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:

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:

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)

2. Rubric Detail

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

Add Row | Add Column | Rubric Type: Point Range

Levels of Achievement

Criteria	Novice	Competent	Proficient
Formatting	Points 0 to 0	Points 0 to 0	Points 0 to 0
Organization	Points 0 to 0	Points 0 to 0	Points 0 to 0
Grammar	Points 0 to 0	Points 0 to 0	Points 0 to 0

Total Points: 0

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.

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:

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

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

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

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

- 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

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

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