

QUICK START: USING RUBRICS IN BLACKBOARD

USING RUBRICS IN BLACKBOARD

A rubric is essentially a scoring guide that provides students with an outline of what is needed to achieve a specific grade. The benefits of using a rubric is that it provides a clear expectation for students, makes grading easier, takes the subjectivity out of the grading process as everyone is evaluated using the same criteria.

There are two types of rubrics:

- Holistic: Evaluates the whole product
- Analytic: Evaluates specific component(s) or skill(s)

Every rubric will contain:

- Criterion: What the student needs to demonstrate
- Level of Achievement: The mastery level at which the student demonstrates the criterion

Creating a Rubric

Criteria: The first step in creating a rubric is to determine what criteria the students will need to demonstrate. Some example criteria are: Word Choice, Organization, Mechanics (Grammar / Spelling), Supporting Details, Citation, Graphic, Formatting (MLA / APA), Stated Thesis. Criteria can also be course or assignment specific, for example for a Discussion Board the criteria may include Posted Required Replies, Adhered to Netiquette Rules, or Thread Answered Prompt Question.

Best Practices:

- Specific – Criteria should assess a specific skill or component.
- Simple – A rubric does not need to be large and complex, only a few significant criteria are needed.
- Descriptive – Ensure that criteria labels are descriptive. Include a longer description that provides specific details so the expectation is clear to students.

Mastery Level: The second step in creating a rubric is to determine the mastery levels or levels of achievement in order to evaluate how well the students demonstrated the criteria.

There are a two distinct types of mastery levels:

- Absolute: Satisfactory / Unsatisfactory – an absolute right and wrong
- Performance Based: How well the student demonstrated the criteria. Some examples of performance based mastery levels are Strong, Average, Basic or Advanced, Competent, Rudimentary, Minimal.

Best Practices:

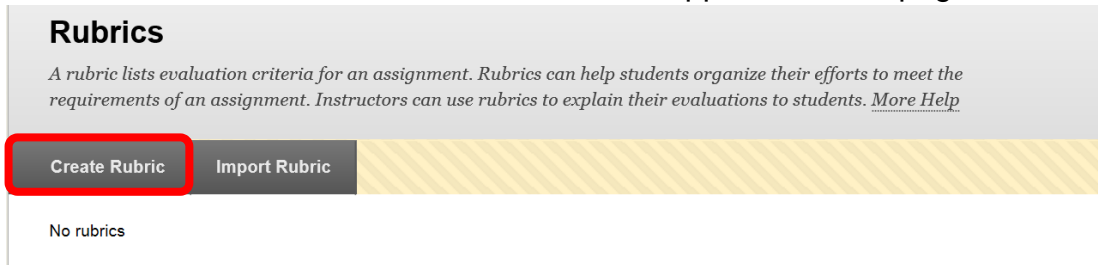
- Avoid Negative Language if possible, such as using “Basic” instead of “Weak” or “Below Average”
- Address all appropriate levels that students may demonstrate.
- Include a “Zero” mastery level for students who either did not complete the assignment or who did not meet the lowest criteria.
- Specific – Mastery Levels should be concise and specific, ensure that they are not too broad or vague.
- Simple – While all levels of achievement should be represented, avoid having too many. All mastery levels should be able to be represented in 3 – 6 levels.
- Descriptive – Ensure that labels are descriptive. Include a longer description that provides specific details so the expectation is clear to students.

