



# Using Blackboard Rubrics

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Instructional Design and Access  
2019-2020



# Agenda

- What is the rubric tool?
- Why use rubrics?
- Where is the rubric tool located?
- Where can rubrics be used?
- How do rubrics work?



# How do you access Blackboard?

- Go directly to Blackboard.Wichita.edu
- Do not log in through MyWSU!
- Browsers that work:
  - Chrome
  - Firefox
  - Safari
- What browser doesn't work?
  - Internet Explorer

# What is the Rubric Tool?

# Introducing Rubrics

- Rubrics consist of a grid representation of grade evaluation criteria
- Rubrics provide students with a better understanding of how grades are achieved for assignments
- Rubrics provide a visual representation of the grading scale for a given assignment

### RUBRIC DETAIL

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

Add Row
Add Column
Rubric Type: Percent
☒ Show Criteria Weight

Criteria

Levels of Achievement

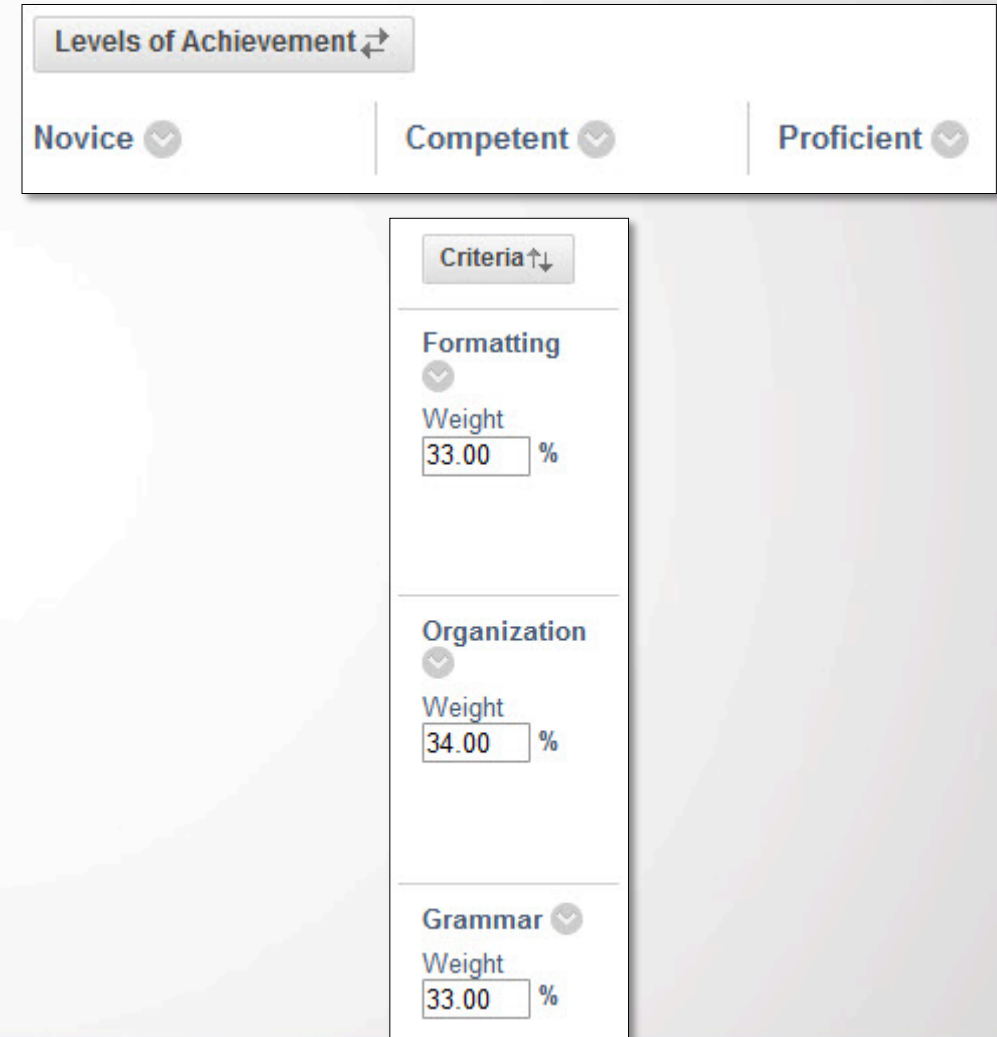
	Novice	Competent	Proficient
<b>Formatting</b> Weight 33.00 %	Percent 0.00 <div></div> abc ✓	Percent 50.00 <div></div> abc ✓	Percent 100.00 <div></div> abc ✓
<b>Organization</b> Weight 34.00 %	Percent 0.00 <div></div> abc ✓	Percent 50.00 <div></div> abc ✓	Percent 100.00 <div></div> abc ✓
<b>Grammar</b> Weight 33.00 %	Percent 0.00 <div></div> abc ✓	Percent 50.00 <div></div> abc ✓	Percent 100.00 <div></div> abc ✓

