Rubrics in Blackboard: How to build them, add them to Blackboard tools, and grade them

Part 1: Building Rubrics

1. Open **Course Tools** in your Control Panel and click on **Rubrics**.

2. Click the **Create Rubric** button.

3. Give your rubric a name.
Building Rubrics, continued

Pick the **Rubric Type** you’d like to use from the drop down menu.

Then, begin to edit the sample information with your own **criteria** and **levels of achievement**.

Click on the arrows and select **Edit** to rename the criteria or levels of achievement.

If you need to add more of either, use the **Add Row** and **Add Column** buttons.

Enter the amount that students should earn for each level of achievement.

Describe what would demonstrate that level of achievement for each criteria.

Click the **Submit** button at the bottom of the screen to save your progress or finalize the rubric.
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Part 2: Adding Rubrics to Blackboard Tools

1. Build the assignment in Blackboard using the tool of your choice. Rubrics work for:
   - Assignments
   - Discussion posts, blogs, and journals
   - Wikis
   - Open-ended test questions (essays or short answer)

2. Choose to make the assignment or tool graded.
   Then, click the button to Add Rubric. You have already created your rubric, so choose to Select Rubric.
Adding Rubrics to Blackboard Tools, continued

3. Click the checkmark next to the rubric that you want to use. Then, click the **Submit** button.

4. Click here to determine whether and when to show the rubric to your students. By default, it is set that students **cannot** see the rubric. Then, click **Submit**.

Your rubric is now ready to be used for grading students’ work in Blackboard!
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Part 3: Grading with Rubrics in Blackboard

1. Navigate to your Full Grade Center.

2. Locate a student that needs grading for the assignment. Click on the drop down arrow for that student’s attempt and choose to Grade User Activity.

3. Locate and click the option to edit the student’s grade.
Grading with Rubrics in Blackboard, continued

4. Click the link to open the associated rubric.

Enter any overall feedback in this textbox.

Click the buttons to grade the student for each criteria.

The student’s total score will be calculated for you, but you override the grade.

5. Click Submit when you are done grading.

You must also click the Save Grade button or your rubric scores will not be saved.
What Your Students See

Students can see their grades from the **My Grades** link in the Blackboard course menu.

Numerical score

Date grade was updated

Clicking the **View Rubric** link opens the rubric and your feedback in a new window.