

Creating and Deploying a Rubric in Blackboard

Creating a Rubric:

1. Navigate to the course you will be building the rubric in.
2. Go to the **Course Tools** under the **Course Menu** and select **Rubrics** (Figure 1).

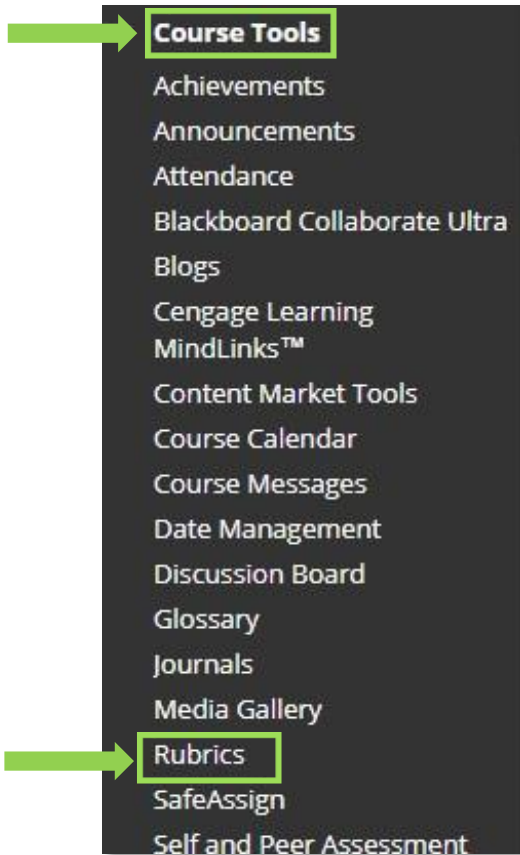


FIGURE 1

3. Select **Create Rubric** (Figure 2).

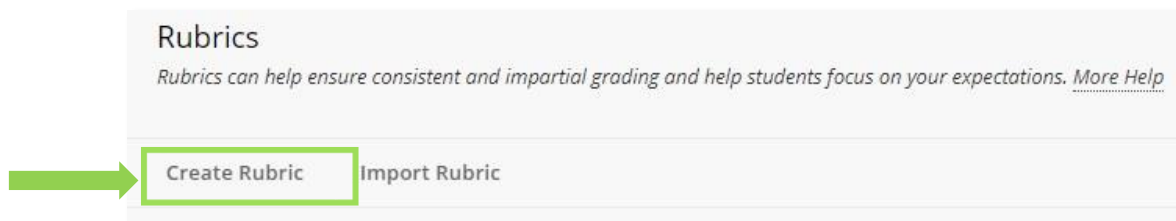


FIGURE 2

4. Enter a name for the rubric.
5. Enter a description if needed.
6. Three columns and rows will be automatically created.
 - a. To add a column or row, select **Add Row** or **Add Column** buttons to add additional criteria (Figure 3).

Creating and Deploying a Rubric in Blackboard



FIGURE 3

b. You will also find the following display options in the drop down:

- i. Points
- ii. Points range
- iii. Percent
- iv. Percentage range

7. Add a description to each of the Achievement areas by typing into the dialog box (Figure 4).

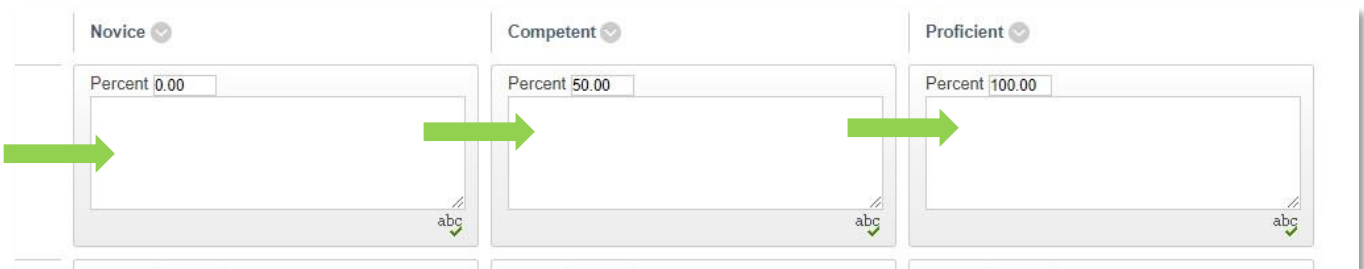


FIGURE 4

8. Change the value of the Achievement areas by changing the percent field (Figure 5).



FIGURE 5

9. Changing the order of achievements can be done by selecting the **Levels of Achievement** button and selecting the item you would like to move. Then press the arrow in the direction you would like to move it (Figure 6). Then click **Submit** (Figure 7).

