Associate a Rubric with a Graded Activity

Overview

This tutorial will show you how to **Associate a Rubric** with a variety of graded activities. Rubrics allow you to grade activities using the Blackboard interface and reduce the number of files you need to track. You may wish to Create a Rubric before you Associate a Rubric with an activity.

Rubrics can be Associated with the following activities (click on the link to jump to that section):

- ✓ Assignments
- ✓ Discussion Forums
- ✓ Blogs
- ✓ Journals
- ✓ Wikis
- ✓ Grade Center Columns

You can also Associate a Rubric with a Test Question (essay, short answer, or file upload).

Assignments

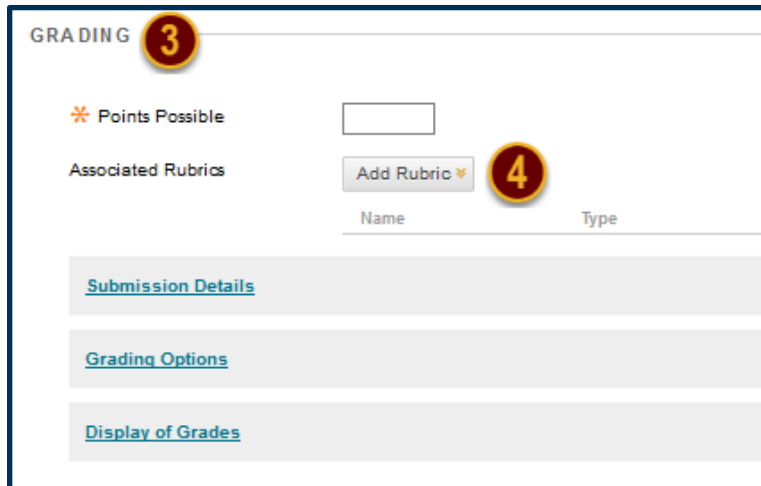### Step 1

Navigate to the Assignment you want to grade. Open the Item Options menu [1] by clicking on the grey, drop-down arrow that follows the Assignment's title and select "Edit" [2].
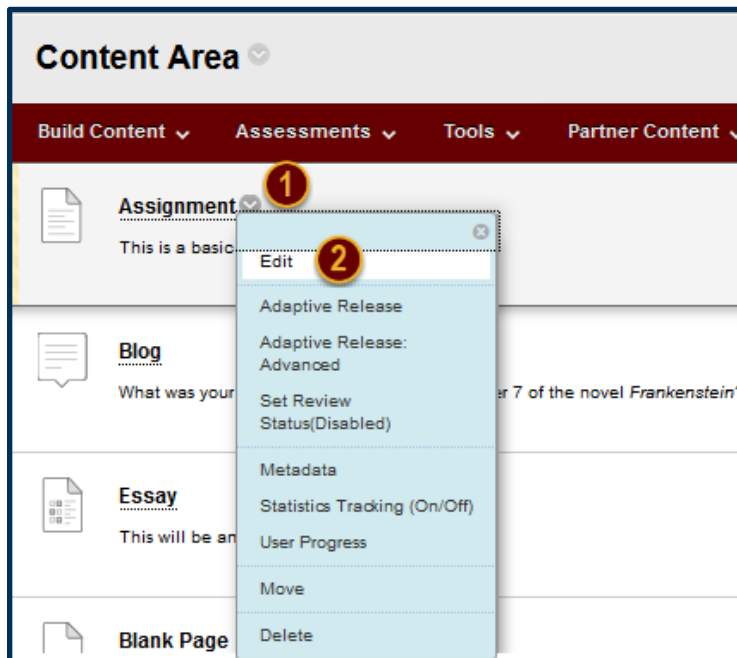
Step 2

From the Edit Assignment page, scroll to the Grading section [3]. Following the "Associated Rubrics" option, click on the *Add Rubric* drop-down list [4].
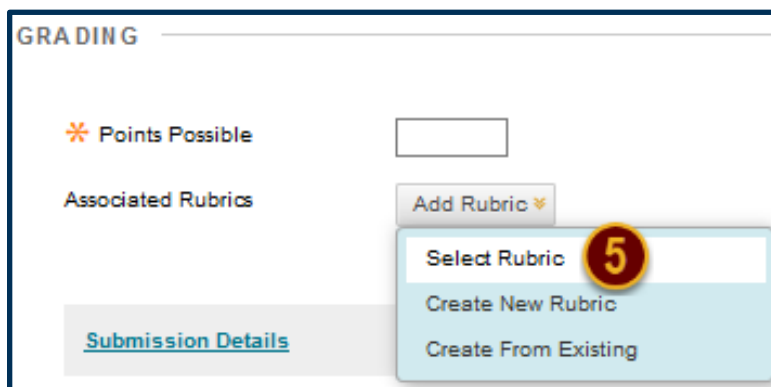
Step 3

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The "Create From Existing" option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose the "Select Rubric" option [5].

Step 4

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Assignment [6], and then click the *Submit* button [7].