Total Weight: 100.00%
Balance Weights

# Why Use Rubrics?

# Why Rubrics?

- Rubrics provide students with a visual representation of the grading evaluation and criteria of a particular assignment
- Rubrics can help ensure consistent and impartial grading and help students focus on your expectations
- While instructions in paragraph format are helpful, they often only describe what is needed to achieve an “A”, and can be vague.

A screenshot of a rubric interface. At the top, there is a section titled 'Levels of Achievement' with three dropdown menus: 'Novice', 'Competent', and 'Proficient'. Below this, there is a section titled 'Criteria' with three criteria listed: 'Formatting', 'Organization', and 'Grammar'. Each criterion has a 'Weight' field and a '%' symbol. The weights are: Formatting (33.00), Organization (34.00), and Grammar (33.00).

Levels of Achievement
Novice
Competent
Proficient

Criteria
Formatting
Weight: 33.00 %
Organization
Weight: 34.00 %
Grammar
Weight: 33.00 %

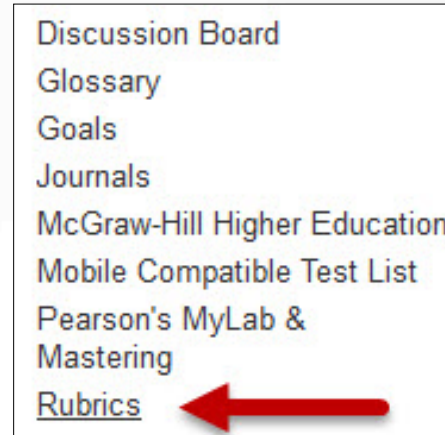


Where is the Rubric Tool  
Located?

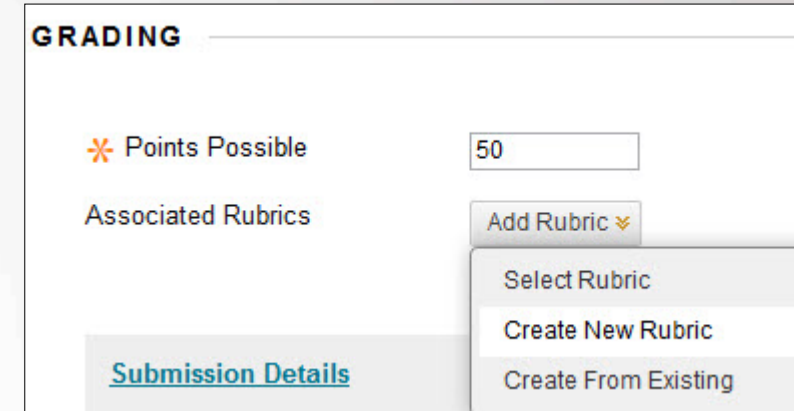


# Accessing Rubrics

- There are a number of ways to access the rubric tool:
  - Course Tools > Rubrics
  - Through each writing-required assessment set up page
- Course Tools, under “R” for “Rubrics”
- In the set up pages of a writing-required assessments, you can choose to Add Rubric

A screenshot of the 'Course Tools' menu. The menu items are: Discussion Board, Glossary, Goals, Journals, McGraw-Hill Higher Education, Mobile Compatible Test List, Pearson's MyLab & Mastering, and Rubrics. A red arrow points to the 'Rubrics' link at the bottom of the list.

