Blackboard: Creating a Rubric

Rubrics can be used as an assessment tool for communicating expectations of quality and performance to your students. Scores entered into a rubric that are associated with an assignment are reflected in the Grade Center. Rubrics can also be used for gradable forums, wikis, blogs, or journals.

Create a Rubric

1. Log in to Blackboard. Navigate to the course where you want to create the Rubric.
2. Access the Course Tools menu within the Course Management area.
3. Select Rubrics from the Course Tools menu.
4. Click Create Rubric.
5. Enter the Name for the rubric and add a Description if desired.
6. Enter the rubric details. You can:

   a. Add rows for additional criteria
   b. Add columns for additional levels of achievement
   c. Modify the Rubric Type: percent, no points, points or point range
   d. Change the order of the criteria
   e. Change the order of the levels of achievement
   f. Use the action link to edit or delete a row or column
   g. Change the weight of the rubric criteria
   h. Change the value (percent, points, no points or point range) of a column or row
   i. Add text to define each level
   j. Balance the weights
7. Once complete, click **Submit**.

8. You will see a “Success” message in the green bar, and the new rubric will be included in the rubric list.

**Note**: Once a rubric has been used for grading, it cannot be modified. You can, however, copy an “in-use” rubric then modify it.

For additional support, visit [http://uhd.edu/bbhelpform](http://uhd.edu/bbhelpform)