

WEST TEXAS A&M UNIVERSITY

Instructional Technology Services

WTClass Blackboard Training Manual

Rubrics

April 2015

WTClass

Blackboard 9.1

For technical support call (806) 651-4357

Support website: <http://faculty.wtamu.edu/wtclass/>

CONTENTS

Using Rubrics.....	3
About Rubrics.....	3
How to Create a Rubric.....	3
Rubric Grid.....	4
Percentage-Based Rubrics.....	6
Copy and Edit a Rubric.....	6
Associate a Rubric.....	7
Manage Associated Rubrics.....	8
How to Grade With Rubrics.....	9
How to View Associated Content.....	11
How to Export and Import Rubrics.....	11
How to Run a Rubric Evaluation Report.....	12
Rubric Report.....	13

USING RUBRICS

A rubric is an assessment tool listing evaluation criteria for an assignment, and provides a way to convey to students your expectations for the quality of completed assignments. Rubrics can help students organize their efforts to meet the requirements of an assignment, and you can use them to explain evaluations to students. Rubrics can help ensure consistent and impartial grading.

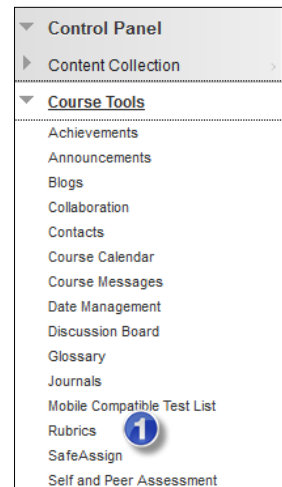
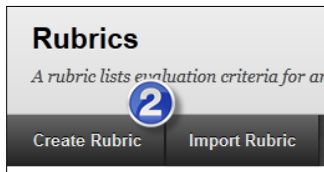
ABOUT RUBRICS

Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric defines the evaluation and score of an assignment. You can create as many rubrics as you need.

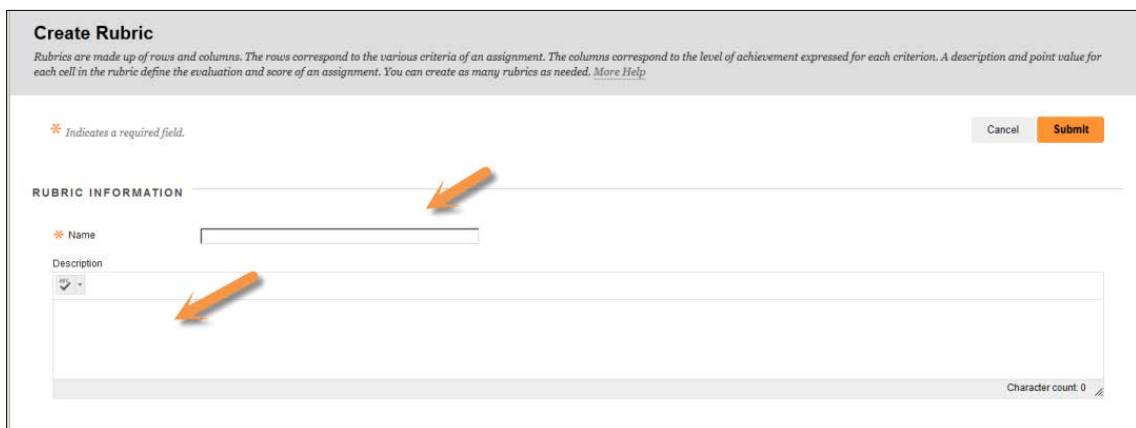
HOW TO CREATE A RUBRIC

New rubrics default to three rows and three columns.

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.
2. On the **Rubrics** page, click **Create Rubric**.



