

Create a Rubric Using Blackboard 9.1

NOTE: This tutorial was created using Mozilla Firefox 13.0.1. Other browser's displays may differ somewhat in presentation. Most images have been cropped for clarity and don't represent the entire browser window.

Take aways from this tutorial:

- I. Add and edit a rubric for an assignment in Blackboard.
- II. Create a rubric using Blackboard.
- III. Copying and editing a rubric.

I. Add and Edit a Rubric for an Assignment in Blackboard

A Rubric is a tool that lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use Rubrics to explain their evaluations to students.

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 defines the evaluation and score of an assignment. There is no limit to the number of Rubrics that can be created.

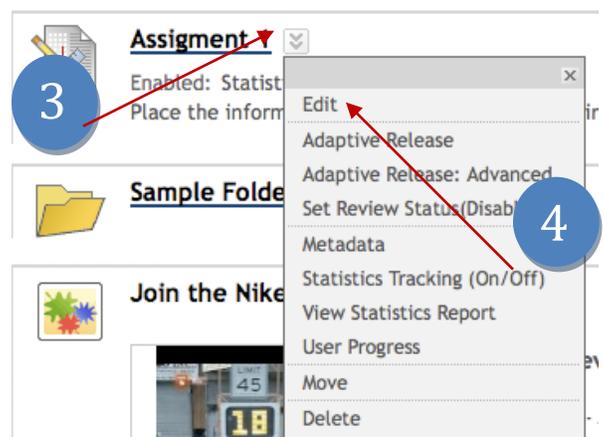
1. Access your developmental course. You may add Assessment under the Assessments link or in any other content location.

2. Ensure Edit mode is ON.



3. If you already have an assignment that needs a rubric, hover over **Course Content** on **Course Menu**, click on the chevron that belongs to the assignment you wish to add rubric.

4. Select **Edit**.



5. Scroll down to option 3, **Grading**.

6. Click on **Add Rubric**, and select the option **Create New Rubric**

7. Under option 1, **Rubric Information**, give your rubric a name and below add the description.

* Indicates a required field.

1. **RUBRIC INFORMATION**

* Name

Description

abc ✓

8. Under option 2, **Rubric Detail**, you can **add** rows and columns, choose **Rubric Type** such as points, percentages, etc. and opt to show the weight of each criteria of the rubric.

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

Add Row Add Column Rubric Type: Percent Show Criteria Weight

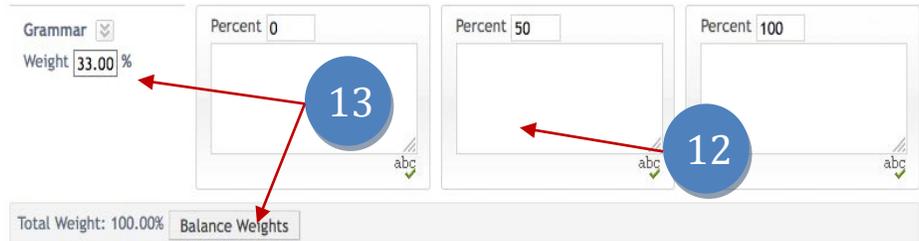
Levels of Achievement ↕

Criteria ↕	Novice	Competent	Proficient
Formatting	Percent 0	Percent 50	Percent 100
Weight 33.0	abc ✓	abc ✓	abc ✓
Organization	Percent 0	Percent 50	Percent 100
Weight 34.00 %	abc ✓	abc ✓	abc ✓

9. You can reorder **the Levels of Achievement** by clicking on its box to get the pull down menu of your choices.
10. You can reorder the criteria shown on the left of the rubric by clicking the box **Criteria** with arrows and obtaining the pull down menu.
11. To edit the criteria situated on the left of the rubric, click the **Formatting** chevron next to the name and select **Edit** or **Delete** if you wish to delete the row.

