



Creating a Rubric

A rubric is a scoring tool you can use to evaluate graded work. When you create a rubric, you divide the assigned work into parts. You can provide clear descriptions of the characteristics of the work associated with each part, at varying levels of skill.

Students can use a rubric to organize their efforts to meet the requirements of the graded work. When you allow students access to rubrics before they complete their work, you provide transparency into your grading methods.

You can create multiple rubrics in your course. Rubrics consist of rows and columns. There are no limits to the number of rows and columns you can add to your rubrics. The rows correspond to the assessed criteria. The columns correspond to the level of achievement that describes each criterion. You can create four types of rubrics: percentage, percentage range, points, and points range. New rubrics have four rows and four columns. You can delete all but one row and one column. You can associate rubrics with assignments, discussions, and journals.

The material written in this guide has come directly from the Blackboard Help Center found at <https://help.blackboard.com/Learn/Instructor/Ultra/Grade/Rubrics>.

Rubric types

You can create four types of rubrics in a course:

- Percentage-based rubrics
- Percentage-range rubrics
- Points-based rubrics
- Points-range rubrics



Percentage-based rubrics

For percentage-based rubrics, the criteria total percentage must equal 100%. You may only use whole numbers. You may add rows set to 0% as long as your total percentage amounts to 100.

Criteria	Excellent	Satisfactory
Knowledge and Understanding 25 % of total grade Align with goals	100% Demonstrates comprehensive understanding of science fiction concepts and themes.	75% Shows clear understanding of science fiction concepts and themes.
Analysis and Interpretation 25 % of total grade Align with goals	100% Provides insightful analysis and interpretation of science fiction works.	75% Offers well-developed analysis and interpretation of science fiction works.
Critical Thinking and Evaluation 30 % of total grade Align with goals	100% Demonstrates exceptional critical thinking skills in evaluating science fiction literature.	75% Displays proficient critical thinking skills in evaluating science fiction literature.
Communication 25 % of total grade Align with goals	100% Clearly communicates ideas and insights about science fiction literature in a compelling and organized manner.	75% Effectively communicates ideas and insights about science fiction literature in a coherent manner.

ⓘ The criteria total percentage must equal 100%. [Balance Criteria](#)

If the percentages don't equal 100, a warning message appears at the bottom of the screen. Select **Balance Criteria** next to the message to auto-adjust the percentages so that they equal 100. Or, you can manually update the percentages as needed.

For the levels of achievement, one column must have a value of 100%. You may only use whole numbers.



Percentage-range rubrics

For percentage-range rubrics, each level of achievement has a range of values. When you grade, you select the appropriate percentage level for a particular level of achievement. The system calculates the points earned by multiplying the weight times the achievement percentage times the item points.

Introduction to Humanities
Percentage-range Rubric

Rubric Type: Percentage Range

Criteria	Excellent	Satisfactory
Knowledge and Understanding 25% of total grade Align with goals	75 to 100 percent Demonstrates comprehensive understanding of science fiction concepts and themes.	50 to 75 percent Shows clear understanding of science fiction concepts and themes.
Analysis and Interpretation 25% of total grade Align with goals	75 - 100% Provides insightful analysis and interpretation of science fiction works.	50 - 75% Offers well-developed analysis and interpretation of science fiction works.

Points-based rubrics

For points-based rubrics, the maximum possible points should be less than or equal to 99,999. You may only use whole numbers. You may add rows set to 0 as long as your total points are less than or equal to 99,999.

Introduction to Humanities
Points Rubric

Rubric Type: Points

Criteria	Excellent	Satisfactory
Knowledge and Understanding 100 possible points Align with goals	100 points Demonstrates comprehensive understanding of science fiction concepts and themes.	75 points Shows clear understanding of science fiction concepts and themes.
Analysis and Interpretation 75 possible points Align with goals	.000 points ⚠ Value should be less than or equal to 99,999. Provides insightful analysis and interpretation of science fiction works.	75 points Offers well-developed analysis and interpretation of science fiction works.