3. Type a **Name** for the rubric. The name is the title text that identifies the rubric. Example: Presentation Rubric.

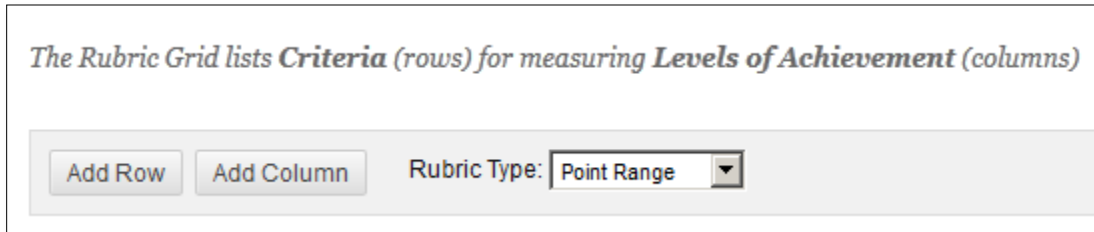


4. Optionally, provide a description of the rubric to make it easier to associate it to relevant assignments. (Example: Rubric to evaluate PowerPoint presentations.)

RUBRIC GRID

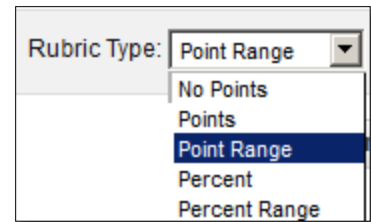
A rubric grid is displayed. By default there are 3 rows for “Criteria” and 3 columns for “Levels of Achievement.” Edit the rubric grid so it corresponds to the type of feedback and scoring appropriate for the assignment.

5. Click **Add Row** to add a new criterion at the bottom of the grid.
6. Click **Add Column** to add a new level of achievement to the grid.

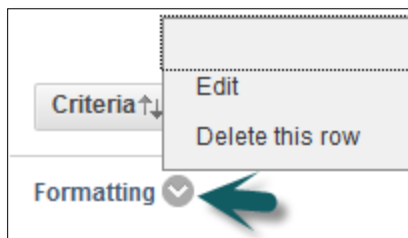


7. Choose a **Rubric Type** from the drop-down list:

- **No Points:** Feedback only.
- **Points:** Single point value for each Level of Achievement.
- **Point Range:** Range of values for each Level of Achievement.
- **Percent:** Flexible depending on each assignment's possible points.
- **Percent Range:** Range of values for each Level of Achievement. During the grading process, you select the appropriate percentage level for a particular Level of Achievement and the system calculates the points earned by multiplying the weight x achievement percentage x item points.



8. Click **Edit** from a label's contextual menu to change their names. A label identifies the rows and columns with heading names.



9. Type a point or percentage value for each row.

The screenshot shows the 'RUBRIC DETAIL' interface. At the top, it says 'The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)'. Below this are controls for 'Add Row', 'Add Column', 'Rubric Type: Percent', and 'Show Criteria Weight'. The main area is a grid with columns for 'No Mastery', 'Minimal Mastery', and 'Some Mastery'. Two rows are visible: 'Historical Knowledge' and 'Critical Thinking'. Each cell contains a percentage value and a text description. Callouts point to various elements: 'Enter values' points to the percentage input boxes; 'Enter descriptions' points to the text input areas; 'Spell check' points to a green checkmark icon; and 'Resize box by dragging dotted triangle' points to a dotted triangle icon in the bottom right corner of a cell.

10. Type a description defining the criteria and the associated Level of Achievement. (Note: Each cell has a 1,000-character limit.)

11. You can reorder rows and columns by clicking the reordering functions located above the labels.

This screenshot shows the top part of the rubric editor. It includes 'Add Row' and 'Add Column' buttons, a 'Rubric Type' dropdown set to 'Point Range', and a 'Levels of Achievement' dropdown set to 'Novice'. A 'Criteria' dropdown is also visible. A large blue double-headed arrow points between the 'Criteria' and 'Levels of Achievement' dropdowns, indicating the reordering function.

12. Check the total weight to see if it is correct.

This screenshot shows the bottom part of the rubric editor. It displays a 'Total Weight: 100.00%' which is circled in red. Below this is a 'Balance Weights' button and a horizontal scrollbar. At the bottom, there is a message: 'Click Submit to proceed. Click Cancel to go back.' and two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.

