



# FORT HAYS STATE UNIVERSITY

## LEARNING TECHNOLOGIES

*Forward thinking. World ready.*

## Rubrics in Bb

What is a Rubric? A rubric is a scoring matrix, based on observable criteria, that facilitates the grading of subjective assignments (e.g., research papers or dissertations). The criteria are aligned with predetermined learning outcomes and distinct levels of mastery for each criterion measure are described and assigned point values.

### Why use Rubrics?

1. A rubric clarifies your expectations for students, indicates the relative importance of each criterion measure, and reduces student questions about why they received a particular score.
2. Rubrics help to ensure consistency in scoring subjective assignments and can speed up the grading process, as well.
3. Designing a rubric helps you clarify the desired outcomes and evidence of learning for each assessment activity.

### Example:

Rubric			
Name	The Next Big Thing		
Description			
Rubric Detail			
	Levels of Achievement		
Criteria	Unacceptable	Competent	Proficient
Content	0 to 6 points Does not include the key points of the topic.	7 to 8 points Includes key points but little detail	9 to 10 points Addresses the topic thoroughly and in detail
Persuasiveness	0 to 3 points Does not include persuasive elements	4 to 4 points Includes one or two arguments intended to persuade the reader	5 to 5 points Includes several convincing and well-supported statements/arguments
Response to Colleagues	0 to 3 points Does not respond to colleagues' posts	4 to 4 points Responds to two colleagues' posts.	5 to 5 points Responds to two or more posts with substantive remarks.

### Creating Rubrics in Bb

- Select **Rubrics** in the Course Tools area
- Click the **Create Rubric** button.
- Give the rubric a name (required) and description (optional)
- You'll create your rubric in section 2, Rubric Detail:

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email [bbsupport@fhsu.edu](mailto:bbsupport@fhsu.edu).



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Select **Rubric Type**  
*Note: The least-confusing options utilize points, not percentages.*

Edit the **Levels of Achievement** (Novice, Competent, etc.) as desired by clicking the down-arrow and choosing Edit

Add more rows or columns, if desired

Reverse the order of columns or rows

Specify criterion measures (edit the existing labels by clicking the down-arrow)

The screenshot shows the '2. Rubric Detail' interface. At the top, there are buttons for 'Add Row' and 'Add Column', and a dropdown for 'Rubric Type' set to 'Point Range'. Below this is a section for 'Levels of Achievement' with three columns: 'Novice', 'Competent', and 'Proficient', each with a down-arrow. The main area is a grid with three rows of criteria: 'Formatting', 'Organization', and 'Grammar'. Each cell in the grid contains a 'Points' field with a range (e.g., '0 to 0') and a small 'abc' icon. A 'Total Points: 0' indicator is at the bottom left.

Enter description of level of achievement/criterion measure in each cell

Enter point value (or point range) for each cell; consider your grading scale when assigning points (e.g., does a mid-range score equal your C-to-B grading percentage?)

Click **Submit** to save your rubric. Keep in mind that you can return later to finish/edit a partially-completed rubric.



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### Linking Rubrics to Assessments:

- You can tie a rubric to an assignment, discussion, blog, wiki, journal, or free-response test item.
- When creating or editing the assessment activity, click **Add Rubric**, then **Select Rubric** to see a list of already-created rubrics available for use
- *or*
- Select **Create from Existing** to adapt a rubric for that assessment activity
- After selecting a rubric, enable student viewing of the rubric:

Name	Type	Date Last Edited	Show Rubric to Students
Research Paper	Used for Grading	Aug 6, 2013 7:20:38 PM	<input checked="" type="checkbox"/> Yes (With Rubric Scores)

### Grading Assessments with a Rubric

- In Course Tools, select **Grade Center**, then **Needs Grading**
- Click on the student's name (under User Attempt) to view his/her assessment
- Click on the Rubric button to assign points

Assignment Details

**GRADE** /60  
Last Graded Attempt

**ATTEMPT 2** /60  
8/30/13 1:01 PM

- Enter feedback, as appropriate, for each cell's score

	Inadequate	Competent	Proficient
Content	0 (0%) - 10 (35.71%) Does not address the question or provides only a marginal overview of topic	13 (46.43%) Includes most of the main points but does not include sufficient detail Feedback: Type your feedback to the student here...	14 (50%) - 15 (53.57%) Addresses all of the key points and provides an in-depth, detailed explanation
Organization	0 (0%) - 5 (17.86%) Content does not follow a clear structure; difficult to find the main points	6 (21.43%) - 7 (25%) Organization is adequate but it may be difficult follow the writer's thinking from start to finish	8 (28.57%) - 8 (28.57%) The paper is structured with a clearly-organized flow from point to point

- Click **Save** to record the rubric points, then **submit** to enter the score in the grade center.



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**Exporting and Importing Rubrics:** Exporting a rubric allows you to share it with another Bb instructor and/or use it in multiple courses of your own.

- Under **Course Tools**, select **Rubrics**
- Select the rubric, then click **Export**
  
- On the following page, choose **Export to Local Computer**; click Submit

### 2. Export Location

Choose a location for exported rubric(s).

Export to Local Computer.  Export to Content Collection.

**Rubrics**  
A rubric 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.

Create Rubric Import Rubric

Delete Export

Name	Description	Date Last Edited
Authentic Assessment		
Creating an Online Course Site		
Discussion Board		
<input checked="" type="checkbox"/> Research Paper		

Delete Export

- Click the **DOWNLOAD** button; the rubric will be saved to your computer (usually in the “Downloads” folder) as a .zip file; you can share this rubric file with other Bb instructors
- To import the rubric into a different Bb course site, log in to the “target” Bb site
- Under **Course Tools**, select Rubrics, then click the **Import Rubric** button

**Rubrics**  
A rubric 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. [More Help](#)

Create Rubric Import Rubric

Delete Export

Name	Description	Date Last Edited
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- Click **Browse My Computer**, locate the .zip file, and click **Submit**
- A report will appear confirming that the file has been uploaded

**Rubric Import Result**

The detail of rubric import result is  
Aug 30, 2013 2:09:03 PM - Information: The rubric Research Paper has been imported.  
Aug 30, 2013 2:09:04 PM - Information: Invalid Course links have been removed successfully.  
Removed numbers:  
Self-Referred 0  
Loop 0  
Aug 30, 2013 2:09:05 PM - Status: The operation import has completed.  
Aug 30, 2013 2:09:05 PM - Information: The operation took 1.94 seconds to complete.

The process PPG File took	0.00 seconds
The process Course Files took	0.00 seconds
The process component.csresourceLinks took	0.00 seconds
The process Course Menu took	0.01 seconds
The process component.learnRubrics took	0.06 seconds
The process Cleanup took	0.37 seconds

Friday, August 30, 2013 2:09:05 PM CDT

OK

- Click **OK** to return to the list of available rubrics (including the imported one)

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