

# Blackboard Help

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## Rubrics

- A special note from Product Management on COVID-19: The team has been taking several pre-emptive infrastructure measures to help prepare for significantly increased traffic as a growing number of schools move to fully online courses. We will continue to monitor closely and take any additional steps required to provide a seamless service.

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- *Your institution controls which tools are available in the [Original Course View](#). Rubrics are always available to instructors in the [Ultra Course View](#).*

## Rubrics can help ensure consistent and impartial grading and help students focus on your expectations.

A rubric is a scoring tool you can use to evaluate graded work. When you create a rubric, you divide the assigned work into parts. You can provide clear descriptions of the characteristics of the work associated with each part, at varying levels of skill.

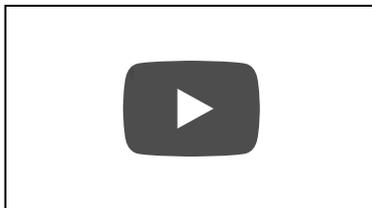
Students can use a rubric to organize their efforts to meet the requirements of the graded work. When you allow students access to rubrics before they complete their work, you provide transparency into your grading methods.

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## Watch a video about creating rubrics



Video: [Create rubrics](#) shows how to create a rubric for assessing and grading student work.





# Create a rubric

□ Doesn't seem familiar? [Jump to the "Ultra" help about creating rubrics.](#)

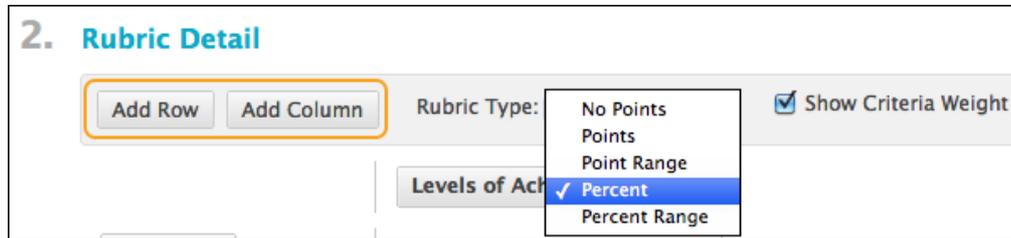
You can create multiple rubrics in your course. Rubrics consist of rows and columns. The rows correspond to the criteria. The columns correspond to the level of achievement that describes each criterion. New rubrics have three rows and three columns.

After you create rubrics, you can associate them with content.

	Novice	Competent/Proficient	Distinguished
<b>Purpose and Focus</b>	<input type="radio"/> Points: 15 (15%) Limited awareness of audience and/or purpose	<input type="radio"/> Points: 20 (20%) An attempt to establish and maintain purpose and communicate with the audience	<input type="radio"/> Points: 25 (25%) Establishes and maintains clear focus; evidence of distinctive voice and/or appropriate tone
<b>Development of Ideas</b>	<input type="radio"/> Points: 15 (15%) Minimal idea development, limited and/or unrelated details	<input type="radio"/> Points: 20 (20%) Unelaborated idea development; unelaborated and/or repetitious details TO depth of idea development supported by elaborated, relevant details	<input type="radio"/> Points: 25 (25%) Depth and complexity of ideas supported by rich, engaging and/or pertinent details; evidence analysis, reflection and insight
<b>Organization</b>	<input type="radio"/> Points: 15 (15%) Random or weak organization	<input type="radio"/> Points: 20 (20%) Logical organization	<input type="radio"/> Points: 25 (25%) Careful and/or suitable organization
<b>Scientific Language</b>	<input type="radio"/> Points: 15 (15%) Incorrect and/or ineffective language	<input type="radio"/> Points: 20 (20%) Acceptable, effective language	<input type="radio"/> Points: 25 (25%) Precise and/or rich language

*Control Panel > Course Tools > Rubrics*

1. On the *Rubrics* page, select *Create Rubric*. Type a title and optional description.
2. Select *Add Row* to add a new criterion to the bottom of the grid.
3. Select *Add Column* to add a new level of achievement to the grid.
4. Choose a *Rubric Type* from the menu:
  - *No Points*: Provide feedback only.
  - *Points*: Each level of achievement has a single point value.
  - *Point Range*: Each level of achievement has a range of values.
  - *Percent*: Each item's possible points determines the percentage.
  - *Percent Range*: Each level of achievement has a range of values. When you grade, you select the appropriate percentage level for a particular level of achievement. The system calculates the points earned by multiplying the weight x achievement percentage x item points.