Example Discussion Board Rubric

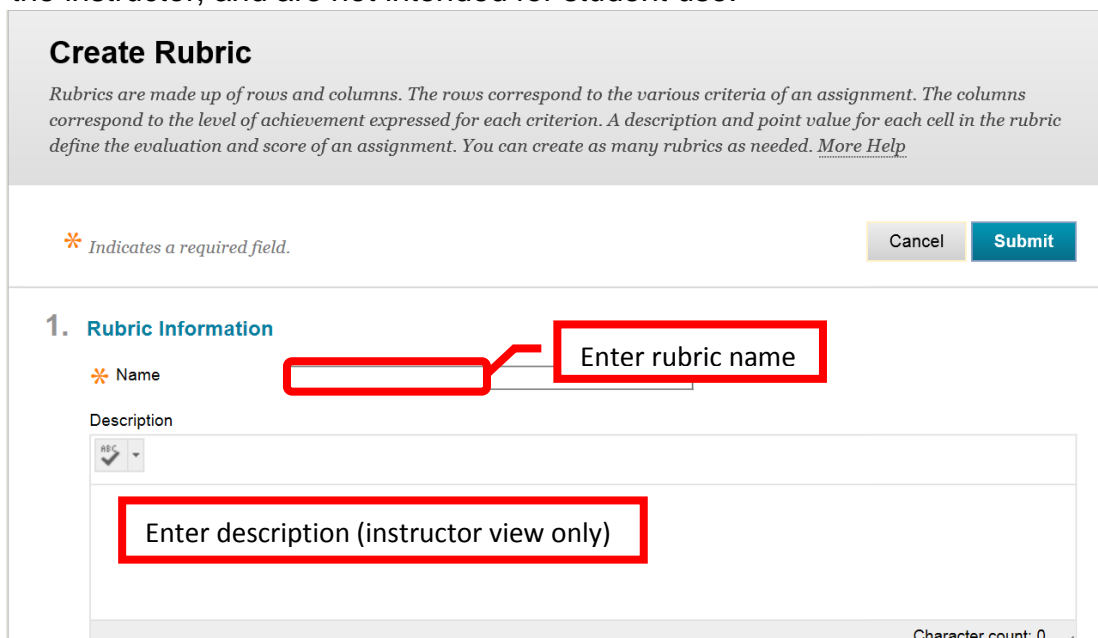
	Advanced (100%)	Competent (75%)	Rudimentary (50%)	Minimal (25%)	Zero (0%)
Responsiveness to Discussion Prompt (30%)	All components of discussion prompt addressed	Up to 90% of the components of discussion prompt were addressed	Up to 75% of the components of discussion prompt were addressed	Up to 50% of the components of discussion prompt were addressed	No submission or the components of the discussion post were not addressed
Application of Assigned Readings (30%)	Very Clear that readings were understood and incorporated into posts	The readings were understood and incorporated into posts	The readings were not fully understood and / or not incorporated into posts	The readings were clearly not understood and / or not incorporated into posts	No submission or not evidence that the readings were understood at any level or incorporated into posts
Responsiveness to Other's Posts (30%)	Responses to posts included multiple supporting facts and arguments in support or opposition of original opinion.	Responses to posts included some supporting facts or arguments in support or opposition of original post	Responses to posts included few supporting facts or arguments in support or opposition of original post	Responses to posts did not include supporting facts or arguments in support or opposition of original post	No submission or posts did not address the original post or provide facts or arguments in support or opposition of original post
Quantity of Contributions (5%)	Posts exceeded the minimum requirement	Posts were equal to the minimum requirement	Posts were 50%-99% of the minimum requirement	Posts were less than 50% of the minimum requirement	No submission
Adherence to Netiquette Rules (5%)	All on-line protocols were followed	Up to 90% of the on-line protocols were followed	Up to 75% of the on-line protocols were followed	Up to 50% of the on-line protocols were followed	No submission or the on-line protocols were not followed

Creating a Rubric in Blackboard

Rubrics can be added to a course or assignment. Multiple assignments can be associated with a single rubric. Multiple rubrics can be associated with a single assignment (though a primary rubric must be selected). Rubrics can be created independently, or while an assignment is being created. To create a rubric from the **Course Management Menu**, click **Course Tools** to expand the section, then select **"Rubrics."** Click the **"Create Rubric"** icon in the upper left of the page.



Complete the **"Name"** and **"Description"** fields in the **"Rubric Information"** section. Descriptions are only visible to the instructor, and are not intended for student use.

A screenshot of the "Create Rubric" form. The form has a title "Create Rubric" and a descriptive paragraph. Below the paragraph are "Cancel" and "Submit" buttons. A note says "* Indicates a required field." The form is divided into sections. The first section is "1. Rubric Information". It contains a "Name" field with a red box around it and a placeholder text "Enter rubric name". Below the "Name" field is a "Description" field with a red box around it and a placeholder text "Enter description (instructor view only)". At the bottom right of the form, it says "Character count: 0".

The rubric detail can be customized to the course or assignment. Columns and rows can be added, deleted and edited. To add a row or a column, click the "Add Row" or "Add Column" icon. The new row / column will be added at the end. To edit or delete a column or row, click the down arrow (v) or chevron next to the header. Select "Edit" or "Delete this column" from the pull down menu. To edit, type the new header name into the dialog box, then click "Save." Click "Cancel" to return to the rubric detail with no changes. There are multiple rubric types: No Points, Points, Point Range, Percent, and Percent Range. The default is Percent. To change the rubric type, click the down arrow (v) or chevron next to "Rubric Type." Select the desired type from the pull down menu. Each row has a percentage of the total points assigned. Enter the desired percentage in the "Weight" field for each row. Each column also has a percentage of the total row points assigned. Enter the desired percentage in the "Percent" field. There is a text box for each column in a row. The grading criteria can be entered here. When the rubric is complete, click "Submit" to create it. Click "Cancel" to return to the menu with no changes.

