


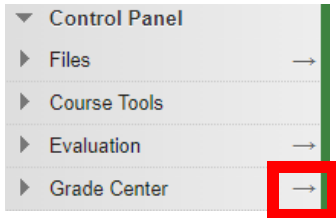






## Grading an Assessment with a Rubric

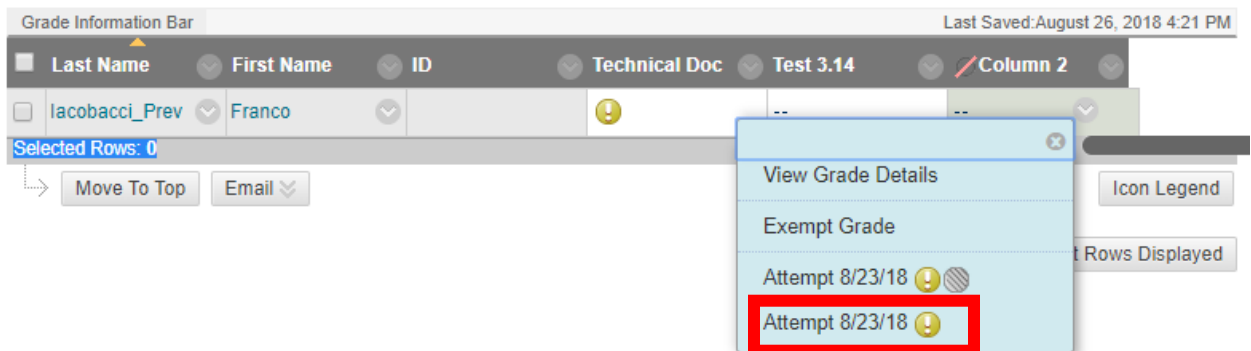
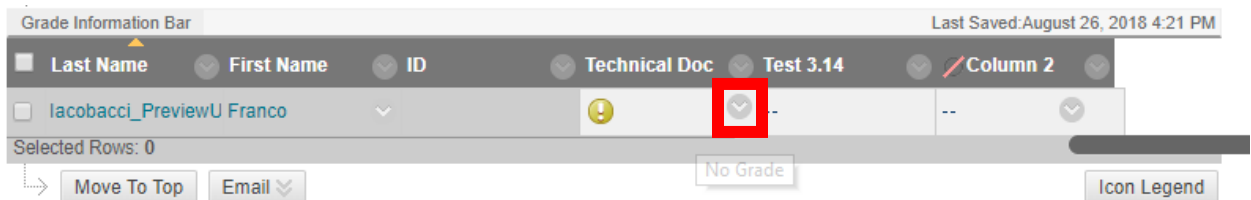
### Part 1: Grading a submitted assessment

1. Log into your blackboard course.

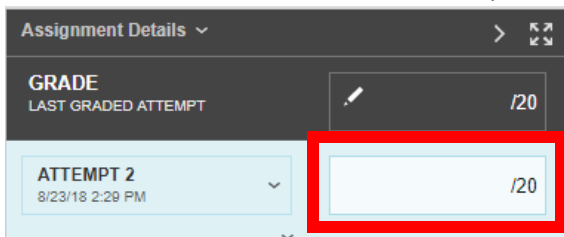
2. Click the  (arrow) next to **Grade Center**



3. Locate the user you wish to mark and if there is a submission you will see  in the grade column. Hover over the grade and a  will appear beside the attempt. Click on  and click on the attempt. If there were multiple submissions and you allowed for multiple attempts you'll notice the previous ones are ignored as indicated by the 




4. Click on the Grade box next to the attempt number.

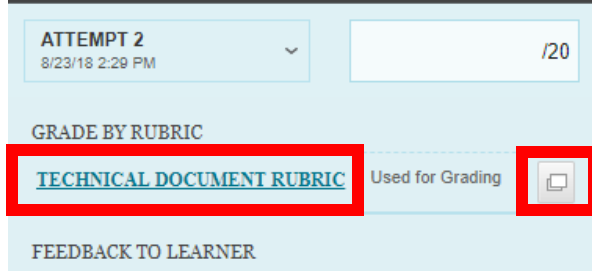




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5. To view the Rubric **inline** click on the Rubric URL, **OR** if you wish to see the full rubric open the

rubric in a window by clicking on the .