Discussion Board  
Glossary  
Goals  
Journals  
McGraw-Hill Higher Education  
Mobile Compatible Test List  
Pearson's MyLab & Mastering  
Rubrics

A screenshot of the 'GRADING' section. It includes a 'Points Possible' field set to 50, an 'Associated Rubrics' dropdown menu with options 'Add Rubric', 'Select Rubric', 'Create New Rubric', and 'Create From Existing', and a 'Submission Details' link.

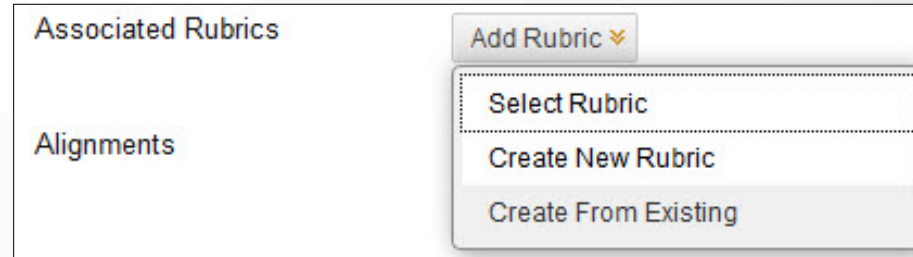
**GRADING**

\* Points Possible 50

Associated Rubrics Add Rubric

Select Rubric  
Create New Rubric  
Create From Existing

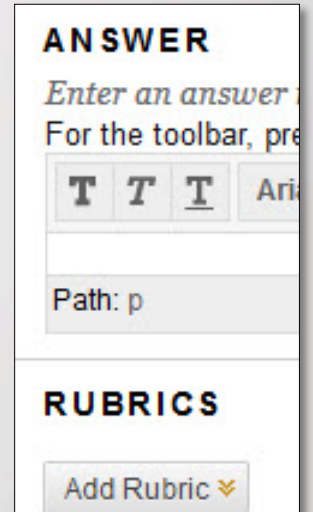
[Submission Details](#)

A screenshot of the 'Associated Rubrics' section. It shows an 'Add Rubric' dropdown menu with options 'Select Rubric', 'Create New Rubric', and 'Create From Existing'. Below it is an 'Alignments' section.

Associated Rubrics Add Rubric

Select Rubric  
Create New Rubric  
Create From Existing

Alignments

A screenshot of the 'ANSWER' and 'RUBRICS' sections. The 'ANSWER' section has a text input field and a toolbar with icons for bold, italic, and underline. The 'RUBRICS' section has an 'Add Rubric' dropdown menu.

**ANSWER**

Enter an answer  
For the toolbar, pre

T T T Ari

Path: p

**RUBRICS**

Add Rubric

# Where Can Rubrics Be Used?

# Using Rubrics

- Rubrics work with many different assessments
  - Assignments
  - Discussion Boards
  - Essay/Short Answer Test Questions
  - Group Discussion Boards
  - Wikis
  - Blogs
  - Journals
- Any assessment where writing is required on the part of the student

**GRADING**

\* Points Possible

Associated Rubrics [Add Rubric](#)

[Submission Details](#)


[Select Rubric](#)



[Create New Rubric](#)

[Create From Existing](#)

☐ No grading

☒ Grade : Points possible :

☒ Show participants in "needs grading" status  after every  Page Saved

☐    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*


[Add Rubric](#)



# How Do Rubrics Work?

# Creating Your Rubric

- Course Tools > Rubrics
- Click Create Rubric
- Importing a rubric requires a very specific file type and formatting
- Avoid importing a rubric
- Provide a name and description for your rubric
- A single rubric can be used for multiple assignments and over multiple semesters

Discussion Board  
Glossary  
Goals  
Journals  
McGraw-Hill Higher Education  
Mobile Compatible Test List  
Pearson's MyLab & Mastering  
Rubrics 