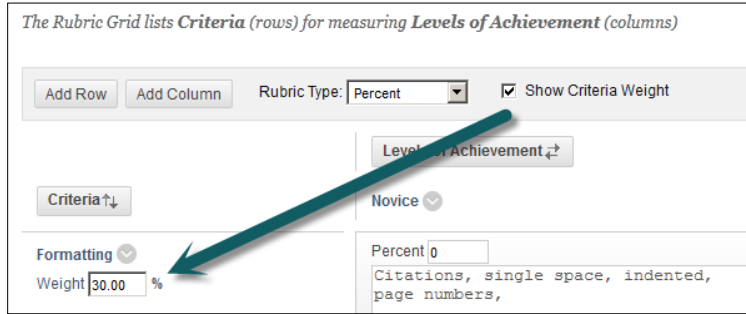
13. Click **Submit**.

i After you use a rubric for grading, you cannot edit it. You can copy the rubric to create a duplicate rubric that you can edit.

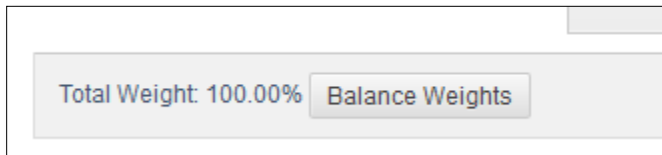
PERCENTAGE-BASED RUBRICS

When you are using percent-based rubrics, select from the following options:

- On the action bar, select the **Show Criteria Weight** check box to show or hide criteria weights. If additional rows are added when weights are hidden, weights for new criteria are distributed equally.



- Use the **Balance Weights** function after adding a new row to keep all criteria weighted equally. If you prefer individual criteria weighting, type percentages for each criterion. You must select the **Show Criteria Weight** check box for the **Balance Weights** function to appear.



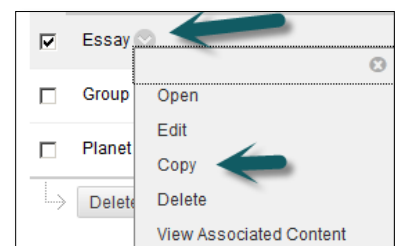
- The total weight for all criteria must equal 100%. No row may have a 0% weight. At least one Level of Achievement must have a value of 100%.

COPY AND EDIT A RUBRIC

Copying a rubric is helpful if you have similar assignments for your students that will follow the same criteria. This allows you to keep the settings, and you can rename the rubric. You can also copy a rubric when you want to edit a rubric that was already used for grading.

You can duplicate a rubric by selecting the **Copy** option from a rubric's contextual menu. A copy is created automatically with the name of the rubric in parentheses followed by the number one. For example, you can copy "Introductory Speech" to create "Introductory Speech(1)."

You can edit a rubric's name to add a new name by selecting **Edit** from the rubric's contextual menu. The **Edit Rubric** page allows you to edit all the settings for a rubric.



ASSOCIATE A RUBRIC

Associated rubrics are visible in the **grading** and rubrics sections for:

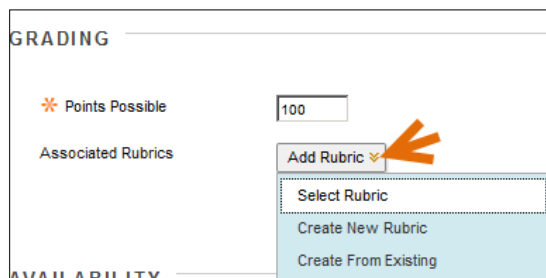
- Assignments
- Essay, Short Answer, and File Response test questions
- Blogs and journals
- Wikis
- Discussion board forums and threads

You can also associate a rubric in the Grade Center by selecting **Edit Column Information** from the column's contextual menu.

Associating the Rubric

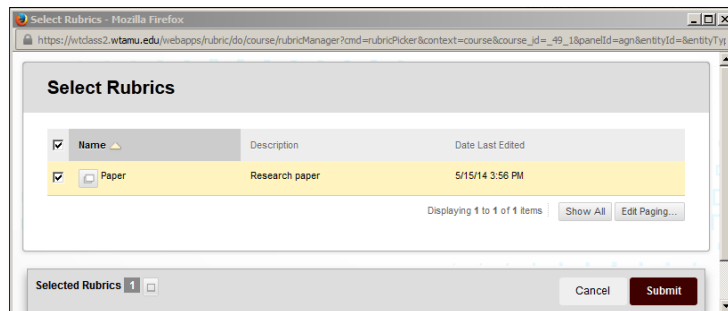
1. To associate a rubric during the editing or creation process, point to **Add Rubric** to access the drop-down list and choose one of the options:

- **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.