2. Rubric Detail

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

Click to add a row or column

Add Row Add Column Rubric Type: Percent Show Criteria Weight

Levels of Achievement: Novice Proficient

Criteria: Formatting Weight: 33.00%

Enter row percentage

Enter column percentage

Enter grading criteria

Click to access menu

Edit Delete this column

Proficient Cancel Save

Total Weight: 100.00% Balance V

Total must = 100%

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

A green confirmation will appear at the top of the screen if the rubric was successfully created.

Success: Rubric created: Discussion Board.

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

Delete Export

Name	Description	Date Last Edited
Discussion Board	Rubric to grade discussion board participation, posts, and responses.	December 12, 2013

Delete Export

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

Adding a Rubric to an Assignment

One Rubric can be used for multiple assignments or assessments, it is not necessary to create a rubric for each assignment or assessment.

Rubrics can be added to assignments, assessments or any other activity (e.g. Discussion Boards, Blogs, Journal, etc.) that is graded. On the Create page, in the grading section, click the “**Add Rubric**” button.

The screenshot shows the 'Create Assignment' interface. At the top, there's a title 'Create Assignment' and a subtitle 'Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)'. Below this, there's a legend '* Indicates a required field.' and 'Cancel' and 'Submit' buttons. The form is divided into sections: 1. Assignment Information, 2. Assignment Files, and 3. Grading. In the 'Grading' section, there's a 'Points Possible' field and an 'Associated Rubrics' section. The 'Associated Rubrics' section has a table with columns 'Name', 'Type', 'Date Last Edited', and 'Show Rubric to Students'. A red box highlights the 'Add Rubric' dropdown button, and a callout box points to it with the text 'Click to add rubric'.

From the menu, choose “Select Rubric” for an existing rubric, “Create New Rubric” to create a new rubric, or “Create From Existing” to create a new rubric with components from existing rubrics.

This screenshot shows a close-up of the 'Grading' section. The 'Points Possible' field is visible. The 'Associated Rubrics' section has a table with columns 'Name', 'Type', 'Date Last Edited', and 'Show Rubric to Students'. A red box highlights the 'Add Rubric' dropdown menu, which is open, showing three options: 'Select Rubric', 'Create New Rubric', and 'Create From Existing'.

To select an existing rubric, click the check box next to the rubric(s) to be added to the assignment. Click the “Submit” button located at bottom right of the page to add the rubric to the assignment.

Select Rubrics - Mozilla Firefox

https://rscdd.blackboard.com/webapps/blackboard/execute/rubricManager?cmd=rubricPicker&context=course&course_id=_39780_1&panelId=agn&entityId=

Select Rubrics

<input type="checkbox"/>	Name ▲	Description	Date Last Edited
<input type="checkbox"/>	Book Report	This rubric will be used to grade all book reports.	3/13/14 2:24 PM
<input type="checkbox"/>	Current Events	Rubric for current events assignments.	1/29/14 3:30 PM
<input type="checkbox"/>	Discussion Boards	Rubric for discussion board participation and posts.	1/29/14 3:04 PM
<input type="checkbox"/>	Term Paper Topic	Rubric for Term Paper Topic	2/3/14 4:01 PM

Click a check box to select a rubric

Displaying 1 to 4 of 4 items

Show All Edit Paging...

Selected Rubrics 0

Cancel Submit

The name of the rubric selected will appear in the grading section. The rubric can be removed, viewed and edited by clicking the icons to the left of the rubric name. The "Show Rubric to Students" column allows the instructor to select if and how much of the rubric can be viewed by students. Students must be able to view the rubric to see any instructor comments that are left during grading. Click the icon to change the setting.

3. Grading

* Points Possible

Associated Rubrics

Name	Added rubric	Show Rubric to Students
<input type="button" value="Remove"/> <input type="button" value="View"/> <input type="button" value="Edit"/> Current Events	Used for Grading	<input type="button" value="No"/>

Click to remove rubric

Click to view rubric

Click to edit rubric

Click to allow students to view

Yes (With Rubric Scores)
Yes (Without Rubric Scores)
After Grading

Grading Using a Rubric

Access the item to be graded. Click the down arrow (v) or chevron next to the assignment or “Item Name.” Select “**Grade All Users.**” “**Grade Anonymously**” allows instructors to grade assessments without seeing the student identity.

