

## Grading Rubrics

---

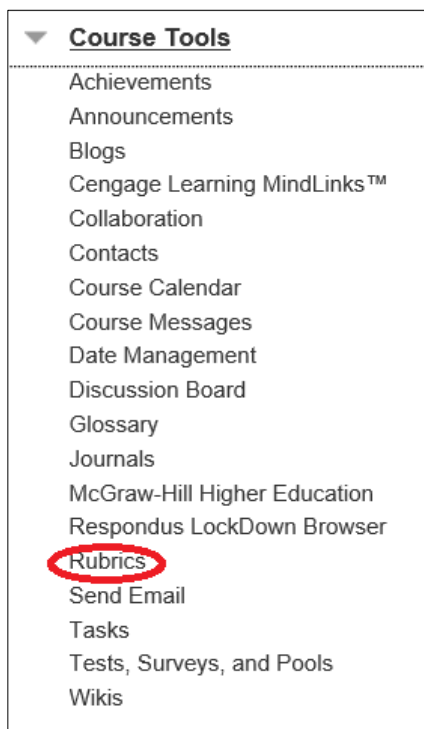
Rubrics give the instructor the opportunity to set specific evaluation criteria for an assignment which conveys their expectations to the student in advance of grading and helps ensure a more consistent assignment of grades to all students. Rubrics are organized in table format with rows corresponding to criteria and columns representing the level of achievement for each criterion.

After a rubric is created, it must be added to an assignment. Rubrics may be exported so that they may be shared and reused for similar assignments.

### How to Create a Rubric

Rubrics may be created as an assignment is created or may be created outside an assignment and added to it later. This example illustrates how to create a rubric outside an assignment.

1. From the Control Panel, select **Course Tools** then **Rubrics**.



2. On the Rubrics page, click Create **Rubric**.

## Rubrics

A rubric 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. [More Help](#)

**Create Rubric** Import Rubric

3. Name the rubric and add a **Description** if desired

### Rubric Information

Name

Description

4. Edit the grid – add rows or columns, change rubric type (points, ranges, percentages), weight criteria, add descriptors to levels of achievement, change label names, add point values etc.

Add Row Add Column Rubric Type: Percent  Show Criteria Weight

Levels of Achievement

Criteria

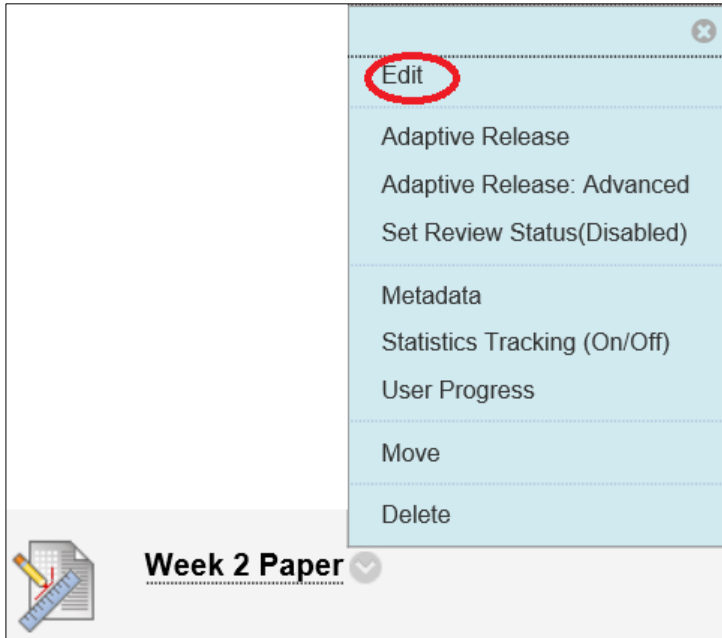
Criteria	Novice	Competent
Grammar	Percent 0 Averages more than 1 grammatical error per page	Percent 50 0-1 grammatical errors per page