Creating and Deploying a Rubric in Blackboard

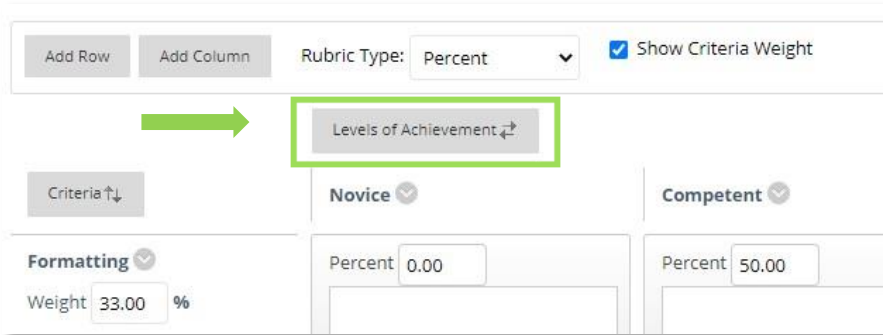


FIGURE 6

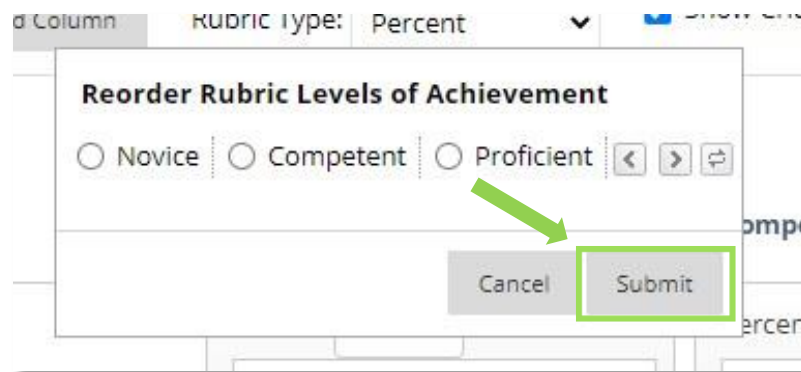


FIGURE 7

10. Change the weight of the criteria by changing the value in the weight field (Figure 8).



FIGURE 8

Creating and Deploying a Rubric in Blackboard

11. To change the order of criteria, select the **Criteria** button (Figure 9). Then select the item you would like to reorder and click the arrow in the direction you would like the item to move. Then click **Submit** (Figure 10).

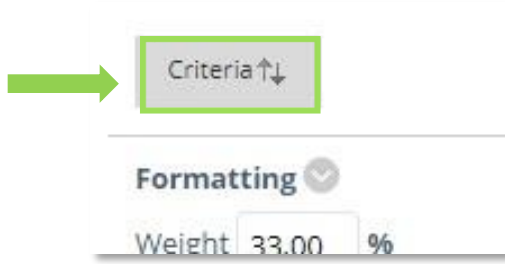


FIGURE 9

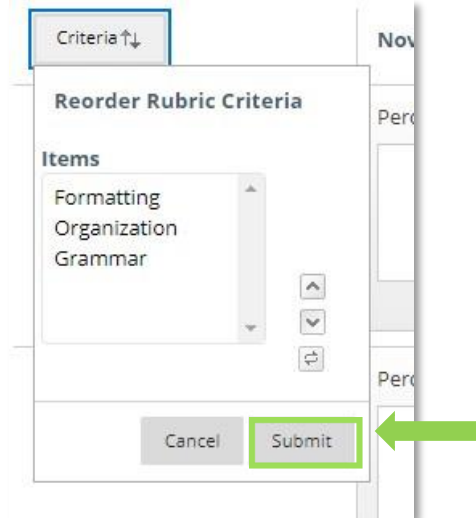


FIGURE 10

12. The **balance weight** button will make all the weights equal each other.
13. Once these settings have been completed click **Submit** at the bottom right of the page.

Creating and Deploying a Rubric in Blackboard

Deploying Rubric

1. Either build a new assignment or edit an assignment which has already been built
2. Enter a name for the assignment.
3. Select **Add Rubric** (Figure 11).

