



Using the Rubrics Tool

Creating, Editing, Associating, Managing, Grading, and Importing/Exporting Between Courses

Control Panel > Course Tools > Rubrics

Create a Rubric

By default, new rubrics have three rows and three columns.

1. On the **Control Panel**, click **Course Tools**.
2. Select **Rubrics**.
3. On the Rubrics page, click **Create Rubric**.
4. Type a **Name** for the rubric. The name is the title text that identifies the rubric.
5. Provide a **description** of the rubric to make it easier to associate it to relevant assignments (optional).
6. Edit the rubric grid. To learn more, see Edit the Rubric Grid below.
7. Click **Submit**.

Edit the Rubric Grid

Edit the rubric grid so it corresponds to the type of feedback and scoring appropriate for the assignment. *Once a rubric is used for grading, you cannot edit it.* You can copy the rubric to create a duplicate rubric that you can edit.

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. Choose 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 assignment's possible points.
 - **Percent Range** - Range of values for each Level of Achievement. During the grading process, you select the appropriate percentage level for a particular Level of Achievement and the system calculates the points earned by multiplying the weight x achievement percentage x item points.

4. Click **Edit** from a label's contextual menu to change their names. A label identifies the rows and columns with heading 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**.

NOTE: Each cell has a 1000-character limit. You can reorder rows and columns by clicking the reordering functions located above the labels.

Copy and Edit a Rubric

Copying a rubric is helpful if you have similar assignments for your students that will follow the same criteria. This allows you to keep the settings and simply rename the rubric. You can also copy a rubric when you want to edit a rubric that was already used for grading.

You can duplicate a rubric by selecting the copy option from the rubric's contextual menu. A copy is created automatically with the name of the rubric in parentheses followed by the number one. For example, "Introductory Speech" can be copied to create "(Introductory Speech)(1)."

You can edit the rubric's name to add a new name by selecting Edit from the rubric's contextual menu. The Edit Rubric page allows you to edit all the settings for a rubric.

Options when using percent-based rubrics:

- To show or hide criteria weights, select the **Show Criteria Weight** checkbox on the action bar. If additional rows are added when weights are hidden, weights for new criteria are distributed equally.
- Use the **Balance Weights** function after adding a new row to keep all criteria weighted equally. If individual criteria weighting is preferred, type percentages for each criteria. The **Show Criteria Weight** checkbox must be selected for the **Balance Weights** function to appear.
- 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%.

Associate a Rubric

Associated rubrics are visible under the grading and rubrics settings for:

- Assignments
- Essay, short answer, and file response test questions
- Blogs and journals
- Wikis
- Discussion Board threads and forums

1. You can also associate a rubric in the Grade Center by selecting **Edit Column Information** from the column's contextual menu.
2. To associate a rubric during the editing or creation process, position your cursor over **Add Rubric** to access the drop-down list and choose one of the options:

- **Select Rubric** associates a rubric that was 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.
3. When associating a points-based rubric, the option to use the rubric's points value as the points possible are available after clicking **Submit** on the rubric creation or selection page.

Manage Associated Rubrics

While editing an item with an associated rubric, you can change the rubric's options. Below an associated rubric's name, manage associated rubrics using the icons to Remove Rubric Association, View Rubric, or Edit Rubric.

- **Remove Rubric Association** severs the connection to a rubric, but does not delete the rubric itself. If the rubric was already used for grading in this assignment, removing the association also removes those evaluations and the attempts need to be graded again.
- **View Rubric** opens a preview that you cannot edit, with a link to view associated items and print the rubric.
- **Edit Rubric** opens the associated rubric to allow for immediate editing. If the rubric was already used for grading, you cannot edit it.

For the type, you can designate a rubric as **Used for Grading** or **Used for Secondary Evaluation**. If multiple rubrics are associated, you can use only one as the primary grading rubric, designated as **Used for Grading**.

Show Rubric to Students offers four options for rubric visibility.

- **No** does not allow students to view the rubric at any time.
- **Yes (With Rubric Scores)** allows students to view the rubric when the item is made available, including possible point or percentage values.
- **Yes (Without Rubric Scores)** allows students to view the rubric when the item is made available, but does not include the possible point or percentage values.
- **After Grading** allows students to view the rubric only after grading their submissions is completed.

Grade With Rubrics

Before grading with a rubric, you need to associate it with one of the following gradable items:

- Assignments
- Essay, short answer, and file response test questions
- Blogs and journals
- Wikis
- Discussion Board threads and forums

To learn more, see [How to Associate a Rubric \(above\)](#).

Follow these steps to grade using rubrics:

1. Access the **gradable item** in the Grade Center, the Needs Grading page or from the tool.
2. Click **View Rubric** to review or begin grading with the associated rubric.
3. In **Grid View**, click a cell to apply that point value to the grade. If a rubric with point ranges is used, select the appropriate value from the drop-down list. To change the selection, click another cell in the same row.
4. Type **feedback** to the student in the text box that appears (optional).
5. Click **List View** to switch displays and select an option for each criterion to apply that point value to the grade (optional).
6. Select the checkboxes to **Show Descriptions** for criteria and to **Show Feedback** text boxes (optional). A running Raw Total score appears 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 Content Editor. *Note:* The Raw Total displays the score rounded to two decimal places.
7. When grading is complete, click **Save or Exit**. **Exit** allows you to leave the rubric without saving any selections. **Save** records the score and feedback and return to the attempt.
8. Click **Save and Next** to use another associated rubric for evaluation.

Import and Export Rubrics

You can export and import rubrics to share rubrics between Blackboard Learn courses. You should not edit the rubric outside of Blackboard Learn.

1. On the **Control Panel**, click **Course Tools**.
2. Select **Rubrics**.
3. To import a rubric:
 1. Click **Import Rubric** and browse for the file.
 2. Click **Submit** to upload the file.
4. To export a rubric:
 1. Select the **checkbox** next to the rubric's name.
 2. Select **Export**. You can download and import the file into a different course or share it with other instructors for use in their Blackboard Learn courses.