Here is a quick and easy tutorial for using the Rubric Tool in Blackboard 9. It’s great for projects and assignments where you want to have specific grading criteria.

*Note: The rubric is also seen by the students, unless you change the availability setting.*

Control Panel > Course Tools > Rubric > Create Rubric

See the screenshots below:

Associate a rubric with a gradable item (i.e., assignment, discussion) by going into the Grade Center after you have created the gradable item. *Remember, Blackboard automatically puts the column in the Grade Center if you use the Assignment Tool, you create an assignment with points, or create a test.* Click the dropdown arrow in the column and choose “Edit Column Information.” You will see any Rubrics you have already created. Once the students have completed the assignment and you are ready to give them a grade, you will be able to view the rubric while you grade.
How to Apply a Rubric to an Item in the Grade Center

1. Navigate to the Grade Center.
2. Click the double-down arrows next to the name of a column in the Grade Center and select EDIT COLUMN INFORMATION from the pop-up menu that appears.
3. Click ADD RUBRIC and then SELECT RUBRIC. Check the checkbox next to the rubric you want to use and click Submit.

![Screenshot of Grade Center with rubric selection](image)

4. The rubric will be added to the rubric display box. Next to the name of the rubric, there are action buttons for viewing or removing the rubric.
5. To close the rubric display and return to the Grade Center, click the CLOSE button in the upper right corner of the rubric display box.

Viewing a Rubric While Grading

In the Grade Center, rubrics can be accessed when grading individual student’s assignments or grading all of the assignments within a column.

**Grading Individual Assignments**

1. Roll your mouse over a cell in the assignment’s column. Click the double-down arrows next to the student’s attempt of the assignment and select ATTEMPT.
2. On the Grade Details page, beside the Grade box, there is a VIEW RUBRIC button.
3. Click the VIEW RUBRIC button to open the rubric in a pop-up window for easy reference while grading as usual.
Grading Individual Discussion Posts, Blog Posts, Journal Entries, etc.

1. In a similar process, rubrics can also be viewed when grading Discussion Board threads and forums, blog posts, and journal entries, from the actual tool.

Questions? Contact Cindy Bowers bowersc@ecu.edu or Matt Long, longm@ecu.edu
See our Blackboard Blog for more tutorials: http://blog.ecu.edu/sites/blackboard/faculty-support/