

## Associate a Rubric with a Graded Activity

### Overview

This tutorial will show you how to **Associate a Rubric** with a variety of graded activities. Rubrics allow you to grade activities using the Blackboard interface and reduce the number of files you need to track. You may wish to [Create a Rubric](#) before you Associate a Rubric with an activity.

Rubrics can be Associated with the following activities (click on the link to jump to that section):

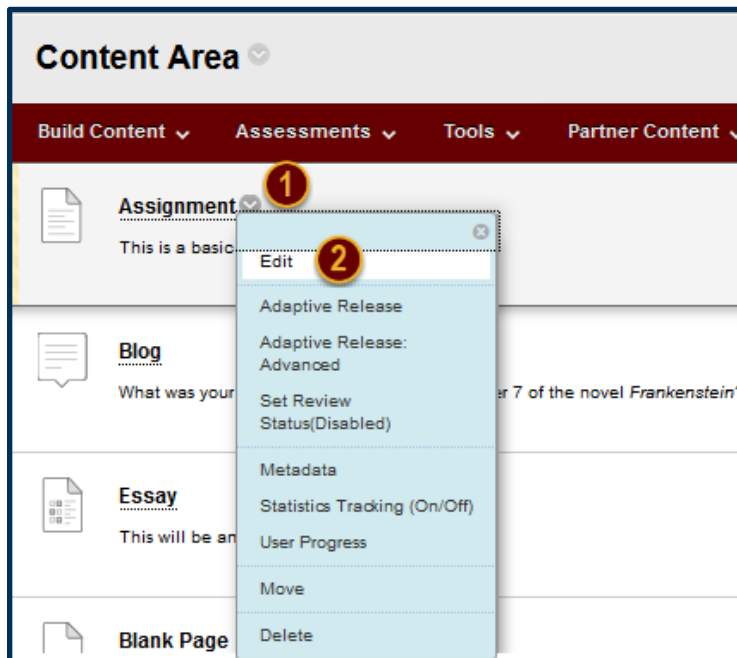
- ✓ [Assignments](#)
- ✓ [Discussion Forums](#)
- ✓ [Blogs](#)
- ✓ [Journals](#)
- ✓ [Wikis](#)
- ✓ [Grade Center Columns](#)

You can also [Associate a Rubric with a Test Question](#) (essay, short answer, or file upload).

### Assignments

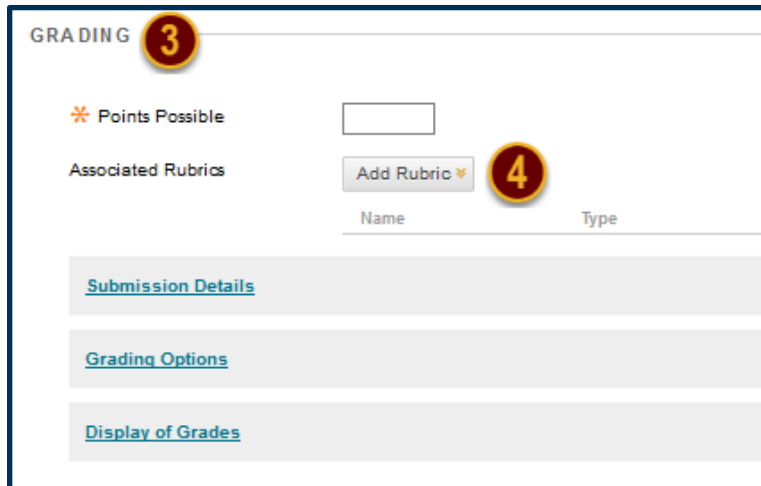
#### Step 1

Navigate to the Assignment you want to grade. Open the Item Options menu [1] by clicking on the grey, drop-down arrow that follows the Assignment's title and select "Edit" [2].



## Step 2

From the Edit Assignment page, scroll to the Grading section [3]. Following the “Associated Rubrics” option, click on the *Add Rubric* drop-down list [4].



GRADING **3**

\* Points Possible

Associated Rubrics **Add Rubric** **4**

Name	Type
------	------

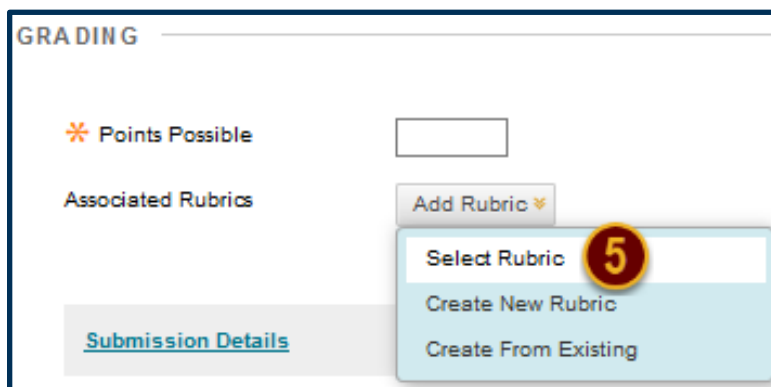
[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

## Step 3

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose the “Select Rubric” option [5].



GRADING

\* Points Possible

Associated Rubrics **Add Rubric** **5**

- Select Rubric
- Create New Rubric
- Create From Existing

[Submission Details](#)

## Step 4

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Assignment [6], and then click the *Submit* button [7].

### Select Rubrics

<input type="checkbox"/>	Name ▲	Description	Date Last Edited
<input checked="" type="checkbox"/>	Percent Rubric	This rubric will be used for all major tests.	5/8/18 8:28 AM
<input type="checkbox"/>	Point Rubric	This rubric will be used for all major essays.	5/8/18 8:29 AM

Displaying 1 to 2 of 2 items    Show All    Edit Paging...

