

# Six Questions About Using Rubrics for Assessment in Blackboard

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# The Questions

1. How should I prepare to create a rubric in Blackboard?
2. How do I enter a rubric in Blackboard?
3. How do I edit the Rubric Grid?
4. How do I associate a rubric with an assessment?
5. How do I grade with rubrics?
6. How do I view a Rubric Evaluation Report?

# 1. How should I prepare to create a rubric in Blackboard?

1. Determine the criteria you want to assess.
2. Determine the levels of achievement.
3. Use a spreadsheet or a table (Word) to organize criteria and levels that can be pasted into a Blackboard Rubric.

## 2. How do I enter a rubric in Blackboard?

1. Control Panel > Course Tools > Rubrics
2. Click on *Create Rubric* button.
3. Enter a Name for the Rubric. (Description is optional)
4. Edit the Rubric Grid.
5. Click Submit.

# 3. How do I edit the Rubric Grid?

- Add/Remove Rows
- Add/Remove Columns
- Edit Criteria and Levels of Achievement
- Determine Rubric Type

## 4. How do I associate a rubric with an assessment?

1. Create assessment that you want to assess using a rubric (Assignment, Discussion Board, Grade Center Column, etc.)
2. Click *Add Rubric* button.
  - Select Rubric
  - Create New Rubric
  - Create From Existing
3. Determine Type
  - Used for Grading
  - Used for Secondary Evaluation
  - Show Rubric to Students?

# 5. How do I grade with rubrics?

1. When possible use *Needs Grading* feature.\*
2. Access item to be graded in Grade Center.
3. Click View Rubric to see Grid View of Rubric.
4. Click cells to apply level for each criterion.
  - Running score will be totaled as you go.
  - Can be overridden
5. Optional – Add feedback for each criterion.
6. When finished, click *Save or Save and Next*.

\* Works with individual assignment, group assignment, discussion posts, and test attempts. Does not work with assessments created by adding new column in Grade Center.

## 6. How do I view a Rubric Evaluation Report?

- Control Panel > Course Tools > Rubrics
- Click Action Menu for rubric and choose *View Associated Content*.
- Click Action Menu and choose *Rubric Evaluation Report*.
- Choose Report Specifications and Submit.
  - Modify date to reflect actual time of course.
- Download Report (multiple page document)



# Comments or Questions?



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