td>
<td>5.29</td>
<td>6.00</td>
<td>6.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Depth Points</td>
<td>62%</td>
<td>23%</td>
<td>4%</td>
<td>24</td>
<td>5.00</td>
<td>6.00</td>
<td>6.00</td>
<td>1.08</td>
</tr>
<tr>
<td>Post responses Points</td>
<td>95%</td>
<td>4%</td>
<td>0%</td>
<td>24</td>
<td>6.71</td>
<td>7.00</td>
<td>7.00</td>
<td>0.91</td>
</tr>
</tbody>
</table>

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