Interactive Grading Rubrics in Blackboard 9.1

Introduction

Recently, Blackboard added a feature that allows instructors to create rubrics within their course site and to employ them for grading student work. Blackboard rubrics are extremely flexible and will likely meet your needs, regardless of your preferred rubric format.

Creating a Rubric

1) From the Control Panel, select **Course Tools** and then select **Rubrics**.

2) In the rubric list that appears, click the **Create Rubric** button.

3) Provide a name for your rubric (required) and an optional description.

4) The section labeled "Rubric Detail" is where you build the rubric itself. By default your rubric will contain three columns of achievement levels (Novice, Competent, and Proficient), as well as three rows of assessment criteria (Formatting, Organization, and Grammar).
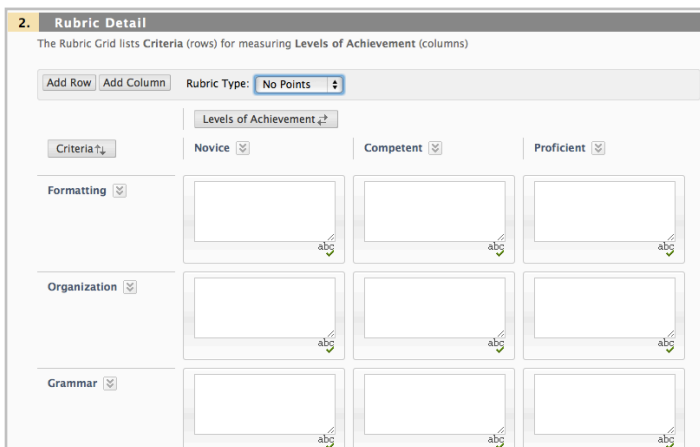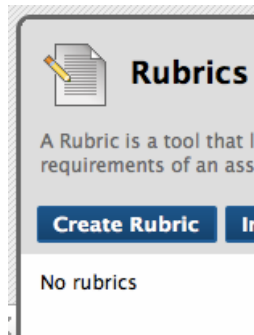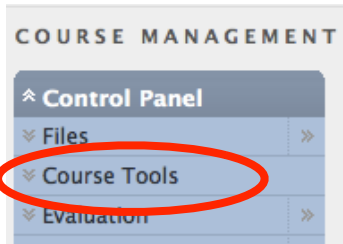

5) Click the **Add Row** or **Add Column** to increase the number of levels or criteria. Remove a row or column by clicking the ⩔ button next to what you want to remove, and then selecting the **Delete** option in the menu that appears.

6) To rename a column or row, click the ⩔ next to it and then select **Edit** from the menu that appears. Type the new name and click **Save**.
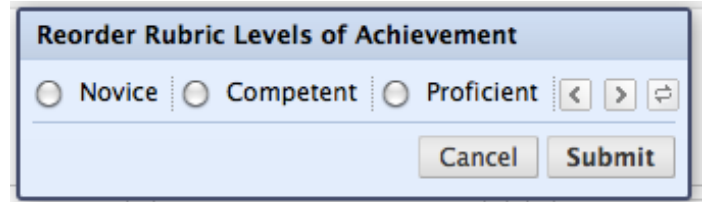
7) To change the order of your rows or columns, click either the **Levels of Achievement** or **Criteria** buttons. In the menu that appears, select an item using the radio buttons, and then use the left and right arrow buttons to move it around. When done, click **Submit**.

8) In the cell where a given row and column intersect, use the text box to enter the textual description for the performance in that criterion at the given level.

9) Use the "Rubric Type" dropdown menu to select the grading method you wish to use for this rubric. Options include "No Points" (to make a purely informational rubric not used for grading), "Points" (which allows you to enter a specific point value for each cell in your rubric), "Point Range" (to enter a minimum and maximum point value for each cell), and "Percent" (which allows you to specify a score percentage for each column and a weighting percentage for each row).

10) To create your rubric, click the **Submit** button at the bottom of the page.

11) After you've created a rubric, it will appear in the list found under **Course Tools > Rubrics**.
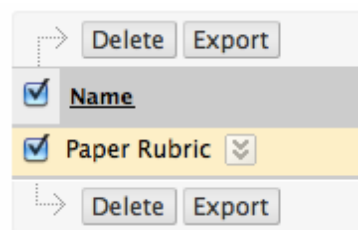
12) To delete a rubric, select the checkbox for it in the list and then click **Delete.**

13) Clicking the ⩔ button next to the rubric's name will give you an **Edit** option for making changes to the rubric and a **Copy** option for duplicating the rubric.

