
Blackboard Rubric Tool

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

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.

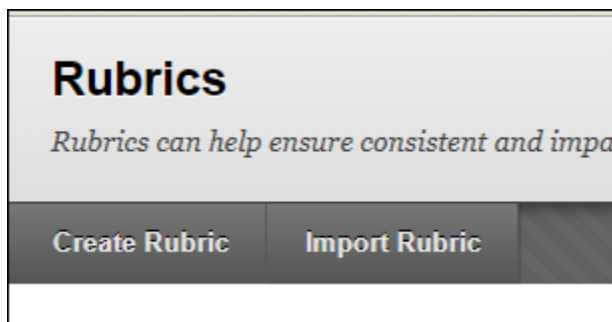
Blackboard Assessment Tools That Use Rubrics

- 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 rows and columns. The rows represent the criteria, and the columns represent the level of achievement and a description of the criteria. By default, the rubric has three rows and three columns when you create it; additional rows and columns can be added.

1. In the Control Panel, click **Course Tools** and select **Rubrics**.
2. On the Rubrics page, click **Create Rubric**.

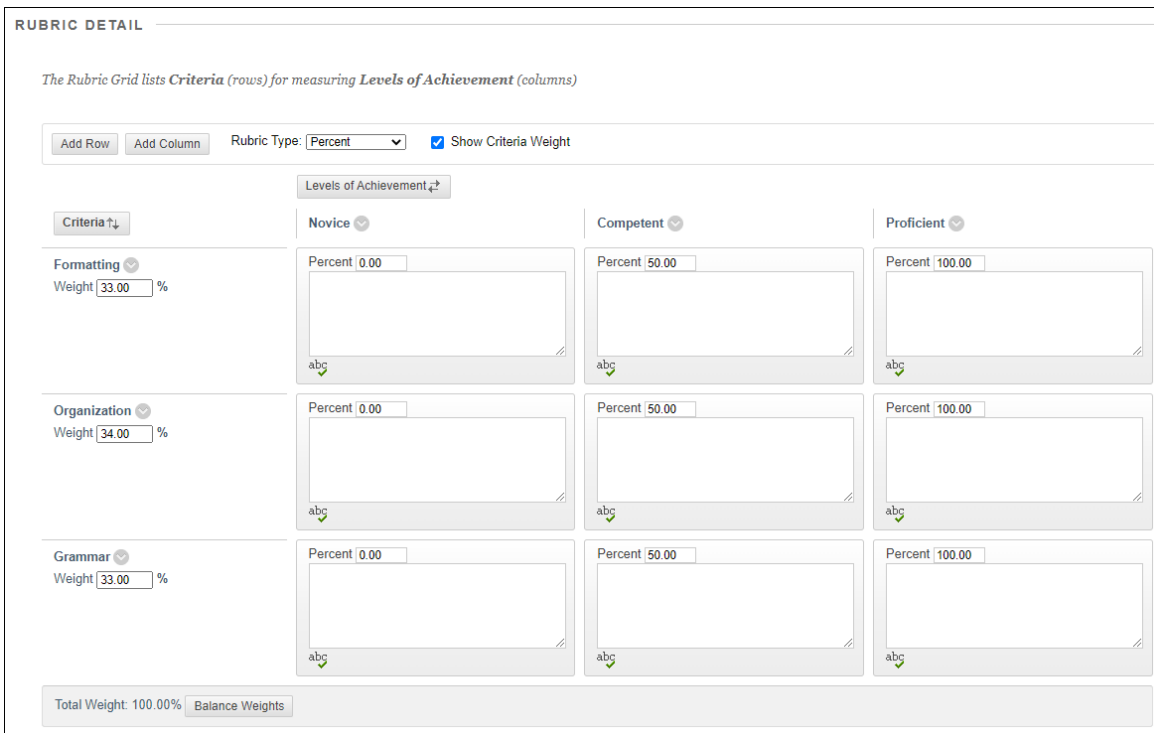


3. Under Rubric Information, enter the **Name** and **Description**. (The Description is optional.)

- Under Rubric Detail, click **Add Row** if you need to add a new criterion to the bottom of the grid; click **Add Column** if you need to add a new level of achievement to the grid.

NOTE To change the default row and/or column titles, click the down-pointing arrow next to the title and select **Edit**.

