Blackboard Rubric Tool

The rubric tool in Blackboard gives you the ability to evaluate work submitted in Blackboard. With the rubric tool, you can divide the assigned work into parts. The parts of the rubrics give a description of the characteristics of each part of the work, at varying levels of skill.

The students benefit from the rubric because they can use it to organize their efforts to meet the requirements of the graded work. The rubric offers transparency to the students and they know exactly what the instructor expects from their work.

Which Blackboard assessment tools use rubrics?

- Assignment Tool
- Test Question Types: Essay, Short Answer, and File Response
- Discussion Forums, Blogs, Journals, and Wikis
- Grade Center Columns created for manual entry

Create a Rubric

Multiple rubrics can be created in your course. Each rubric consists of columns and rows. The rows represent the criteria and the columns represent the level of achievement and a description of the criteria. By default, rubrics have three rows and three columns but additional rows and columns can be added.

To create a rubric in Blackboard:

Control Panel > Course Tools > Rubrics

1. On the Rubrics page, select Create Rubric. Type a title and optional description.
2. Select Add Row to add a new criterion to the bottom of the grid.
3. Select Add Column to add a new level of achievement to the grid.
4. Choose a Rubric Type from the Menu:
   - No Points
   - Points
   - Point Range
   - Percent (can be weighted)
   - Percent Range (can be weighted)
5. Once all of the criteria is completed, click the Submit button.
6. The rubric will be show to be saved and available in the Rubrics area. To attach a rubric to an assignment:
   1. Find the assignment that needs to have a rubric included > click the chevron beside the assignment name to choose the Edit option.
   2. Edit Assignment screen > Grading section > Add Rubric button to see the following options:
• Select Rubric -- allows you to select a saved rubric
• Create New Rubric -- allows you to create the rubric
• Create From Existing -- allows you to open an existing rubric and add to or make changes

3. Rubric Options

- A Remove Rubric -- deletes the rubric currently attached
- B View Rubric -- allows you to view the rubric
- C Edit Rubric -- allow you to edit the current rubric attached
- D Show Rubric to Students Options
  - No -- Students do not see rubric
  - Yes (With Rubric Scores)
  - Yes (Without Rubric Scores)
  - After Grading

4. Once all of the rubric settings are chosen click Submit.

Student View

The students can be given access to the rubric when the assessment becomes available. The ability to for students to view the rubric before they submit their assessment lets them know what is expected by the instructor.
## Example Rubric

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Rubric Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levels of Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Criteria</strong></td>
<td><strong>Excellent</strong></td>
<td><strong>Good</strong></td>
</tr>
<tr>
<td>Content</td>
<td>18 to 20 points</td>
<td>Covers almost all content required. Paper is memorable.</td>
</tr>
<tr>
<td>Argument</td>
<td>18 to 20 points</td>
<td>Coherent and completely organized.</td>
</tr>
<tr>
<td>Sources</td>
<td>18 to 20 points</td>
<td>Sources are cited and are used critically.</td>
</tr>
<tr>
<td>Writing</td>
<td>18 to 20 points</td>
<td>Writing and graphics are nearly error free.</td>
</tr>
<tr>
<td>Graphics and Fonts</td>
<td>18 to 20 points</td>
<td>Easy to read fonts and legible graphics and striking layout.</td>
</tr>
</tbody>
</table>