Needs Grading

Instructors can view attempts ready for grading or review on the *Needs Grading* page. Click *Grade All* to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

Category: All Categories | Item: Term Paper Topic | User: All Users | Date Submitted: Any Date | Go

1 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Term Paper Topic	Tammy (Test Student) Cottrell	January 9, 2014 9:58:11 AM	January 8, 2014

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

This will access the assignment. The student’s uploaded content will be displayed on the left side of the screen. The grading tools will be in the right margin.

NOTE: If the student work contains special fonts, formatting, or some image types that are unique or uncommon, the fonts or images may not display properly in the preview. These will display correctly if the assignment is downloaded.

Grade Assignment: Term Paper Topic

User: Tammy (Test Student) Cottrell (Attempt 1 of 1) | View: Needs Grading

Comment | 1 of 1 | Powered by crocodoc

Student document

Term Paper Topic:
The effect of reconstruction on the South's economy after the Civil War

Thesis:
This paper will study the effect of reconstruction on the economy of southern states after the Civil War. While the reconstruction was envisioned to rebuild the south's decimated landscape and economy, it effectively bolstered the manufacturing economies of the northern states while providing little to no real economic benefit to southerners.

Summary:
My paper will provide a brief overview of reconstruction. I will then examine the effect of reconstruction on the South's economy and analyze the economic stimulus and the distribution of wealth generated by the effort. I will also briefly detail the social and socio-economic effects of reconstruction on southern society.