Selected Rubrics **1** 

Cancel
Submit

## Step 5

For students to see the Rubric you have Associated with this Assignment, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [8].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

\* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
Percent Rubric	Used for Grading	May 8, 2018 8:28:25 AM	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (With Rubric Scores) <input type="checkbox"/> Yes (Without Rubric Scores) <input type="checkbox"/> After Grading

[Submission Details](#)

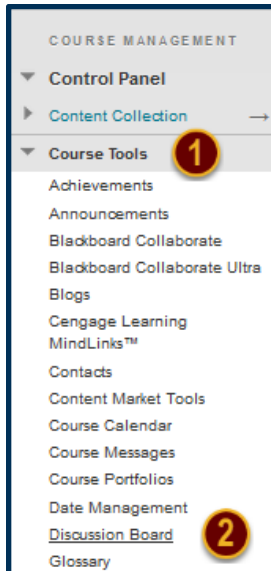


*For a percent-based Rubric, you must set the "Points Possible" Grading option [9]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.*

## Discussion Forums

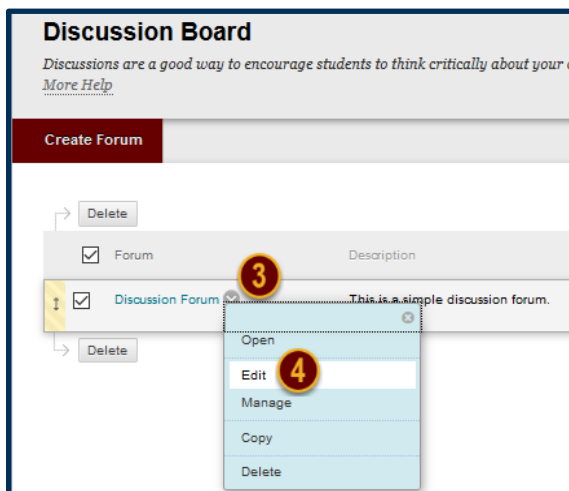
### Step 1

To Associate a Rubric with a Discussion Forum, you must first access the Discussion Board tool. The Discussion Board tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the “Discussion Board” option [2].



### Step 2

Navigate to the Discussion Forum you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Discussion Forum’s title and select “Edit” [4].



### Step 3

From the Edit Forum page, scroll to the Forum Settings section [5]. From the *Grade* row, choose the “Grade Discussion Forum:” setting [6]. Enabling this setting will create two new rows--*Due Date* and *Associated Rubrics*. Following the *Associated Rubrics* row, click on the *Add Rubric* drop-down list [7].

**FORUM SETTINGS** 5

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Viewing Threads/Replies  Standard View  
 Participants must create a thread in order to view other threads in this forum.  
*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit the post anonymously. Those options will be set for you automatically.*

Grade 6  No Grading in Forum  
 **Grade Discussion Forum:** Points possible:   
 Grade Threads

Show participants in "needs grading" status after every  Posts

Due Date     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Associated Rubrics 7 Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
<input type="radio"/> Do not allow subscriptions			

### Step 4

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [8].

Associated Rubrics

Add Rubric

8 Select Rubric

Create New Rubric

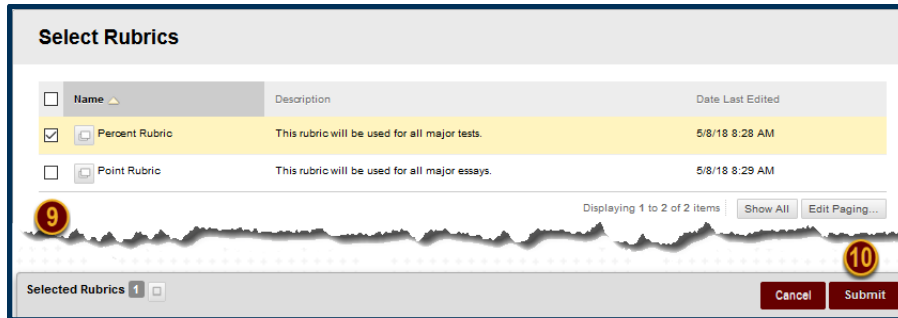
Create From Existing

Allow members to subscribe to forum

Subscribe

## Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Discussion Forum [9], and then click the *Submit* button [10].



<input type="checkbox"/>	Name	Description	Date Last Edited
<input checked="" type="checkbox"/>	Percent Rubric	This rubric will be used for all major tests.	5/8/18 8:28 AM
<input type="checkbox"/>	Point Rubric	This rubric will be used for all major essays.	5/8/18 8:29 AM

Selected Rubrics: 1

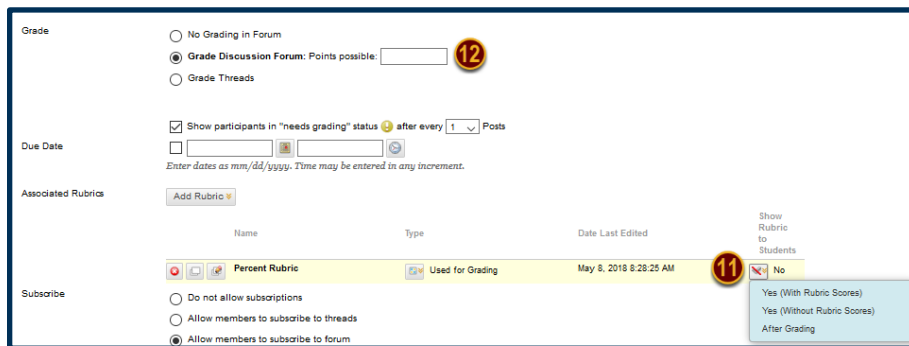
Buttons: Cancel, Submit

## Step 6

For students to see the Rubric you have Associated with this Discussion Forum, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [11].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.