12. Fill the text boxes.

13. When entering manually the criteria values, make sure the numbers add-up to 100 points or percent.



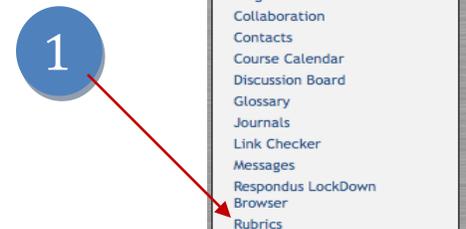
Grammar ▾
Weight 33.00%
Percent 0
Percent 50
Percent 100
Total Weight: 100.00% Balance Weights

Clicking the button **Balance Weights** will distribute the values automatically.

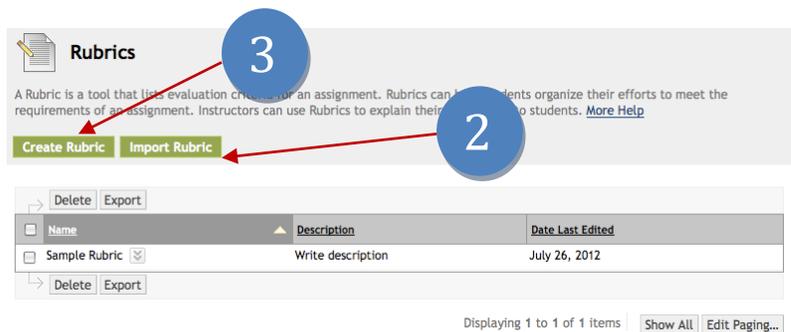
14. Under Option 3, click **Submit** when ready.

II. Create a Rubric Using Blackboard

1. Under **Course Management** on the left of your screen, click the **Course Tools** chevron and select **Rubrics**.



2. If you already have a rubric made that you would like to load into Blackboard, click **Import Rubric** from above action tab.



Rubrics

A Rubric is a tool that lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use Rubrics to explain their expectations to students. [More Help](#)

Create Rubric Import Rubric

Name	Description	Date Last Edited
Sample Rubric	Write description	July 26, 2012

Deleting: [Delete] [Export]

Displaying 1 to 1 of 1 items [Show All] [Edit Paging...]

3. Click on **Create Rubric** on the above action tab.

4. Repeat steps 7 through 14 from the above tutorial.

5. Click **Submit**.

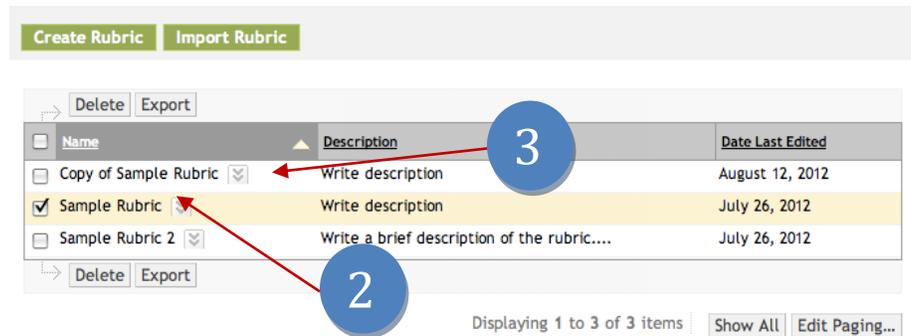
III. Copying and Editing a Rubric

Copying a Rubric is helpful 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.

1. Click the **Rubrics** link under **Course Tools**.

2. Click on the chevron of the rubric you will like to copy.

3. Select **Copy** and the same rubric will be placed in that list under **Copy of...**



Name	Description	Date Last Edited
<input type="checkbox"/> Copy of Sample Rubric	Write description	August 12, 2012
<input checked="" type="checkbox"/> Sample Rubric	Write description	July 26, 2012
<input type="checkbox"/> Sample Rubric 2	Write a brief description of the rubric....	July 26, 2012

Displaying 1 to 3 of 3 items | Show All | Edit Paging...

4. If you wish to Edit the rubric, click the chevron of the rubric you wish to alter and select **Edit**.