Creating a Rubric in Blackboard

You can build your rubric directly in Blackboard, and then use it to easily grade student work. Your feedback will be automatically saved in the Grade Center, and students can see the rubric with your comments.

1. Click “Course Tools”, then click on “Rubrics”

2. Select “Create Rubric.” You can also import an existing rubric that you have exported from another course.

3. Name your rubric and provide some descriptive information, if desired.
4. The default rubric in Blackboard must be personalized for your assignment:

   a. **Changing the Grading Criteria:**

      To change the names of the grading criteria you will use, click on the down arrow next to the name of the criteria and click “edit.” Once you have changed the name, click “save.”

      Use the “Add Row” button to increase the number of criteria.

   b. **Changing the Grading Levels:**

      To change the names of the “levels of achievement,” click on the down arrow next to the name of the level.

      Use the Add Column button to increase the number of grading “levels of achievement.”
5. **Link your rubric to the designated assignment.** “Edit” your Assignment, and under “Grading,” select “Add Rubric” and choose an existing rubric or create a new one.

   c. **Changing the Scoring Method:** You can choose the scoring type: percent, points, a range of either, or no points. If using “percent” for your scoring method, you can adjust the relative weight of each grading criteria.

   d. When percent is selected, you can assign specific percentage points to each of your criteria.

   You do not have to select “balance weights” but can choose weights that you want for each element that you are grading, as shown in “d.” We recommend choosing your own weights.

   ![Rubric Grid](image)
Sample Discussion Board Rubric:

<table>
<thead>
<tr>
<th>Content</th>
<th>Levels of Achievement</th>
<th>( \leq 7 ) Points</th>
<th>( \leq 8 ) Points</th>
<th>( \leq 9 ) Points</th>
<th>( \leq 10 ) Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promptness and Initiative</td>
<td>Outstanding</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Delivery of Post</td>
<td>Proficient</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Relevance of Post</td>
<td>Basic</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Expression within Post</td>
<td>Below Expectations</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Contribution to the Learning Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For help using the rubric that you’ve created in Blackboard, see the handout “Grading with a Blackboard Rubric” on the IMPACT Initiative website: [http://smhs.gwu.edu/impact/instructional-tech-tips](http://smhs.gwu.edu/impact/instructional-tech-tips)

For more information about rubrics in Blackboard, see [https://en-us.help.blackboard.com/Learn/Instructor/Grade/Rubrics](https://en-us.help.blackboard.com/Learn/Instructor/Grade/Rubrics)

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