Grade

No Grading in Forum

Grade Discussion Forum: Points possible:  [12]

Grade Threads

Show participants in "needs grading" status after every 1 Posts

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
Percent Rubric	Used for Grading	May 8, 2018 8:28:25 AM	[11] No

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

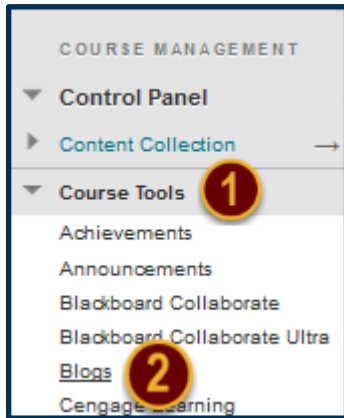


For a percent-based Rubric, you must set the "Points Possible" Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.

## Blogs

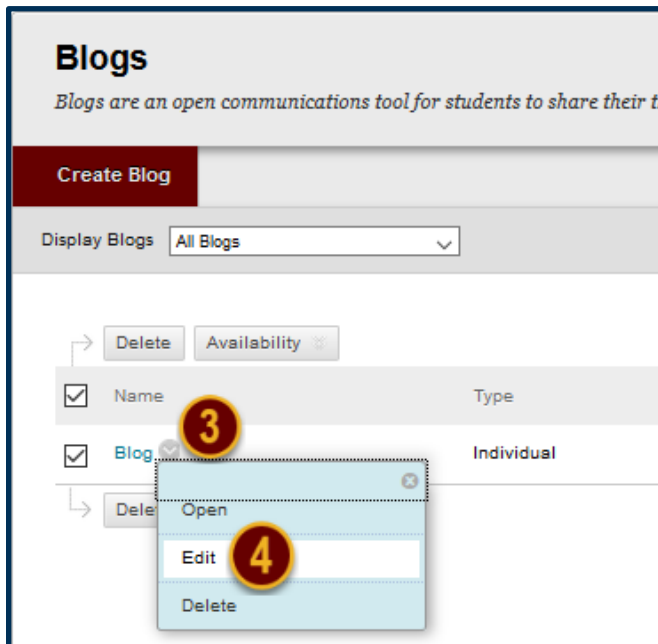
### Step 1

To Associate a Rubric with a Blog, you must first access the Blogs tool. The Blogs tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the “Blogs” option [2].



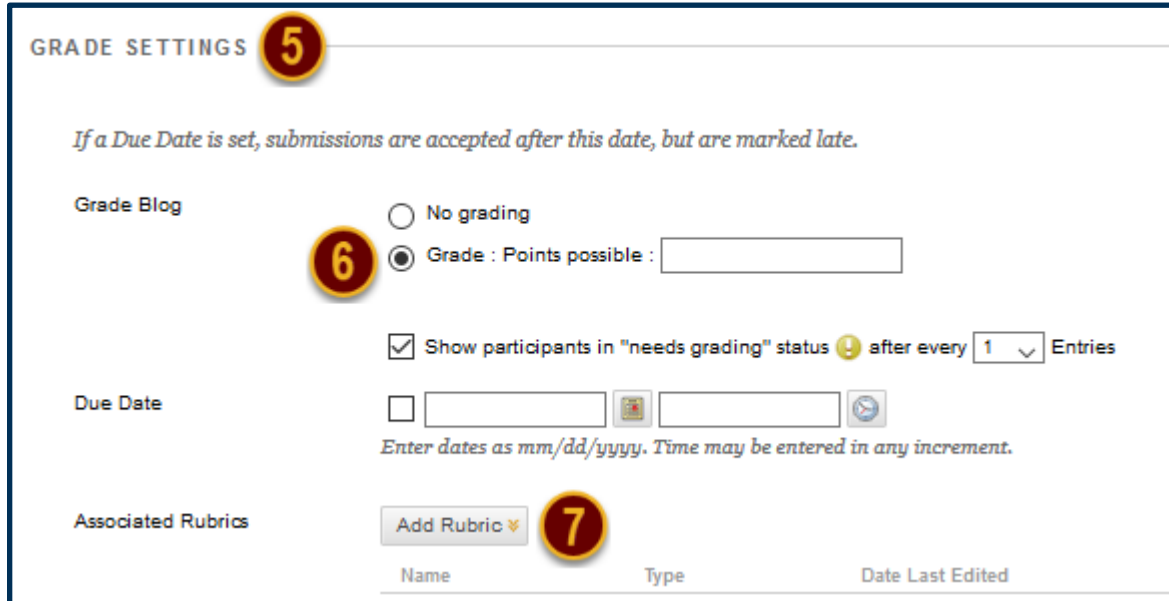
### Step 2

Look for the Blog you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Blog's title and select “Edit” [4].



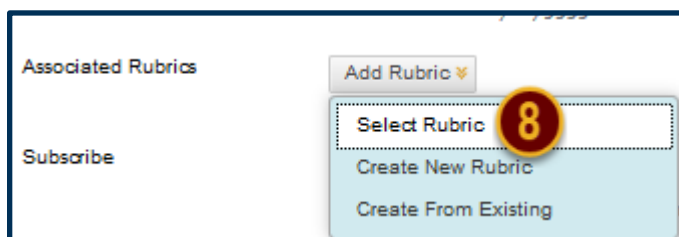
### Step 3

From the Edit Blog page, scroll to the Grade Settings section [5]. From the *Grade Blog* row, choose the “Grade:” setting [6]. Enabling this setting will create two new rows--*Due Date* and *Associated Rubrics*. Following the *Associated Rubrics* row, click on the *Add Rubric* drop-down list [7].



### Step 4

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [8].



### Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Blog [9], and then click the *Submit* button [10].



### Select Rubrics

<input type="checkbox"/>	Name ▲	Description	Date Last Edited
<input checked="" type="checkbox"/>	Percent Rubric	This rubric will be used for all major tests.	5/8/18 8:28 AM
<input type="checkbox"/>	Point Rubric	This rubric will be used for all major essays.	5/8/18 8:29 AM

Displaying 1 to 2 of 2 items Show All Edit Paging...