Assignment Details

GRADE /10
Last Graded Attempt

ATTEMPT (LATE) /10
1/9/14 9:58 AM

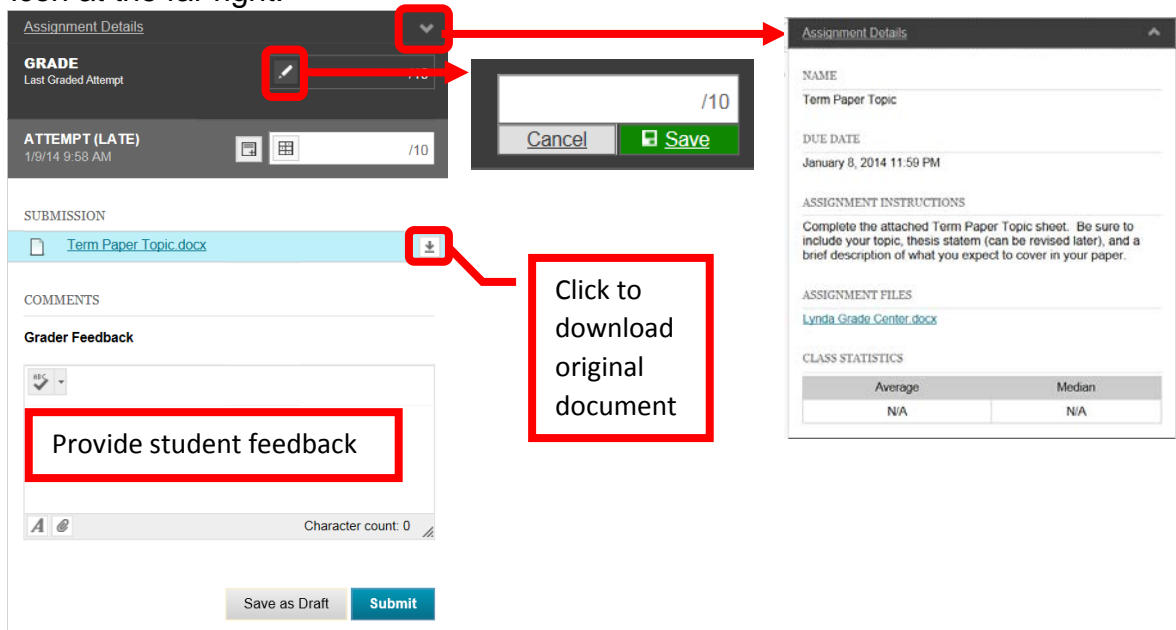
SUBMISSION
Term Paper Topic.docx

COMMENTS

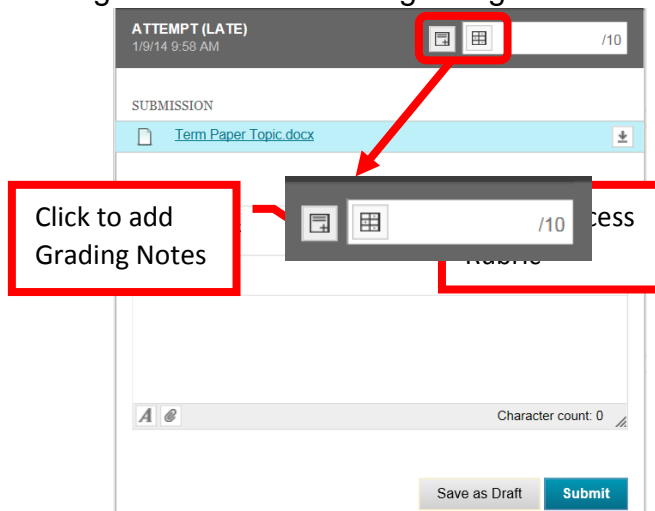
Grader Feedback

The Assignment Details can be accessed by clicking the down arrow. “Grade” allows a manual override grade to be entered. Click the Edit (pencil) icon and enter the total points awarded in the

box. Click “Save” to submit the grade. Click “Cancel” to exit the grade manual grade box. Comments for the student can be left in the “Grader Feedback” field. The student’s document is under the “Submissions” section. The original document can be downloaded if necessary by clicking the download icon at the far right.



“Attempt” shows the date and time the student submitted the assignment. In the example below, it was after the due date – indicated by the “(Late).” Grading Notes, visible only to the instructor, can be added by clicking the icon next to the grading box. Click the “Rubric” icon in the grading box.



A new page will open with the Rubric Detail. Select the student’s performance for each row of the rubric. The percentage and total points assigned for each row and column will be displayed. Once selected, a green checkbox will appear next to the column and a “Feedback” field will be provided for each row. Comments can be entered for the student. The “Raw Total” will provide the total of the points based on the columns in the rubric. The raw total score can be overridden by entering the score in the “Change the number of point out of 10.0 to:” field. There is a “Feedback” text box where additional comments can be provided for the students. However, this field will not be visible to students unless the grading score has been set as visible in the rubric properties. Once the rubric

has been completed, click "Save" to submit. Click "Cancel" to return to the menu with no changes. Once saved, the Rubric can be edited by clicking on the Rubric icon again.

Rubric Detail

You can interact with a rubric to grade in **Grid View** or **List View**. [More Help](#)

Name: **Term Paper Topic**
Description: **Students will complete a term paper topic, thesis statement, and a brief (minimum one paragraph, maximum three paragraph) description of what they expect their paper will cover.**

Exit Save

Grid View List View

	Novice	Competent	Proficient
Topic	<input type="radio"/> Points: 0 (0%) Student did not provide a topic	<input type="radio"/> Points: 1.7 (17%) N/A	<input type="radio"/> Points: 3 (30%) Student provided a topic
Thesis	<input type="radio"/> Points: 1.65 (16.5%) Student provided a thesis statement that was not fully developed and did not follow the provided guidelines	<input type="radio"/> Points: 1.65 (16.5%) Student provided a thesis statement that was not fully developed and did not follow the provided guidelines	<input checked="" type="radio"/> Points: 3.4 (34%) Student provided a topic Feedback: Good topic.
Summary	<input type="radio"/> Points: 0 (0%) Student did not provide a summary	<input type="radio"/> Points: 1.65 (16.5%) Student provided a summary that did not meet the required elements	<input type="radio"/> Points: 3.3 (33%) Student provided a summary that met the required elements

Raw Total: 0.00 (of 10.0)
Change the number of points out of 10.0 to:

Feedback Students will not see this feedback unless you click the "Feedback Visible" checkbox. Feedback is only visible to the students.

Enter student feedback

Path: Words:1

Name: **Term Paper Topic**
Description: **Students will complete a term paper topic form, including the topic, thesis statement, and a brief (minimum one paragraph, maximum three paragraph) description of what they expect their paper will cover.**

Exit Save

The total points assigned in the Rubric will appear in the “Attempt” column. Additional feedback can be left for the student in the “Grader Feedback” field. Click “Submit” to save. Click “Save as Draft” to save the work to come back to finish at a later time.

ATTEMPT (LATE)
1/9/14 9:58 AM

8.35 /10

SUBMISSION
Term Paper Topic.docx

COMMENTS

Grader Feedback

Enter additional student feedback

Character count: 0

Save as Draft Submit

A green confirmation banner will appear at the top of the page. The grade will now be posted in the Grade Center.

Success: Grade submitted.

Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date

Go

Enter dates as mm/dd/yyyy

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Preferred Na	Student ID	Weighted Total	Obamacare Imp	Current Events	Submit term pa	Term Paper To
Cottrell	Tammy	TC		71.64%	--	--	--	--
Cottrell	Tammy (Test Studer --			75.16%	3.00	--	--	8.35

Selected Rows: 0