2. If the rubric has already been created, choose the **“Select Rubric”** option.

The Select Rubrics page appears. Click the checkbox to the left of the Rubric to select it.



3. Click **Submit**.

GRADING

✖ Points Possible






Associated Rubrics

Name	Type
   Planet Paper	 Used for Grading

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.




MANAGE ASSOCIATED RUBRICS

While editing an item with an associated rubric, you can change the rubric's options.

Name	Type	Date Last Edited	Show Rubric to Students
   Planet Paper	 Used for Grading	Apr 8, 2014 1:56:53 PM	 Yes (With Rubric Scores)

Below an associated rubric's name, manage associated rubrics using the icons to **Remove Rubric**

Association, View Rubric, or Edit Rubric.    Planet Paper


- **Remove Rubric Association**  severs the connection to a rubric, but does not delete the rubric itself. If you already used the rubric for grading in this assignment, removing the association also removes those evaluations and the attempts need to be regraded.
- **View Rubric**  opens a preview that you cannot edit, with a link to view associated items and print the rubric.
- **Edit Rubric**  opens the associated rubric to allow for immediate editing. If you already used the rubric for grading, you cannot edit it.

For the **Type**, you can designate a rubric as **Used for Grading** or **Used for Secondary Evaluation**. If you associate multiple rubrics, you can use only one as the primary grading rubric, designated as **Used for Grading**.

Show Rubric to Students offers four options for rubric visibility:

- **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.

Show Rubric to Students

 Yes (With Rubric Scores)

Yes (Without Rubric Scores)

After Grading

No

HOW TO GRADE WITH RUBRICS

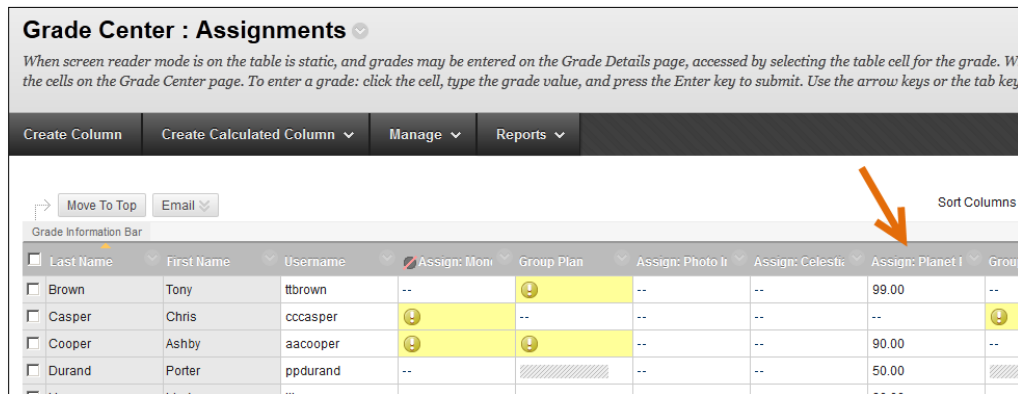
Before grading with a rubric, you need to associate it with one of the following gradable items:

- Assignments
- Essay, Short Answer, and File Response test questions
- Blogs and journals
- Wikis
- Discussion board forums and threads

Use the following steps to grade using rubrics.

NOTE: The **Raw Total** displays the score rounded to two decimal places.

