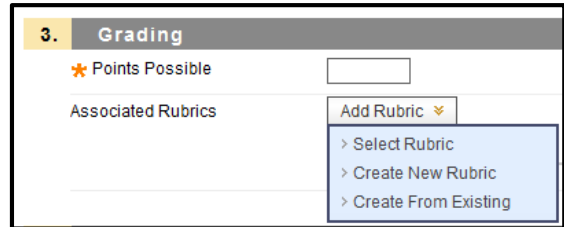
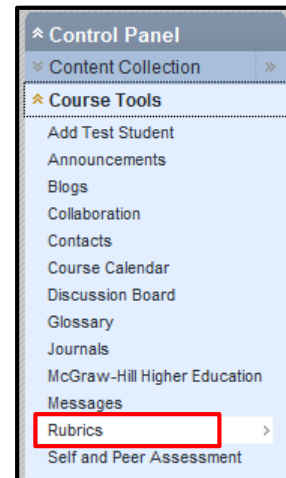


## How to Create, Build, and Associate a Rubric

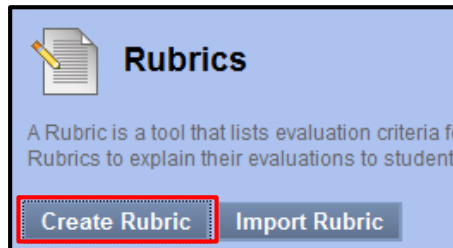
- ❖ A Rubric is a tool that lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use Rubrics to explain their evaluations to students.
- ❖ When you create certain items in Blackboard, such as an assignment or journal, you will have the option to add or create a rubric.
- ❖ The bottom of this document has some additional resources for you.



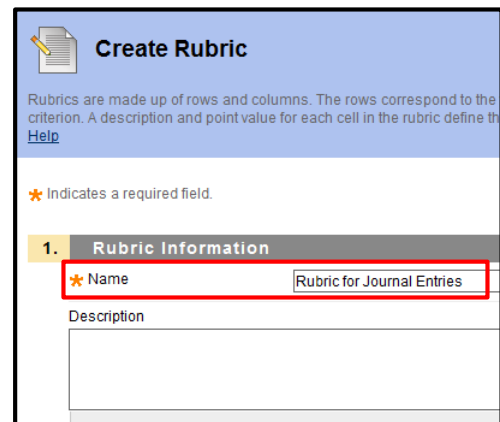
1. Open the course where you would like to create a rubric.
2. In the **Control Panel**, click **Course Tools** and then **Rubrics**.



3. Click **Create Rubric**.



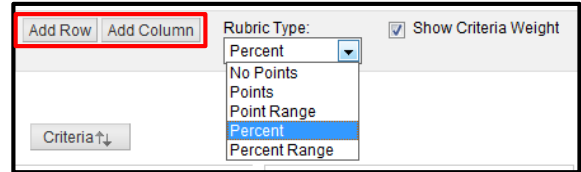
4. Give the new rubric a name. Adding a description is optional.



## How to Create, Build, and Associate a Rubric

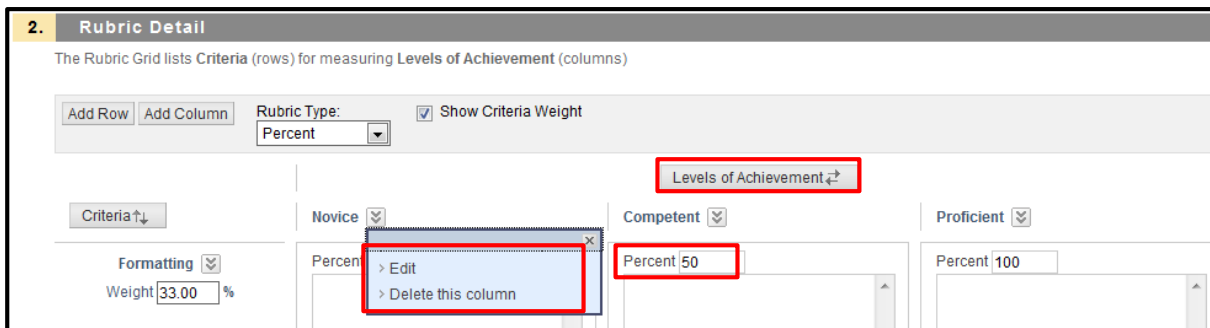
5. In Section #2 **Rubric Details** is where you are adding the main part of the rubric. You will see that the rubric has 3 columns and 3 rows.

- a. At the top you are able to add a row or column and select the **Rubric Type**, percent is the default. Some instructors prefer numbers, such as 3, 2, 1, 0, or a range of numbers.