Selected Rubrics 1

## Step 6

For students to see the Rubric you have Associated with this Blog, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [11].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

Grade Blog

No grading

Grade : Points possible :  12

Show participants in "needs grading" status after every  Entries

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
<input type="checkbox"/> <input type="checkbox"/> Percent Rubric	<input type="checkbox"/> Used for Grading	May 8, 2018 8:28:25 AM	<div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="radio"/> No            <input type="radio"/> Yes (With Rubric Scores)            <input type="radio"/> Yes (Without Rubric Scores)            <input type="radio"/> After Grading         </div> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">11</span>

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

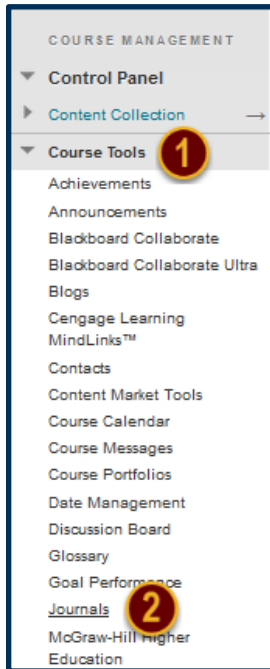


*For a percent-based Rubric, you must set the "Points Possible" Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.*

## Journals

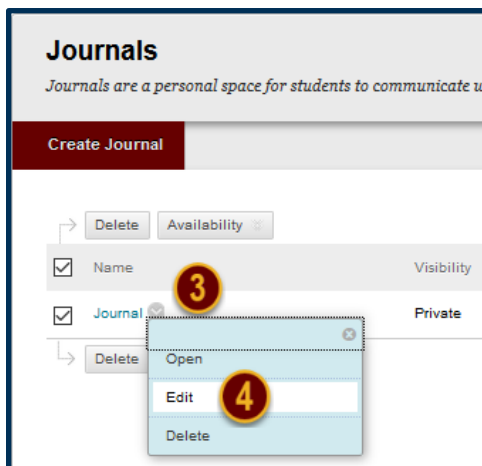
### Step 1

To Associate a Rubric with a Journal, you must first access the Journals tool. The Journals tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the “Journals” option [2].



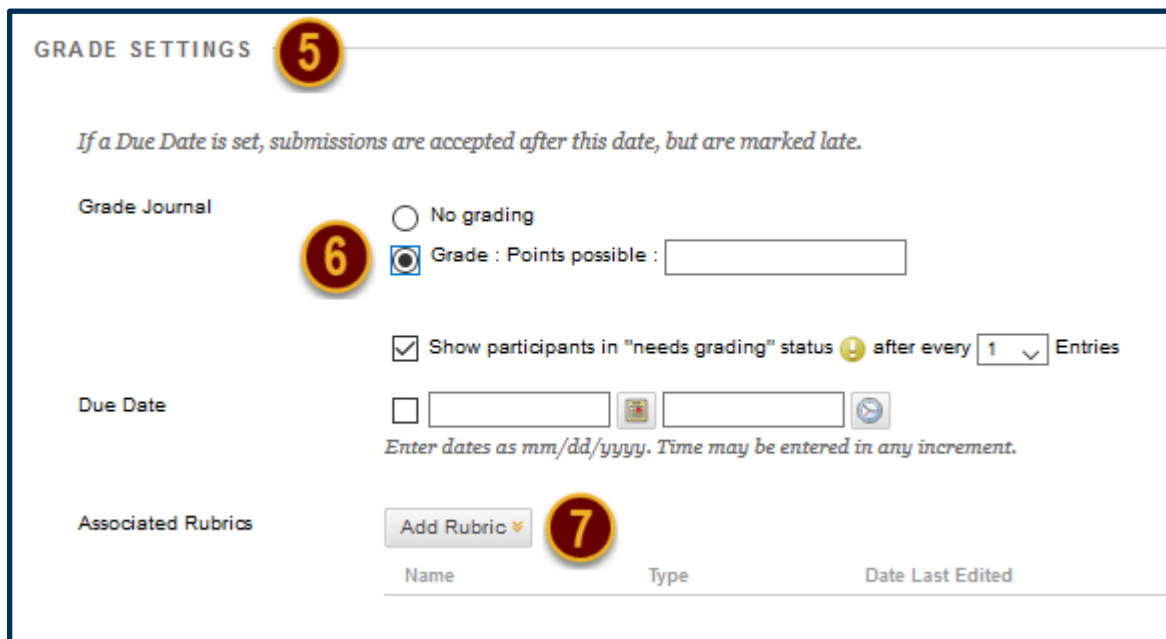
### Step 2

Look for the Journal you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Journal's title and select “Edit” [4].



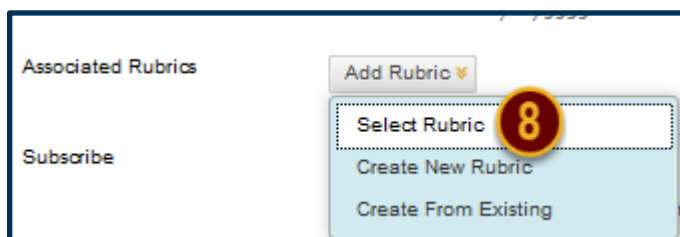
### Step 3

From the Edit Journal page, scroll to the Grade Settings section [5]. From the *Grade Journal* row, choose the “Grade:” setting [6]. Enabling this setting will create two new rows--*Due Date* and *Associated Rubrics*. Following the *Associated Rubrics* row, click on the *Add Rubric* drop-down list [7].



### Step 4

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [8].



### Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Journal [9], and then click the *Submit* button [10].