Step 5

For students to see the Rubric you have Associated with this Assignment, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [8].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.
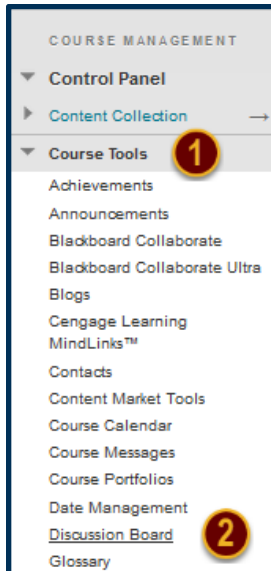

> ! *For a percent-based Rubric, you must set the "Points Possible" Grading option [9]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.*

![Winthrop University Office of Online Learning logo]
Office of Online Learning
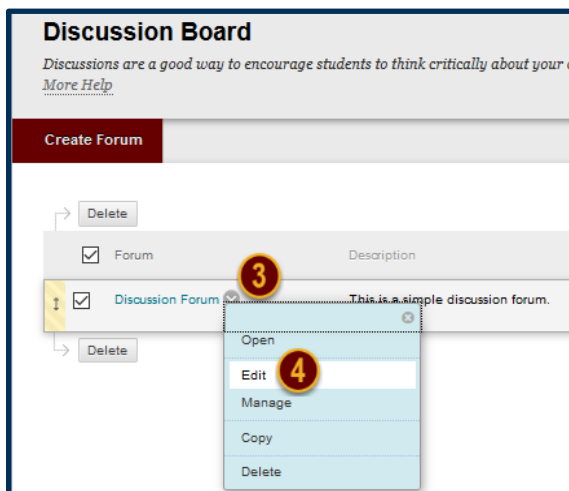*www.winthrop.edu/onlinelearning*

Discussion Forums

Step 1

To Associate a Rubric with a Discussion Forum, you must first access the Discussion Board tool. The Discussion Board tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the "Discussion Board" option [2].

```
COURSE MANAGEMENT
▼ Control Panel
▶ Content Collection        →
▼ Course Tools          1
   Achievements
   Announcements
   Blackboard Collaborate
   Blackboard Collaborate Ultra
   Blogs
   Cengage Learning
   MindLinks™
   Contacts
   Content Market Tools
   Course Calendar
   Course Messages
   Course Portfolios
   Date Management
   Discussion Board       2
   Glossary
```

Step 2

Navigate to the Discussion Forum you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Discussion Forum's title and select "Edit" [4].

Discussion Board
Discussions are a good way to encourage students to think critically about your
More Help

Create Forum

| Delete |
| ☑ Forum | Description |
| ↕ ☑ Discussion Forum ⌄ 3 | This is a simple discussion forum. |
| Delete |

```
        Open
        Edit       4
        Manage
        Copy
        Delete
```

Step 3

From the Edit Forum page, scroll to the Forum Settings section [5]. From the *Grade* row, choose the "Grade Discussion Forum:" setting [6]. Enabling this setting will create two new rows--*Due Date* and *Associated Rubrics*. Following the *Associated Rubrics* row, click on the *Add Rubric* drop-down list [7].

Step 4

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The "Create From Existing" option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose "Select Rubric" option [8].

Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Discussion Forum [9], and then click the *Submit* button [10].
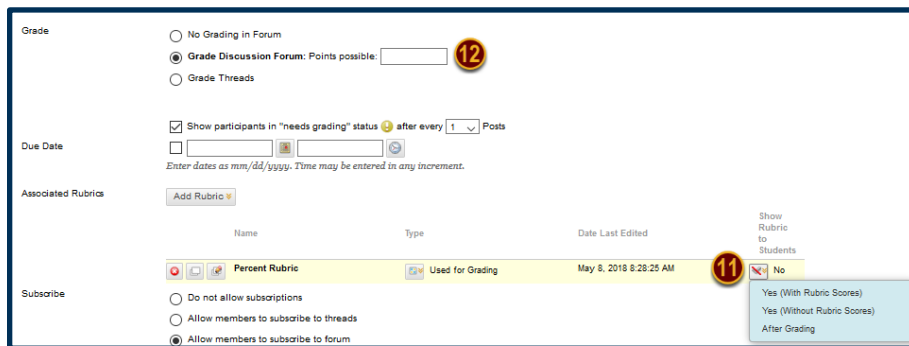

Step 6

For students to see the Rubric you have Associated with this Discussion Forum, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [11].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.


