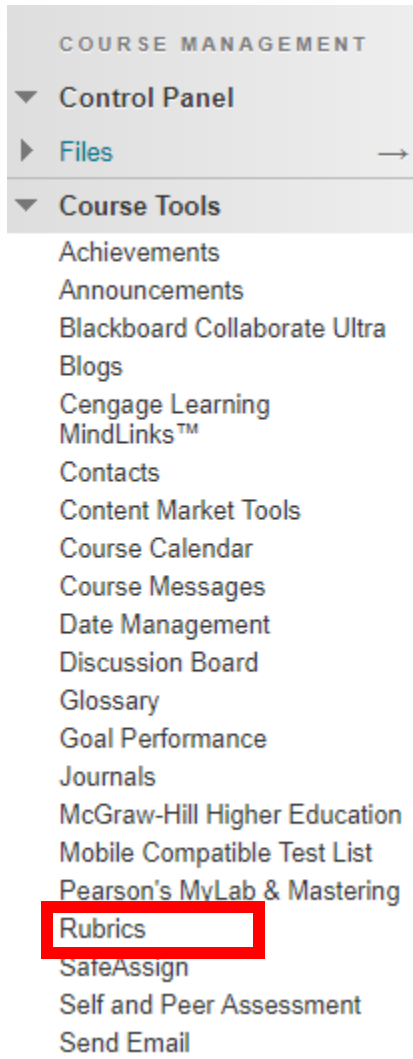


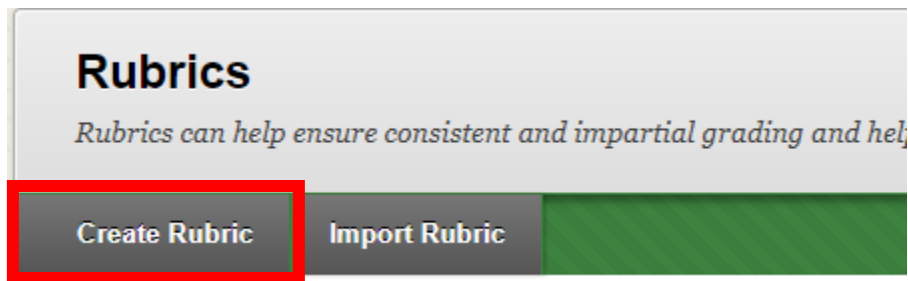


Create a Rubric

1. Log into your blackboard course.
2. Under **Control Panel** click **Course Tools** then **Rubrics**.



3. Click **Create Rubric**.





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4. Add the desired number of Columns by Clicking **Add Column** until you have enough to satisfy your Levels of Achievement. (In my example I will go with 5, therefore I add 2 columns)

RUBRIC DETAIL

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

Buttons: Add Row, **Add Column**, Rubric Type: Percent Range ▾, Show Criteria Weight

5. Add the desired rows for the different types of criteria by clicking **Add Row**. (In my example I will keep the standard 3)

RUBRIC DETAIL

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

Buttons: **Add Row**, Add Column, Rubric Type: Percent Range ▾, Show Criteria Weight

6. To change the **Name** of a column or row click the beside the column or row. Then click **Edit**.

Buttons: **Edit**, Delete this column

7. Type the new name in the box and hit **Enter** on your keyboard.

Text: Unsatisfactory, Button: Cancel

8. To Change the order of the columns, click **Levels of Achievement**.

Buttons: **Levels of Achievement** ↕, Novice ▾, Competent ▾



9. Select the radio button beside the column you wish to move and click the arrows to move it. Once in the desired order click **Submit**.

Reorder Rubric Levels of Achievement

Novice | Competent | Proficient | Unsatisfactory | < > ⇄

Cancel Submit

Reorder Rubric Levels of Achievement

Novice | Competent | Proficient | Unsatisfactory | < > ⇄

Cancel Submit

Reorder Rubric Levels of Achievement

Unsatisfactory | Novice | Competent | Proficient | < > ⇄

Cancel Submit

10. Similarly to change the order of Rows click **Criteria**.

Add Row Add Column Rubric Type: Percent Range ▾

Levels of Achievement ⇄

Criteria ↑↓

Unsatisfactory ▾

11. Select the criteria and use the arrows to move it then click **Submit**.

Reorder Rubric Criteria

Items

Formatting
Organization
Grammar

↑
↓
⇄

Cancel Submit

Reorder Rubric Criteria

Items

Formatting
Organization
Grammar

↑
↓
⇄

Cancel Submit

Reorder Rubric Criteria

Items

Grammar
Formatting
Organization

↑
↓
⇄

Cancel Submit



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Choice 1: Point Range Rubric (points are prepopulated in grade center)

1. Under **Rubric type** select **Point Range**, for this type you'll need to decide on a weight value for each level of achievement for each criteria.
2. Next fill out all the ranges per **Level of Achievement**. The ranges will allow more granularity when selecting a grade for your students, you can however also chose to not have ranges by chosing **Points** as the **Rubric Type**.
3. Fill out the remarks per each combination of criteria and level of achievement
4. Click **Submit**.