## Rubrics

*Rubrics can help ensure consistent*

Create Rubric

Import Rubric

# Start with Expectations

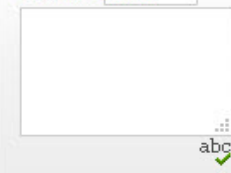


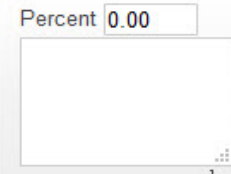
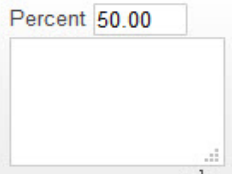
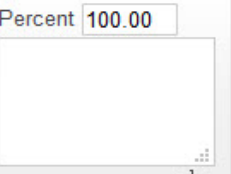
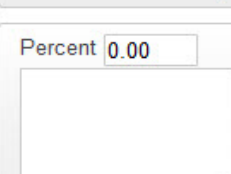
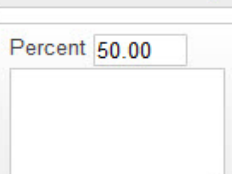
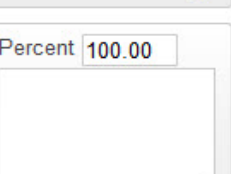
- Start with your broad expectations for the assessment
- Define your categories of criteria
- Define how many “levels of achievement” you want to have
- Start to further define your expectations for each criteria category and level of achievement
- Start manipulating your Bb rubric

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

Add Row Add Column Rubric Type: Percent ☐ Show Criteria Weight

Levels of Achievement ↔

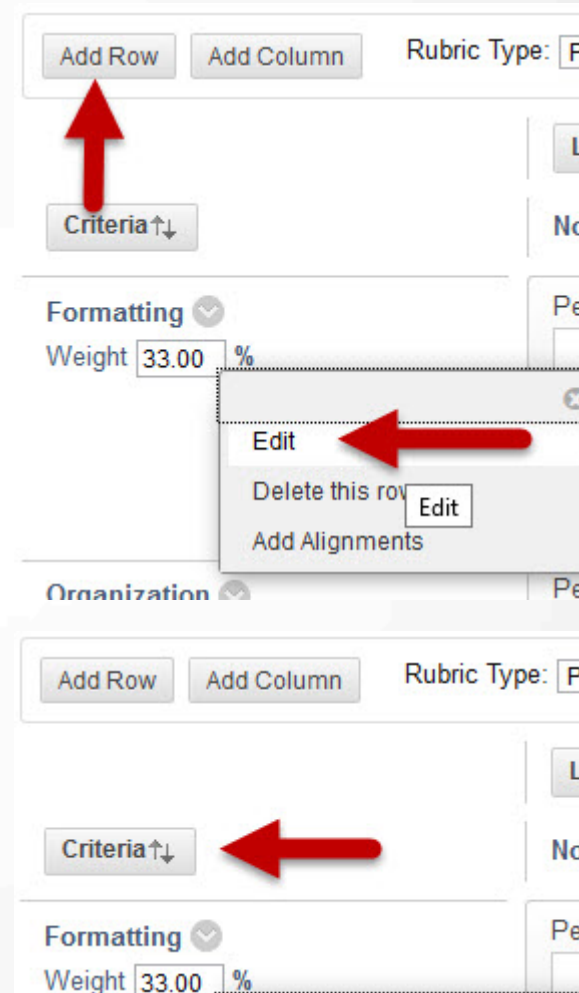
Criteria ↑↓

	Novice	Competent	Proficient
<b>Formatting</b> Weight 33.00 %	Percent 0.00 	Percent 50.00 	Percent 100.00 
<b>Organization</b> Weight 34.00 %	Percent 0.00 	Percent 50.00 	Percent 100.00 
<b>Grammar</b> Weight 33.00 %	Percent 0.00 	Percent 50.00 	Percent 100.00 

