

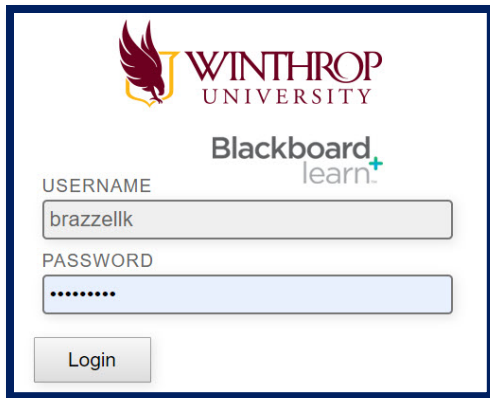
Access and Complete Embedded Measure Rubrics

Overview

This tutorial will explain how to access and complete embedded measure rubrics in the Blackboard Grade Center.

Step 1

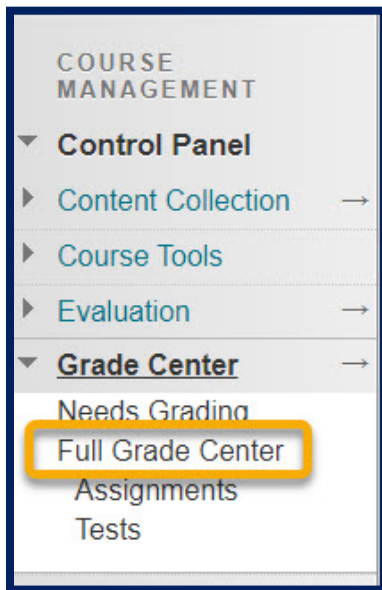
Log in to Blackboard at <https://bb-winthrop.blackboard.com/> using your Winthrop username and password.



A screenshot of the Blackboard login page. At the top left is the Winthrop University logo. To its right is the text "Blackboard learn+". Below this, there are two input fields: "USERNAME" with the text "brazzellk" and "PASSWORD" with a masked password "*****". A "Login" button is located at the bottom left of the form.

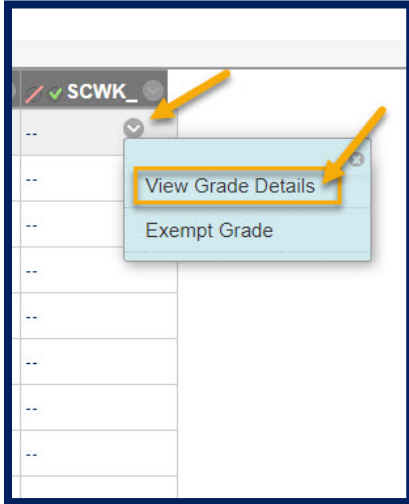
Step 2

Open the course containing the embedded measures. From the bottom, left Control Panel menu, click Grade Center, then Full Grade Center.



Step 3

Locate the Grade Center column that begins with SCWK_. Click inside the first student's cell in that column. Click the drop down arrow and select View Grade Details.