5. To change a row or column's title, access a heading's menu and select *Edit*. Type the new title and select *Save*.
6. Type a point or percentage value for each row and column.
7. Type a description for the criterion and the associated level of achievement. Each cell has a 1,000-character limit.
8. Select *Submit*.

You can reorder rows and columns. Select the *Criteria* or *Levels of Achievement* heading, which opens a reorder panel.

After you use a rubric for grading, you can't edit it. You can copy the rubric to create a duplicate rubric you can edit.

[More on grading with rubrics](#)

## Percentage-based rubrics

When you choose a percent-based rubric, select from these options:

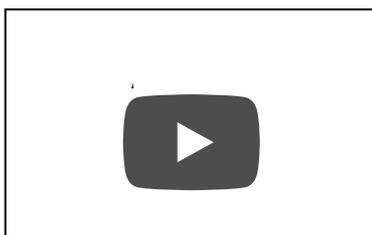
- *Show Criteria Weight* check box: Show or hide criteria weights. If you add more rows when weights are hidden, weights for new criteria are distributed equally.
- *Balance Weights*: Use after you add a new row to keep all criteria weighted equally. If you want individual criteria weighting, type percentages for each criterion. You must select the *Show Criteria Weight* check box for *Balance Weights* to appear.

The total weight for all criteria must equal 100%. No row may have a 0% weight. At least one level of achievement must have a value of 100%.

## Watch a video about associating rubrics



[Video: Associating Rubrics](#) shows how to associate a rubric with a gradable content item.



## Associate a rubric



□ Doesn't seem familiar? [Jump to the "Ultra" help about associating rubrics.](#)

You can associate rubrics with these types of gradable content:

- Assignments
- Essay, Short Answer, and File Response test questions
- Blogs and journals
- Wikis
- Discussion forums and threads

You can also associate a rubric with any non-calculated Grade Center column. For example, you can associate a rubric with a manually created column for class participation and use the rubric to grade participation. Access a column's menu and select *Edit Column Information*.

To associate a rubric, access the *Add Rubric* menu and choose one of these options:

- *Select Rubric* from those you've created.
- *Create New Rubric* opens a window so you can create a rubric.
- *Create From Existing* uses an existing rubric as a template to create a new rubric.

In the *Type* column, you can designate a rubric as *Used for Grading* or *Used for Secondary Evaluation*. If you associate multiple rubrics, you can use only one as the primary grading rubric.

Associated Rubrics		Add Rubric ▾					Show Rubric to Students	
	Name	Type	Date Last Edited					
  	Writing Guidelines	 Used for Grading	Oct 26, 2015 4:12:00 PM			No		
				<ul style="list-style-type: none"> <li>Yes (With Rubric Scores)</li> <li>Yes (Without Rubric Scores)</li> <li>After Grading</li> </ul>				

*Show Rubric to Students* has four options for rubric visibility:

- *No*: Students can't view the rubric.
- *Yes (With Rubric Scores)*: Students can view the rubric when you make the item available, including possible point or percentage values.

- *Yes (Without Rubric Scores)*: Students can view the rubric when you make the item available, but they can't see the possible point or percentage values.
- *After Grading*: Students can view the rubric only after you've finished grading their submissions.

For a **percent-based** rubric, type the points possible. For a **points-based** rubric, you're prompted to use the rubric's point value as the item's possible points.