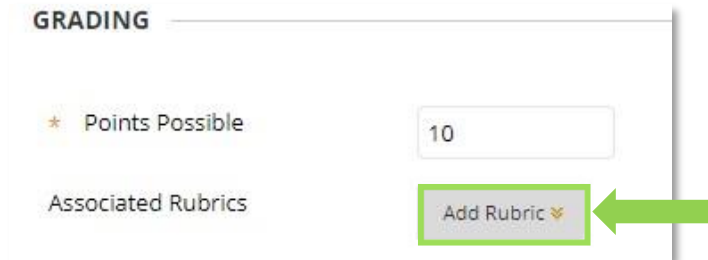
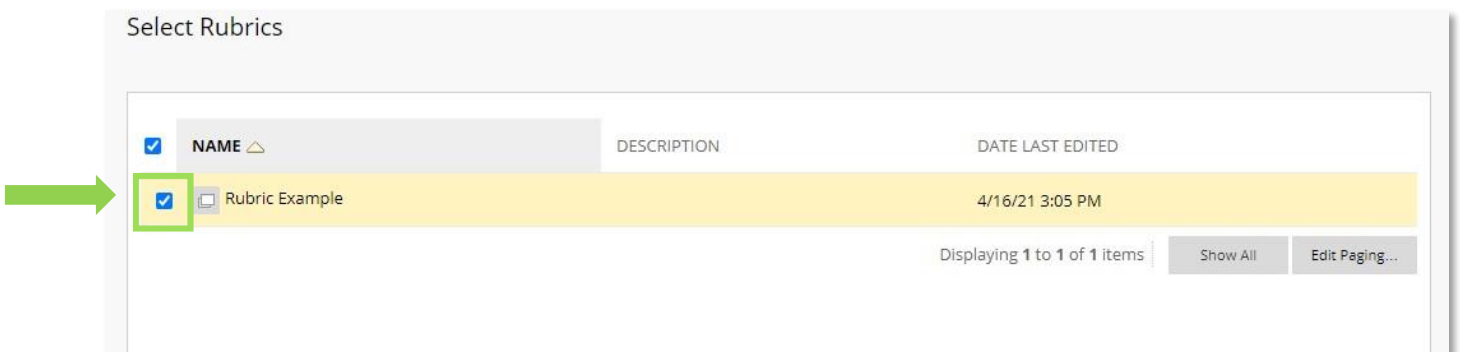


FIGURE 11

4. Click **Select Rubric**.
5. Select the rubric you have created then click **Submit** (Figure 12).

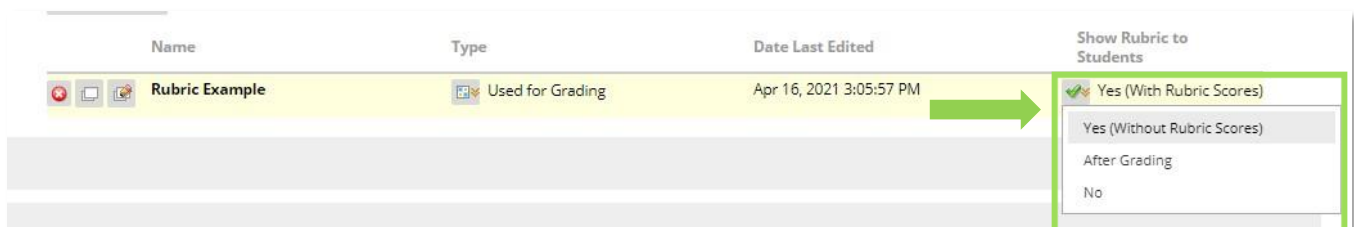


<input checked="" type="checkbox"/>	NAME <small>△</small>	DESCRIPTION	DATE LAST EDITED
<input checked="" type="checkbox"/>	Rubric Example		4/16/21 3:05 PM

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

FIGURE 12

6. Ensure that show rubric to students is turned on (Figure 13).



Name	Type	Date Last Edited	Show Rubric to Students
Rubric Example	Used for Grading	Apr 16, 2021 3:05:57 PM	<input checked="" type="checkbox"/> Yes (With Rubric Scores) <input type="checkbox"/> Yes (Without Rubric Scores) After Grading <input type="checkbox"/> No

FIGURE 13

7. The Points Possible will automatically be calculated once the rubric has been added to the assignment.
8. Ensure the rest of your assignment settings are correct.
9. Click submit at the lower right-hand side of the screen.