1. Access the gradable item in the Grade Center, on the **Needs Grading** page, or from the tool.



Grade Center : Assignments

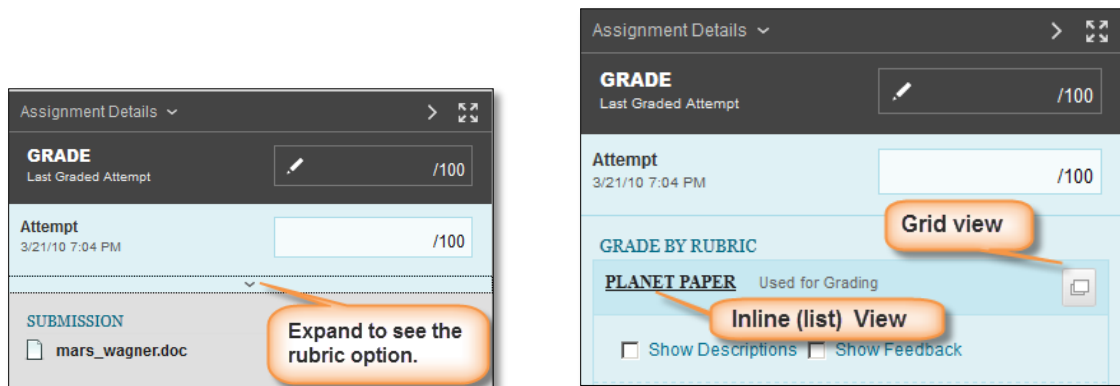
When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. Within the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns

Last Name	First Name	Username	Assign: Mon	Group Plan	Assign: Photo Ir	Assign: Celestia	Assign: Planet I	Group
Brown	Tony	ttbrown	--	!	--	--	99.00	--
Casper	Chris	occasper	!	--	--	--	--	!
Cooper	Ashby	aacooper	!	!	--	--	90.00	--
Durand	Porter	ppdurand	--		--	--	50.00	

2. Choose the inline or grid view to review or begin grading with the associated rubric.



Assignment Details

GRADE /100

Last Graded Attempt

Attempt /100

3/21/10 7:04 PM

SUBMISSION

mars_wagner.doc

Expand to see the rubric option.

Assignment Details

GRADE /100

Last Graded Attempt

Attempt /100

3/21/10 7:04 PM

GRADE BY RUBRIC

PLANET PAPER Used for Grading

Grid view

Inline (list) View

Show Descriptions Show Feedback

- In **List View** select an option for each criterion to apply that point value to the grade. Optionally, select the check boxes to **Show Descriptions** for criteria and to **Show Feedback** text boxes.

LIST VIEW

- In **Grid View**, click a cell to apply that point value to the grade. If a rubric with point ranges is used, select the appropriate value from the drop-down list. To change the selection, click another cell in the same row. Optionally, type **Feedback** to the student in the text box that appears when a cell is selected.

GRID VIEW

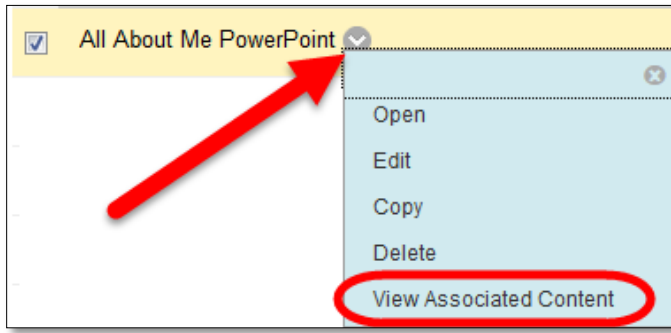
- A running **Raw Total** score appears as you make point selections. Optionally, type a score in the **Change the number of points box** to override the selected score, and type overall **Feedback** to the student using the full features of the content editor.
- When grading is complete, click **Exit** to leave the rubric without saving your selections, or click **Save** to save the score and feedback and return to the attempt.

Click **Save and Next** to use another associated rubric for evaluation.

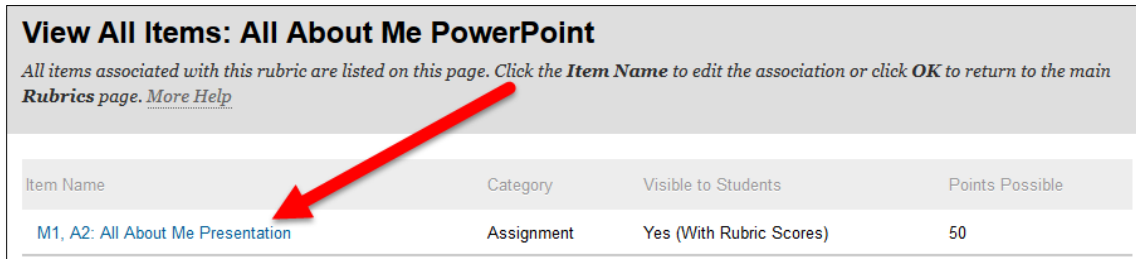
HOW TO VIEW ASSOCIATED CONTENT

You can associate a single rubric with multiple assignments. A report listing all items associated to the rubric is available from the rubrics tool.

