

The Center for Teaching, Learning, & Technology

Instructional Technology Workshops



Blackboard 9.1 SP 13 Creating Rubrics

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Faculty and Staff Development Programs



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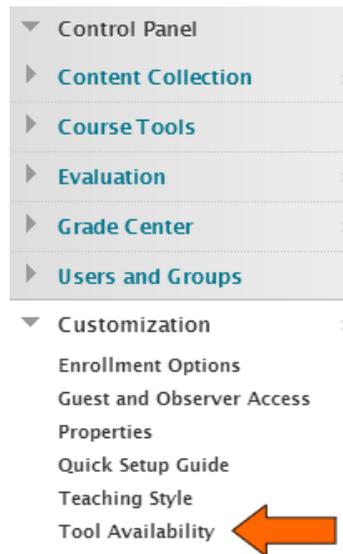
MAKING THE RUBRICS TOOL AVAILABLE

The Blackboard administrator at your school determines if the Rubrics tool is accessible for courses, but, like other course tools, you can choose whether it is available in your individual course.

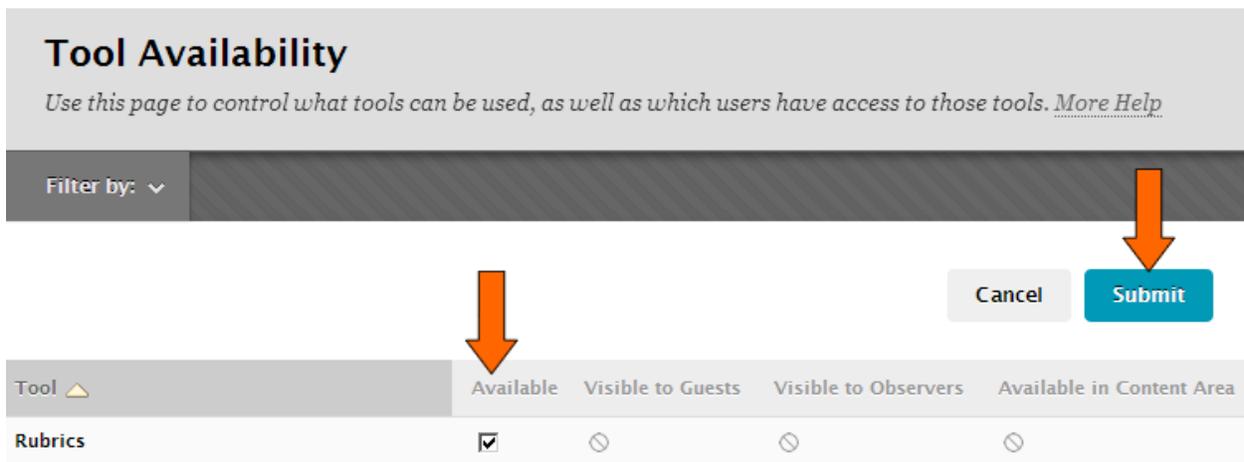
To determine if rubrics are available in your course, access the **Course Tools** section on the Control Panel. If Rubrics is not listed, you must make it available before you can create and use rubrics in your course.