⚠️ *For a percent-based Rubric, you must set the "Points Possible" Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.*

Blogs

Step 1

To Associate a Rubric with a Blog, you must first access the Blogs tool. The Blogs tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the "Blogs" option [2].
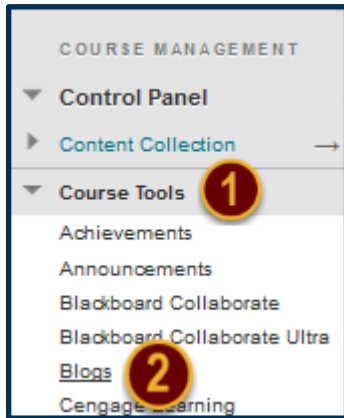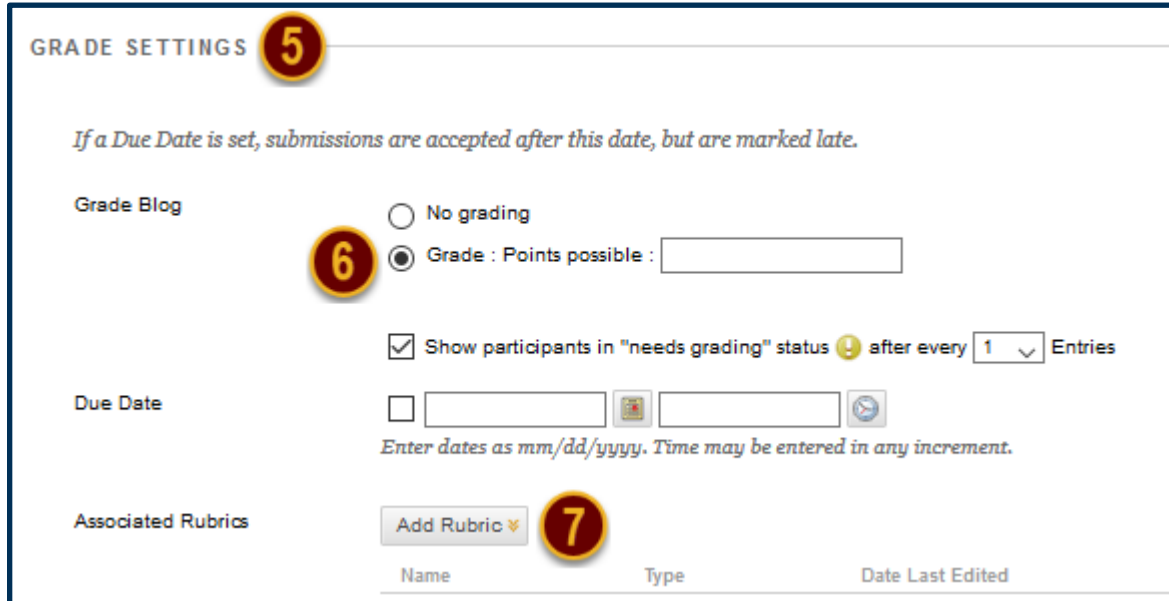

Step 2

Look for the Blog you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Blog's title and select "Edit" [4].
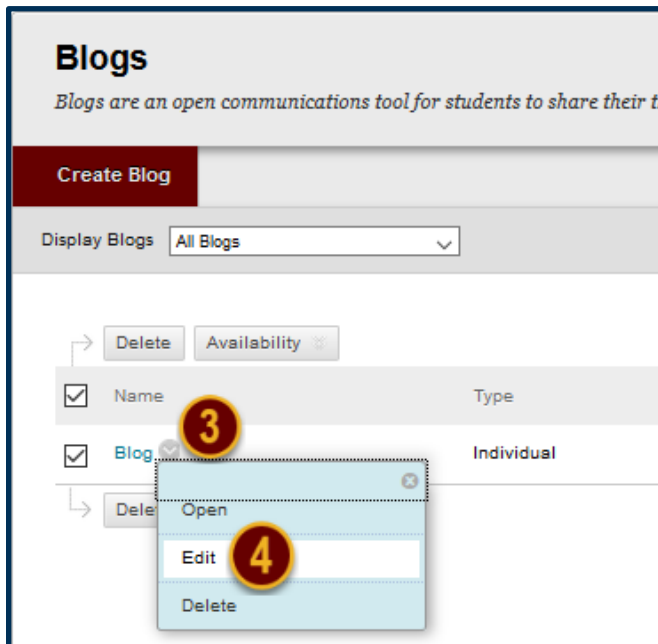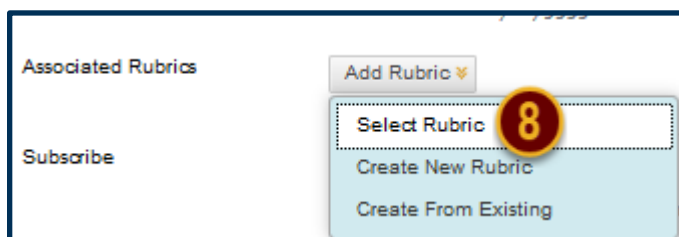
Step 3

From the Edit Blog page, scroll to the Grade Settings section [5]. From the *Grade Blog* row, choose the "Grade:" setting [6]. Enabling this setting will create two new rows--*Due Date* and *Associated Rubrics*. Following the *Associated Rubrics* row, click on the *Add Rubric* drop-down list [7].

Step 4

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The "Create From Existing" option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose "Select Rubric" option [8].

Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Blog [9], and then click the *Submit* button [10].

Step 6

For students to see the Rubric you have Associated with this Blog, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [11].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.