- Choose a **Rubric Type** from the pulldown menu:
 - No Points
 - Points
 - Point Range
 - Percent (can be weighted)
 - Percent Range (can be weighted)

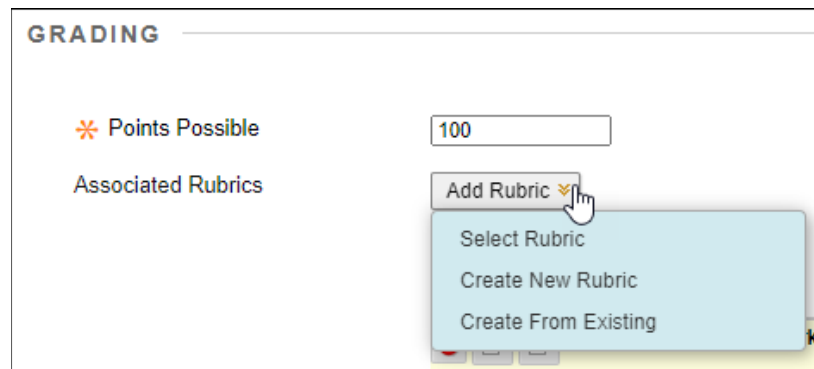


The screenshot shows the "RUBRIC DETAIL" interface. At the top, it says "The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)". Below this, there are controls for "Add Row", "Add Column", "Rubric Type" (set to "Percent"), and a checked "Show Criteria Weight" option. The main area is a grid with three criteria rows and three achievement levels columns. The criteria are "Formatting" (Weight 33.00%), "Organization" (Weight 34.00%), and "Grammar" (Weight 33.00%). The achievement levels are "Novice", "Competent", and "Proficient". Each cell in the grid contains a "Percent" value (0.00, 50.00, or 100.00) and a text input field with "abc" and a down arrow. At the bottom, it shows "Total Weight: 100.00%" and a "Balance Weights" button.

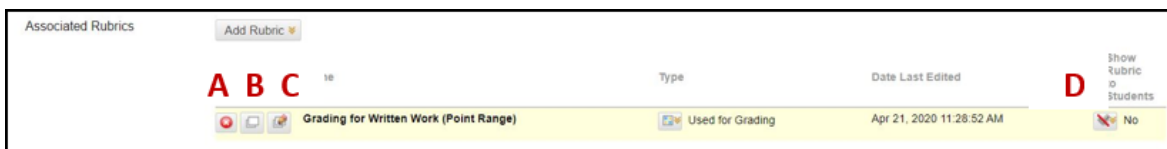
- After all the criteria and achievements have been added/edited, click **Submit**.

Attach a Rubric to an Assignment

1. Go to the assignment you want to attach the rubric to, click the chevron (down-pointing arrow) next to the assignment name, and select **Edit**.
2. In the Grading section, click the **Add Rubric** pulldown menu and select one of the following options:
 - **Select Rubric** – To select a saved rubric
 - **Create New Rubric** – To create a rubric
 - **Create From Existing** – To open an existing rubric and add to it or make changes








3. Rubric Options:



- A. **Remove Rubric** – Deletes the currently attached rubric
 - B. **View Rubric** – Allows you to view the rubric
 - C. **Edit Rubric** – Allows you to edit the currently attached rubric
 - D. **Show Rubric to Students** pulldown menu
 - No – Students do not see the rubric
 - Yes (With Rubric Scores)
 - Yes (Without Rubric Scores)
 - After Grading
4. To attach the rubric, click **Submit**.

Student View

The students can be given access to the rubric when the assessment becomes available. The ability for students to view the rubric before they submit their assessment lets them know what the instructor expects of them.

Name		Example Rubric				
Description						
Rubric Detail						
	Levels of Achievement					
Criteria	Excellent	Good	Average	Below Expectations	Fails to Meet Expectations	
Content 	18 to 20 points Covers almost all content required. Paper is memorable.	15 to 17 points Covers most key points and writing is interesting	11 to 14 points Covers basic content and writing is understandable.	6 to 10 points Covers a portion of content and/or contains digressions and errors.	0 to 5 points Completely off track or did not submit assignment.	
Argument 	18 to 20 points Coherent and completely organized.	15 to 17 points Coherent and reasonably well organized.	11 to 14 points Fairly coherent.	6 to 10 points Some confusion and vagueness.	0 to 5 points Missed the point completely.	
Sources 	18 to 20 points Sources are cited and are used critically.	15 to 17 points Sources are cited and some are used critically.	11 to 14 points Some sources are missing.	6 to 10 points Sources are not cited.	0 to 5 points Did not include.	
Writing 	18 to 20 points Writing and graphics are nearly error free.	15 to 17 points A few writing and spelling errors but none that are critical for comprehension.	11 to 14 points More than a few writing and spelling errors that may impede comprehension.	6 to 10 points Many careless writing and spelling errors that impede comprehension.	0 to 5 points Errors are more critical than Below Expectations standard.	
Graphics and Fonts 	18 to 20 points Easy to read fonts and legible graphics and striking layout.	15 to 17 points Easy to read fonts and legible graphics.	11 to 14 points Adequate fonts and graphics but weak execution or content.	6 to 10 points Tiny fonts and graphics that are difficult to decipher.	0 to 5 points Errors are more critical than Below Expectations standard.	