Total Weight: 100.00% Balance Weights

# Add or Edit Categories

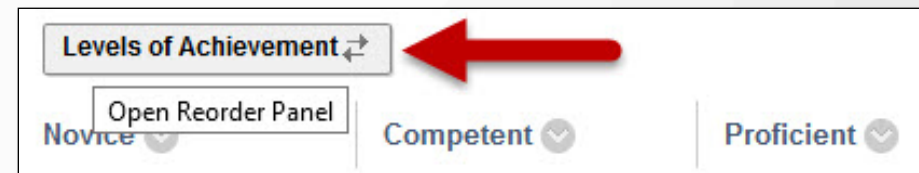
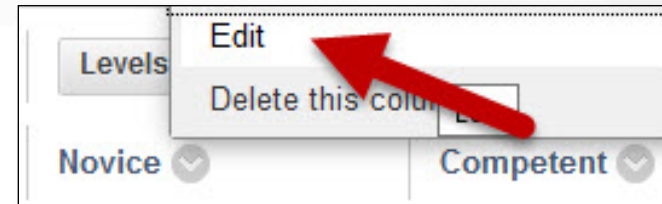
- To change the name of your criteria categories, use the down arrows next to that word, then select edit
- If you need to add more rows/criteria categories, use the “Add Row” button.
- If you want the categories listed in a specific order, use the Criteria “ordering” tool

The screenshot shows the WSU Rubric Editor interface. At the top, there are buttons for 'Add Row' and 'Add Column', and a 'Rubric Type' dropdown menu. Below these, there is a 'Criteria' section with a 'Criteria' button and a 'Criteria' dropdown menu. A red arrow points to the 'Add Row' button. Another red arrow points to the 'Criteria' dropdown menu. A third red arrow points to the 'Edit' button in the 'Criteria' dropdown menu. The 'Criteria' dropdown menu is open, showing options: 'Edit', 'Delete this row', and 'Add Alignments'. The 'Edit' button is highlighted. Below the 'Criteria' section, there is a 'Formatting' section with a 'Weight' input field (33.00) and a '%' sign. The 'Organization' section is partially visible at the bottom.



# Add or Edit Levels of Achievement

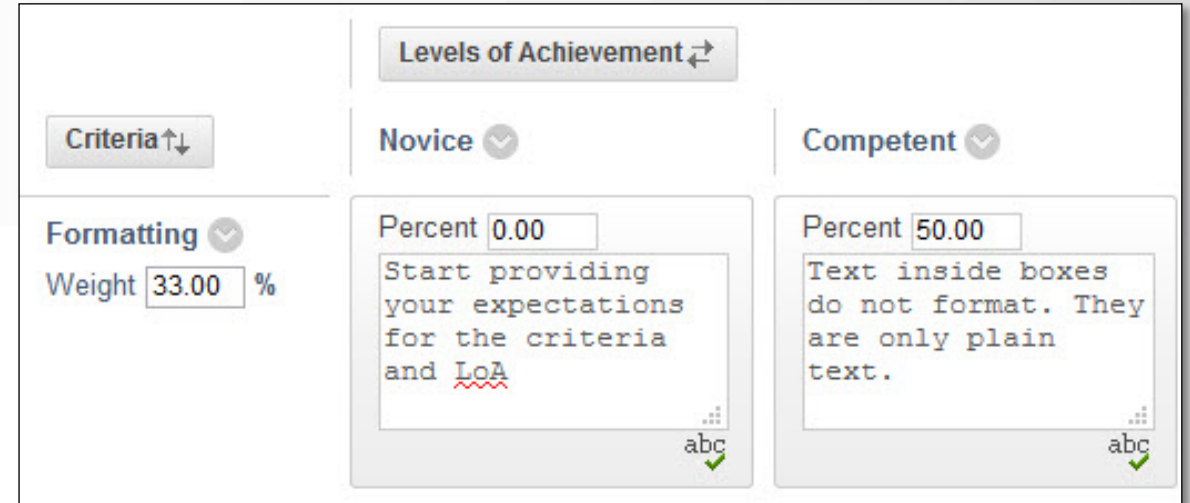
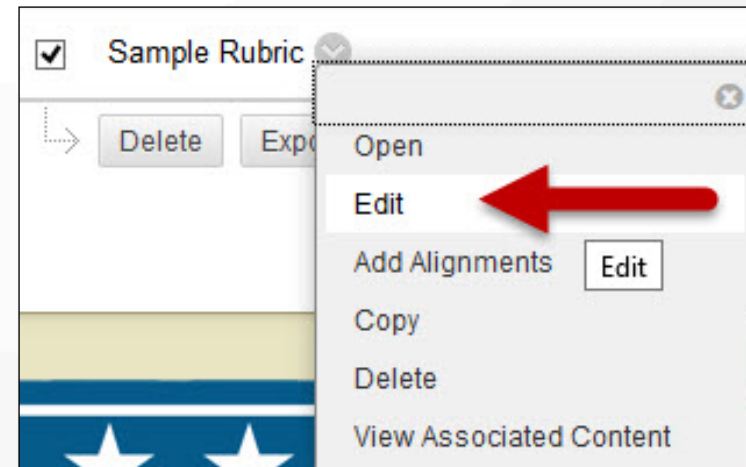
- To change the name of your levels of achievement (LoA), use the down arrows next to that word, then select edit
- If you need to add more columns/LoA, use the “Add Column” button.
- If you want the columns listed in a specific order, use the “ordering” tool
- You can also delete columns or rows if needed