Points-range rubrics

For points-range rubrics, the maximum possible points should be less than or equal to 99,999. You may only use whole numbers. You may add rows set to 0 as long as your total points are less than or equal to 99,999. The point range for each criterion must go from a lower range to a higher range.

Introduction to Humanities
Points-range Rubric

Rubric Type: Points Range

Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Knowledge and Understanding 100 possible points Align with goals	76 - 100 points Demonstrates comprehensive understanding of science fiction concepts and themes.	51 - 75 points Shows clear understanding of science fiction concepts and themes.	26 - 50 points Displays some understanding of science fiction concepts and themes.	0 - 25 points Shows limited understanding of science fiction concepts and themes.
Analysis and Interpretation 0 possible points Align with goals	0 - 0 points Provides insightful analysis and interpretation of science fiction works.	0 - 0 points Offers well-developed analysis and interpretation of science fiction works.	0 - 0 points Demonstrates basic analysis and interpretation of science fiction works.	0 - 0 points Shows limited analysis and interpretation of science fiction works.

Create rubrics

Only one rubric can be associated with an item. To create a rubric from an assignment, discussion, or journal, select the **Settings** button to open the Settings panel. In the Additional Tools section near the bottom, select **Add grading rubric**. Then, select **Create New Rubric**.

You can also create a rubric in your gradebook by selecting the **Settings** button. Then, select **Create** in the Course Rubrics section.

Science Fiction
Journal Settings

Add Grading Rubric

Course Rubrics

Your rubric can be percentage-based or point-based. For point-based rubrics, select the checkbox to assign the rubric's possible points to the maximum points of the content.

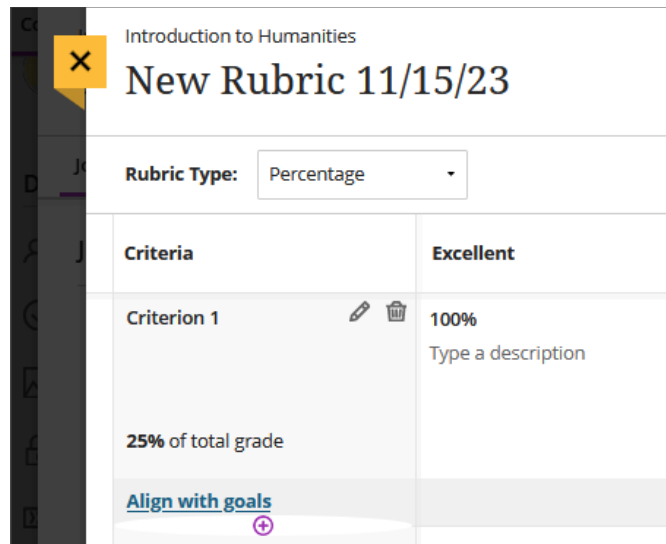
[Show more](#)

Create **Generate**

Advanced Rubric
Percentage [View](#) [Add](#)

Intro Rubric
Possible Points: 400 [View](#) [Add](#)
 Use rubric's possible points

Titles are limited to 255 characters. If you don't add a title, "New Rubric" and the date appear as the title.



By default, four criteria rows and four achievement level columns appear. You can add, delete, and rename the rows and columns. Hover over a cell to access the edit and delete icons. Select the plus sign wherever you want to add a row or column and type a title. If you don't want the new row or column, you can delete it.

When you add an achievement level, a percentage is automatically added. For example, if you add an achievement level between two levels listed at 100% and 75%, your new level is assigned 88%. You can adjust the percentages as needed. Select anywhere on the rubric to save your changes.

For new and existing levels of achievement, you can add an optional description. Achievement titles have a 40-character limit. Criteria and description cells have a 1,000-character limit. Rubrics support plain text only. You can paste text from another document, but the formatting doesn't carry over.

When you press the Enter key, a new paragraph isn't started in a cell. The Enter key confirms you're finished. Your work is saved and you leave edit mode.