Note:

If you have two assignments that need to use the same rubric, you don't need to copy the rubric itself. Blackboard allows a single rubric to be used for multiple assignments!
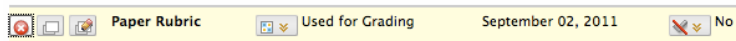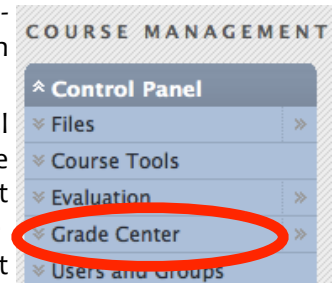
Using a Rubric with an Assignment

1) If you added an assignment to your course using the **Assignment** option available from the **Create Assessment** button in one of your content areas, connecting a rubric is very easy. In the "Grading" area of the "Create Assignment" screen, click the **Add Rubric** button. Choose "Select Rubric" to open a window where you can select an already existing rubric. Use "Create New Rubric" if you have not already created the rubric; in the window that appears, follow the instructions on the previous page. To create a new rubric by copying an existing one, select "Create from Existing."

2) The "Grading" section will refresh itself and show you the rubric you selected or created. If you created a points-based rubric, Blackboard will automatically fill-in the "Points Possible" field for you.

3) Click ⊗ to remove the rubric from the assignment. Click ▢ to view the rubric. Click 🖉 to make changes to a rubric.

4) Multiple rubrics can be associated with an assignment. If more than one is used, the ▣⌄ allows you to indicate which of the rubrics should be used to provide the grade for the assignment.

5) The ✖⌄ button allows you to control whether students can see the rubric or not, and whether they can see it with or without scores. The default is "no," meaning that students cannot see the rubric used for grading. In most cases, the best choice should be "Yes (With Rubric Scores)." The "After Grading" option will display the rubric to students only when you have completed grading their work.

6) Rubrics can also be used to grade discussion board forums. When creating the forum, choose **Grade Discussion Forum** in the section labeled "Forum Settings" and follow the instructions described above for associating a rubric. Please note that rubrics cannot be used if you select the "Grade Threads" option.

7) Blackboard's rubrics can also be used to grade Campus Pack content such as Blogs, Wikis, and Private Journals. Unlike with simple Assignments and Discussion Boards, however, you cannot choose a rubric when you actually create the blog, wiki, or private journal.

8) To use a rubric with Campus Pack content, be sure when setting up these assignments that you select the "Create Grade Book Entry" option to make sure that a column appears in your Grade Center.

9) From your Control Panel, select **Grade Center** and then click **Full Grade Center.**

10) In the Grade Center, scroll horizontally until you find the column for the assignment you want to associate the rubric with. Click the ⌄ next to the column's name and choose **Edit Column Information** from the menu.

11) In the "Edit Column" screen, locate the "Associated Rubrics" option under "Column Information." Use the **Add Rubric** button to connect or create a rubric, using the same instructions as above.

12) When done, be sure to click **Submit** to save your changes.

Bonus Tip:

As you can see, rubrics can be connected to **any** column in your Grade Center. That means that you could use Blackboard's rubrics even for assignments that aren't completed online. For example, you could use a rubric to grade class participation, attendance, or in-class presentations. The limits are endless! To get started, add the assignment to your Grade Center by creating a new column. Associate a rubric with your column using the **Edit Column Information** option.

Grading with a Rubric

1) Once you have associated a rubric with an assignment or column in the Grade Center, you can use it to actually grade and calculate the score for each student.

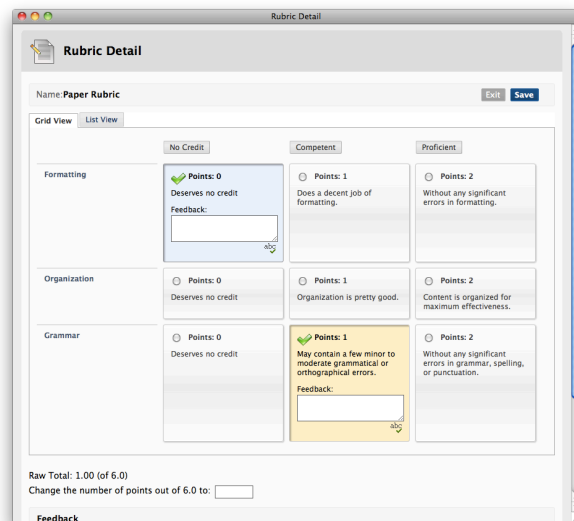2) When grading assignments that require students to upload files, begin by accessing the grade "attempt" for the student. You can do this either by clicking the ⚡ button that appears in the Grade Center cell for that student, and then choosing the **Attempt...** option (labeled with the date submitted), or choose **View Grade Details** from the ⚡ menu and then select the **View Attempt** button that appears in the "Grade Details" screen.

> View Grade Details
> Exempt Grade
> Attempt 9/2/11 📗

3) To grade a Discussion Board with a rubric, please see the next section.

4) To grade an assignment for which you manually added the column to the Grade Center, click the ⚡ in the student's cell and choose **View Grade Details**.

5) If you'd like to use a rubric to grade CampusPack content such as wikis, blogs, or a private journal, an additional step is required. Before the rubric is available to you, you must enter the wiki, blog, or journal and use the "Assessment" tool to give each student a provisional grade; in the Campus Pack this is called "evaluating the participant." It doesn't matter what the grade actually is; a zero would work fine. Once you've done this, return to the Grade Center, click the ⚡ in the student's cell, and choose **View Grade Details**. You will see the provisional grade appearing in the "Grade Details" area, under the "Edit" tab. Click **Edit Grade** to continue.

