

## Create a Rubric

This feature allows instructors to create rubrics within their course site and to employ them for grading student work. Blackboard rubrics are extremely flexible and will likely meet your needs, regardless of your preferred rubric format. You can create multiple rubrics in your course. Rubrics consist of rows and columns. The rows correspond to the criteria. The columns correspond to the level of achievement that describes each criterion. By default, new rubrics will have three rows and three columns. After a rubric is created, you can associate with an assessment in your course.

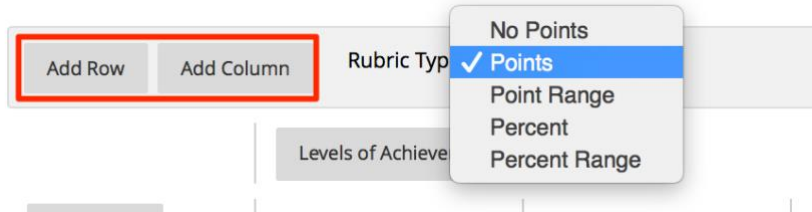
	Novice	Competent/Proficient	Distinguished
<b>Purpose and Focus</b>	<input type="radio"/> Points: 15 (15%) Limited awareness of audience and/or purpose	<input type="radio"/> Points: 20 (20%) An attempt to establish and maintain purpose and communicate with the audience	<input type="radio"/> Points: 25 (25%) Establishes and maintains clear focus; evidence of distinctive voice and/or appropriate tone
<b>Development of Ideas</b>	<input type="radio"/> Points: 15 (15%) Minimal idea development, limited and/or unrelated details	<input type="radio"/> Points: 20 (20%) Unelaborated idea development; unelaborated and/or repetitious details TO depth of idea development supported by elaborated, relevant details	<input type="radio"/> Points: 25 (25%) Depth and complexity of ideas supported by rich, engaging and/or pertinent details; evidence analysis, reflection and insight
<b>Organization</b>	<input type="radio"/> Points: 15 (15%) Random or weak organization	<input type="radio"/> Points: 20 (20%) Logical organization	<input type="radio"/> Points: 25 (25%) Careful and/or suitable organization
<b>Scientific Language</b>	<input type="radio"/> Points: 15 (15%) Incorrect and/or ineffective language	<input type="radio"/> Points: 20 (20%) Acceptable, effective language	<input type="radio"/> Points: 25 (25%) Precise and/or rich language

1. From the **Control Panel**, select **Course Tools**, and then select **Rubrics**
2. On the Rubrics page, select **Create Rubric**
3. Type a name and optional description
4. The section labeled Rubric Detail is where you build the rubric itself. By default, your rubric will contain three columns of achievement levels (Novice, Competent, and Proficient), as well as three rows of assessment criteria (Formatting, Organization, and Grammar).

5. Click **Add Row** or add **Column** to increase the number of levels or criteria. Remove a row or column by clicking the down button next to what you want to remove, and then selecting the Delete button.
6. Choose a **Rubric Type** from the menu

#### RUBRIC DETAIL

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



7. To rename a column or row, click the down arrow next to it and then select Edit.
8. To change the order of the rows or columns, click either the **Criteria** button or **Levels of Achievement** button. Move the rows/columns in the window that opens and select Submit.
9. Type a point or percentage value for each row and column
10. Click **Submit** when finished
11. To delete a rubric, select the checkbox for it in the list and click Delete.
12. Hovering your mouse next to the rubric's name and clicking the down arrow will give you an Edit option for making changes to the rubric and a Copy option for duplicating the rubric.

**\*\*Note:** If you have two assignments that need to use the same rubric, you don't need to copy the rubric itself. Blackboard allows a single rubric to be used for multiple assignments!