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.
2. Access the rubric's contextual menu and select **View Associated Content**.



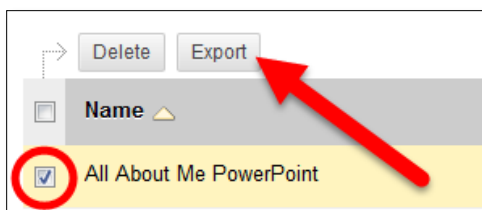
3. On the **View All Items** page, click an item name to edit the association or click **OK** to return to the main **Rubrics** page. If you already used an item for grading, a rubric evaluation report is available in the item's contextual menu. This report provides statistics for an item that you graded with a rubric.



HOW TO EXPORT AND IMPORT RUBRICS

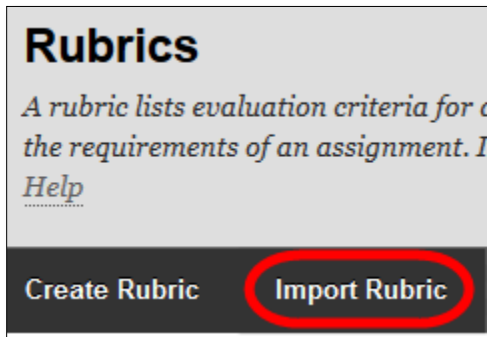
To facilitate sharing rubrics between Blackboard Learn courses, you are able to export and import rubrics. You should not edit the rubric outside of Blackboard Learn.

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.
2. To export a rubric, select the check box next to the rubric's name and click **Export** on the action bar. You can download and import the file into a different course or share it with other instructors for use in their Blackboard Learn courses.



-OR-

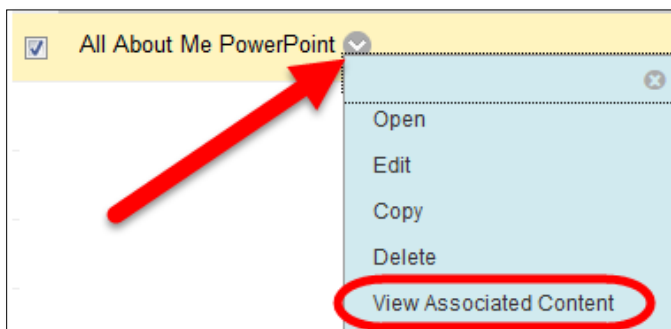
To import a rubric, click **Import Rubric** on the action bar and browse for the file. Click **Submit** to upload the file.



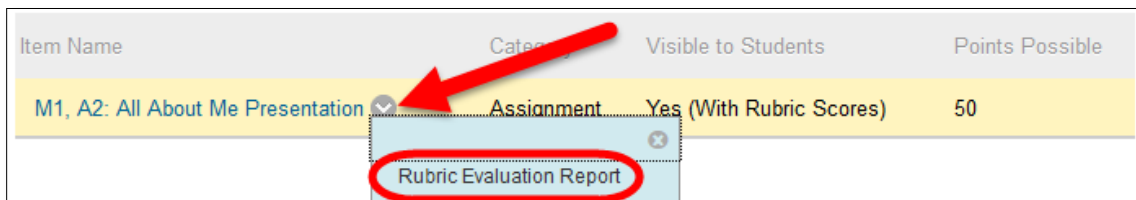
HOW TO RUN A RUBRIC EVALUATION REPORT

A rubric evaluation report provides a comprehensive report of statistics for an item that you graded with a rubric. If you want to evaluate a rubric or its use in your course, you can run the report at any point in the grading process.

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.
2. Access the rubric's contextual menu and select **View Associated Content**.



3. If you already used an item for grading, a contextual menu is available next to the item's name on the **View All Items** page. Point to the item's contextual menu and select **Rubric Evaluation Report**.



4. On the **Run Reports** page, select a **Format**, **Start Date**, and **End Date**.

REPORT SPECIFICATIONS

All report types will open in a new browser window upon

Select Format
Charts will not display in Excel

* Select a Start Date
Enter dates as mm/dd/yyyy

* Select an End Date
Enter dates as mm/dd/yyyy

5. Click **Submit**.
6. Click **Download Report** to view the report or **Run a new Report** to change format or date criteria. Click OK to return to the main **Rubrics** page.

