If a Rubric is associated with a particular test question, assignment, or other graded assessment, Blackboard provides buttons or links to view the Rubric while grading. In the case of Essay questions, if a Rubric is associated, a View Rubric button will appear next to where a grader places the score for that question. This allows you now only to refer to the Rubric, but to award points for each criterion.

The example below will show the instructions for viewing the Rubric for an Essay-type question. The Rubric was added during the composition of the question during the building of the test.

1. From Grade Center, click the contextual arrow in the column header for a test, and select Grade Attempts.

![Grade Attempts](image1)

2. Find the Essay question. In the top right of the question’s section, click the View Rubric button.

![Essay Question](image2)

3. A Rubric Detail window opens, with an interactive Rubric grid. You can click the buttons for the appropriate levels of achievement and add specific feedback for each evaluation. The points displayed reflect the percentage that this question contributes to the grade for the entire test.
4. Optionally, click **List View** to switch displays, and select a radio button for each criterion to apply that point value to the grade. Check the checkboxes to **Show Descriptions** for criteria and to **Show Feedback** text boxes.

5. The window also has a place to override the calculated total for the points. Type a value into the text box to indicate whether the whole effort is worth more or less than the sum of its parts.
6. Click the option buttons for the level of achievement in each criterion, provide any optional feedback in the Text Editor box below, and click the Save button. Back on the Grade Test page, the points awarded via the Rubric are totaled and displayed in the score box.

Continue grading other subjective questions using their associated Rubrics until grading is complete. Assignments and other assessments have links to view Rubrics in the process of grading online, as illustrated below.