### Select Rubrics

<input type="checkbox"/>	Name ▲	Description	Date Last Edited
<input checked="" type="checkbox"/>	Percent Rubric	This rubric will be used for all major tests.	5/8/18 8:28 AM
<input type="checkbox"/>	Point Rubric	This rubric will be used for all major essays.	5/8/18 8:29 AM

Displaying 1 to 2 of 2 items | [Show All](#) | [Edit Paging...](#)

Selected Rubrics  **Cancel** **Submit**

## Step 6

For students to see the Rubric you have Associated with this Journal, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [11].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Grade Journal

No grading

Grade : Points possible :  **12**

Show participants in "needs grading" status ● after every  Entries

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
Percent Rubric	Used for Grading	May 8, 2018 8:28:25 AM	<b>11</b> <input type="button" value="No"/> Yes (With Rubric Scores) Yes (Without Rubric Scores) After Grading

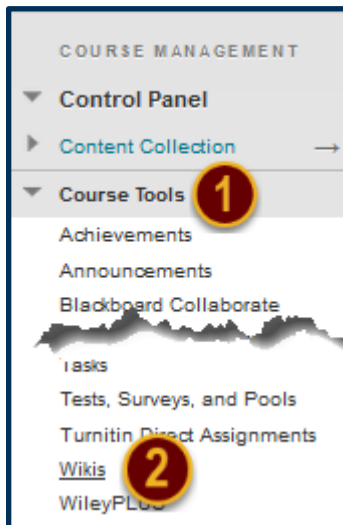


*For a percent-based Rubric, you must set the "Points Possible" Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.*

## Wikis

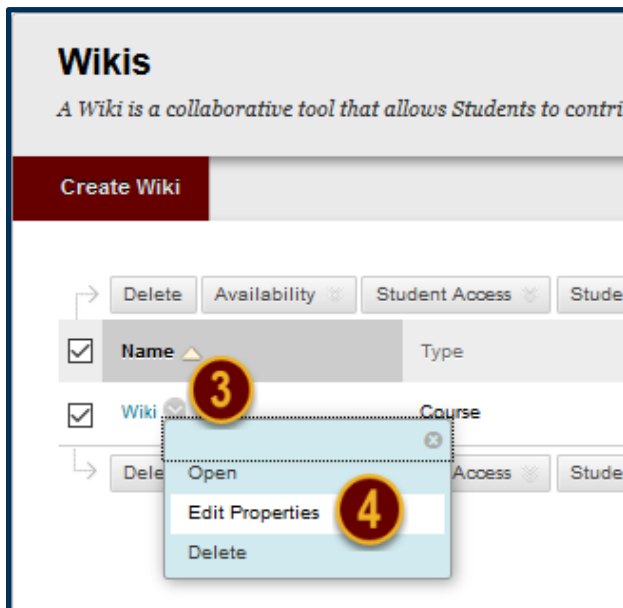
### Step 1

To Associate a Rubric with a Wiki, you must first access the Wikis tool. The Wikis tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the “Wikis” option [2].



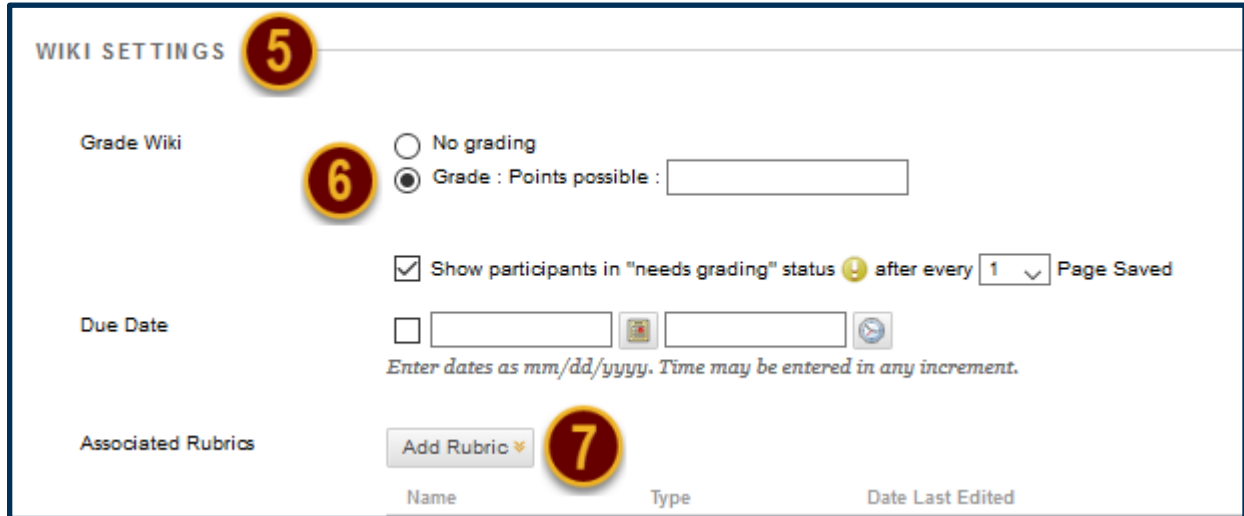
### Step 2

Look for the Wiki you want to grade. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the Wiki's title and select “Edit Properties” [4].



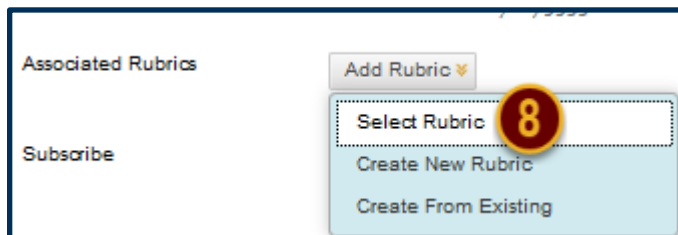
### Step 3

From the Edit Wiki page, scroll to the Wiki Settings section [5]. From the *Grade Wiki* row, choose the “Grade:” setting [6]. Enabling this setting will create two new rows--*Due Date* and *Associated Rubrics*. Following the *Associated Rubrics* row, click on the *Add Rubric* drop-down list [7].



### Step 4

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [8].



### Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Wiki [9], and then click the *Submit* button [10].