! *For a percent-based Rubric, you must set the "Points Possible" Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.*
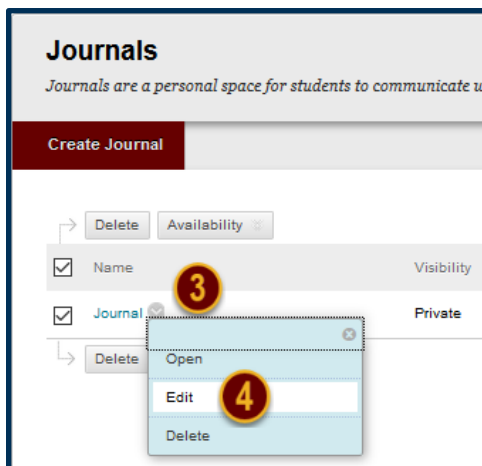
Journals

Step 1

To Associate a Rubric with a Journal, you must first access the Journals tool. The Journals tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the "Journals" option [2].
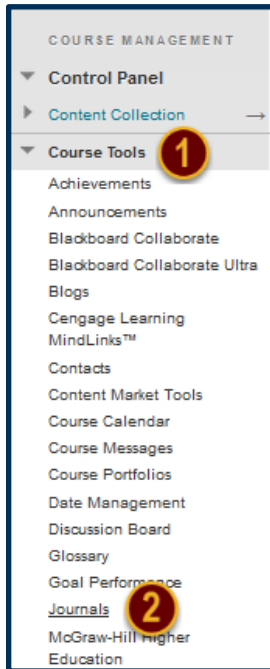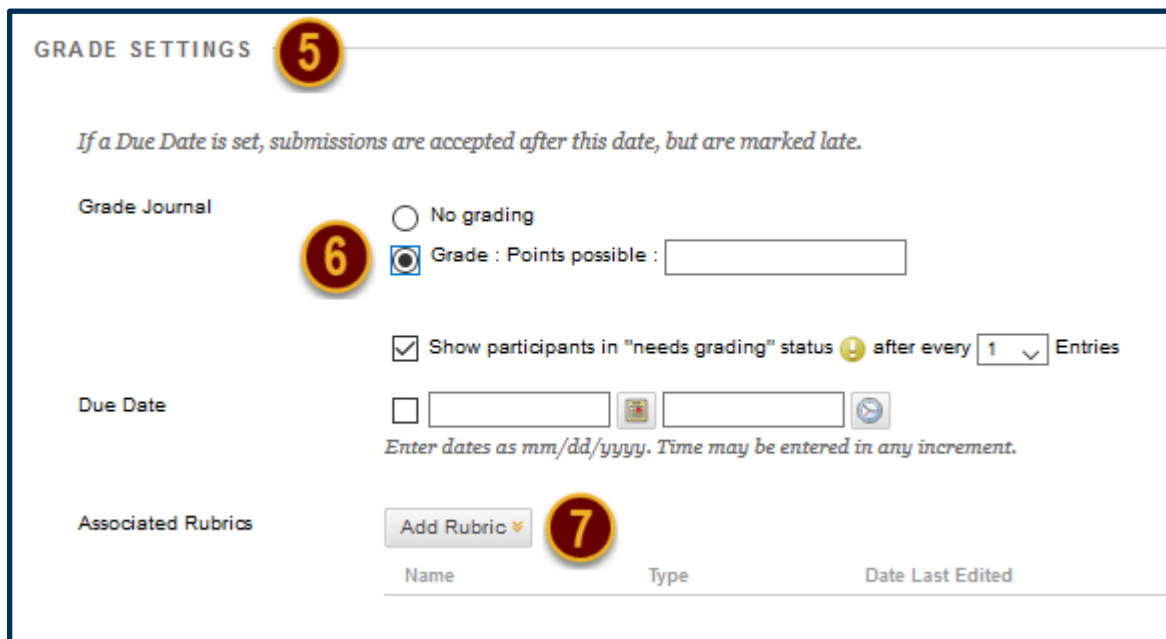

Step 2

Look for the Journal you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Journal's title and select "Edit" [4].
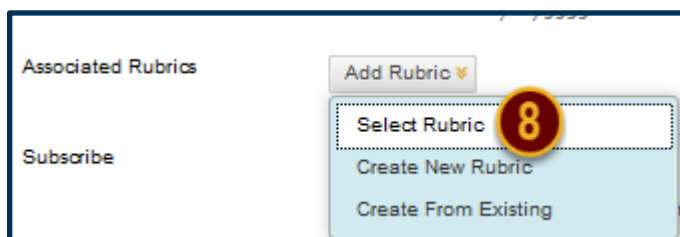
Step 3

From the Edit Journal page, scroll to the Grade Settings section [5]. From the *Grade Journal* row, choose the "Grade:" setting [6]. Enabling this setting will create two new rows--*Due Date* and *Associated Rubrics*. Following the *Associated Rubrics* row, click on the *Add Rubric* drop-down list [7].

Step 4

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The "Create From Existing" option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose "Select Rubric" option [8].

Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Journal [9], and then click the *Submit* button [10].

Step 6

For students to see the Rubric you have Associated with this Journal, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [11].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.


For a percent-based Rubric, you must set the "Points Possible" Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.
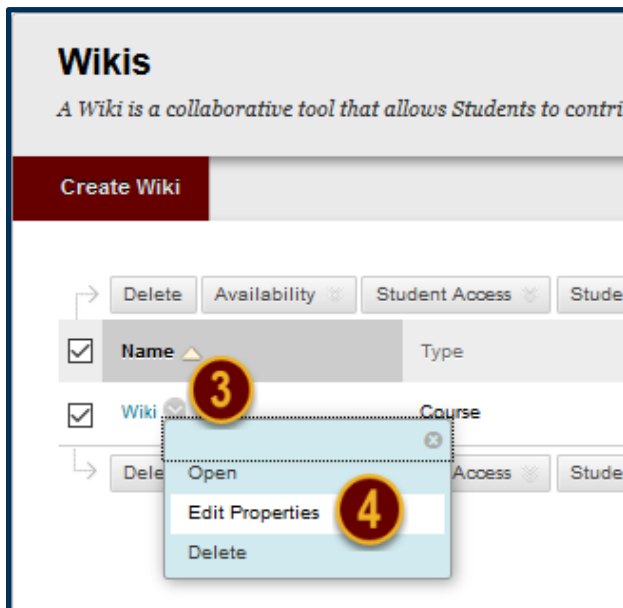
Wikis

Step 1

To Associate a Rubric with a Wiki, you must first access the Wikis tool. The Wikis tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the "Wikis" option [2].
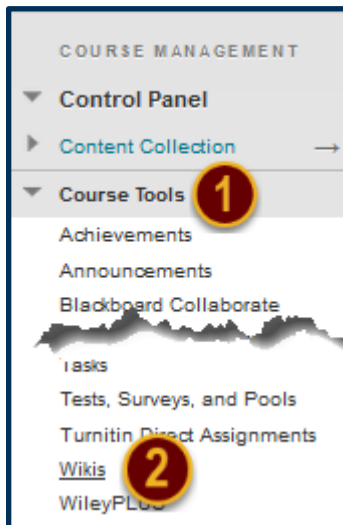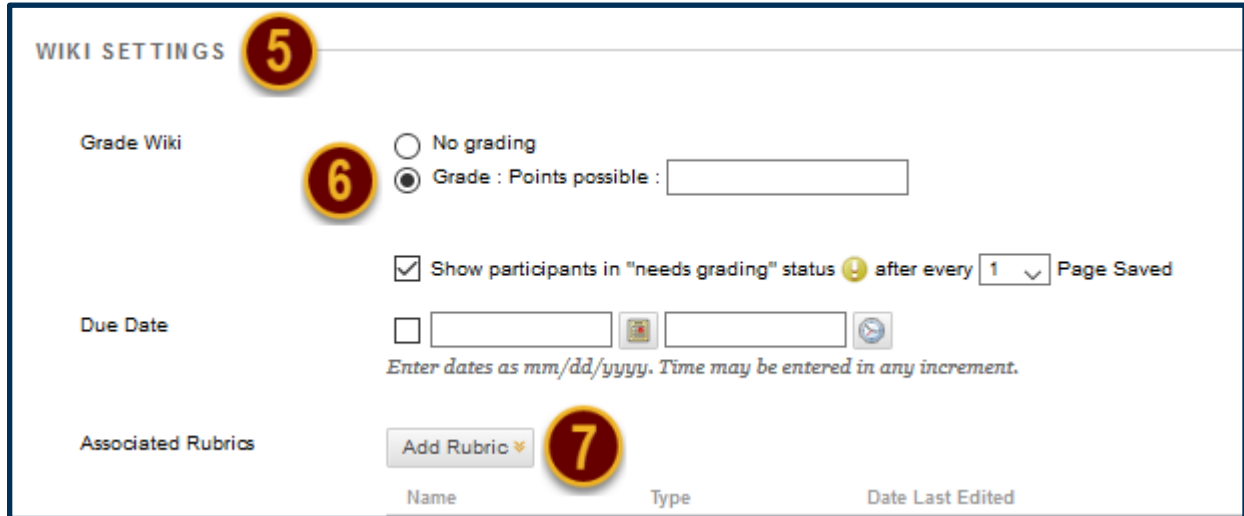

Step 2

Look for the Wiki you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Wiki's title and select "Edit Properties" [4].
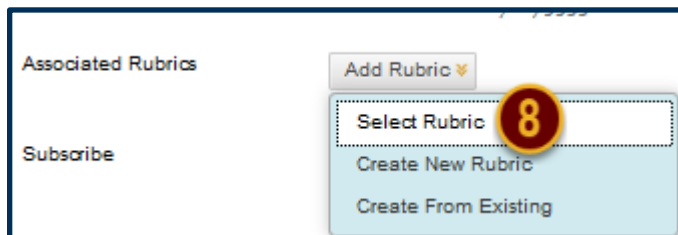
Step 3

From the Edit Wiki page, scroll to the Wiki Settings section [5]. From the *Grade Wiki* row, choose the "Grade:" setting [6]. Enabling this setting will create two new rows--*Due Date* and *Associated Rubrics.* Following the *Associated Rubrics* row, click on the *Add Rubric* drop-down list [7].

