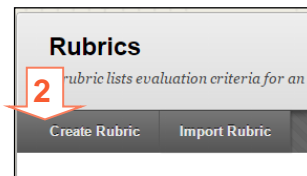
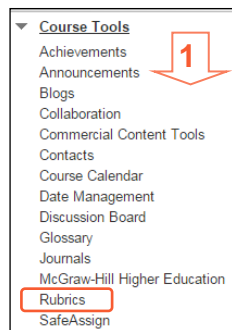


Rubrics

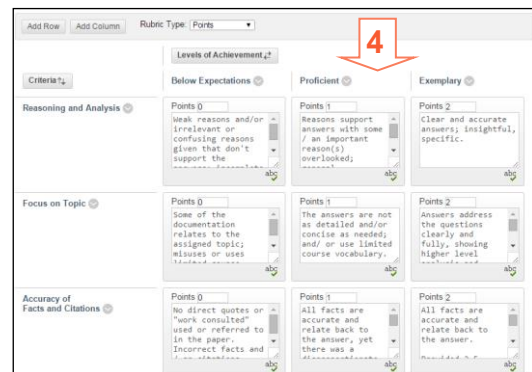
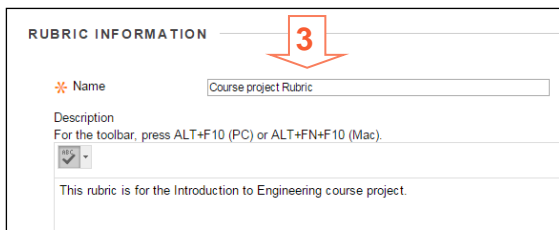
A rubric is an assessment tool listing evaluation criteria for an assignment. A rubric divides the assigned work into parts and provides clear descriptions of the characteristics of the work associated with each part, at varying levels of skill.

A. How to create a Rubric

- On the Control Panel, expand the Course Tools section and click **Rubrics** [1].
- On the Rubrics page, click **Create Rubric** on the action bar [2].



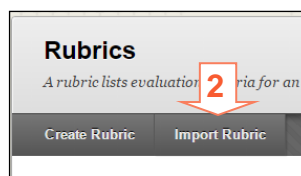
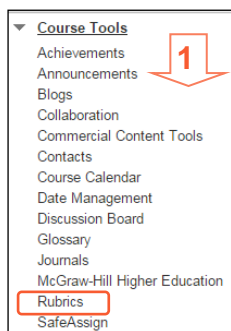
- Type a name and optionally, provide a description of the rubric to make it easier to associate it to relevant assignments [3].
- Edit the rubric grid [4].
- Click Submit.



B. How to import and export a rubric

To import a rubric, it must had been built in Blackboard learn:

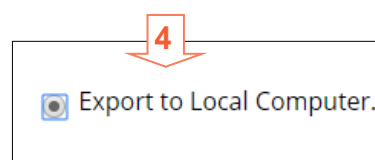
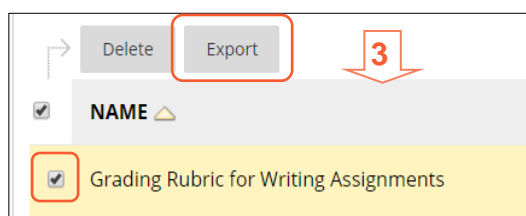
- On the Control Panel, expand the Course Tools section and click **Rubrics** [1].
- On the Rubrics page, click **“Import Rubric”** on the action bar [2].



- Browse for the file. Click Submit to upload the file.

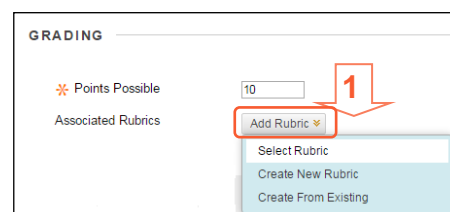
To export a rubric:

- Select the check box next to the rubric's title and select Export [3].
- Select “Export to Local Computer” [4]. Click Submit then click on Download button to save the zip file.