Grade Details

User **Matthew Roberts (Student) (robmatth.student)** < >

Current Grade: – out of 6 points
                   Grade based on Grade of Last Attempt
                   Due: None

Edit   Manually Override   View Column Details   Grade History

Current Grade Value
[–]   View Rubric
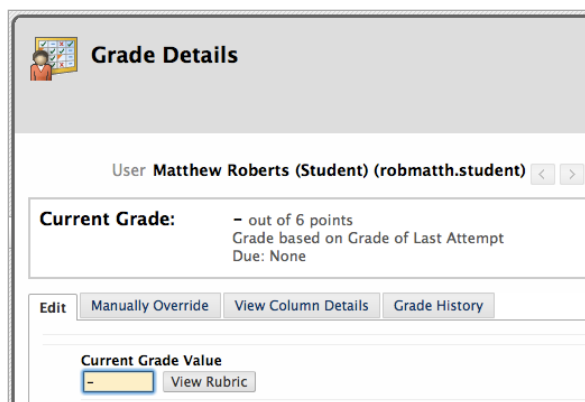
6) Regardless of what type of assignment, you should have arrived at a screen that looks like the above screenshot. Somewhere on the grading screen is a button labeled **View Rubric**. Click this to begin the grading process based on the rubric's criteria and levels of achievement.

7) In the "Rubric Detail" window that appears, you will see the rubric that you previously created. To grade a student's work, click each cell that you believes represents the stu-

Rubric Detail

Name: Paper Rubric   Exit   Save

Grid View   List View

	No Credit	Competent	Proficient
Formatting	✓ Points: 0 — Deserves no credit — Feedback:	○ Points: 1 — Does a decent job of formatting.	○ Points: 2 — Without any significant errors in formatting.
Organization	○ Points: 0 — Deserves no credit	○ Points: 1 — Organization is pretty good.	○ Points: 2 — Content is organized for maximum effectiveness.
Grammar	○ Points: 0 — Deserves no credit	✓ Points: 1 — May contain a few minor to moderate grammatical or orthographical errors. — Feedback:	○ Points: 2 — Without any significant errors in grammar, spelling, or punctuation.

Raw Total: 1.00 (of 6.0)
Change the number of points out of 6.0 to: [ ]

Feedback

dent's level of achievement in the given criterion. A running total below the rubric will calculate their score.

8) To quickly select one level of achievement for every criteria (e.g. to say that a student is "proficient" in all grading areas), click the button at the top of the column.

9) Once you have selected a cell, you will also be able to enter textual feedback specifically for the criterion in question.

10) General feedback can be provided in the "Feedback" area at the bottom of the "Rubric Detail" window. Please note that this is *separate* from the feedback you can enter in the "Grade Details" page under "Feedback to User."

11) To override the exact grade after using the rubric, use the "Change the number of points" option. As long as there is a number is in the text box, that value will be used as the student's score—not whatever choices you made in the rubric.

12) If you created your rubric to use a point range, after clicking the cell in the rubric you will also be able to choose the exact number of points to award from a dropdown menu.

Proficient

✓ Points: [4 ▾]

Without any significant errors in formatting.

Feedback:

13) The "Rubric Detail" window also contains a tab labeled "List View." Use this to work with your rubric in a plain text list format, instead of in a table.

14) Once you're done, click **Save** to close the rubric. You will also need to click the **Save** button on the "Grade Detail" page as well.
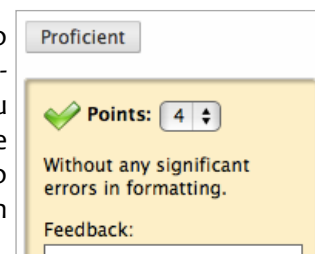
Grading Discussion Boards

1) One way to grade discussion board posts is to enter the Grade Center and access each student's "View Grade Details" screen as described in the previous section. However, it is also possible to grade with a rubric right inside the discussion board itself.

2) To begin, enter the discussion board in question by clicking on its name in the forum list.

3) Within the forum, click the **Grade Forum** button to begin grading.

4) Identify the student you wish to grade, and click the **Grade** button in their row of the users list.

5) In the grading screen that appears, each of the student's posts is displayed at the left. General statistics for the student's participation appear in the right-hand column.

6) To grade the student's work, click the **Edit Grade** button I the right-hand column. Do not use the "View Rubric" button as this will only display a read-only view of the rubric.

7) The discussion forum "quick grader" will appear in the right hand column. While you can simply enter a numerical score in the box and click "Save Grade," to use the rubric click the [icon] button next to the name of the rubric.

8) A "Rubric Detail" window will appear. Follow the instructions in the previous section for entering a grade via the rubric.

9) Be sure to click **Save** in the "Rubric Detail" window.