QUICK STEPS: Making the Rubrics Tool Available

1. On the **Control Panel**, expand the **Customization** section and select **Tool Availability**.



2. Locate the **Rubrics** row and select the check box in the **Available** column.
3. Click **Submit**.

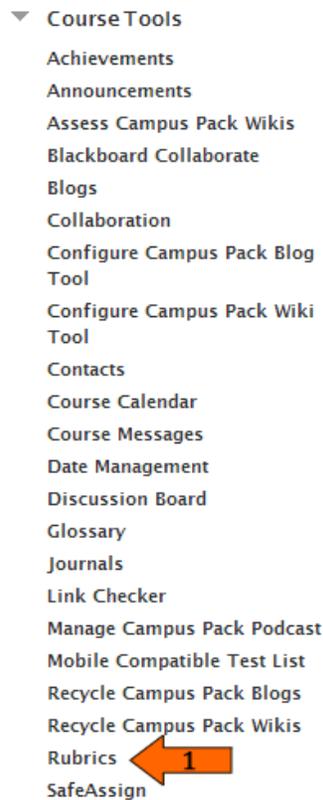


CREATING RUBRICS

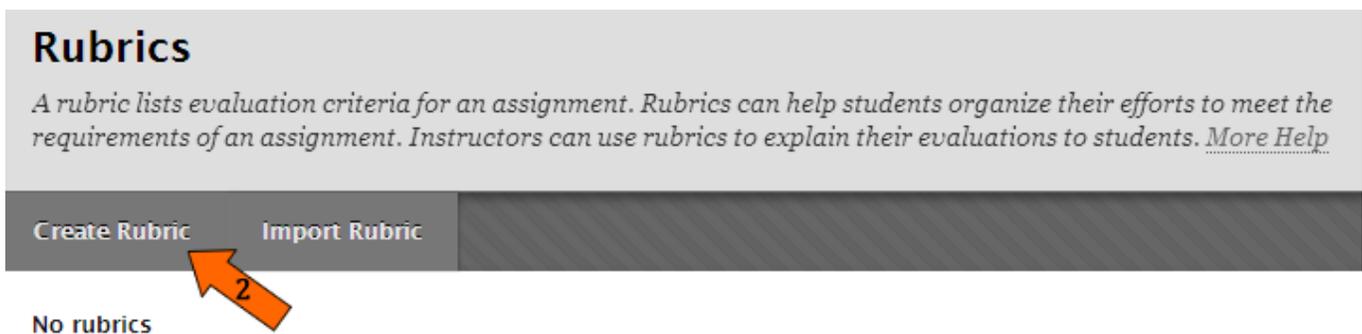
You can create multiple rubrics in a course. Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. Create rubrics using the **Rubrics** tool and then you can associate them with assignments, test questions, interactive tools, and Grade Center columns.

QUICK STEPS: Creating a Rubric

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.



2. On the **Rubrics** page, click **Create Rubric** on the Action Bar.



3. Type a **Name** for the rubric.
4. Optionally, type a description for the rubric to make it easier to locate and associate it to relevant items.

Blackboard 9.1 SP 13 – Creating Rubrics

5. Add rows and columns to the rubric, if needed.
6. 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 item's possible points
7. Click the Action Link beside the **Levels of Achievement** and **Criteria** names, and select **Edit**. Type the new name and click **Save**.
8. Type a point or percentage value for each row and column.
9. Type a description defining the criteria and the associated Level of Achievement.
10. Click **Submit**.

There is a 1,000 character limit for each cell.

You can reorder rows and columns by clicking the reordering icon.

NOTE: Once you use a rubric for grading, you cannot edit it. Copy the rubric instead to create a duplicate rubric that you can edit.

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Create Rubric

Rubrics are made up 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 define the evaluation and score of an assignment. You can create as many rubrics as needed. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Rubric Information

* Name 3

Description

REC

4

Character count: 0

2. Rubric Detail

The Rubric Grid lists **Criteria** (rows) for measuring **Levels of Achievement** (columns)

Add Row Add Column Rubric Type: Percent Show Criteria Weight

Levels of Achievement ↕

Criteria ↑

	Novice 7	Competent 8	Proficient 9
Purpose and Focus <input checked="" type="checkbox"/> Weight: 25.00 % 7	Percent 25 Limited awareness of audience and/or purpose.	Percent 50 establish and maintain purpose and communicate with the audience.	Percent 100 maintains clear focus; evidence or distinctive voice and/or
Development of Ideas <input checked="" type="checkbox"/> Weight: 25.00 %	Percent 25 Minimal idea development, limited and/or unrelated details.	Percent 50 Limited idea development; limited and/or repetitious details.	Percent 100 Depth and complexity of ideas supported by rich, engaging and/or
Organization <input checked="" type="checkbox"/> Weight: 25.00 %	Percent 25 Random or weak organization.	Percent 50 Logical organization.	Percent 100 Careful and/or suitable organization.
Scientific Language <input checked="" type="checkbox"/> Weight: 25.00 %	Percent 25 incorrect and/or ineffective language.	Percent 50 Acceptable, effective language.	Percent 100 Precise and/or rich language.