Edit Delete this row

5. Click **Submit**.

## Add a Rubric to an Assignment

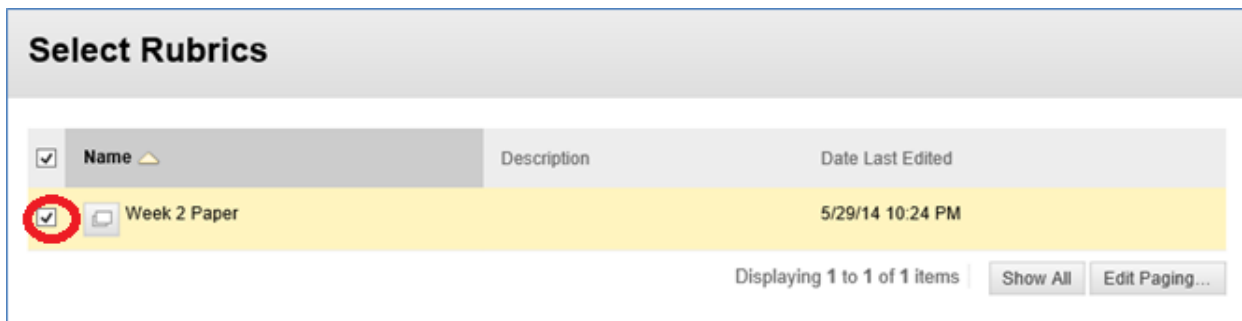
1. Click arrow next to the assignment title in the content area then click **Edit**.



2. Under Grading click **Add Rubric**. If you were creating a rubric at the same time as you were creating a new assignment you would do it here (**Create New Rubric**). Click **Select Rubric**.



3. Select the appropriate rubric from the list and click **Submit**.



4. Determine whether you will **Show Rubric to Students** with or without scores or only after grading then click **Submit**.

Add Rubric		Name	Type	Date Last Edited	Show Rubric to Students
		<b>Week 2 Paper</b>	Used for Grading	Jun 3, 2014 8:09:18 AM	Yes (With Rubric Scores)

## What the Student Sees

1. When the student opens an assignment they are given the option to View Rubric. A Rubric Details page will be displayed.

**ASSIGNMENT INFORMATION**

Points Possible

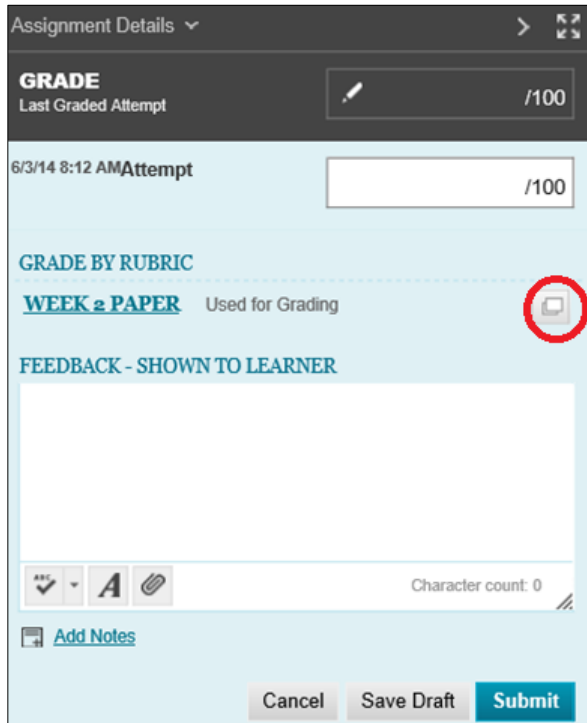
25

View Rubric

Rubric Detail			
<i>You can interact with a rubric to grade in <b>Grid View</b> or <b>List View</b>. <a href="#">More Help</a></i>			
Name: <b>Week 2 Paper</b>			
<b>Grid View</b>		<b>List View</b>	
	Novice	Competent	Proficient
Grammar	<b>10</b> (10%) Averages more than 1 grammatical error per page	<b>20</b> (20%) 0-1 grammatical errors per page	<b>30</b> (30%) No grammatical errors
Formatting	<b>10</b> (10%)	<b>20</b> (20%)	<b>30</b> (30%)
Organization	<b>20</b> (20%)	<b>30</b> (30%)	<b>40</b> (40%)