Point values for test questions are handled in the main test or pool canvas. Both point and percent-based rubrics adjust their calculations to match the assigned point value for the test question. Questions you've associated with a rubric appear with the rubric icon next to the points box.

<input type="checkbox"/>	<b>4. Essay: Discuss the ways in which stars of va...</b>	Points: <b>40</b> 
<b>Question</b>	Discuss the ways in which stars of various masses age and die, starting with low-mass stars which never make it to the Main Sequence, and ending with massive stars which blow themselves to bits in supernova explosions.	

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## Student view of content with a rubric



Students can select *View Rubric* and view the grading criteria before they submit their work. They can move the rubric window next to the content so they can view the instructions alongside the criteria.

- In the rubric's List View, if you didn't select an option for a criterion and then typed feedback, the feedback wasn't saved when you saved the rubric.*

For an assignment

### Upload Assignment: Planet Paper

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**ASSIGNMENT INFORMATION**

Points Possible

75

[View Rubric](#)

Write a 1500 word essay about a planet of your choice and how we have used that knowledge to grow our understanding of astronomy. Return to the assignment page by clicking on the "planet\_last\_name.doc"

This assignment is worth 100 points. Check to see if you are allowed to attempt this assignment more than once. You are allowed two attempts for submitting this assignment.

### Rubric Detail

A rubric lists grading criteria that instructors use to evaluate student work. Your instructor linked a rubric to this assignment. Select **Grid View** or **List View** to change the rubric's layout.

Name: **Essay**

Description: **For use with the Essay assignment. Rates the student's argument.**

**Grid View** | [List View](#)

	Novice	Competent
<b>State a position</b>	<b>15 (20%)</b> (15 Points) Does not take a stand or provide context.	<b>20 (26.67%)</b> (20 Points) Makes a stand, but could be powerful.
<b>Support hypothesis</b>	<b>15 (20%)</b> (15 Points) Does not give arguments in support of the hypothesis	<b>20 (26.67%)</b> (20 Points) Fewer than three main arguments and incomplete examples in support of arguments.

## For a test question

**QUESTION 4** 40 points [View Rubric](#) [Save Answer](#)

Discuss the ways in which stars of various masses age and die, starting with low-mass stars which never make it to the Main Sequence, and ending with massive stars which blow themselves to bits in supernova explosions.

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert form, and HTML/CSS.

## Manage rubrics



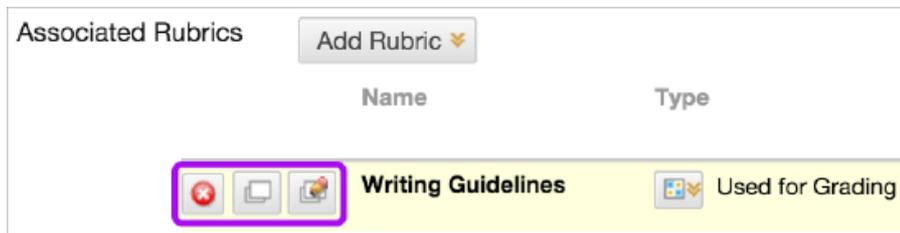
Doesn't seem familiar? [Jump to the "Ultra" help about managing rubrics.](#)

Access a rubric's menu to edit, copy, or delete the rubric. You can also *View Associated Content* to view the items a rubric is associated with.

You can copy a rubric if you have a similar gradable item for your students that will use the same criteria. You can keep the settings and rename the rubric. You can also copy a rubric when you want to edit a rubric that's in use. A copy is created with the same title and the number 1 added: "Introductory Speech(1)."

## Manage associated rubrics

When you edit an item with an associated rubric, you can change the rubric's options.

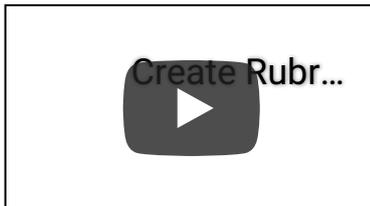


In the *Associated Rubrics* section, you have these management functions:

- *Remove Rubric Association* removes the connection to a rubric but doesn't delete the rubric itself. You can remove a rubric from an assessment you've graded and the grades will remain. The grades are no longer associated with the rubric, but now appear as grades you added manually.
- *View Rubric* opens a preview you can't edit, with a link to view associated items and print the rubric.
- *Edit Rubric* opens the associated rubric so you can edit it. If you've already used the rubric for grading, you can't edit it.

