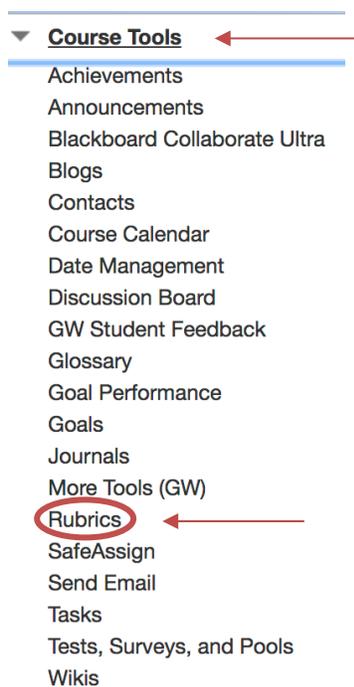


# Creating a Rubric in Blackboard

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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.

A screenshot of the 'RUBRIC INFORMATION' form. The form has two main sections: 'Name' and 'Description'. The 'Name' field is a text input box with a red asterisk icon to its left. The 'Description' field is a larger text area with a small 'ABC' icon and a checkmark icon to its left. Both the 'Name' and 'Description' sections are circled in red.

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.

The Rubric Grid lists **Criteria** (rows) for measuring **Levels of Achievement** (columns)

Buttons: Add Row, Add Column, Rubric Type: Percent, Show Criteria Weight

Criteria: Formatting (Weight: 33.00%), Organization (Weight: 34.00%), Grammar (Weight: 33.00%)

Levels of Achievement: Novice, Competent, Proficient

Percent values: 0, 50, 100

Total Weight: 100.00% | Balance Weights

**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."

**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.

The Rubric Grid lists *Criteria* (rows) for measuring *Levels of Achievement* (columns)

Buttons: Add Row, Add Column, Rubric Type: Percent, Show Criteria Weight

Criteria	Novice	Competent	Proficient
<b>Formatting</b> Weight: 33.00 %	Percent 0	Percent 50	Percent 100
<b>Organization</b> Weight: 34.00 %	Percent 0	Percent 50	Percent 100
<b>Grammar</b> Weight: 33.00 %	Percent 0	Percent 50	Percent 100

Total Weight: 100.00% Balance Weights

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.

**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.

**GRADING**

✱ Points Possible: 100

Associated Rubrics: Add Rubric

- Select Rubric
- Create New Rubric
- Create From Existing

[Submission Details](#)

## Sample Discussion Board Rubric:

Criteria	Levels of Achievement			
	Outstanding	Proficient	Basic	Below Expectations
Promptness and Initiative	Points 9 to 10 Consistently responds to posts in less than 24 hours; demonstrates good self-initiative	Points 7 to 8 Responds to most postings within a 24-hour period; requires occasional prompting to post	Points 5 to 6 Responds to most postings several days after initial discussion; limited initiative	Points 0 to 4 Does not respond to most postings; rarely participates freely
Delivery of Post	Points 9 to 10 Consistently uses grammatically correct posts with rare misspellings	Points 7 to 8 Few grammatical or spelling errors are noted in posts	Points 5 to 6 Errors in spelling and grammar evidenced in several posts	Points 0 to 4 Utilizes poor spelling and grammar in most posts; posts appear "hasty"
Relevance of Post	Points 28 to 30 Consistently posts topics related to the discussion topic; cites additional references related to the topic	Points 25 to 27 Frequently posts topics that are related to the discussion content; prompts further discussion of topics	Points 22 to 24 Occasionally posts off topic; most posts are short in length and offer no further insight into the topic	Points 0 to 21 Posts topics which do not relate to the discussion content; makes short or irrelevant remarks
Expression within Post	Points 9 to 10 Expresses ideas and opinions in a clear and concise manner with obvious connection to topic	Points 7 to 8 Opinions and ideas are stated clearly with occasional lack of connection to topic	Points 5 to 6 Unclear connection to the topic evidenced in minimal expression of opinions and ideas	Points 0 to 4 Does not express opinions or ideas clearly; no connection to topic
Contribution to the Learning Community	Points 35 to 40 Aware of needs of community; frequently attempts to motivate the group discussion; presents creative approaches to topic	Points 30 to 34 Frequently attempts to direct the discussion and to present relevant viewpoints for consideration by group; interacts freely	Points 25 to 29 Occasionally makes meaningful reflection on group's efforts; marginal effort to become involved with the group	Points 20 to 24 Does not make effort to participate in learning community as it develops; seems indifferent

For help using the rubric that you've created in Blackboard, see the handout "Grading with a Blackboard Rubric" on the IMPACT Initiative website: <https://smhs.gwu.edu/impact/guides-and-tools>

For more information about rubrics in Blackboard, see <https://en-us.help.blackboard.com/Learn/Instructor/Grade/Rubrics>

### Need more assistance?

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