## How to Grade an Assignment Using a Rubric

1. Access the assignment under **Needs Grading** in the **Control Panel** or by searching for it on the **Full Grade Center**.
2. Open the rubric under **Grade by Rubric**.



3. Make appropriate selections for each grading criterion.

**GRADE BY RUBRIC**

**WEEK 2 PAPER** Used for Grading

Show Descriptions  Show Feedback

**GRAMMAR** --

Novice 10 (10%) points  
 Competent 20 (20%) points  
 Proficient 30 (30%) points

**FORMATTING** --

Novice 10 (10%) points  
 Competent 20 (20%) points  
 Proficient 30 (30%) points

**ORGANIZATION** --

Novice 20 (20%) points  
 Competent 30 (30%) points  
 Proficient 40 (40%) points

Raw Total: 0.00 (of 100.0)  
Change the number of points out of 100.0 to:

4. Enter **Feedback** and click **Save Rubric**.

Feedback:

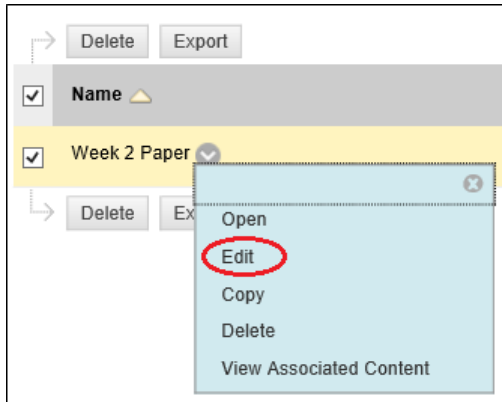
Nice job, pay attention to formatting!

abc ✓

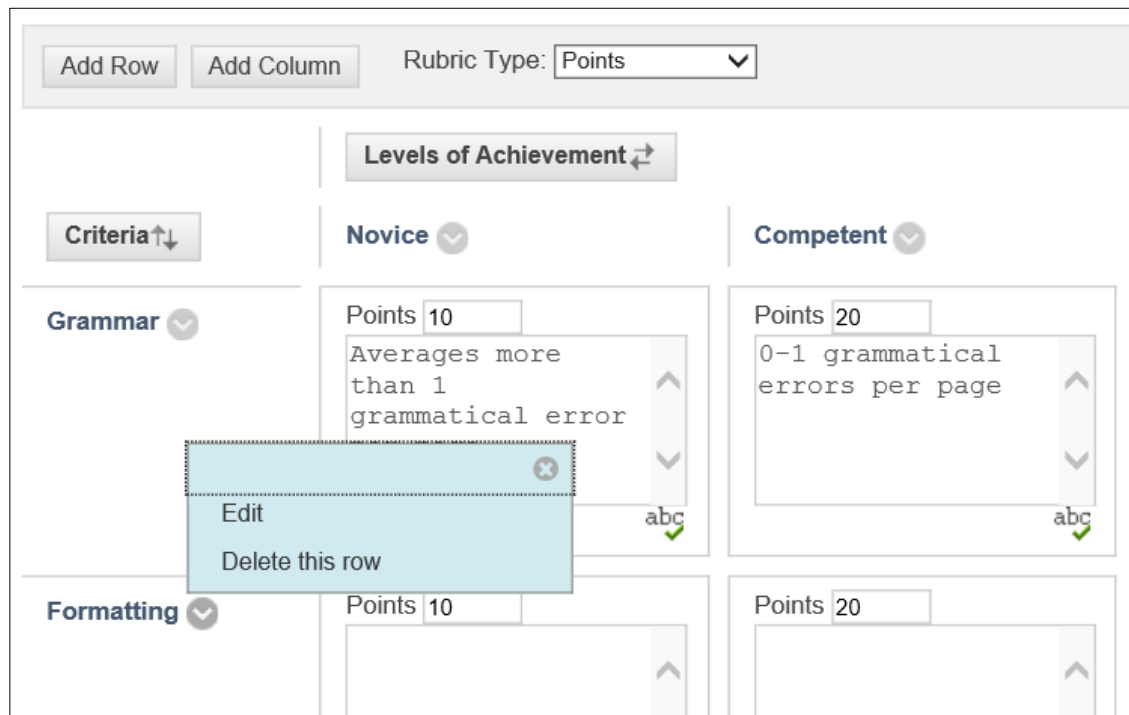
5. Click **Submit**.