Add Row Add Column Rubric Type: Point Range

Levels of Achievement ↕

Criteria ↑

	Unsatisfactory	Novice	Satisfactory	Competent	Proficient
Grammar	Points 0 to 8 --Incorrect word choice --More than 5 spelling errors	Points 9 to 16 --Correct word choice. --More than 4 spelling errors. --More than 3 errors in agreement,	Points 17 to 24 -- Correct word choice. --More than 3 spelling errors. --More than 2 errors	Points 25 to 32 -- Fairly effective word choice. --No more than 2 spelling errors. --Fewer than 1 errors	Points 33 to 40 -- Sophisticated and precise word choice. --No spelling errors. --No errors in agreement,
Formatting	Points 0 to 8 --No citation for any sources	Points 9 to 16 --Not all sources properly cited in both paper and bibliography. -- More than than 4	Points 17 to 24 --Not all sources properly cited in both paper and bibliography. -- More than than 3	Points 25 to 32 --All sources properly cited in both paper and bibliography. -- No more errors in format or punctuation.	Points 33 to 40 --All sources properly cited in both paper and bibliography. -- No more errors in format or punctuation.
Organization	Points 0 to 4 --No organization pattern	Points 5 to 8 --Missing either and opening or closing statement --Some of the body content is unrelated	Points 9 to 12 --Contains an opening and closing statement --All body content is related	Points 13 to 16 --Fairly clear and effective opening and closing statements --Fairly concise body	Points 17 to 20 --Clear and effective opening and closing statement --Concise body



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Choice 2: Percentage Range Rubric (select points in grade center column)

- Under Rubric type select **Percent Range**, for this type you'll need to fill out the weights of each criteria, in my example
 - Grammar = 40%
 - Formatting = 40%
 - Organization = 20%
- Next fill out all the ranges per **Level of Achievement**. The ranges will allow more granularity when selecting a grade for your students, you can however also chose to not have ranges by choosing **Percent** as the **Rubric Type**.
- Fill out the remarks per each combination of criteria and level of achievement
- Click **Submit**.

Add Row Add Column Rubric Type: **Percent Range** Show Criteria Weight

Levels of Achievement ↕

Criteria ↕	Unsatisfactory	Novice	Satisfactory	Competent	Proficient
Grammar Weight <input type="text" value="40"/> %	Percent <input type="text" value="0"/> to <input type="text" value="50"/> --Incorrect word choice --More than 5 spelling errors	Percent <input type="text" value="50"/> to <input type="text" value="60"/> --Correct word choice. --More than 4 spelling errors. --More than 3 errors in agreement,	Percent <input type="text" value="60"/> to <input type="text" value="70"/> -- Correct word choice. --More than 3 spelling errors. --More than 2 errors in agreement,	Percent <input type="text" value="70"/> to <input type="text" value="80"/> -- Fairly effective word choice. --No more than 2 spelling errors. --Fewer than 1 errors in	Percent <input type="text" value="80"/> to <input type="text" value="100"/> -- Sophisticated and precise word choice. --No spelling errors. --No errors in agreement, pronouns/antecedents, or
Formatting Weight <input type="text" value="40"/> %	Percent <input type="text" value="0"/> to <input type="text" value="50"/> --No citation for any sources	Percent <input type="text" value="50"/> to <input type="text" value="60"/> --Not all sources properly cited in both paper and bibliography. -- More than 4 errors in format or	Percent <input type="text" value="60"/> to <input type="text" value="70"/> --Not all sources properly cited in both paper and bibliography. -- More than 3 errors in format or	Percent <input type="text" value="70"/> to <input type="text" value="80"/> --All sources properly cited in both paper and bibliography. -- No more errors in format or punctuation.	Percent <input type="text" value="80"/> to <input type="text" value="100"/> --All sources properly cited in both paper and bibliography. -- No more errors in format or punctuation.
Organization Weight <input type="text" value="20"/> %	Percent <input type="text" value="0"/> to <input type="text" value="50"/> --No organization pattern	Percent <input type="text" value="50"/> to <input type="text" value="60"/> --Missing either an opening and closing statement --Some of the body content is unrelated	Percent <input type="text" value="60"/> to <input type="text" value="70"/> --Contains an opening and closing statement --All body content is related	Percent <input type="text" value="70"/> to <input type="text" value="80"/> --Fairly clear and effective opening and closing statements --Fairly concise body	Percent <input type="text" value="80"/> to <input type="text" value="100"/> --Clear and effective opening and closing statement --Concise body