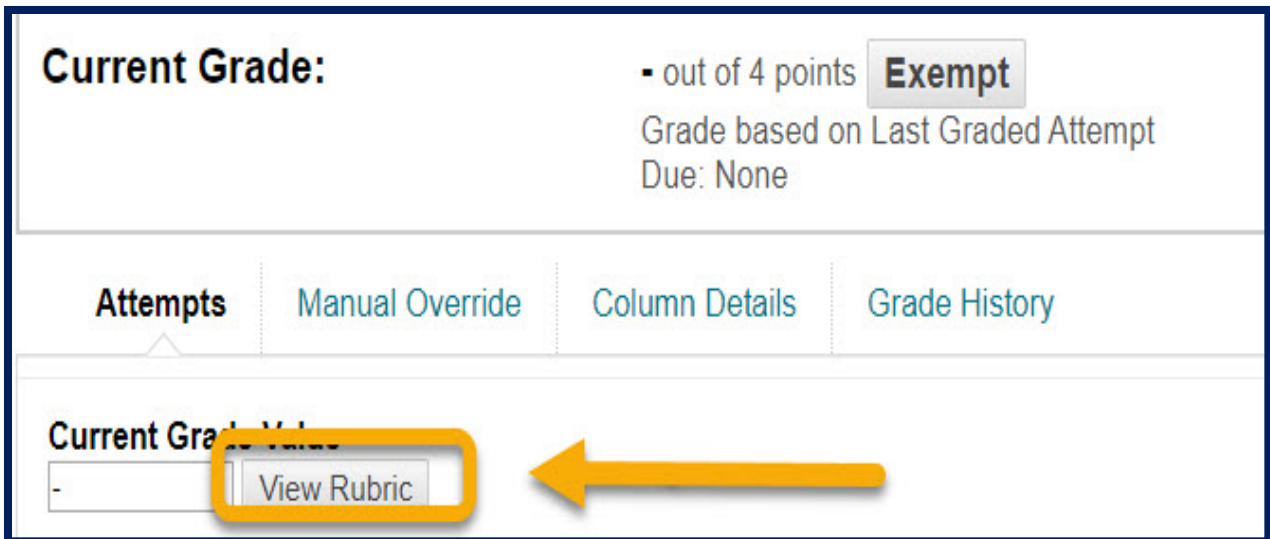


Step 4

On the Grade Details screen, click the View Rubric button.

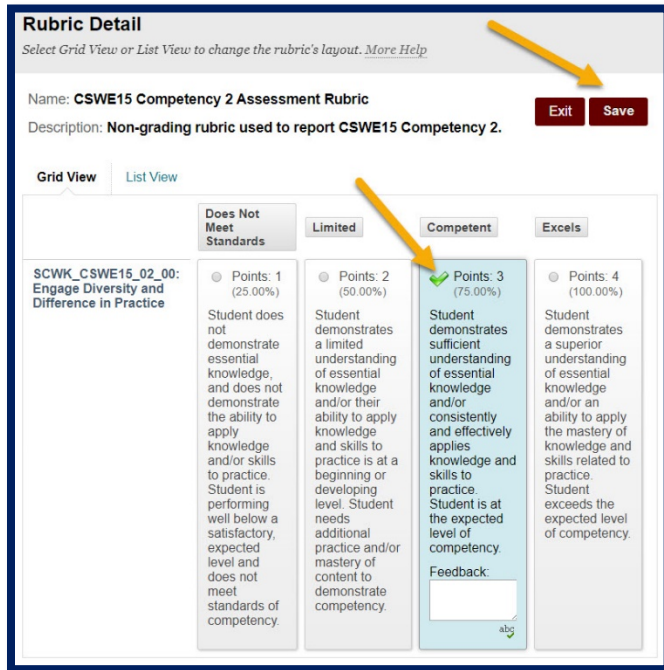


Note: It is important to use the rubric to complete the assessment. Please do not manually input scores in the grade center column, as this will invalidate assessment reports.



Step 5

The rubric will display in a new window. Click on the appropriate score in the rubric, then click **SAVE** to submit the rubric.



Rubric Detail
Select Grid View or List View to change the rubric's layout. [More Help](#)

Name: **CSWE15 Competency 2 Assessment Rubric** Exit Save

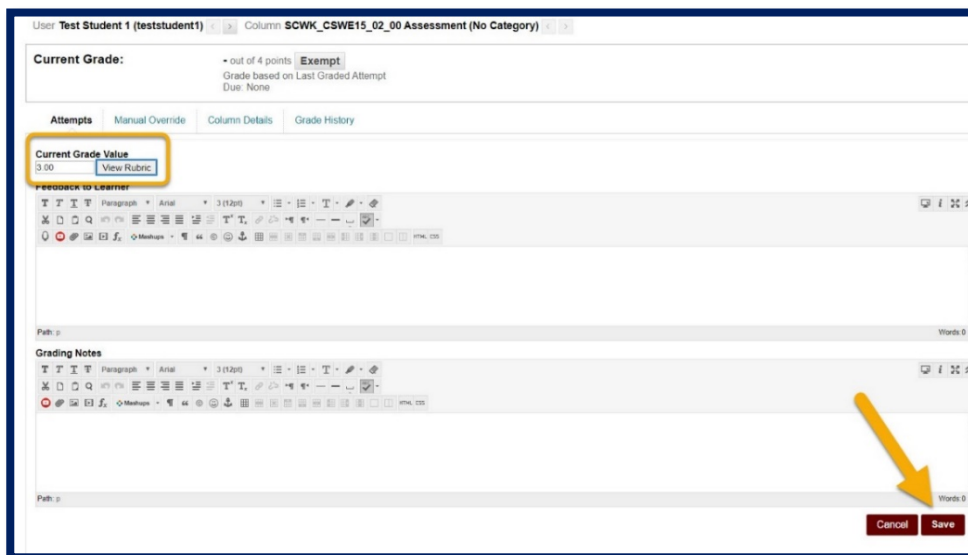
Description: **Non-grading rubric used to report CSWE15 Competency 2.**

