


# Blackboard "How To's"

## Rubrics

A rubric lists evaluation criterion for a test or assignment. Rubrics enable instructors to assign grades consistently and offer valuable feedback to students.

### To create a rubric:

Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.




Edit Mode is:  ON

Under **Course Management**, select **Course Tools**. Then, select **Rubrics**.



#### Course Management

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**Rubrics**

SafeAssign

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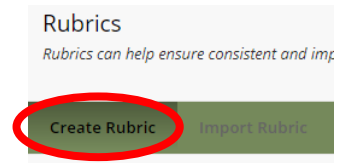
Tasks

Tests, Surveys, and Pools

Unenroll Tool

Wikis

Click **Create Rubric**.



Enter a name and description for the rubric.

A screenshot of the 'RUBRIC INFORMATION' form. It has a 'Name' field with a red asterisk and a 'Description' field with a dropdown menu.

Choose the **Rubric Type**.

A screenshot of the 'Rubric Type' dropdown menu. The dropdown is open and shows 'Points' as the selected option.

Edit the rubric grid to your grading criteria.

- Click **Add Row** to add a new row.
- Click **Add Column** to add a new level of achievement to the grid.
- Enter a description defining the **criteria** and the associated **Level of Achievement** by clicking the grey down arrow by each.
- Add a description of each criteria.

A screenshot of the rubric grid. At the top, there are 'Add Row' and 'Add Column' buttons, both circled in red. Below them is a grid with columns for 'Criteria', 'Levels of Achievement', 'Competent', and 'Proficiency'. The grid has rows for 'Formatting', 'Organisation', and 'Grammar'. Each cell in the grid contains a 'Points' field and a description area.

Click **Submit**.

A screenshot of the 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted in orange.