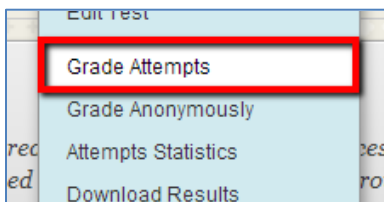


## Grading Using Rubrics

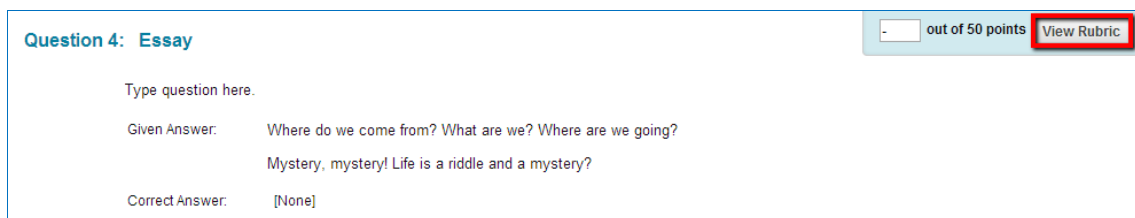
If a Rubric is associated with a particular test question, assignment, or other graded assessment, Blackboard provides buttons or links to view the Rubric while grading. In the case of Essay questions, if a Rubric is associated, a **View Rubric** button will appear next to where a grader places the score 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**.



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



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.

**Rubric Detail**  
*You can interact with the rubric to grade in Grid View or List View. [More Help](#)*

Name: **All-Purpose Rubric** Exit **Save**

Description: **This rubric works for any essay you can possibly imagine.**

Grid View | List View

Click options buttons to specify points awarded.

	Novice	Competent	Proficient
Formatting	<input type="radio"/> Points: 0 (0%) Difficult to read due to sloppy spacing and paragraphs running together.	<input checked="" type="radio"/> Points: 6.25 (12.5%) No obvious problems.	<input checked="" type="radio"/> Points: 12.5 (25%) Impressive use of paragraph spacing, end-of-line hyphenation, table layout, etc. Feedback: <input type="text"/>
Organization	<input type="radio"/> Points: 0 (0%)	<input type="radio"/> Points: 6.25 (12.5%)	<input checked="" type="radio"/> Points: 12.5 (25%) Feedback: <input type="text"/>

- 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.

Grid View | **List View**

Show Descriptions  Show Feedback

**Formatting**

Novice (0 (0%) points)

**Competent** (16.5 (16.5%) points)

Proficient (33 (33%) points)

- 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.

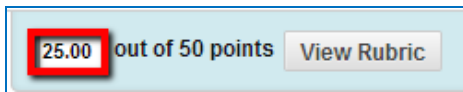
Raw Total: 25.00 (of 50.0)

Change the number of points out of 50.0 to:

**Feedback Students will not see this feedback unless you set the rubric grading score**

Rich text editor toolbar with options like Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Text Color, Background Color, Link, Unlink, Undo, Redo, and Superscript.

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.

