

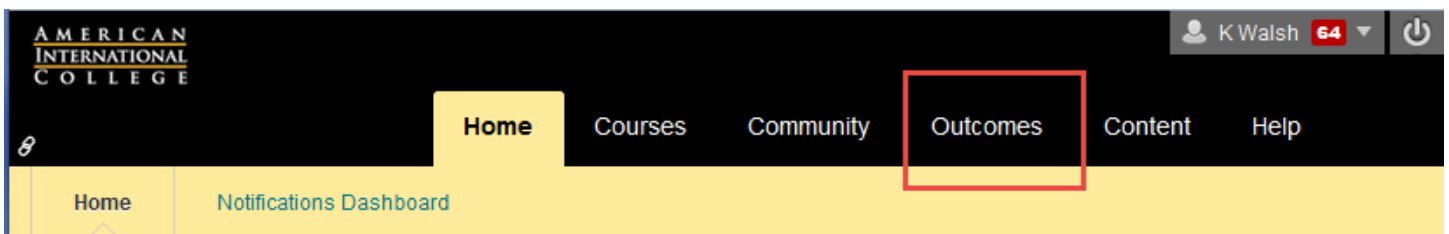
Creating Rubrics for Blackboard Outcomes Assessment

If you have loaded your program outcomes into Blackboard, you will need to align your individual assignments to specific department outcomes. When doing this, Blackboard uses the Rubrics tool to help you evaluate student work consistently and objectively against your department's criteria. Evaluators will see the rubric when reviewing student work, but students will not have access to the rubric or evaluation data. This document outlines the steps for creating a rubric in Blackboard that will be used for evaluating outcomes.

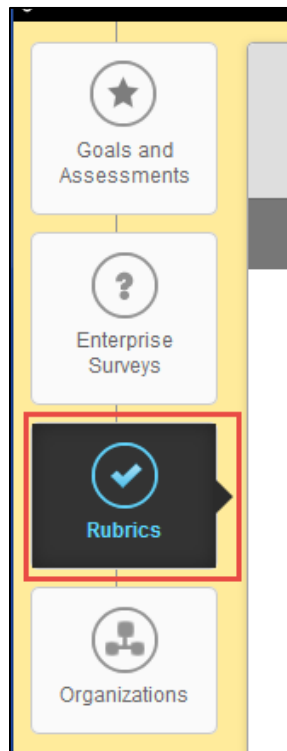


Important: Once you have used a rubric for evaluation, you cannot edit it. You can, however, copy the rubric to create a duplicate rubric that you can update. It is recommended that you include the edit date in the description.

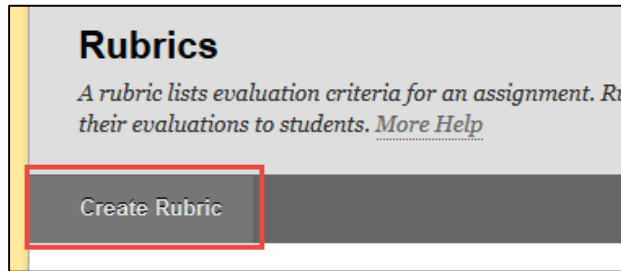
1. Log into Blackboard and click on the **Outcomes** tab at the top of the screen. You do not need to enter a course.



2. Click on **Rubrics** on the left side of the page.



3. Click on the **Create Rubric** button at the top of the page.



4. Type a name and description for the rubric. The name should be specific so that it is easy to associate it to relevant programs, courses and objectives (e.g., “MBA Critical Thinking Rubric”). You can create as many rubrics as needed, so this rubric should be specific to a particular objective. Check the box next to **Public**.

1. Rubric Information

* Name

Description

ABC

Type a description for the rubric here.

Public

5. Edit the rubric grid to include the type of feedback and scoring you need. By default, new rubrics have three rows and three columns. You can add additional rows and columns as needed. For each cell, include a description and point value for the level of achievement. It is recommended that you do not exceed ten rows on your rubric, as Blackboard will have difficulty processing the results and generating graphs.

2. Rubric Detail

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

The screenshot shows the Rubric Detail interface. At the top, there are two buttons: 'Add Row' and 'Add Column', both highlighted with a red box and a red circle containing the number 1. To the right of these buttons is a dropdown menu labeled 'Rubric Type:' with 'Points' selected, also highlighted with a red circle containing the number 2. Below this is a section for 'Levels of Achievement' with a dropdown arrow. Underneath, there are three columns for achievement levels: 'Novice', 'Competent', and 'Proficient', each with a dropdown arrow. The 'Competent' column is highlighted with a red circle containing the number 5. To the left of the grid, there are two sections: 'Criteria' and 'Formatting', both with dropdown arrows. A red circle containing the number 6 is positioned over the 'Criteria' dropdown. The grid itself consists of six cells, each with a 'Points' input field (set to 0) and a text area for description. The first cell in the first row is highlighted with a red circle containing the number 3, and the text area in that cell is highlighted with a red circle containing the number 4. At the bottom left of the grid, there is a section for 'Organization' with a dropdown arrow.

1. Click on **Add Row** to add a new criterion to the grid, or **Add Column** to add a new level of achievement. By default, these items will be added to the end of the list.
2. Select a **Rubric Type** from the drop-down list: **Points** (a single point value per level) or **Point Range** (a range of values per level).
3. Assign a point value or point range for each level of achievement.
4. Add a description for each level of achievement. This should define the criteria for earning this point value. **Note:** Descriptions are limited to 1,000 characters.
5. Click on the drop-down menu next to each row or column name to rename it.
6. Click on **Criteria** or **Levels of Achievement** to reorder the rows or columns.

6. Click **Submit** to complete your rubric. For instructions on applying your rubric to specific outcomes, please refer to the corresponding documents in myAIC.



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