WHY WOULD YOU USE THIS FEATURE:
A Rubric is a tool that lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use rubrics to explain their evaluations to students. 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 define the evaluation and score of an assignment. There is no limit to the number of Rubrics that can be created. The following tutorial will demonstrate how to create/edit a rubric, link them to a specific assessment and use the rubric to grade assessments. Grading with a rubric may now be done in line with the assignment content as discussed below but you may also select the Text Editor for a separate window with just the rubric and feedback.

HOW TO GRADE WITH A RUBRIC:
1. Access your course within Blackboard.
2. Open the Grade Center menu in the control panel and click Full Grade Center.
3. Find your desired assessment in the Grade Center and use the drop-down arrow next to the student attempt that needs grading. Within the drop-down menu select the Attempt.

1. To grade with a rubric find the Grade Current Attempt heading and you will select the drop down menu directly below the Attempt to View Rubric.
2. **Grade By Rubric** will drop down and select the Rubric link to use it to grade the assignment.

![Grade By Rubric](image1)

3. A drop down menu will open labeled Grade by Rubric. Within the grading rubric you can check on the desired circle to **allocate point values** and provide **feedback** in the Feedback text boxes for each skill and proficiency level.

![Grade By Rubric](image2)
4. A raw score will be given based on your allocated points in the rubric. However, you can modify the number of points given (Ex. Giving extra credit or additional points for outstanding efforts).

![Raw Total: 4.13 (of 25.0)  
Change the number of points out of 25.0 to:](image)

5. You may also wish to provide more general feedback in the Feedback text box. Once you have completed grading with the rubric click Save.

![Feedback:](image)

6. You may also Grade with your rubric by repeating steps 1 and 2 and then scrolling down to the bottom of the page where you find Text Editor. Select it.

![Raw Total: 0.00 (of 25.0)  
Change the number of points out of 25.0 to:](image)

![Feedback:](image)
7. A separate window will appear with grading and feedback options.

Note: Your students will be able to view a completed rubric from their My Grades area of the course or via the assignment link if you have made these areas available within your course.