### Select Rubrics

<input type="checkbox"/>	Name ▲	Description	Date Last Edited
<input checked="" type="checkbox"/>	Percent Rubric	This rubric will be used for all major tests.	5/8/18 8:28 AM
<input type="checkbox"/>	Point Rubric	This rubric will be used for all major essays.	5/8/18 8:29 AM

Displaying 1 to 2 of 2 items Show All Edit Paging...

Selected Rubrics 1 Cancel Submit

## Step 6

For students to see the Rubric you have Associated with this Journal, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [11].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

### WIKI SETTINGS

Grade Wiki

No grading

Grade : Points possible :  12

Show participants in "needs grading" status after every  Page Saved

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
Percent Rubric	Used for Grading	May 8, 2018 8:28:25 AM	<span>11</span> <input type="text" value="No"/>

Click Submit to finish. Click Cancel to quit without saving changes.

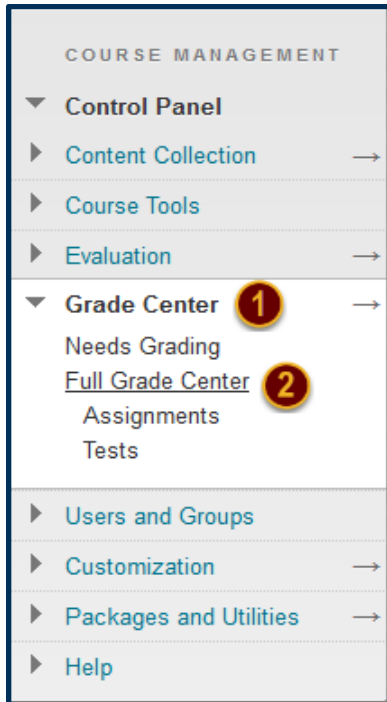


For a percent-based Rubric, you must set the "Points Possible" Grading option [12]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.

## Grade Center Columns

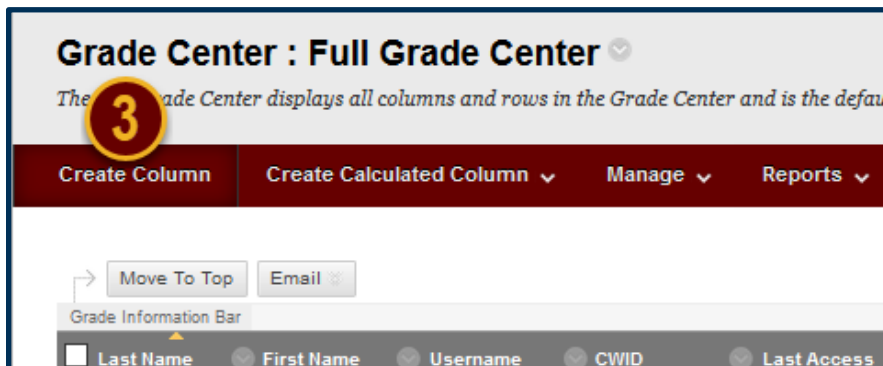
### Step 1

To Associate a Rubric with a manually created Grade Center Column, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the “Full Grade Center” option [2].



### Step 2

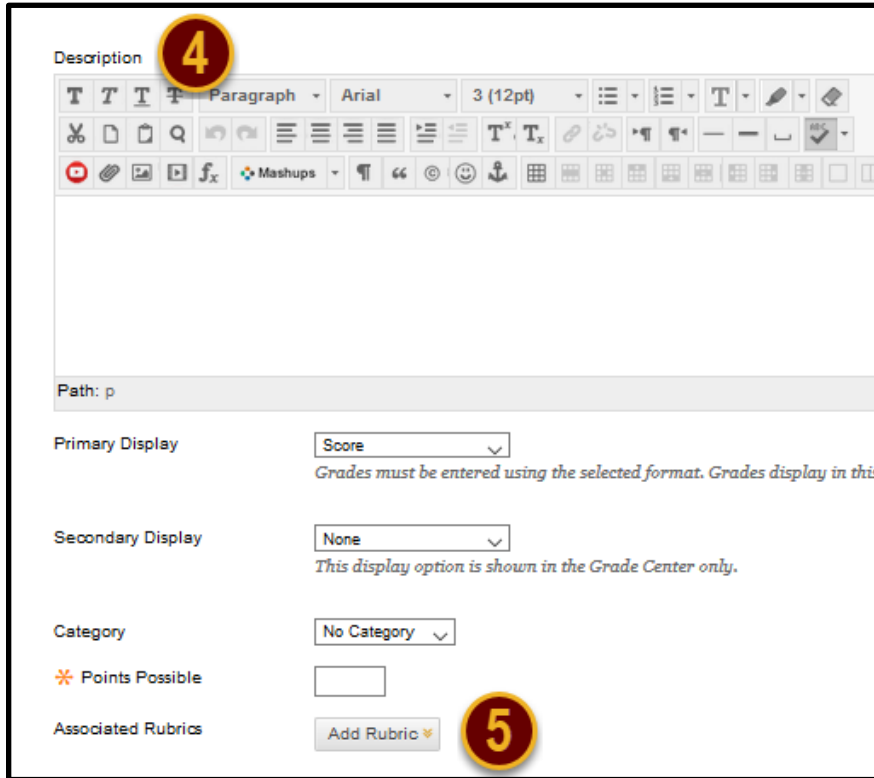
A Rubric can be attached to a new activity by creating a new column. Click the *Create Column* tab [3] on the Action Bar to open the Create Grade Column page.





### Step 3

Following the Description editor is a table of options [4]. From the *Associated Rubrics* row, click on the *Add Rubric* drop-down list [5].



Description **4**

Path: p

Primary Display  Grades must be entered using the selected format. Grades display in this

Secondary Display  This display option is shown in the Grade Center only.

