

Rubrics

A rubric is an assessment tool listing evaluation criteria for an assignment, and provides a means 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.

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.
- Each cell has a 1000-character limit. You can reorder rows and columns by clicking the reordering functions located above the labels.
- 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.

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

Add RowAdd ColumnRubric Type: PercentShow Criteria Weight

Criteria

Levels of Achievement

Novice

Competent

Proficient

Formatting

Weight: 33.00 %

Percent 0

Percent 50

Percent 100

Organization

Weight: 34.00 %

Percent 0

Percent 50

Percent 100

Grammar

Weight: 33.00 %

Percent 0

Percent 50

Percent 100

Total Weight: 100.00%Balance Weights

Create a Rubric

New rubrics default to three rows and three columns.

Control Panel

Files

Course Tools

- Advanced Group Management
- Announcements
- Blackboard Collaborate
- Blogs
- Cengage Learning MindLinks™
- Collaboration
- Contacts
- Course Calendar
- Course Gallery
- Discussion Board
- Glossary
- Grammarly
- Journals
- Manage Campus Pack
- Mobile Compatible Test List
- Response LockDown Browser
- Rubrics**
- SafeAssign

Rubrics

A rubric lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to

Create Rubric Import Rubric

Delete Export

| Name | Description |
|-------------|---------------------------|
| Word Rubric | Rubric for the assignment |

Delete Export

1. **Rubric Information**

Name Word Rubric

Description

This is the Rubric for the Word Assignment

1. On the **Control Panel**, expand **Course Tools**
2. Select **Rubrics**.

3. On the Rubrics page, click **Create Rubric**.

4. On the following screen, **Name** the rubric.
5. Optionally, provide a **description of the rubric** to make it easier to associate it to relevant assignments

Edit the Rubric Grid

Edit the rubric grid so it corresponds to the type of feedback and scoring appropriate for the assignment.

6. Click **Add Row** to add a new criterion at the bottom of the grid.
7. Click **Add Column** to add a new level of achievement to the grid.
8. Choose a **Rubric Type** from the drop-down list:

2. Rubric Detail

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

The screenshot shows the 'Rubric Detail' interface. At the top, there are buttons for 'Add Row' and 'Add Column', a 'Rubric Type' dropdown menu set to 'Percent', and a checked 'Show Criteria Weight' checkbox. Below these are two tabs: 'Criteria' and 'Levels of Achievement'. The 'Criteria' tab is active, showing a list of criteria with a 'Formatting' dropdown and a 'Weight' input field (set to 33.00 %). The 'Levels of Achievement' tab is also visible, showing a grid with two columns: 'Novice' and 'Competent'. Each column has a 'Percent' input field (set to 0 and 50 respectively) and a 'Weight' input field (set to 34.00 %). The grid cells contain a large 'abc' placeholder. A red box highlights the 'Add Row' and 'Add Column' buttons, the 'Rubric Type' dropdown, the 'Show Criteria Weight' checkbox, the 'Formatting' dropdown, the 'Weight' input field, and the 'Levels of Achievement' grid.

- No Points: Feedback only.
 - Points: Single point value for each Level of Achievement.
 - Point Range: Range of values for each Level of Achievement.
 - Percent: Based on each assignment's possible points.
 - Percent Range: Range of values for each Level of Achievement.
9. Click **Edit** from a label's contextual menu to change the **Criteria** and **Level of Achievement** labels.
 10. Type a **point or percentage value** for each row.
 11. Click **Submit**

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.

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

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.

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