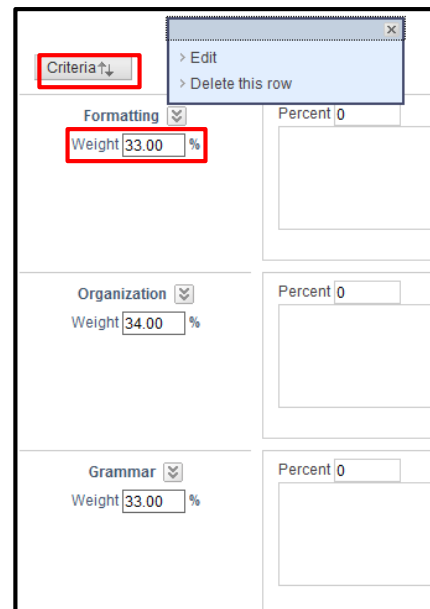
6. The 3 default columns are Novice, Competent, and Proficient. You can edit the text, delete the column, and change the percent.

- a. You can also change the **Levels of Achievement**, which places the highest value (Proficient) first and the lowest (Novice) last.



7. The 3 default columns are Formatting, Organization, and Grammar. You can edit the text, delete the row, and change the weight criteria.

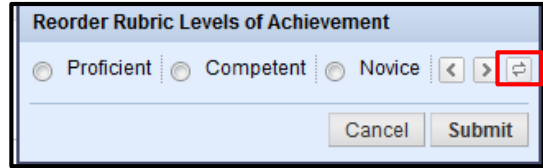
- a. You can also reorder the criteria by clicking the **Criteria** button.



## How to Create, Build, and Associate a Rubric

8. Once you have all of your rows and columns set-up, you will need to fill in the actual text for each cell. Below is an example for the default settings.

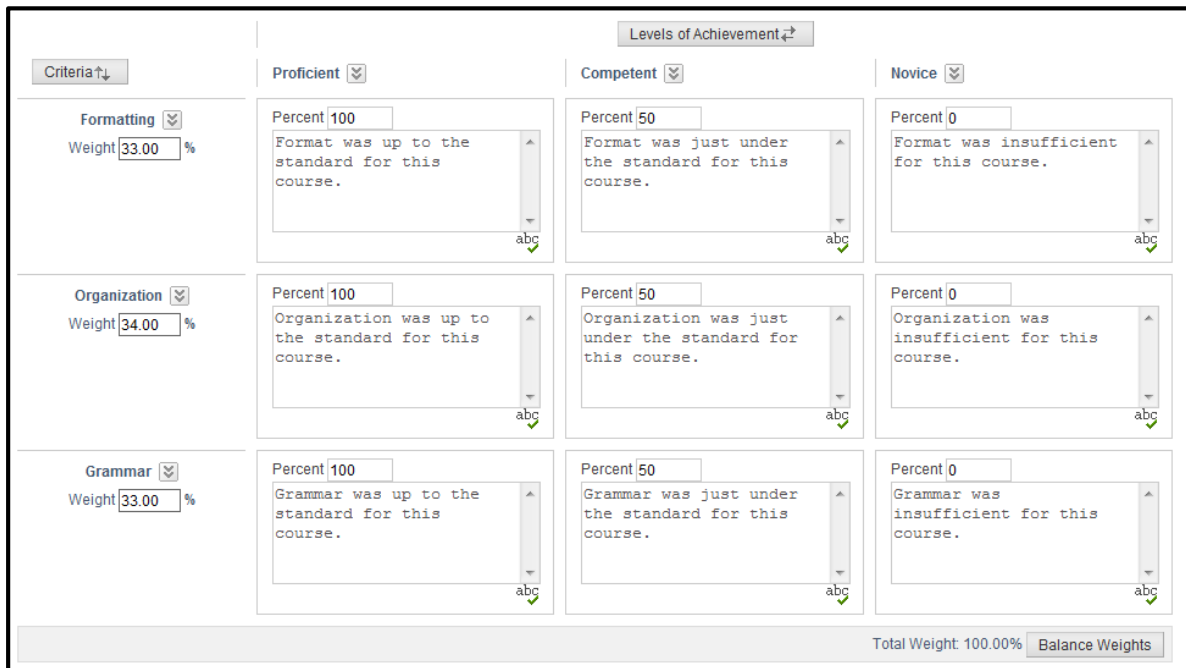
a. You will notice that I reversed the levels of achievement so that Proficient was first and Novice was last.



The dialog box titled "Reorder Rubric Levels of Achievement" shows three radio buttons for "Proficient", "Competent", and "Novice". The "Proficient" radio button is selected. To the right of the radio buttons are navigation arrows: a left arrow, a right arrow, and a refresh icon (a square with a circular arrow). The refresh icon is highlighted with a red box. Below the radio buttons are "Cancel" and "Submit" buttons.

b. You can also spellcheck each cell as you go along.

c. There are websites to help you create rubrics that you simply copy and paste into these cells. Also, look at the resources at the end of this document.