Total Weight: 100.00% Balance Weights

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

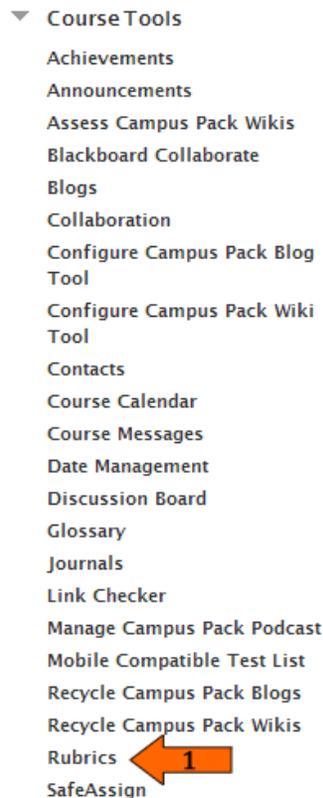
SHARING RUBRICS

You can share rubrics between Blackboard Learn courses. If you teach multiple courses, you can create a rubric in one course, export it, and then import it into another. You can also share the exported file with other instructors to use in their Blackboard Learn courses.

NOTE: You should make all changes to rubrics in a Blackboard Learn course. Do not make changes to the exported ZIP file.

QUICK STEPS: Exporting a Rubric

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.



2. On the **Rubrics** page, select the rubrics you want to export.
3. On the Action Bar, click **Export**.



- On the **Rubric Export Settings** page, select where to save the exported rubric. Choose **Export to Local Computer**, or, if your school licenses content management and you want to save the file there, click **Export to Content Collection**.
- Click **Submit**.

1. Export Rubric List

The following rubric(s) will be exported.

Name	Description
Essay Rubrics	

2. Export Location

Choose a location for exported rubric(s).

Export to Local Computer. Export to Content Collection.



3. Submit

Click **Submit** to proceed. Click **Cancel** to quit.



- On the **Downloaded Exported Rubrics** page, click **Download** and save the file to a location you choose.

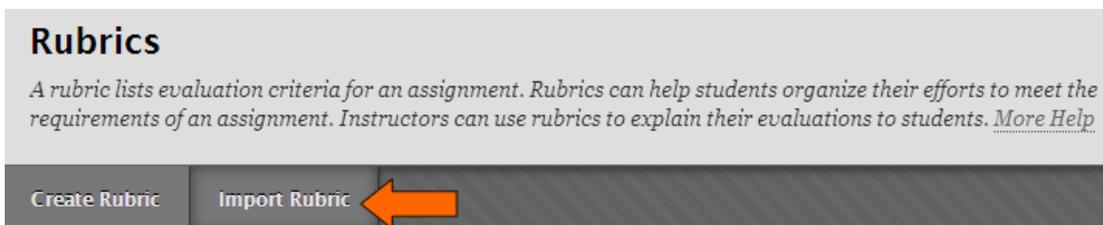
Download Exported Rubric(s)

Click the button below to download exported rubric(s) to the local computer.



QUICK STEPS: Importing a Rubric

- On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.
- On the **Rubrics** page, click **Import Rubric**.



- On the **Import Rubric** page, browse to locate the exported rubric file. Click **Browse My Computer** if the file is stored on your computer or **Browse Course** if the file is saved in Course Files.