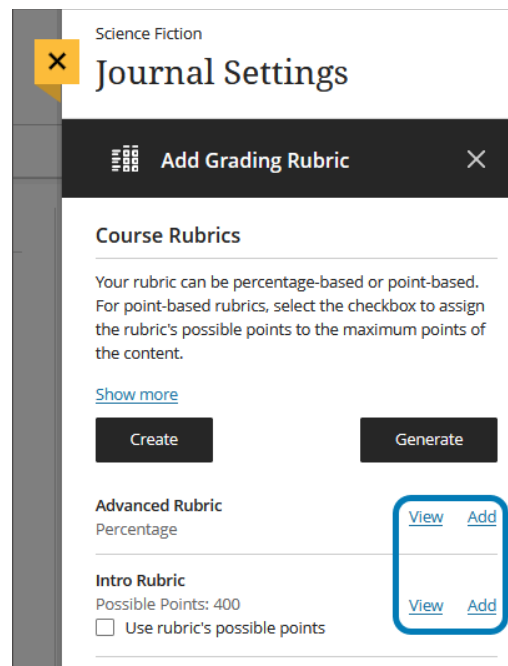
Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Criterion 1	100 % Essay is exceptionally clear, well-organized, and coherent, demonstrating a strong understanding of the topic.	75 %	50 %	25 %
25% of total grade				

You can align goals with rubrics criteria if you want to measure achievement against goals set by your institution. Select **Align with goals** to get started. Students can't see the goals you align with criteria in a rubric.



Associate rubrics to assessments

You can associate an existing rubric to an item unless you've already graded the item. You may associate only one rubric to each item. On the assignment, discussion, or journal page, select the **Settings** icon to open the Settings panel. In the Additional Tools section, select **Add grading rubric**.



If you want to create a new rubric, select **Create**. The rubric will be added to the list of rubrics on the Course Rubrics panel.

You can edit or view a rubric by selecting **View**. Select **Add** to associate the rubric with the item.

When you associate a rubric and view a student's assignment or test submission, the grade pill displays a rubric icon.

Remove associations

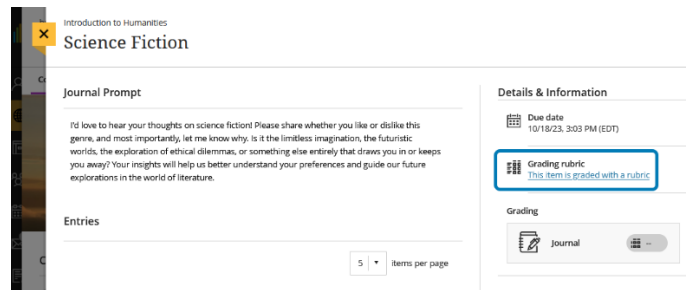
You can remove a rubric from an assessment you've graded and the grades will remain. The grades are no longer associated with the rubric, but now appear as grades you added manually.

Return to the Settings panel and hover over the associated rubric's title to go to the **Remove** icon.

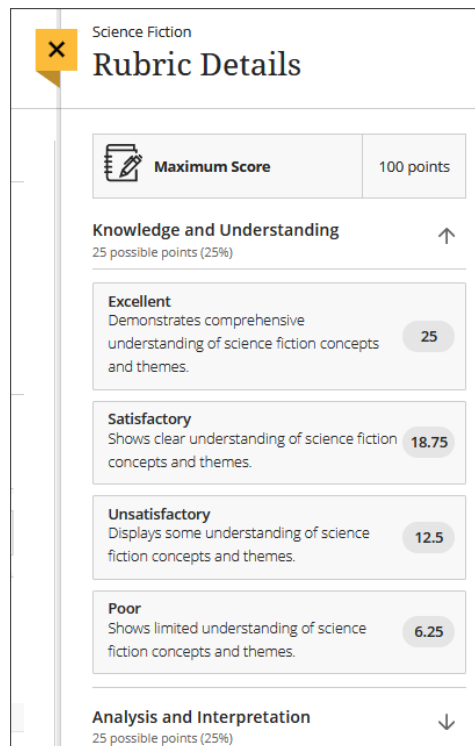


Student view of rubrics

Students can view a rubric before they open an assignment, test, and discussion and after they start the attempt. Students select **This item is graded with a rubric** in the Details & Information section of the item to view the rubric.