Step 4

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The "Create From Existing" option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose "Select Rubric" option [8].

Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Wiki [9], and then click the *Submit* button [10].

Step 6

For students to see the Rubric you have Associated with this Journal, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [11].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.


> ⚠️ *For a percent-based Rubric, you must set the "Points Possible" Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.*

Grade Center Columns

Step 1

To Associate a Rubric with a manually created Grade Center Column, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the "Full Grade Center" option [2].
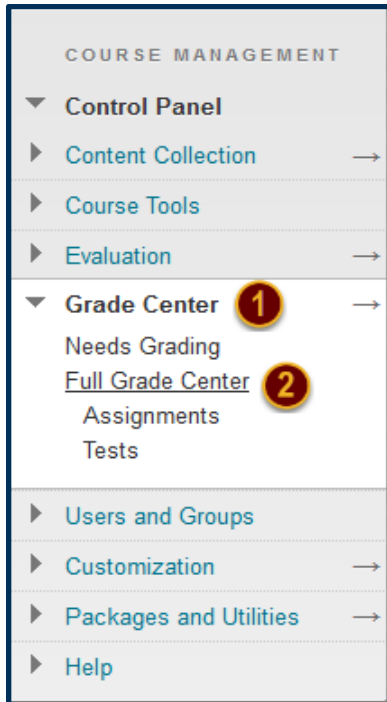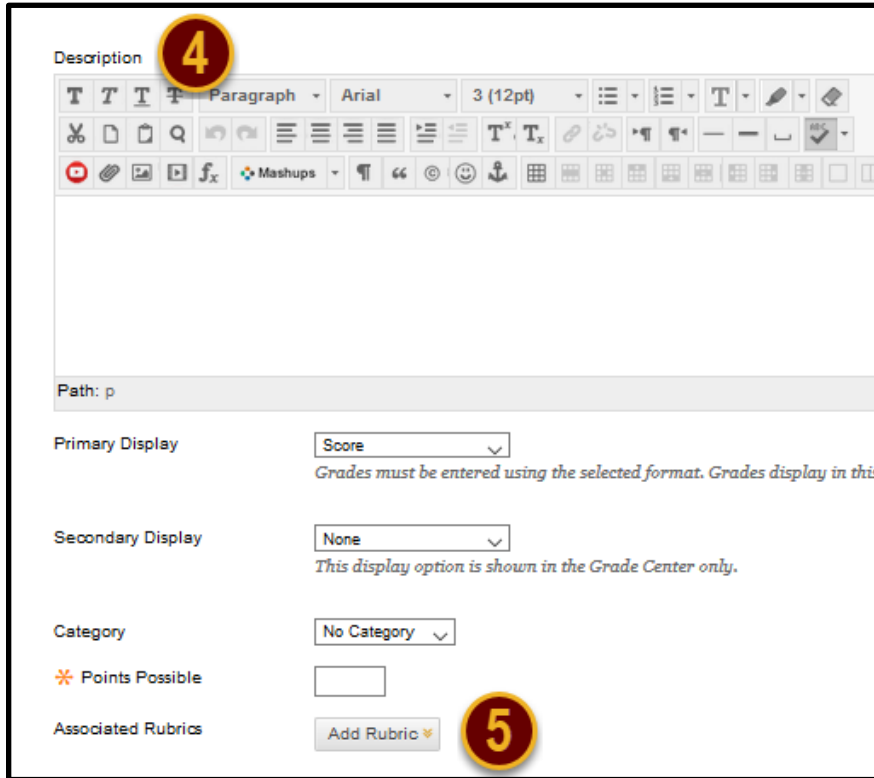

Step 2

A Rubric can be attached to a new activity by creating a new column. Click the *Create Column* tab [3] on the Action Bar to open the Create Grade Column page.
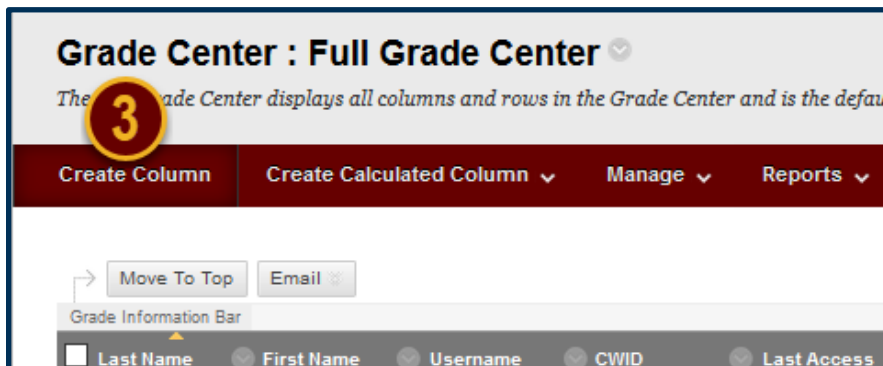
Step 3