4. Click **Submit**.



5. On the **Rubric Import Result** page, click **OK** to return to the main **Rubrics** page.

ASSOCIATING RUBRICS WITH CONTENT

You can associate rubrics with the following types of content:

- Assignments
- Test question types: Essay, File Response, Short Answer
- Blogs and journals
- Wikis
- Discussion Board threads and forums

QUICK STEPS: Associating a Rubric with Assignments

1. Create a new or edit an existing assignment.
2. In the **Grading** section, point to **Add Rubric** to access the drop-down list.
3. Select an option:
 - **Select Rubric** to add a rubric you created with the Rubrics tool. A pop-up window opens, allowing you to select and submit the rubric you choose.
 - **Create New Rubric** to create a new rubric to associate with the assignment. A pop-up window opens, allowing you to create the rubric that will be associated when you click **Submit**.
 - **Create From Existing** to create a new rubric based on a rubric you have already created. A pop-up window opens, allowing you to select the rubric you want to base your new rubric on, and then another window in which you can create the new rubric that will be associated when you click **Submit**.

3. Grading



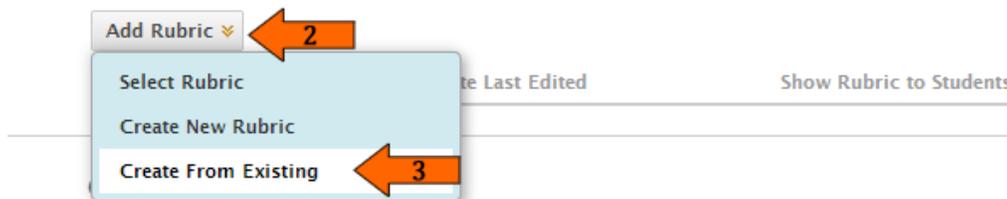
4. Finish creating or editing the assignment and click **Submit**.

NOTE: If you are using a percent-based rubric, you need to provide the **Points Possible** before clicking **Submit**. If you are using a points-based rubric, you are prompted to use the rubric's point value as the assignment's possible points.

QUICK STEPS: Associating a Rubric with Test or Pool Questions

1. Create a new or edit an existing Essay, File Response, or Short Answer question.
2. In the Rubrics section, point to **Add Rubric**.
3. Select an option:
 - **Select Rubric** to add a rubric you created with the Rubrics tool. A pop-up window opens, allowing you to select and submit the rubric you choose.
 - **Create New Rubric** to create a new rubric to associate with the assignment. A pop-up window opens, allowing you to create the rubric that will be associated when you click **Submit**.
 - **Create From Existing** to create a new rubric based on a rubric you have already created. A pop-up window opens, allowing you to select the rubric you want to base your new rubric on, and then another window in which you can create the new rubric that will be associated when you click **Submit**.

3. Rubrics



4. Finish creating or editing the question and click **Submit**.

NOTE: Point values for test questions are handled in the main test or pool canvas. Both point and percent-based rubrics adjust their calculations to match the assigned point value for the test question.

NOTE: Test questions display an icon next to the question’s point value to indicate a rubric has been associated with the question.

Points: 10 

QUICK STEPS: Associating a Rubric with Blogs, Journals, and Wikis

1. Create a new or edit an existing blog, journal, or wiki.
2. Under the Rubrics step, select **Grade**. This opens the ability to add a rubric.
3. Optionally, select the check box to determine how many entries (blogs and journals) or page saves (wikis) students need to submit before they are shown in Needs Grading status () to indicate they are ready for grading.
4. Point to **Add Rubric**.
5. Select an option:
 - **Select Rubric** to add a rubric you created with the Rubrics tool. A pop-up window opens, allowing you to select and submit the rubric you choose.
 - **Create New Rubric** to create a new rubric to associate with the assignment. A pop-up window opens, allowing you to create the rubric which will be associated when you click Submit.
 - **Create From Existing** to create a new rubric based on a rubric you have already created. A pop-up window opens, allowing you to select the rubric you want to base your new rubric on, and then another window in which you can create the new rubric which will be associated when you click Submit.