## How to Edit a Rubric

1. Access the rubric from the **Control Panel** under **Course Tools**.
2. Click **Edit**.



3. Make edits to the Rubric Details section of the page.



4. Click **Submit**. **Note:** Once a grading rubric has been used for grading it cannot be edited.
5. You can also edit a rubric from the edit assignment page. Click the title of the assignment where it is posted in Blackboard, then **Edit**. Scroll down to **Grading** and click **Edit Rubric**.

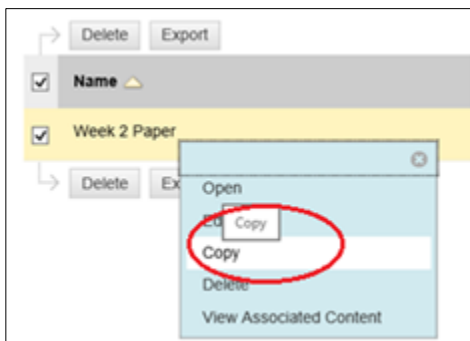
Name	Type	Date Last Edited	Show Rubric to Students
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <b>Week 2 Paper</b>	Used for Grading	Jun 3, 2014 8:09:18 AM	<input checked="" type="checkbox"/> Yes (With Rubric Scores)

## Using the Same Rubric for Similar Assignments

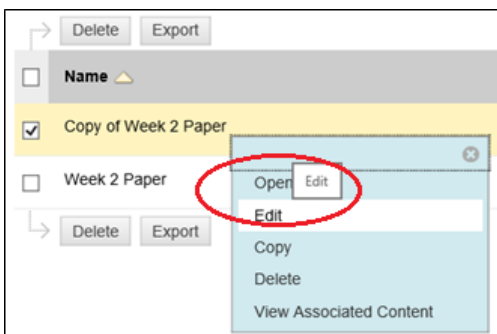
Using the same rubric for similar assignments helps ensure consistency of grading and expectations. To use the same rubric you have previously created for another assignment you may make a copy (within a course) or export it (for use with a different course).

### Copy Rubric

1. To **copy** a rubric within the same course, access the rubric from the **Control Panel** under **Course Tools** and select **Copy**.



2. A copy of the rubric will appear entitled Copy of 'name of original rubric'.
3. Click **Edit** on the drop down menu next to the name of the new rubric to change it to something meaningful.
4. Click **Submit**.



5. You can also select **Choose from Existing** under **Grading** on the **Edit** menu of the new assignment. This will allow you to use an existing rubric but make some edits.



**Grading**

\* Points Possible

Associated Rubrics

- Select Rubric
- Create New Rubric
- Create From Existing**

## Export Rubric

1. To **export** a rubric, access it from the **Control Panel** under **Course Tools**.
2. Select each rubric you wish to export by checking its box then click **Export**.

**Name** ▲

**Week 2 Paper**

3. Click **Export to Local Computer** which will allow you to reuse the rubric in other courses and share it with other instructors for use in their course.