## ULTRA: Watch a video about creating rubrics

Video: [Create rubrics](#) shows how to create a rubric for assessing and grading student work.



## ULTRA: About rubrics

Doesn't seem familiar? [Jump to the "Original" help about rubrics.](#)

You can create multiple rubrics in your course. Rubrics consist of rows and columns. The rows correspond to the criteria. The columns correspond to the level of achievement that describes each criterion. You can create two types of rubrics: percentage and percentage-range.

New rubrics have four rows and four columns. You can add up to ten columns and rows, and you can delete all but one row and one column. You can associate rubrics with assignments,

tests, and discussions.

*At this time, you can only associate rubrics with assessments with no questions. You can't create rubrics at small screen widths. Rubrics are read-only on small devices.*

Introduction to Sociology				
Essay Evaluation				
Criteria	Excellent	Proficient	Satisfactory	Unsatisfactory
State a position  25% of total grade	100% Makes a strong stand and defines the context in the introductory paragraph. Position is restated throughout and reinforced with examples and included in the conclusion.	75% Makes strong stand and defines the context in introductory paragraph.	50% Makes a stand, but could be more powerful.	25% Doesn't take a stand or provide context.
Support hypothesis	100% Provided more than three arguments in support of the hypothesis. Arguments supported with more than citations. Writer incorporated	75% Provides three main arguments in support of the hypothesis. Gives clear and accurate examples and development of the three main arguments	50% Fewer than three main arguments and incomplete examples in support of arguments.	25% Minimal idea development, limited and/or unrelated details. Doesn't give arguments in support of the hypothesis.

## ULTRA: Rubric types



You can create two types of rubrics in an Ultra course:

- Percentage-based rubrics
- Percentage-range rubrics

### Percentage-based rubrics

For percentage-based rubrics, the criteria total percentage must equal 100%. You may only use whole numbers. You may add rows set to 0% as long as your total percentage equals 100.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Organization</div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">34</span> % of total grade         </div>	<p><b>100%</b></p> <p>The writing is fluent, concise and well organized. Includes a compelling introduction, strong and informative body, and satisfying conclusion. Followed all style and formatting requirements.</p>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Overall Impression</div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <span style="background-color: #ffff00; border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">15</span> % of total grade         </div>	<p><b>100%</b></p> <p><i>Type a description</i></p>

⚠
The criteria total percentage must equal 100%. [Balance Criteria](#)

If the percentages don't equal 100, a warning message appears at the bottom of the screen. Select *Balance Criteria* next to the message to auto-adjust the percentages so they equal 100. Or, you can manually update the percentages as needed.

For the levels of achievement, one column must have a value of 100%. You may only use whole numbers.

## Percentage-range rubrics

For percentage-range rubrics, each level of achievement has a range of values. When you grade, you select the appropriate percentage level for a particular level of achievement. The system calculates the points earned by multiplying the weight x achievement percentage x item points.

Essay 2

### Rubric Details

**Submission**  
Maximum score: 100 points

-- / 100

**State a position** [Select a value](#)

25% of total grade

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Excellent

Excellent

Excellent

# ULTRA: Create rubrics

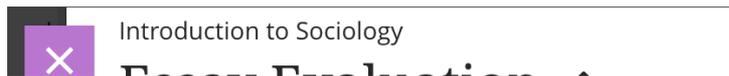


You can create rubrics from an assignment, test, discussion, or from the gradebook.

## From an assignment, test, or discussion

When you create or edit an assignment, test, or discussion, you can create a new rubric. You can also [associate an existing rubric](#) unless you've already graded the item. You may associate only one rubric to each assignment, test, or discussion.