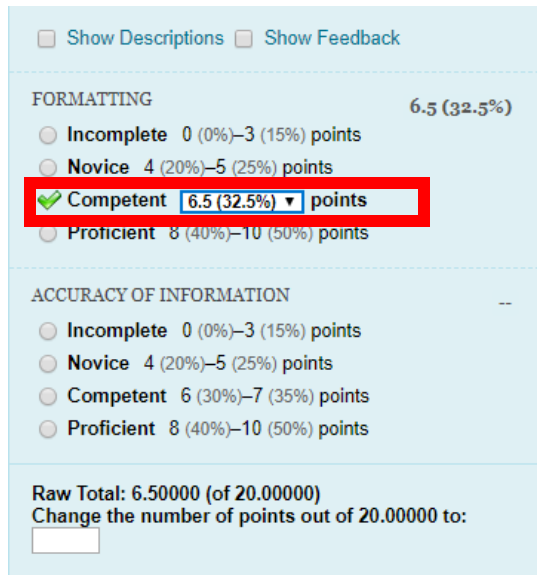
ATTEMPT 2  
8/23/18 2:29 PM

GRADE BY RUBRIC

**TECHNICAL DOCUMENT RUBRIC** Used for Grading 

FEEDBACK TO LEARNER

6. Edit the **inline** feedback.



Show Descriptions  Show Feedback

FORMATTING 6.5 (32.5%)

Incomplete 0 (0%)–3 (15%) points

Novice 4 (20%)–5 (25%) points

**Competent 6.5 (32.5%) points**

Proficient 8 (40%)–10 (50%) points

ACCURACY OF INFORMATION --

Incomplete 0 (0%)–3 (15%) points

Novice 4 (20%)–5 (25%) points

Competent 6 (30%)–7 (35%) points

Proficient 8 (40%)–10 (50%) points

Raw Total: 6.50000 (of 20.00000)  
Change the number of points out of 20.00000 to:

Edit the feedback in a **new window**.

Grid View List View

	Incomplete	Novice	Competent	Proficient
Formatting	<input type="radio"/> 0 (0%) - 3 (15%) Design principles applied unevenly or not at all, images and/or page space used inefficiently, minor changes to original design	<input type="radio"/> 4 (20%) - 5 (25%) Design principles applied inconsistently, images and/or page space used sometimes effectively, a few important changes to original design	<input type="radio"/> 6 (30%) - 7 (35%) Design principles applied appropriately throughout document, images and/or page space used effectively, important changes to original	<input type="radio"/> 8 (40%) - 10 (50%) Design principles applied with exceptional style, images and/or page space used efficiently and interestingly, many striking improvements to original
Accuracy of Information	<input type="radio"/> 0 (0%) - 3 (15%) Displays a lack of understanding in the subject matter.	<input type="radio"/> 4 (20%) - 5 (25%) OK	<input type="radio"/> 6 (30%) - 7 (35%) Good Job	<input type="radio"/> 8 (40%) - 10 (50%) Awesome



7. Click **Save** or **Save Rubric**.

Inline:

Raw Total: 11.00000 (of 20.00000)  
Change the number of points out of 20.00000 to:

Feedback:

abc ✓

Cancel **Save Rubric**

New Window:

## Rubric Detail

Select Grid View or List View to change the rubric's layout. [More Help](#)

Name: **Tech Document Rubric**

Exit

**Save**

Grid View

List View

	Incomplete	Novice	Competent	Proficient
Formatting	<input type="radio"/> 0 (0%) - 3 (15%) Design principles	<input type="radio"/> 4 (20%) - 5 (25%)	<input checked="" type="radio"/> <b>Points:</b> 6.5 (32.5%)	<input type="radio"/> 8 (40%) - 10 (50%)

8. Add any feedback to the learner.

FEEDBACK TO LEARNER

abc ✓ A

[Add Notes](#)