Students can view the rubric alongside the instructions. They can expand each rubric criterion to view the achievement levels and organize their efforts to meet the requirements of the graded work.





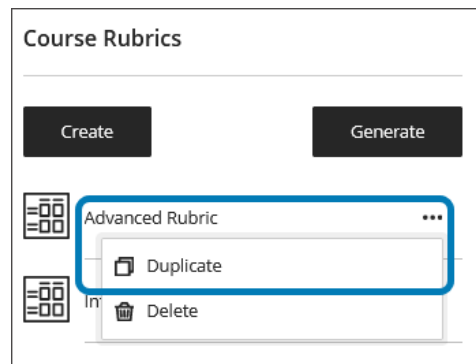
Manage rubrics

You can copy, delete, and export rubrics.

Copy rubric

After you use a rubric for grading, you can't edit it, but you can make a copy that you can edit and rename.

Go to your gradebook. Select the **Settings** icon to bring up the Gradebook Settings panel. Scroll down to the Course Rubrics section.



Access a rubric's menu by selecting the three-dot icon and then select **Duplicate**. The copied rubric opens with the date and "copy" added to the title. You can make edits as needed. Select **Save** to save the duplicate rubric.

Note: If you copy an existing percentage-based rubric and change it to a percentage-range rubric, all the descriptions are cleared.

If you've already used a rubric to grade an item, you can also copy the rubric and edit the duplicate version. From an item's Settings panel, open the rubric. Select **Create a Copy** at the bottom of the screen. When you create a copy of a rubric you used to grade a test or assignment, the new rubric is associated with the item. Any grades calculated with the original rubric are preserved, but these grades are converted to overrides. You can regrade these submissions with the new rubric.

You can't copy rubrics on small devices.



Delete rubrics

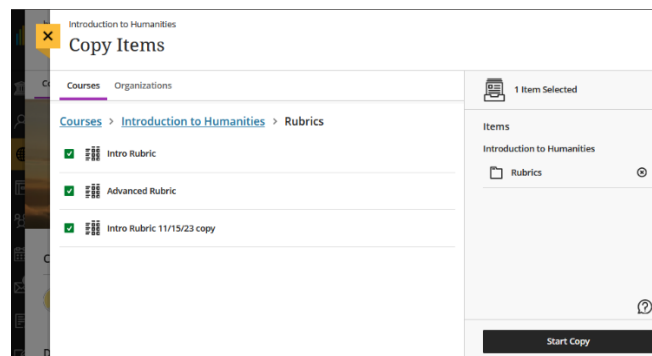
You can permanently delete a rubric from your course even if you used it in grading and the grades will remain. The grades are no longer associated with the rubric, but now appear as grades you added manually.

To permanently delete a rubric, open the Gradebook Settings panel in your gradebook.

Copy rubrics between courses

You can copy rubrics between your courses. On the Course Content page, select the plus sign to open the menu and select **Copy Content**. Or, open the **More options** menu above the content list. Select **Copy Items**. The Copy Items panel opens.

From the Copy Items panel, you can browse all the courses that you teach. Select the Rubrics folder for the course you want to copy rubrics from and select the rubrics you'd like to copy. When you're done, select **Start copy**.



Rubrics are saved in export and archive packages.

When you convert an Original course to Ultra, percentage-range and percentage rubrics are converted without descriptions.

All other rubric types are converted to percentage rubrics, such as points and point range. No-point rubrics are not supported. All Original rubric settings are now set to the Ultra rubric defaults, such as display to students.