- At this time, you can only associate rubrics with assessments with no questions.*
1. On the assignment, test, or discussion page, select the *Settings* icon to open the *Settings* panel.
  2. In the *Additional Tools* section, select *Add grading rubric > Create New Rubric*.
  3. On the *New Rubric* page, type a title with a limit of 255 characters. If you don't add a title, "New Rubric" and the date appear as the title.
  4. Select a *Rubric Type: Percentage or Percentage Range*.



By default, four criteria rows and four achievement level columns appear. You can add, delete, and rename the rows and columns. Point to a cell to access the edit and delete icons. Select the plus sign wherever you want to add a row or column and type a title. If

you don't want the new row or column, you can delete it.

When you add an achievement level, a percentage is automatically added. For example, if you add an achievement level between two levels listed at 100% and 75%, your new level is assigned 88%. You can adjust the percentages as needed. Click anywhere to save your changes.

For new and existing levels of achievement, you can add an optional description. Achievement titles have a 40-character limit. Criteria and description cells have a 1,000 character limit. You can't add HTML code to titles and cells. You can paste text from another document, but the formatting doesn't carry over.

- When you press the Enter key, a new paragraph isn't started in a cell. The Enter key confirms you're finished. Your work is saved and you leave edit mode.*

You can [align goals with rows in the rubric](#) if you want to measure achievement against goals set by your institution. Select *Align with goals* to get started. Students can't see the goals you align with criteria in a rubric.

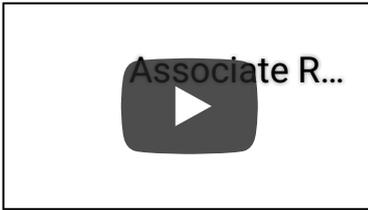
## From the gradebook

You can create, edit, copy, delete, and review existing rubrics from your gradebook. Rubrics are listed in alphabetical order.

1. In your gradebook, select the *Settings* icon.
2. In the *Gradebook Settings* panel, existing rubrics are listed in the *Course Rubrics* section. Use the steps in the preceding section to create a rubric.

# ULTRA: Watch a video about associating rubrics

Video: [Associate rubrics](#) shows how to associate an existing rubric to an assessment in the Ultra Course View.



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## ULTRA: Associate rubrics to assessments

Doesn't seem familiar? [Jump to the "Original" help about associating rubrics.](#)

You can associate an existing rubric to an assignment or test unless you've already graded the assessment. You may associate only one rubric to each assessment.

[More on associating a rubric to a discussion](#)

*At this time, you can only associate rubrics with assessments with no questions.*

1. On the assignment or test page, select the *Settings* icon to open the *Settings* panel.
2. In the *Additional Tools* section, select *Add grading rubric* to view existing rubrics. Rubrics appear in alphabetical order.
  - If you haven't used a rubric in grading, you can select the rubric title to make changes to the title, rows, columns, and percentages. You can also add or delete rows and columns.
  - Select the *Add* icon to associate the rubric to the assessment. Reminder: You may associate only one rubric to each assessment or discussion.

When you associate a rubric and view a student's assignment or test submission, the grade pill displays a rubric icon.

[□ More on grading with rubrics](#)

## Remove associations

You can remove a rubric from an assessment you've graded and the grades will remain. The grades are no longer associated with the rubric, but now appear as grades you added manually.

Return to the *Settings* panel and point to the associated rubric's title to access the *Remove* icon.

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## ULTRA: Student view of rubrics



Students can view a rubric before they open an assignment, test, and discussion **and** after they start the attempt. Students select *This item is graded with a rubric* to view the rubric.

Students can view the rubric alongside the instructions. They can expand each rubric criterion to view the achievement levels and organize their efforts to meet the requirements of the graded work.

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## ULTRA: Manage rubrics



Doesn't seem familiar? [Jump to the "Original" help about managing rubrics.](#)

Based on where you access a rubric, you have different options. You can access a rubric from an item's *Settings* panel and the *Gradebook Settings* panel.