**Export Location**

*Choose a location for exported rubric(s).*

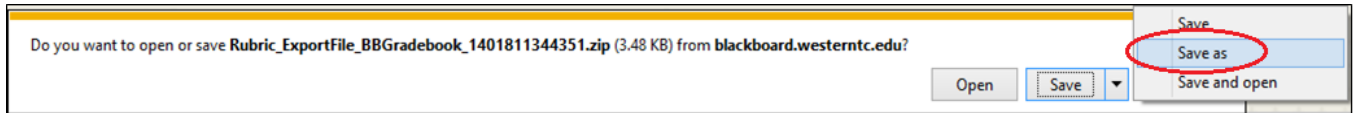
**Export to Local Computer**  Export to Content Collection.

4. Click **Submit**.
5. Click Download.

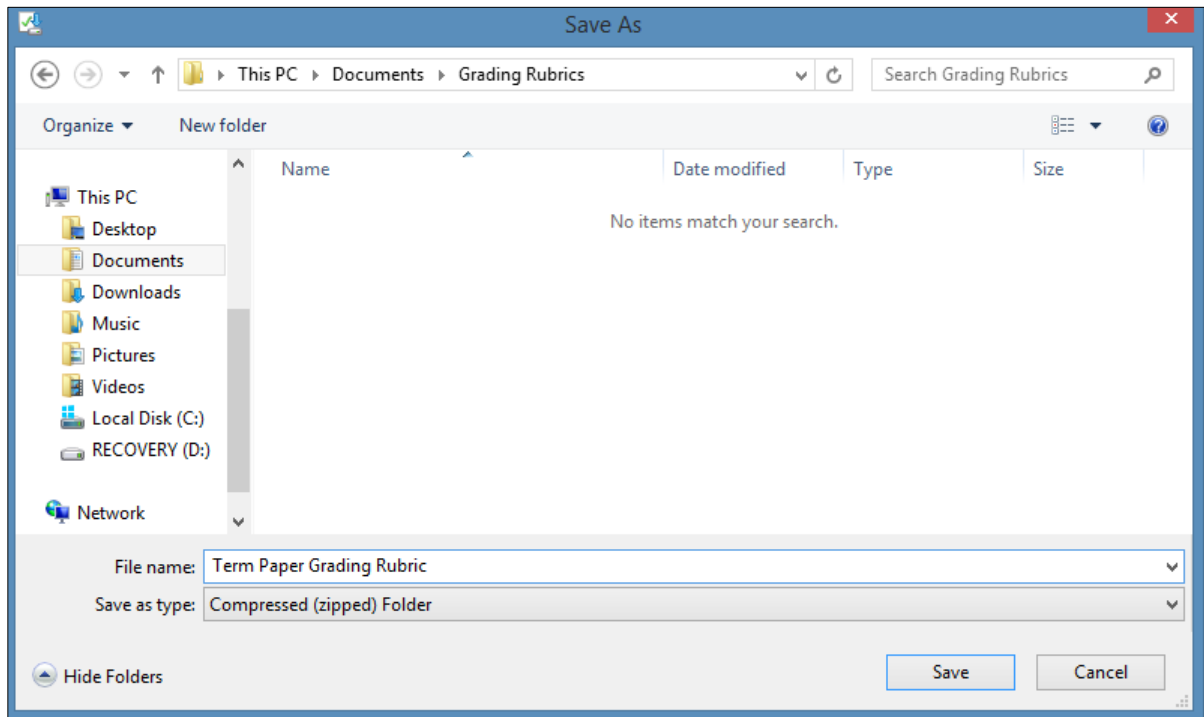
**Download Exported Rubric(s)**

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

6. Click Save As



7. Choose a location and name for the rubric and click **Save**.

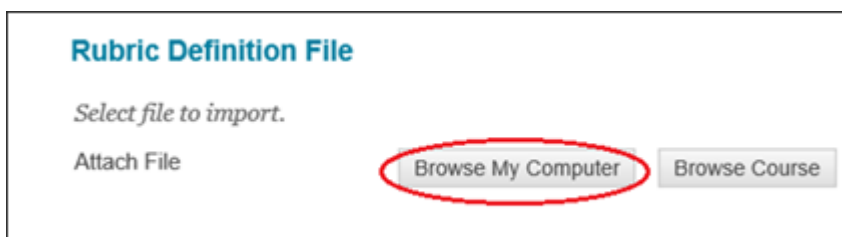


8. In the course you want to reuse the rubric click **Control Panel, Course Tools, Rubrics**.