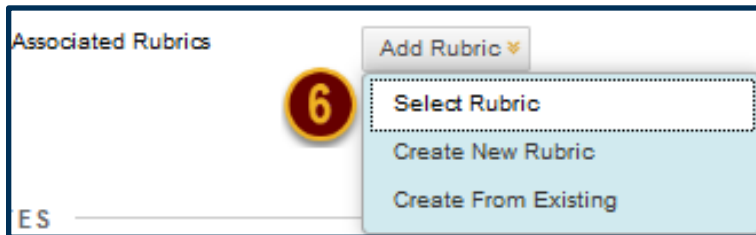
Category

\* Points Possible

Associated Rubrics  **5**

### Step 4

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [6].

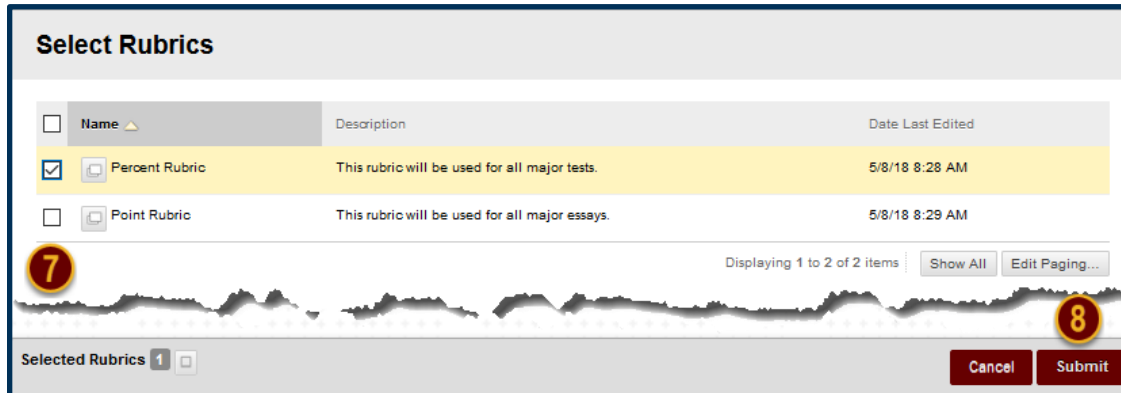


Associated Rubrics **6**

ES \_\_\_\_\_

## Step 5

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Grade Center Column [7], and then click the *Submit* button [8].



<input type="checkbox"/>	Name ▲	Description	Date Last Edited
<input checked="" type="checkbox"/>	Percent Rubric	This rubric will be used for all major tests.	5/8/18 8:28 AM
<input type="checkbox"/>	Point Rubric	This rubric will be used for all major essays.	5/8/18 8:29 AM

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

Selected Rubrics 1

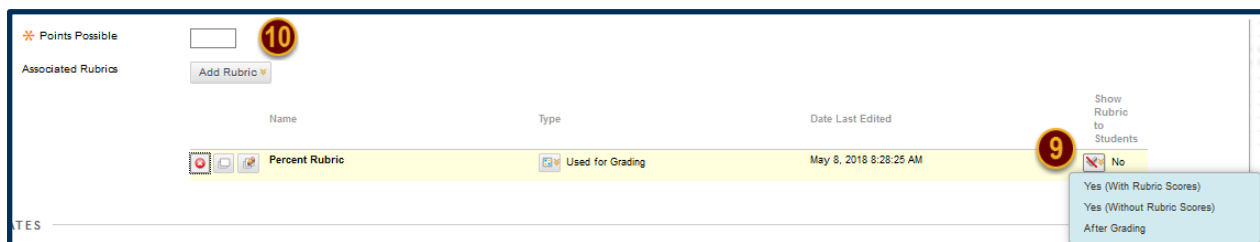
Cancel Submit

## Step 6

For students to see the Rubric you have Associated with this Grade Center Column, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [9].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.



\* Points Possible:

Associated Rubrics:

Name	Type	Date Last Edited	Show Rubric to Students
Percent Rubric	Used for Grading	May 8, 2018 8:28:25 AM	No

Show Rubric to Students: No

Yes (With Rubric Scores)  
 Yes (Without Rubric Scores)  
 After Grading



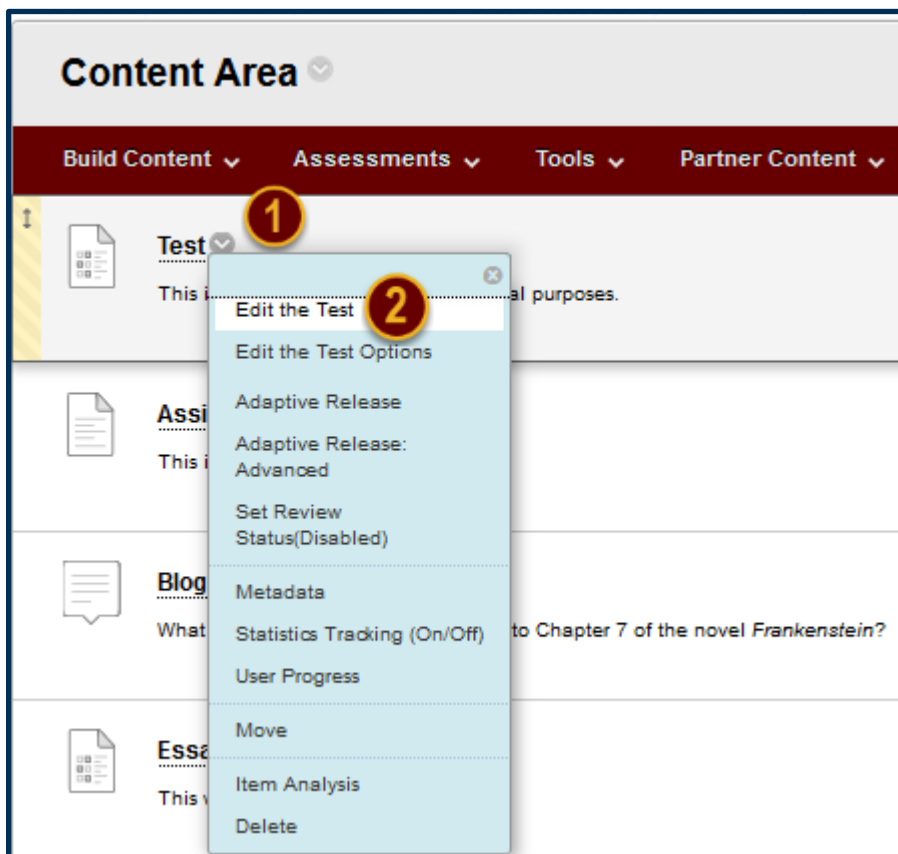
*For a percent-based Rubric, you must set the "Points Possible" Grading option [10]. For a points-based Rubric, the Assignment must be worth the same number of points as the total number of available points designated within the Rubric.*