### Edit rubrics

If you haven't used a rubric in grading, you can select the rubric title to make changes to the title, rows, columns, and percentages. You can also add or delete rows and columns.

After you use a rubric for grading, you can't edit it, but you can make a copy that you can edit and rename.

### Copy rubrics

From the *Gradebook Settings* panel, open a rubric's menu and select *Duplicate* to create a copy of an existing rubric. The copied rubric opens with the date and "copy" added to the title. You can make edits as needed. Select *Save* to save the duplicate rubric.

*If you copy an existing percentage-based rubric and change it to a percentage-range rubric, all the descriptions are cleared.*

If you've already used a rubric to grade an item, you can also copy the rubric and edit the duplicate version. From an item's *Settings* panel, open the rubric. Select *Create a Copy* at the bottom of the screen. When you create a copy of a rubric you used to grade a test or assignment, the new rubric is associated with the item. Any grades calculated with the original rubric are preserved, but these grades are converted to overrides. You can regrade these submissions with the new rubric.

*You can't copy rubrics on small devices.*

## Delete rubrics

You can permanently delete a rubric from your course even if you used it in grading and the grades will remain. The grades are no longer associated with the rubric, but now appear as grades you added manually.

To permanently delete a rubric, open the *Gradebook Settings* panel in the gradebook.

## Align goals with a rubric

Inside a new or existing rubric, select the *Align with goals* link that appears under a criterion row to add, edit, or remove associated goals. The *Goals & Standards* page appears. Students can't

view the goals you align with a rubric.

[□ More on how to align goals with course content](#)

## Export and archive courses with rubrics

In the Ultra Course View, rubrics are saved in export and archive packages.

When you convert an Original course to Ultra, percentage-range and percentage rubrics are converted without descriptions. All other rubric types are converted to percentage rubrics, such as points and point range. All Original rubric settings are now set to the Ultra rubric defaults, such as display to students.

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## ULTRA: Keyboard navigation



You can use the arrow keys to navigate the rubric cells. The top-left cell is the initial focus of the rubric table. When you press Tab, you send focus in this order:

- First *Add Column* function
- First column heading cell, and so on
- Press Tab on the last *Add Column* function to send focus to the *Add Criterion* function at the top of the next row
- Criterion heading cell of the next row
- First achievement level on the row
- Then, across the row
- *Add Criterion* function on the next row, and so on

You can press Enter on any rubric cell to send focus to the *Edit* function for that cell. Press Enter again to start the editing action. Press Enter while in edit mode to exit edit mode and return focus to the cell you were editing.

When you edit a column heading, only that heading is editable. Tab/Enter exits the heading and returns focus to the cell.

When you edit a criterion heading, all criteria headings are editable. Tab focus moves vertically between the inputs. Tab moves from the last input to exit criteria edit mode and puts the focus on that cell.

When you edit any achievement level description cell, all achievement level description cells are editable for that criterion. Tab moves from percentage to description to percentage for the next level. Tab on the last input exits edit mode and return focus to the last cell in the row.

### Move focus between the rubric and content

## MOVE FOCUS BETWEEN THE RUBRIC AND CONTENT

You can navigate between the rubric and the content you're grading, such as an assignment.

When the focus is on the last criterion heading, press Tab to move focus to a hidden anchor function near the top of the rubric panel that reads "Focus" and points to the content portion.

*The anchor function only becomes visible when focused, not hovered. Only keyboard users will be aware the function exists.*

When the focus is on the "Focus" button, press Tab to move to the top of the rubric panel to the first tabbable element, close button.

Press Enter/spacebar to move the focus to the first tabbable element in the content portion.

When the focus is on the next-to-last tabbable element in the content portion, press Tab to move the focus to a hidden anchor button near the top of the content portion that reads "Focus" and points to the rubric panel.

When the focus is on the "Focus" button, press Tab to move the focus to the first tabbable element in the content portion.

Press Enter/spacebar to move the focus to the first tabbable element in the rubric panel.

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