The screenshot shows a rubric grid with three criteria: "Formatting", "Organization", and "Grammar". Each criterion has a weight of 33.00%. The grid is organized into columns for "Levels of Achievement": Proficient, Competent, and Novice. Each cell in the grid contains a percentage and a text description. For example, under "Formatting", the Proficient level is "Percent 100" with the text "Format was up to the standard for this course.", the Competent level is "Percent 50" with "Format was just under the standard for this course.", and the Novice level is "Percent 0" with "Format was insufficient for this course." Each cell has a small "abc" spellcheck icon at the bottom right. At the bottom of the grid, it shows "Total Weight: 100.00%" and a "Balance Weights" button.

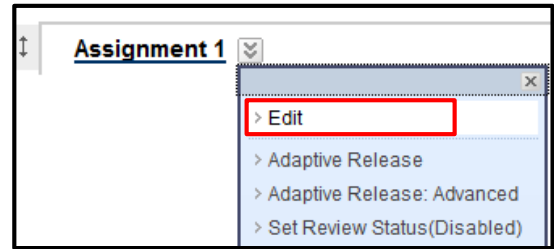
9. Click **Submit** when you are finished.

10. You now need to attach the rubric to an item. You can usually attach a rubric to an item as you are creating the new item or, if you already have an item, attach the rubric afterwards. We are going to attach a rubric to an assignment that is already created.

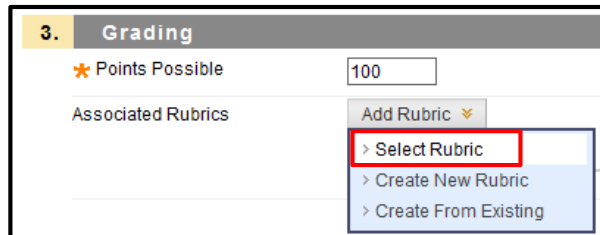
11. Go to **Course Content** and open the folder where there is an item where you want to attach a rubric.

## How to Create, Build, and Associate a Rubric

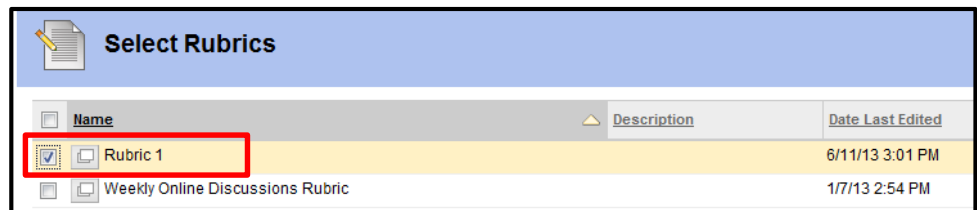
12. Click the drop down arrow of the item and select **Edit**.



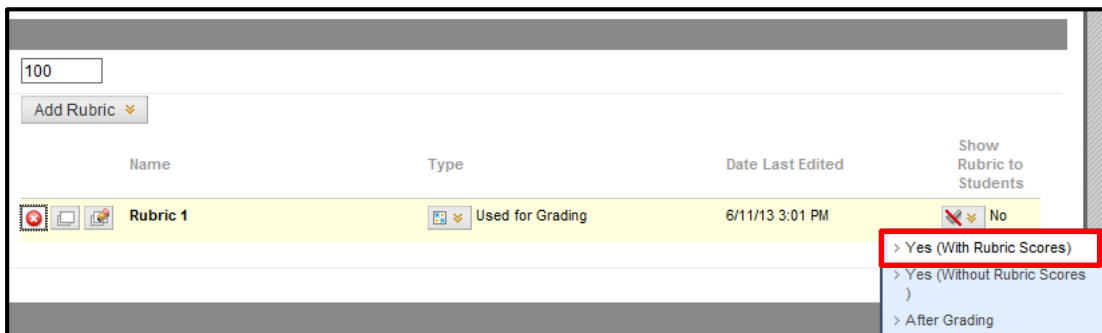
13. Go to the **Grading** section, click the drop down button for **Add Rubric**, and click **Select Rubric**.



14. The **Select Rubrics** window pops up. Check the appropriate rubric and click **Submit**.



15. You will see your new rubric is attached, but the default setting is to NOT show the rubric to the students (this is shown on the right side). You need to click the drop down arrow near the **No** on the right and select **Yes (With Rubric Scores)**.



16. Click **Submit**.



## How to Create, Build, and Associate a Rubric

17. To add a rubric to a **Discussion** or **Blog**, you should go to the **Control Panel** → **Course Tools** → **Discussion Board** or **Blogs** → Click the drop down arrow for the discussion or blog you want to add the rubric to → Select **Edit** → Towards the bottom is the **Add Rubrics** button you can click to add the rubric.

### Rubric Resources

- The Faculty Orientation Course has many resources for faculty on rubrics.
  - Go to the Faculty Orientation Course → SELF-PACED MODULES → Rubrics
  - In this Learning Module are several links to sample rubrics. Make sure to check out:
    - Importable Blackboard Rubrics
    - Rubrics for various project types
    - Rubrics for various disciplines and projects
    - Sample Discussion Rubric
  - You can copy and paste the cells of these rubrics into a new rubric on Blackboard and customize it to fit your needs.