Successful Run: Rubric Statistics Report

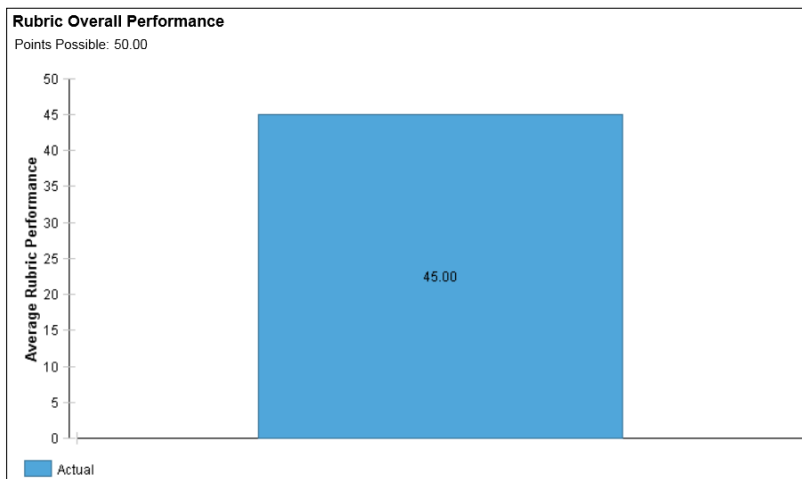
Save to Content Collection
Save this report to the Content Collection.

Download Report
Save the file containing the report data to a local system.

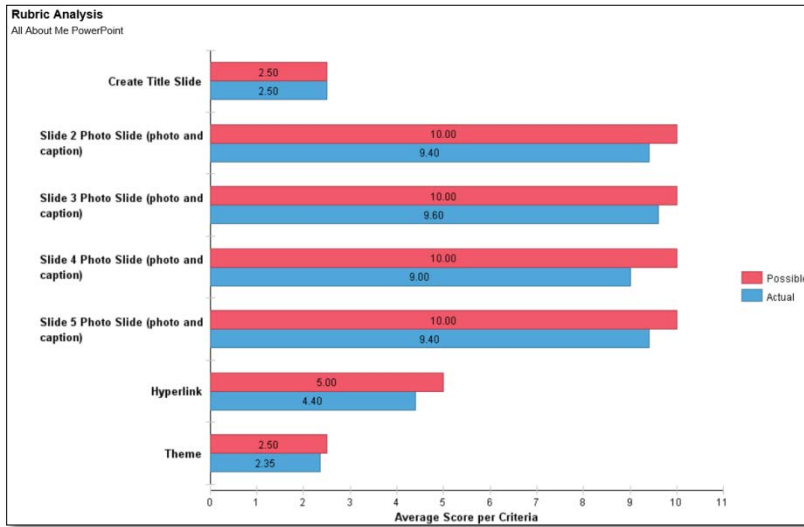
Run a new Report
Run the report again using different report criteria.

RUBRIC REPORT

Rubric Overall Performance shows the average total score of all attempts scored using the rubric.



Rubric Analysis shows average scores, compared against the possible points, for each criterion.



Frequency Distribution shows the distribution of scores across each level of achievement.

Criteria	Achievement			Number Evaluation	Average	Median	Mode	Std. Deviation
	Level 1	Level 2	Level 3					
Create Title Slide	0.00	1.25	2.50	25	2.50	2.50	2.50	0.00
Slide 2 Photo Slide (photo and caption)	0%	0%	100%	25	9.40	10.00	10.00	1.66
Slide 3 Photo Slide (photo and caption)	0%	12%	88%	25	9.60	10.00	10.00	1.38
Slide 4 Photo Slide (photo and caption)	0%	8%	92%	25	9.00	10.00	10.00	2.04
Slide 5 Photo Slide (photo and caption)	0%	20%	80%	25	9.40	10.00	10.00	1.66
Hyperlink	0%	2.50	5.00	25	4.40	5.00	5.00	1.49
Theme	0%	1.25	2.50	25	2.35	2.50	2.50	0.55