## Test Questions

Before beginning this procedure, note that a Rubric cannot be applied to an entire test. A Rubric is applied to a **Test Question**, specifically to an essay response question, a short answer question, or a file upload question.

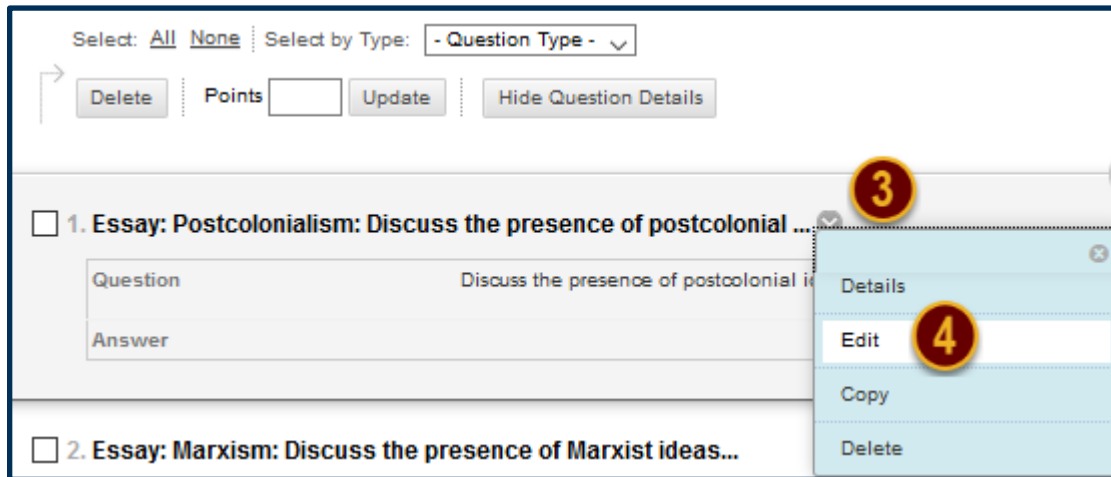
### Step 1

Navigate to the Test you want to grade. Open the Item Options menu [1] by clicking on the grey, drop-down arrow that follows the Test's title and select "Edit the Test" [2].



### Step 2

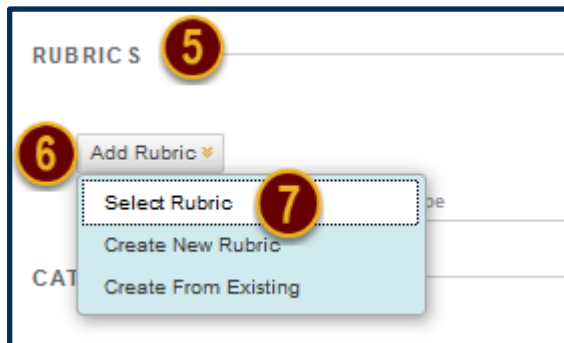
Locate the essay, short answer, or file upload question that you want to Associate with a Rubric. Open the Item Options menu [3] by clicking on the grey, drop-down arrow that follows the question's bold title and select "Edit" [4].



### Step 3

From the Create/Edit Question page, scroll to the Rubrics section [5]. Click on the *Add Rubric* drop-down list [6].

From this list, you may choose to add a Rubric you have already created or create a new Rubric. The “Create From Existing” option loads a Rubric you have already made to serve as the foundation for a new Rubric. For this tutorial, we will choose “Select Rubric” option [7].



### Step 4

The Select Rubrics window will open, displaying each of the Rubrics you have created. Check the checkbox preceding the Rubric you want to Associate with this Test Question [8], and then click the *Submit* button [9].

### Select Rubrics

<input type="checkbox"/>	Name ▲	Description	Date Last Edited
<input checked="" type="checkbox"/>	Percent Rubric	This rubric will be used for all major tests.	5/8/18 8:28 AM
<input type="checkbox"/>	Point Rubric	This rubric will be used for all major essays.	5/8/18 8:29 AM

Displaying 1 to 2 of 2 items Show All Edit Paging...

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Selected Rubrics 1 Cancel Submit

### Step 5

For students to see the Rubric you have Associated with this Test Question, you must change the Rubric's Visibility settings by clicking on the Icon in the *Show Rubric to Students* column [10].

There are four options you may select:

1. No: Students can't view the Rubric.
2. Yes (With Rubric Scores): Students can view the Rubric, the associated points/percentage, and their scores after grading.
3. Yes (Without Rubric Scores): Students can view the Rubric, but they will be unable to see the associated points/percentage or their scores after grading.
4. After Grading: Students can view the Rubric only after you have finished grading their submissions.

RUBRICS

Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
Percent Rubric	Used for Grading	May 8, 2018 8:28:25 AM	<div style="border: 1px solid gray; padding: 2px;"> <span>10</span> <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes (With Rubric Scores)  <input type="checkbox"/> Yes (Without Rubric Scores)  <input type="checkbox"/> After Grading           </div>

CATEGORIES AND KEYWORDS



*Rubrics associated with Test Questions will adjust their calculations to match the assigned point value of the question.*