6. Grade Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Blog

No grading

Grade : Points possible : 100 

 Show participants in "needs grading" status  after every 1 Entries

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Add Rubric 

Select Rubric Edited Show Rubric to Students

Create New Rubric

Create From Existing 

6. Finish creating or editing the blog, journal, or wiki and click **Submit**.

NOTE: If you are using a percent-based rubric, you need to type the **Points Possible** before clicking Submit. If you are using a points-based rubric, you will be prompted to use the rubric’s point value as the blog, journal, or wiki’s possible points.

QUICK STEPS: Associating a Rubric with a Discussion Board Forum

1. Create a new or edit an existing Discussion Board forum.
2. Under step 3, Forum Settings, select **Grade Discussion Forum**. This opens the ability to add a rubric.
3. Select the check box for **Show participants in needs grading status** and select a number from the drop-down list. After the specified number is met by a user, the item appears on the **Needs Grading** page. If you do NOT select the check box, the **Needs Grading** icon () does not appear in the Grade Center and items do not appear on the **Needs Grading** page.
4. Point to **Add Rubric**.
5. Select an option:
 - **Select Rubric** to add a rubric you created with the Rubrics tool. A pop-up window opens, allowing you to select and submit the rubric you choose.
 - **Create New Rubric** to create a new rubric to associate with the assignment. A pop-up window opens, allowing you to create the rubric which will be associated when you click Submit.
 - **Create From Existing** to create a new rubric based on a rubric you have already created. A pop-up window opens, allowing you to select the rubric you want to base your new rubric on, and then another window in which you can create the new rubric which will be associated when you click Submit.

3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing
Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

No Grading in Forum

 Grade Discussion Forum: Points possible:

Grade Threads

 Show participants in "needs grading" status  after every Posts

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Add Rubric 

Select Rubric

Create New Rubric

Create From Existing 

Edited

Show Rubric to Students

6. Finish creating or editing the forum and click **Submit**.

NOTE: If you are using a percent-based rubric, you need to type the **Points Possible** before clicking Submit. If you are using a points-based rubric, you will be prompted to use the rubric's point value as the Discussion forum's possible points.

QUICK STEPS: Associating a Rubric With a Discussion Board Thread

1. Create a new or edit an existing Discussion Board forum.
2. Under step 3, Forum Settings, select **Grade Threads**.

3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing
Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:



Grade Threads

3. Click **Submit**.
4. Click the name of the forum to enter it.
5. Click **Create Thread**.
6. Under step 3, Grading, select the **Grade Thread** check box.
7. Select the check box for **Show participants in needs grading status** and select a number from the drop-down list. After the specified number is met by a user, the item appears on the **Needs Grading** page. If you do NOT select the check box, the **Needs Grading** icon () does not appear in the Grade Center and items do not appear on the **Needs Grading** page.
8. Point to **Add Rubric**.
9. Select an option:
 - **Select Rubric** to add a rubric you created with the Rubrics tool. A pop-up window opens, allowing you to select and submit the rubric you choose.
 - **Create New Rubric** to create a new rubric to associate with the assignment. A pop-up window opens, allowing you to create the rubric which will be associated when you click Submit.
 - **Create From Existing** to create a new rubric based on a rubric you have already created. A pop-up window opens, allowing you to select the rubric you want to base your new rubric on, and then another window in which you can create the new rubric which will be associated when you click Submit.

3. Grading

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Thread 

Points possible:

 Show participants in "needs grading" status  after every Posts

Due Date  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics 

Select Rubric Edited Show Rubric to Students

Create New Rubric

Create From Existing 

10. Finish creating or editing the thread and click **Submit**.

NOTE: If you are using a percent-based rubric, you need to type the **Points Possible** before clicking Submit. If you are using a points-based rubric, you will be prompted to use the rubric's point value as the Discussion thread's possible points.

Sample Rubrics

<http://rubistar.4teachers.org>