Creating and Deploying a Rubric in Blackboard

Creating a Rubric:
1. Please navigate to the course you will be building the rubric
2. Go to the Course Tools under the Course Menu and select Rubrics (Figure 1)
3. Select Create Rubric (Figure 2)
4. Enter a name for the Rubric
5. Enter a description if needed
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6. Three columns and rows have been automatically loaded
   a. To add a column or row, select Add Row or Add Column buttons to add additional criteria.

   ![Figure 3](image)

   b. You will also find display options in the drop down:
      i. Points
      ii. Points range
      iii. Percent
      iv. Percentage range

7. Add a description to each of the Achievement areas by typing into the dialog box (Figure 4).

   ![Figure 4](image)

8. Change the value of the Achievement areas by changing the percent field (Figure 5).

   ![Figure 5](image)
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9. Changing the order of achievements can be done by selecting Levels of Achievement button and selecting the item you would like to move. Then press the arrow in the direction you would like to move it (Figure 6). Then click submit (Figure 7).

Change the weight of the Criteria by changing the value in the weight field (Figure 8).
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10. To change the order of Criteria, select the Criteria button (Figure 9). Then select the Item you would like to reorder, click the arrow in the direction you would like the item to move. Then click Submit (Figure 10).

11. The balance weight button will make all the weights equal each other
12. Once these settings have been completed click submit at the bottom right of the page

Deploying Rubric
1. Either Build a new assignment or edit an assignment which has already been built
2. Enter a name for the assignment
3. Then Select Add Rubric (Figure 11).

4. Click Select Rubric
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5. Select the rubric you have created then click submit (Figure 12).

6. Ensure that show rubric to students is turned on (Figure 13).

7. The Points Possible will automatically be calculated once the rubric has been added to the assignment
8. Ensure the rest of your assignment settings are correct
9. Click submit at the lower right-hand side of the screen

Grading with the Rubric

1. Go to the Full Grade Center in the left-hand course management panel. Click on Full Grade Center.
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2. Click on the assignment that needs to be graded
3. Select Attempt (Figure 15).

4. Select the down arrow located under attempt (Figure 16).

5. Then under Grade by rubric click the button to the right (Figure 17).
6. This will pop out a new window with the Rubric (Figure 18).

<table>
<thead>
<tr>
<th>Grid View</th>
<th>List View</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Novice</strong></td>
<td><strong>Competent</strong></td>
</tr>
<tr>
<td>Formatting</td>
<td>Points: 0 (0.00%)</td>
</tr>
<tr>
<td>Organization</td>
<td>Points: 0 (0.00%)</td>
</tr>
<tr>
<td>Grammar</td>
<td>Points: 0 (0.00%)</td>
</tr>
</tbody>
</table>

**Figure 18**

7. Fill out the Rubric and enter any feedback to the student
8. Then click save
9. Once back to the Grade Assignment page click submit to save the rubric score to the grade book (Figure 19).

You can review the Grades in full grade center when complete.