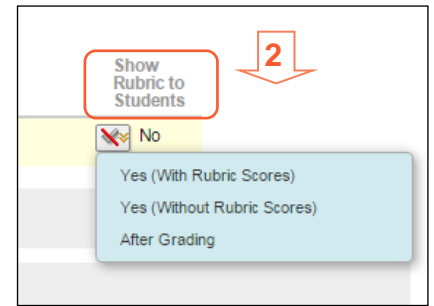
C. How to associate a rubric

- Associated rubrics are visible in the grading and rubrics sections for these items:
 - Assignments
 - Essay, Short Answer, and File Response test questions
 - Blogs and journals
 - Wikis
 - Discussion board forums and threads
- To associate a rubric during the editing or creation process, point to Add Rubric to access the drop-down list and choose one of the options [1]:
 - Select Rubric associates a rubric that you created in the Rubrics area of Course Tools.
 - Create New Rubric opens a pop-up window to allow immediate creation of a new associated rubric.
 - Create From Existing uses a previously created rubric as a template to create a new associated rubric.



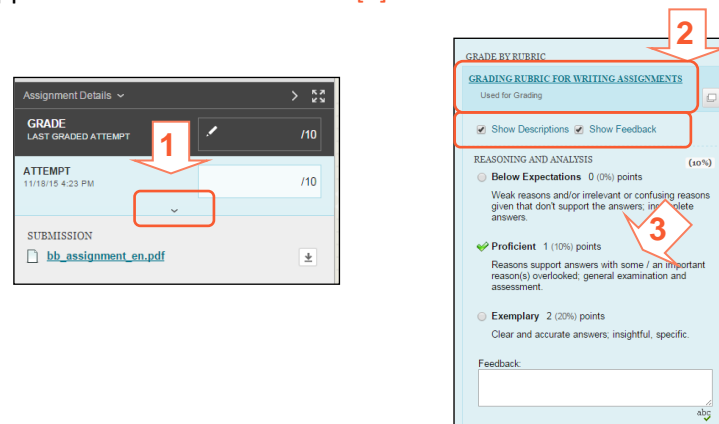
- When associating a points-based rubric, the option to use the rubric's points value as the Points Possible are available after clicking Submit on the rubric creation or selection page.

- Show Rubric to Students offers four options for rubric visibility [2]:
 - No does not allow students to view the rubric at any time.
 - Yes (With Rubric Scores) allows students to view the rubric when you make the item available, including possible point or percentage values.
 - Yes (Without Rubric Scores) allows students to view the rubric when you make the item available, but does not include the possible point or percentage values.
 - After Grading allows students to view the rubric only after you have completed grading their submissions.

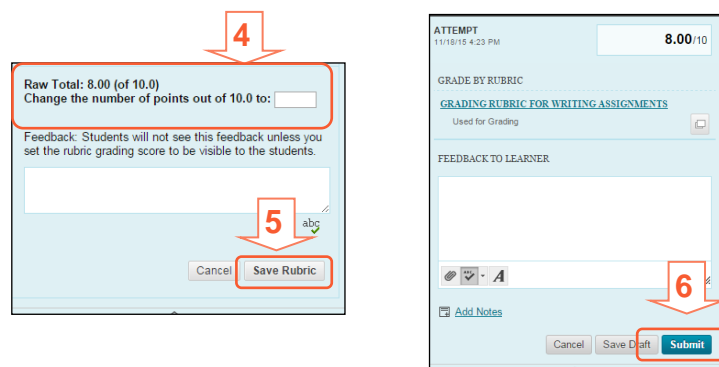


D. How to grade using Rubric

- Access the gradable item in the Grade Center, on the Needs Grading page
- Click on arrow to expand the Attempt box [1]
- Click on Rubric name to begin grading with the associated rubric. Optionally, select the check boxes to Show Descriptions for criteria and to Show Feedback text boxes. [2]
- In Grid View, click a cell to apply that point value to the grade. Optionally, type Feedback to the student in the text box that appears when a cell is selected [3].



- A running Raw Total score appears as you make point selections . Optionally, type a score in the Change the number of points box to override the selected score, and type overall Feedback to the student using the full features of the content editor [4].
- Click Save Rubric to save the score and feedback and return to the attempt [5]. Click Submit [6].



E. Rubrics Samples

For Rubric Samples, [click here](#). Refer to section B above for steps of importing a rubric.

For more information, check the [online Blackboard Guide](#).

F. FOR HELP

Online



**Know Blackboard Site
Guides & Videos**

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