# Filling Out the Rubric

- Click in the corresponding text box to fill out the bulk of the rubric with your expectations
- Try to be as concise as possible
- Text in the boxes **do not** format
- When you have finished filling in the boxes, click submit
- Recommended to click submit periodically; Editing later as needed
- To edit a rubric, use the down arrow and click edit from the Rubrics tool page

This screenshot shows the 'Levels of Achievement' section of the rubric editor. It has a 'Criteria' dropdown and two achievement levels: 'Novice' and 'Competent'. The 'Novice' level has a 'Percent' of 0.00 and a text box containing 'Start providing your expectations for the criteria and LoA'. The 'Competent' level has a 'Percent' of 50.00 and a text box containing 'Text inside boxes do not format. They are only plain text.' Both text boxes have a green checkmark and 'abc' in the bottom right corner, indicating they are ready for submission.This screenshot shows the 'Sample Rubric' dropdown menu. The 'Edit' option is highlighted with a red arrow. The menu also includes options for 'Open', 'Add Alignments', 'Copy', 'Delete', and 'View Associated Content'. The 'Edit' button is also visible next to the 'Add Alignments' option.

# Changing Rubric Weights/Types

- Rubrics can be a variety of “types”/use a variety of different grading methods
  - No Points
  - Points
  - Point Range
  - Percentages
  - Percent Range
- Use the dropdown menu to change the type to suit your needs
- Edit each box’s associated “percent/points”
- Edit each criteria category’s total “weight”

Rubric Type: Percent ▼

- No Points
- Points
- Point Range
- Percent**
- Percent Range

Novice ▼

Percent

Formatting ▼

Weight  %

# Associating a Rubric

- Time to associate your rubric to an assessment
- During creation or edit a pre-existing assessment
- Choose “Add Rubric”
- Choose Select Rubric
- Click Submit

**GRADING**



✖ Points Possible
50


Associated Rubrics
Add Rubric ▼

Select Rubric
Create New Rubric
Create From Existing

[Submission Details](#)

**Select Rubrics**






<input type="checkbox"/>	Name ▲	Description	Date Last Edited
<input type="checkbox"/>	 Discussion Board Rubric	Please look at the rubric for more information on how discussion boards will be graded.	1/4/18 2:11 PM
<input checked="" type="checkbox"/>	 Sample Rubric		8/13/19 10:02 AM