Following the Description editor is a table of options [4]. From the *Associated Rubrics* row, click
on the *Add Rubric* drop-down list [5]*.*
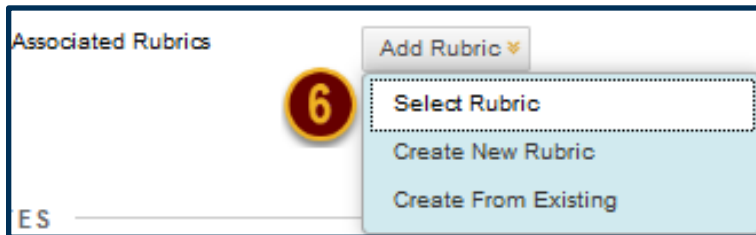
Step 4

From this list, you may choose to add a Rubric you have already created or create a new
Rubric. The "Create From Existing" option loads a Rubric you have already made to serve as
the foundation for a new Rubric. For this tutorial, we will choose "Select Rubric" option [6].
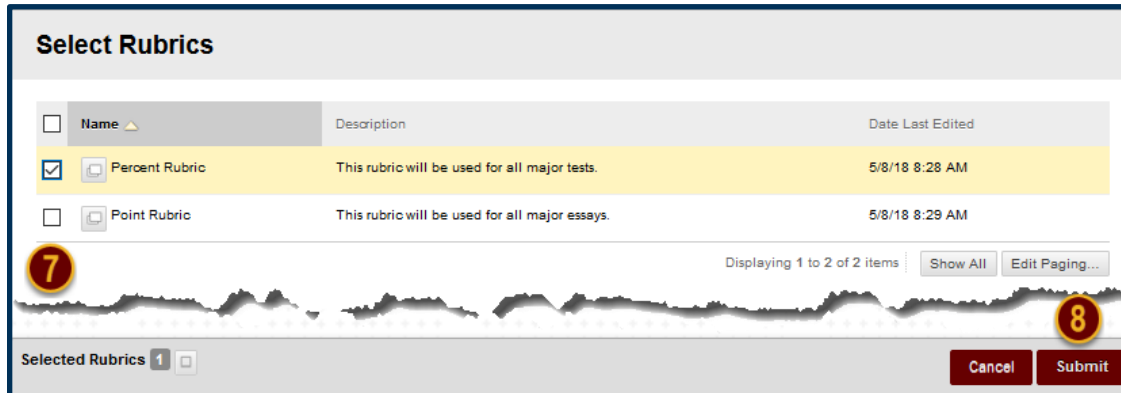
Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Grade Center Column [7], and then click the *Submit* button [8].
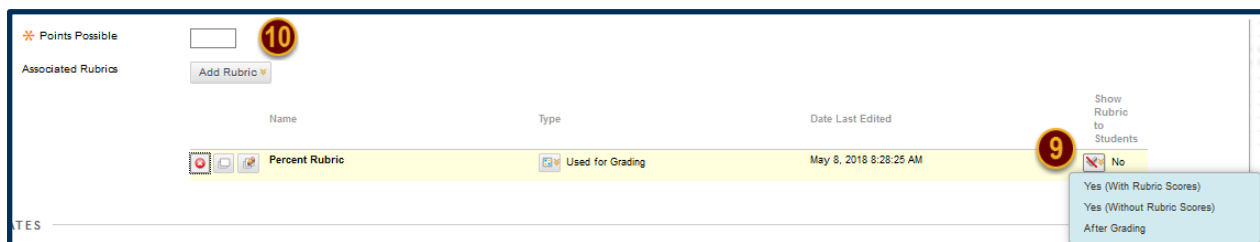

Step 6

For students to see the Rubric you have Associated with this Grade Center Column, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [9].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.


> **!** *For a percent-based Rubric, you must set the "Points Possible" Grading option [10]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.*

Test Questions

Before beginning this procedure, note that a Rubric cannot be applied to an entire test. A Rubric is applied to a **Test Question**, specifically to an essay response question, a short answer question, or a file upload question.