Creating and Deploying a Rubric in Blackboard

Grading with the Rubric

1. Go to the Full Grade Center in the left-hand course management panel. Click on Full Grade Center.

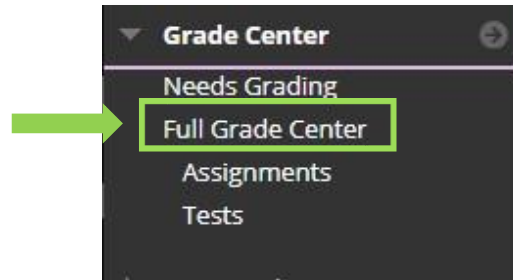


FIGURE 14

2. Click on the assignment that needs to be graded
3. Select Attempt (Figure 15).

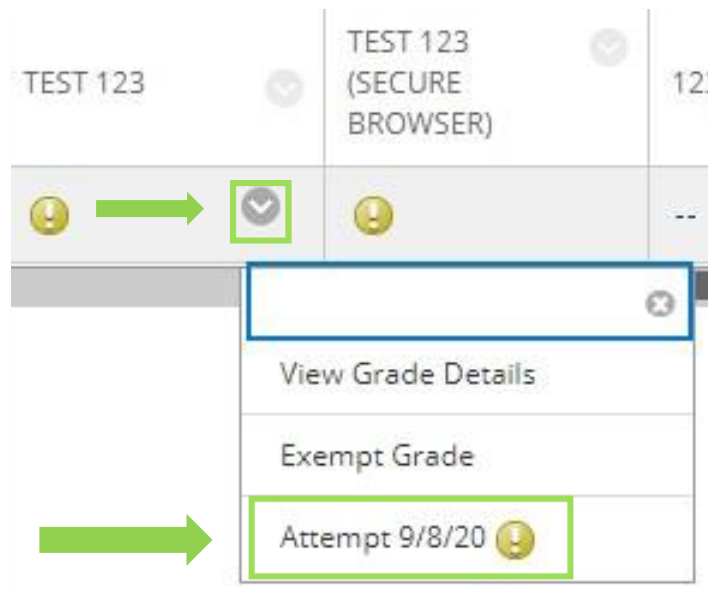


FIGURE 15

4. Select the down arrow located under attempt (Figure 16).

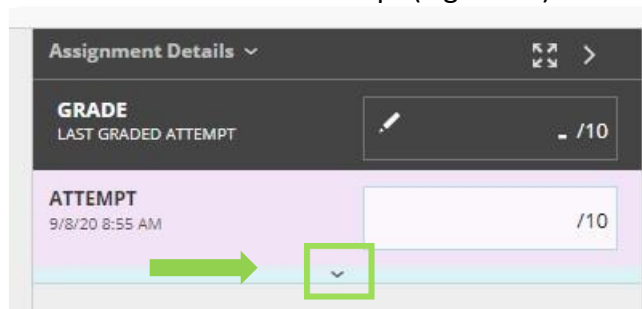


FIGURE 16

Creating and Deploying a Rubric in Blackboard

5. Then under *Grade by rubric* click the button to the right (Figure 17).



FIGURE 17

6. This will pop out a new window with the Rubric (Figure 18).

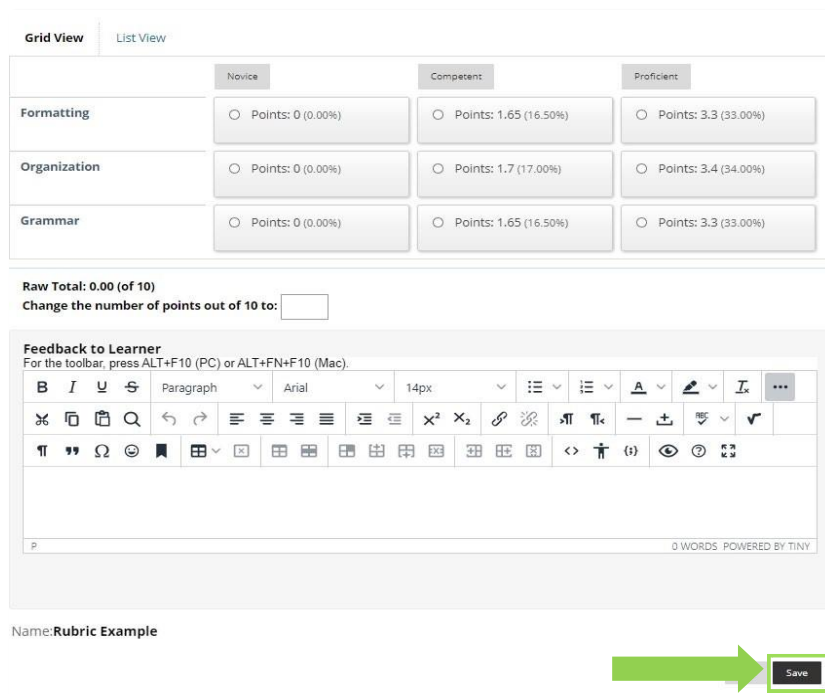


FIGURE 18

7. Fill out the Rubric and enter any feedback to the student.
8. Click on the **Save** button.
9. Once back to the Grade Assignment page, click **Submit** to save the rubric score to the grade book (Figure 19).

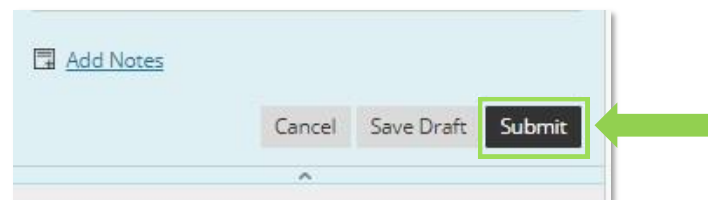


FIGURE 19

10. You may review the Grades in full grade center when complete.