This handout contains the exact same information as the corresponding Blackboard Learn Grade Center videos which are available at http://www.youtube.com/playlist?list=PLE725371D98B30CFC.

Create a Rubric

☐ Step-by-step

✓ Just like paper versions, a rubric in Blackboard will provide guidance for grading and also provide guidance to students when they are completing assignments and papers

✓ To get started, locate the grey Course Management menu and click on Course Tools. Then, click the Rubrics link

✓ Once on the Rubrics page, there are two options create rubric and import rubric. For this tutorial, click the Create Rubric tab

✓ The Create Rubric page will appear. In section 1, Rubric Information, click the Name field to provide a name for the rubric, as it is required. For this tutorial, the name Mid Term will be used. In addition, click in the Description field to provide additional details of the rubric, such as “Guidance on completing the mid term paper”

1. Rubric Information
   - Name: Mid Term
   - Description: Guidance on completing the mid term paper.
In section 2, Rubric Detail, the first options that appear are the Add Row and Add Column buttons. A grey, circular symbol with a white downward pointing arrow (which indicates more options) is located next to each row and column title. This row is just a default example of how something could be graded, the Organization and Grammar rows act in this same way and can be changed. The same editing capabilities are possible with the Levels of Achievement columns, which are by default for rubrics Novice, Competent and Proficient.

Back near the top of section 2, a rubric type dropdown can be seen, which allows the different rows to add up differently, such as No Points, Points, Points Range, Percent, and Percent Range.

Once all the options and values have been set, click the Submit button.

To assign a rubric to an assignment, either create or edit an assignment, and on the page with the assignment options locate and click on the Add a Rubric button. Then, click Select Rubric.
A popup appears that allows the rubric to be selected, such as the one created earlier. **Click the checkbox** to the left of the name and then **click the Submit button**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Date Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid Term</td>
<td>Guidance on completing the mid term paper</td>
<td>11/29/12 1:29 PM</td>
</tr>
</tbody>
</table>

Rubrics have the option of being/not being shown to students. Over on the right side of the attached rubric listing, **click the symbol just below the Show Rubric to Students column title**. Three options appear: Yes (With Rubric Scores), Yes (Without Rubric Scores) and After Grading. For this tutorial, Yes (with Rubric Scores) is shown as selected.

**Click the Submit button** to complete adding a rubric to an assignment.