Step 1

Navigate to the Test you want to grade. Open the Item Options menu [1] by clicking on the grey, drop-down arrow that follows the Test's title and select "Edit the Test" [2].
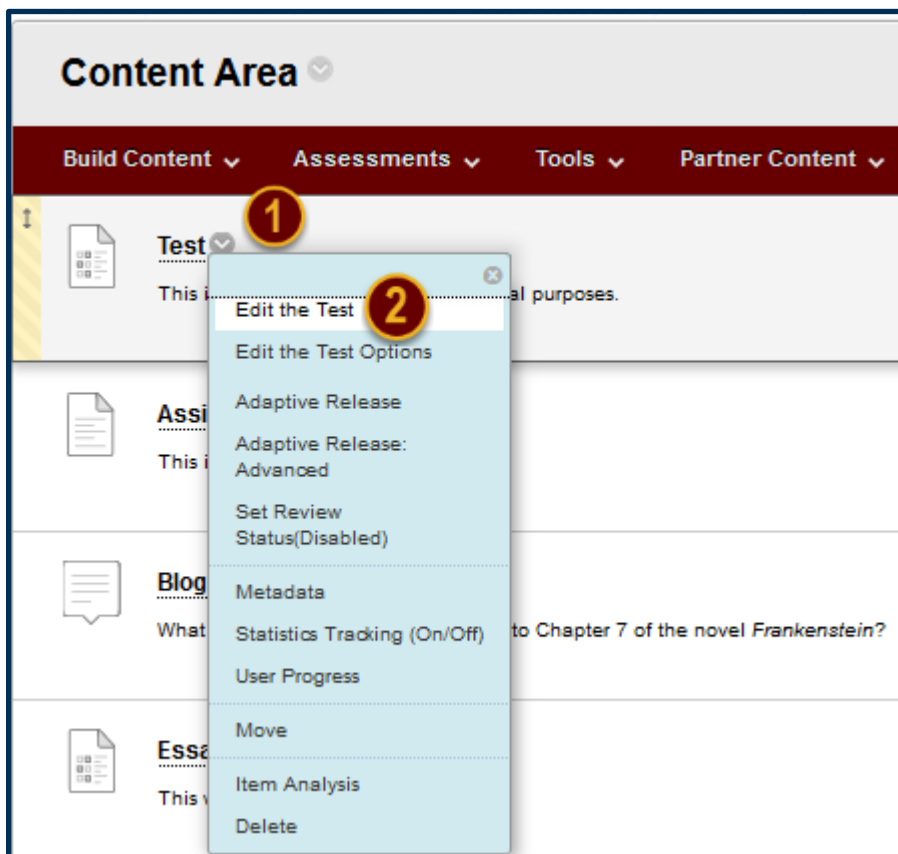

Step 2

Locate the essay, short answer, or file upload question that you want to Associate with a Rubric. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the question's bold title and select "Edit" [4].
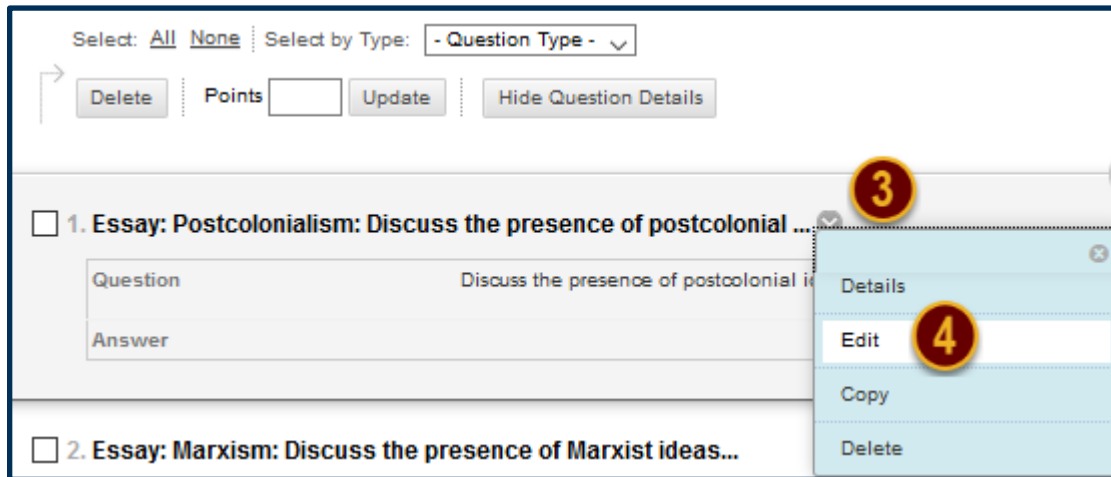
Step 3

From the Create/Edit Question page, scroll to the Rubrics section [5]. Click on the *Add Rubric* drop-down list [6].

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The "Create From Existing" option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose "Select Rubric" option [7].
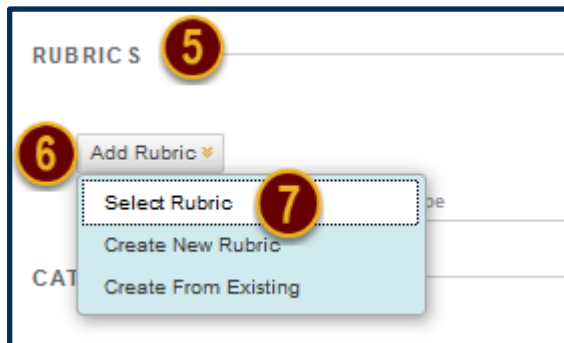
Step 4

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Test Question [8], and then click the *Submit* button [9].

Step 5

For students to see the Rubric you have Associated with this Test Question, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [10].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

> ! *Rubrics associated with Test Questions will adjust their calculations to match the assigned point value of the question.*