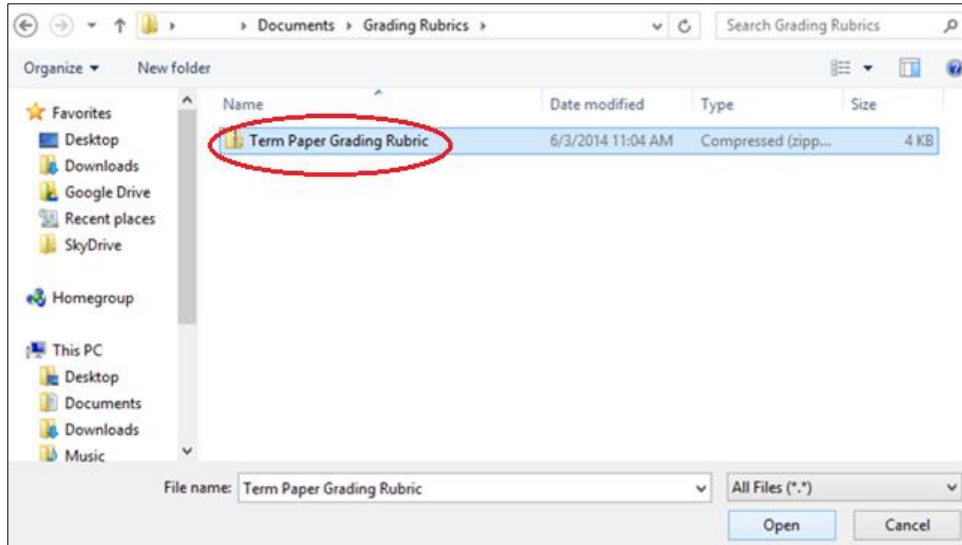
9. Click **Import Rubric**.



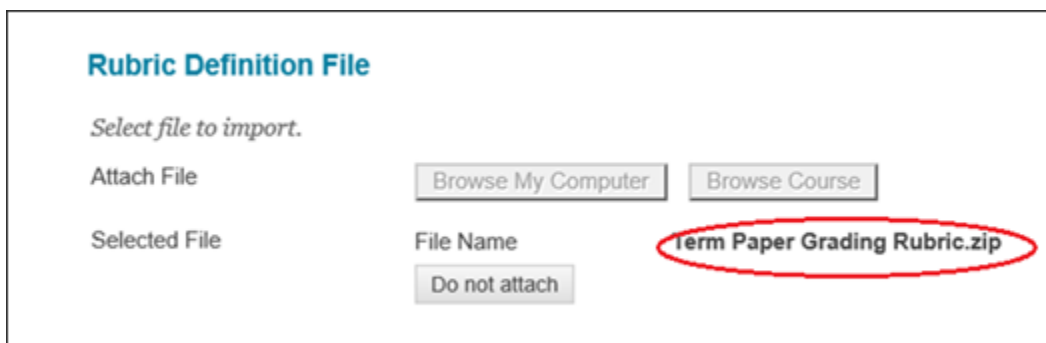
10. Click **Browse My Computer** then find the folder where you save exported rubrics.



11. Select the rubric and click **Open**.



12. The rubric file will now be attached to the course.



13. Click **Submit**.

14. The rubric can now be added to a specific assignment as described above.

**Additional Resources:** Blackboard Help <https://help.blackboard.com>