Cancel Save Draft **Submit**

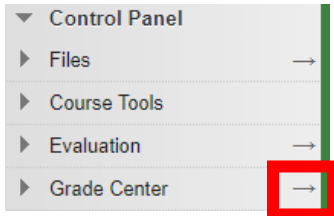
9. Click **Submit**





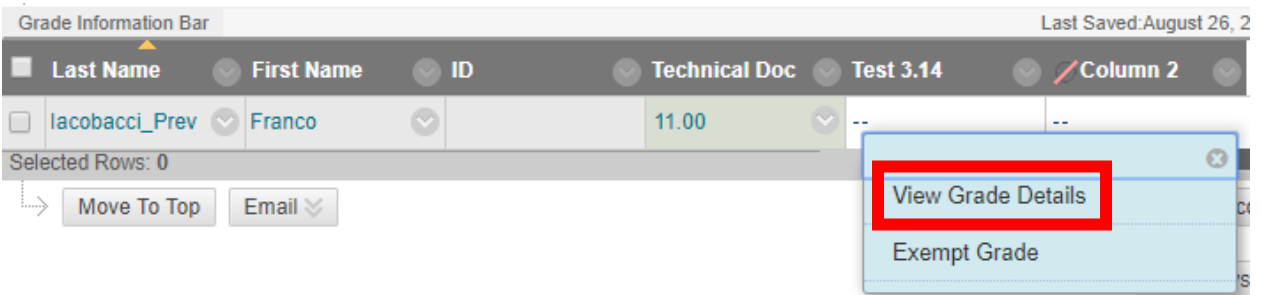
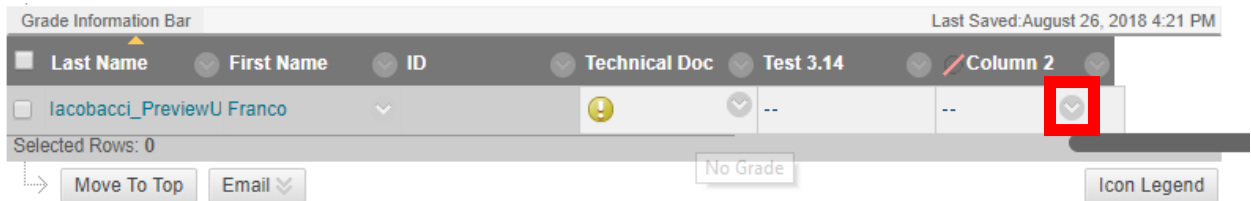
### Part 2: Grading without a submitted Assessment

1. Log into your blackboard course.

2. Click the  (arrow) next to **Grade Center**



3. Locate the user you wish to mark in the grade column. Hover over the grade and a  will appear beside the column. Click on  and click **View Grade Details**.



4. Click **View Rubric**.

User **Franco Iacobacci\_PreviewUser (fiacobacci@stclaircollege.ca\_previewuser)**

**Current Grade:**

- out of 100 points **Exempt**

Grade based on Last Graded Attempt  
Due: None

Attempts

Manual Override

Column Details

Grade History

**Current Grade Value**

-

**View Rubric**



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5. A new window will appear with the rubric. Select your values and click **Save**.

Name: **Example Percent**

Exit **Save**

Grid View List View

	Unsatisfactory	Novice	Satisfactory	Competent	Proficient
<b>Grammar</b>	<input type="radio"/> 0 (0%) - 20 (20%) --Incorrect word choice -- More than 5 spelling errors	<input type="radio"/> 20 (20%) - 24 (24%) --Correct word choice. --More than 4 spelling errors. --More than 3 errors in agreement, pronouns/antecedents, or tense. -- More than 4 punctuation or capitalization errors.	<input type="radio"/> 24 (24%) - 28 (28%) -- Correct word choice. --More than 3 spelling errors. --More than 2 errors in agreement, pronouns/antecedents, or tense. -- More than 3 punctuation or capitalization errors.	<input type="radio"/> 28 (28%) - 32 (32%) -- Fairly effective word choice. --No more than 2 spelling errors. -- Fewer than 1 errors in agreement, pronouns/antecedents, or tense. -- Fewer than 2 punctuation or capitalization errors. -- Met most style and min/max page requirements	<input checked="" type="radio"/> <b>Points:</b> 36 (36%) -- Sophisticated and precise word choice. -- No spelling errors. -- No errors in agreement, pronouns/antecedents, or tense. -- No punctuation or capitalization errors. Feedback: <input type="text"/>
<b>Formatting</b>	<input type="radio"/> 0 (0%) - 20 (20%) --No citation for any sources	<input type="radio"/> 20 (20%) - 24 (24%) --Not all sources properly cited in both paper and bibliography. -- More than 4 errors in format or punctuation	<input type="radio"/> 24 (24%) - 28 (28%) --Not all sources properly cited in both paper and bibliography. -- More than 3 errors in format or punctuation.	<input checked="" type="radio"/> <b>Points:</b> 30 (30%) --All sources properly cited in both paper and bibliography. -- No more errors in format or punctuation. Feedback: <input type="text"/>	<input type="radio"/> 32 (32%) - 40 (40%) --All sources properly cited in both paper and bibliography. -- No more errors in format or punctuation.

6. After clicking **Save** the grade will now appear in the **Current Grade Value**.

**Current Grade:** - out of 100 points **Exempt**  
Grade based on Last Graded Attempt  
Due: None

Attempts Manual Override Column Details Grade History

**Current Grade Value**  
84.00 View Rubric

7. Scroll down and click **Save**.