Selected Rubrics 1 

Cancel
Submit

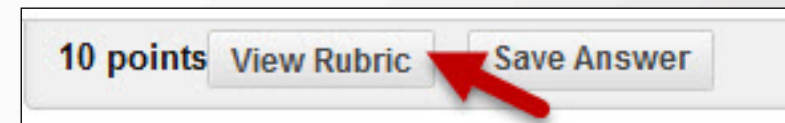
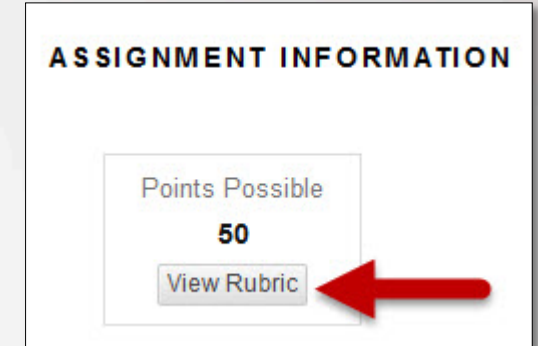
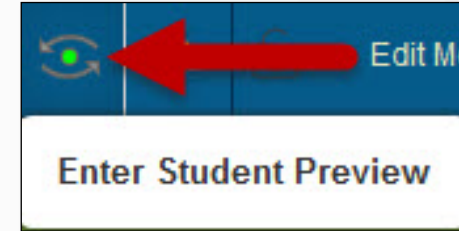
# Changing Associated Rubric Settings

- Once you have selected the rubric new settings will appear
- If you want to use the rubric during grading, ensure “Used for Grading” is selected under “Type”
- Settings default to not showing student the rubric, change this to “Yes (With Rubric Scores)” to allow them access
- You can also edit and review your rubric from this area using the buttons next to the rubric name
- When finish, click submit

Name	Type	Date Last Edited	Show Rubric to Students
   Sample Rubric	 Used for Grading	Aug 13, 2019 10:02:30 AM	 No
<div>Yes (With Rubric Scores) Yes (Without Rubric Scores) After Grading</div>			

# Student View of Rubric

- To see what your Rubric looks like from the student view, use your Student Mode feature in Blackboard or enroll your “Test Student”
- Locate the assignment and click on its link
- Each assessment will have a button—such as “View Rubric” where students can access it
- Clicking on the View Rubric button will open your rubric as a grid—similar to what it looks like during creation





# Using Rubrics to Grade

- Rubrics play a large part in grading
- When grading with a rubric, the associated rubric will appear in your comments area when grading an individual's assessment.
- You may need to expand the section in order to see the rubric grading link
- Click on the Rubric link and your grid will appear as a bulleted list with radio buttons you can select for grading purposes
- Show Descriptions and/or Feedback

Assignment Details ▾

GRADE  
LAST GRADED ATTEMPT

ATTEMPT  
8/13/19 11:23 AM

/15

ATTEMPT  
8/13/19 11:23 AM

/15

GRADE BY RUBRIC

[DISCUSSION BOARD RUBRIC](#) Used for Grading

GRAMMAR

☐ Proficient 4 (26.66666%)–5 (33.33333%) points

☐ Competent 2 (13.33333%)–3 (20.00%) points

☐ Novice 0 (0.00%)–1 (6.66666%) points

IDEAS & CONTENT

☐ Proficient 4 (26.66666%)–5 (33.33333%) points

☐ Competent 2 (13.33333%)–3 (20.00%) points

☐ Novice 0 (0.00%)–1 (6.66666%) points

REQUIRED ELEMENTS

☐ Proficient 4 (26.66666%)–5 (33.33333%) points

☐ Competent 2 (13.33333%)–3 (20.00%) points

☐ Novice 0 (0.00%)–1 (6.66666%) points

Raw Total: 0.00 (of 15)

Change the number of points out of 15 to:

[DISCUSSION BOARD RUBRIC](#) Used for Grading

☐ Show Descriptions ☐ Show Feedback



# How to get help

- Come see us in the IDA Blackboard and Accessibility labs
  - 1:00-3:00pm every Tuesday and Wednesday in the C-space in the library
- Email us at [IDA@Wichita.edu](mailto:IDA@Wichita.edu)
- Submit a OneStop ticket for technical support
- Remember
  - IDA = training
  - OneStop = technical support



# Thank you. Questions?

Please send questions to [IDA@Wichita.edu](mailto:IDA@Wichita.edu)