Grid View List View

	Does Not Meet Standards	Limited	Competent	Excels
SCWK_CSWE15_02_00: Engage Diversity and Difference in Practice	<input type="radio"/> Points: 1 (25.00%) Student does not demonstrate essential knowledge, and does not demonstrate the ability to apply knowledge and/or skills to practice. Student is performing well below a satisfactory, expected level and does not meet standards of competency.	<input type="radio"/> Points: 2 (50.00%) Student demonstrates a limited understanding of essential knowledge and/or their ability to apply knowledge and skills to practice is at a beginning or developing level. Student needs additional practice and/or mastery of content to demonstrate competency.	<input checked="" type="radio"/> Points: 3 (75.00%) Student demonstrates sufficient understanding of essential knowledge and/or consistently and effectively applies knowledge and skills to practice. Student is at the expected level of competency. Feedback: <input type="text"/>	<input type="radio"/> Points: 4 (100.00%) Student demonstrates a superior understanding of essential knowledge and/or an ability to apply the mastery of knowledge and skills related to practice. Student exceeds the expected level of competency.

Step 6

After saving the rubric, you will return to the Grade Details screen. Check that the score is now appearing in the Current Grade Value field. **If you wish to edit the score, click back on the View Rubric button and be sure to save the rubric after changing the score.** Click **SAVE** at the bottom, right to submit the score to the Grade Center.



User: Test Student 1 (teststudent1) Column: SCWK_CSWE15_02_00 Assessment (No Category)

Current Grade: - out of 4 points **Exempt**
Grade based on Last Graded Attempt
Due: None

Attempts Manual Override Column Details Grade History

Current Grade Value 3.00 View Rubric

Feedback to Learner

Grading Notes

Cancel Save

Step 7

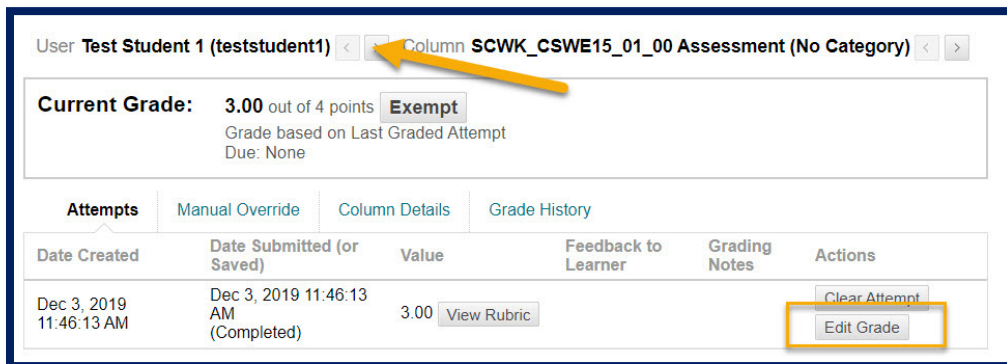
A green *Edit was Successful* banner will display after saving.



Click on the right navigation arrow in the *User* area to advance to the next student. Repeat steps 4 through 7 for each student in the course. The right navigation arrow will gray out when you have reached the last student.



Note: To edit a score that has already been submitted to the Grade Center, click on the Edit Grade button on the far right of the Grade Details screen, then click on the View Rubric button. Be sure click SAVE on the rubric after changing the score, then click SAVE to submit the score to the Grade Center.



User **Test Student 1 (teststudent1)** < > Column **SCWK_CSWE15_01_00 Assessment (No Category)** < >

Current Grade: 3.00 out of 4 points **Exempt**
 Grade based on Last Graded Attempt
 Due: None

Attempts | Manual Override | Column Details | Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Dec 3, 2019 11:46:13 AM	Dec 3, 2019 11:46:13 AM (Completed)	3.00	View Rubric		<input type="button" value="Clear Attempt"/> <input type="button" value="Edit Grade"/>

Step 8

Click *Return to Grade Center* at the bottom, right after you have scored the last student. Upon returning to the Full Grade Center, the students' scores will appear within the SCWK column. Check to be sure that each student has a score in the column. If there are additional SCWK_columns in the Grade Center, repeat steps 3 through 8 for each additional column.

