

LEARNING MANAGEMENT SYSTEM USER GUIDE: RUBRICS

Please note: This guide refers to **Blackboard** rubrics, **not Turnitin rubrics**. If you need to create or edit a Turnitin rubric, please see the relevant Turnitin guide. Creating a rubric via the method below will **not** enable you to use it with a Turnitin assignment.

Rubrics allow you to define consistent criteria by which an assessment task may be marked. The criteria can be made available to students, so they will be able to determine the quality of work needed to achieve the highest possible mark.

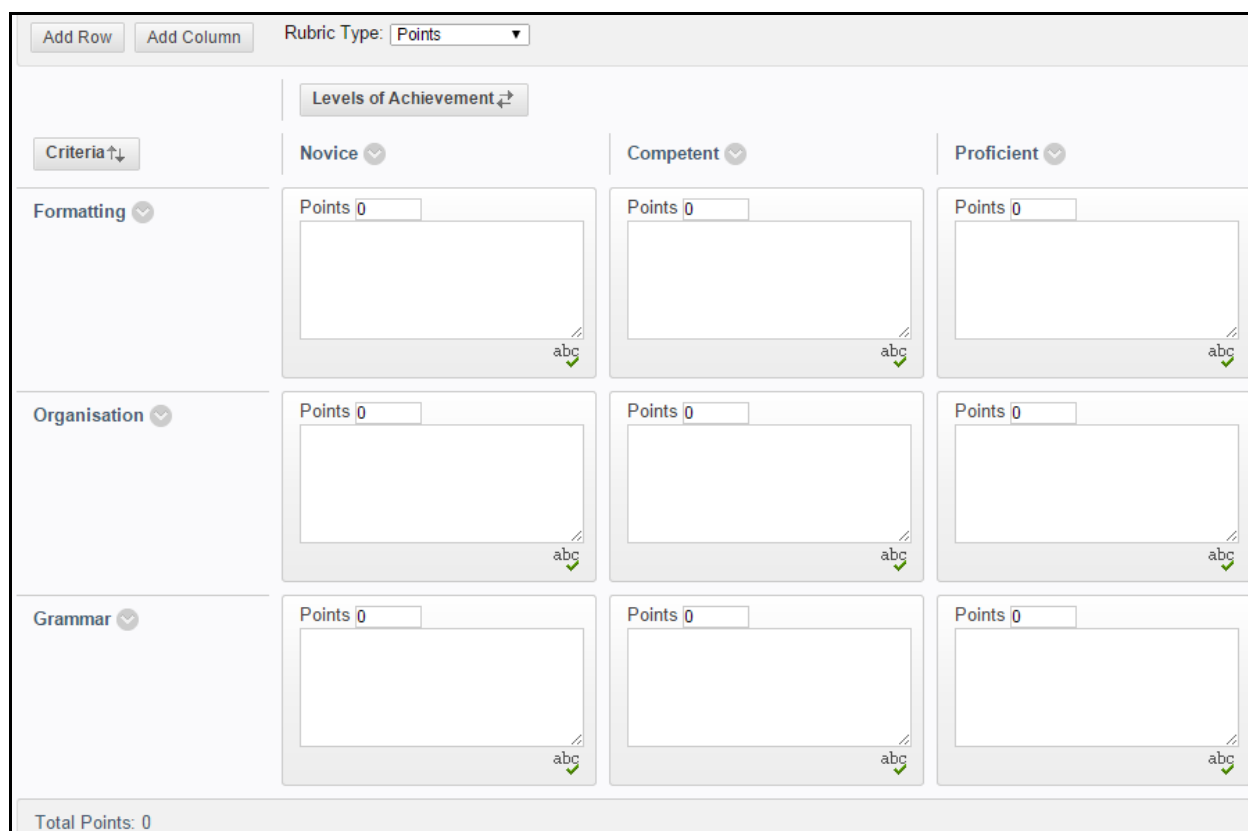
Rubrics may be marked as *No Points* (qualitative only), *Points*, *Point Range*, *Percentage* or *Percent Range*.

Once created, rubrics may be exported and used in other LMS subjects. Rubrics attached to an assignment, discussion board, journal, blog, wiki or grade centre column will be available to all staff grading that assignment.


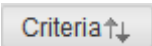
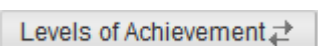
Create a rubric

When a rubric is created it is attached to a subject. It is then available for use by all staff within that subject, in as many Assignments, Discussion Board forums or Grade Centre columns as desired. To become available in other subjects, the rubric will need to be exported (process shown on page 2).

1. Select **Control Panel >> Subject Tools >> Rubrics**.
2. Click **Create Rubric**.
3. Enter a *Name* and *Description* (optional).
4. By default three rows showing criteria (formatting, organisation and grammar) and three columns showing levels of achievement (novice, competent and proficient) will be visible.
Note: The rubric you see may differ to the one below depending on rubric type being displayed.



5. Edit row or column names by clicking the down arrow next to the title and selecting **Edit**.

6. Create more rows or columns using the **Add Row** or **Add Column** buttons (top left of the **Rubric Detail** section and shown in the previous image).
7. Delete unwanted rows or columns by clicking the down arrow next to the title and selecting **Delete**.
8. Select the **Rubric Type**: No Points, Points, Point Range, Percent or Percent Range.
9. Enter points, point range, percent or percent range as applicable for each criterion / level.
10. Enter a definition for each level in each criterion. This definition will be used to determine the level attained by the student and will be visible to students, when they receive their final mark and feedback (or earlier depending on options selected by staff).
Note: A spelling checker is available within this text area. Click the tool to the bottom right of each text area to activate. 
11. Reorder rows using the **Criteria** button. 
12. Reorder columns using the **Levels of Achievement** button. 
13. Click **Submit**.

Copy a rubric

It is often quicker to take a copy of a rubric and modify it than to create a new rubric 'from scratch'.

1. Select **Control Panel >> Subject Tools >> Rubrics**.
2. Click the down pointing arrow next to the rubric title.
3. Select **Copy**.
4. A rubric called "*Copy of <original rubric name>*" appears.
5. Edit the copy as desired: Click the down pointing arrow next to the rubric title >> **Edit**.

Export a rubric

Rubrics are attached to a subject/community, not to a person. If you create a rubric you wish to use in another subject you will need to export it from where it was created and import it into the subject where it will be used. Subsequent editing of the rubric will only affect the copy being edited.

1. Select **Control Panel >> Subject Tools >> Rubrics**.
2. Click the check box to the left of the rubric title.
3. Select **Export** (at top and bottom of the list of rubrics).
4. Select *Export Location* of **Local Computer** or **Content Collection**.
5. Click **Submit**.
6. Click **Download**. The rubric is downloaded as a .ZIP file with a name in the following format:
Rubric_ExportFile_[subject name]_[random number].zip.
7. Click **OK** to return to the list of rubrics.

Import a rubric

Rubrics are attached to a subject/community, not to a person. If you create a rubric you wish to use in another subject you will need to export it from where it was created and import it into the subject where it will be used.

1. Select **Control Panel >> Subject Tools >> Rubrics**.
2. Click **Import Rubric**.
3. Browse to locate the rubric file: **My Computer** or **Content Collection**.
4. Click **Open**.
5. Click **Submit**. Import data will appear.
6. Click **OK**.






Attach a rubric

A rubric may be attached when creating or editing an assignment, discussion board, journal, blog or wiki, or by editing a column in the Grade Centre. The examples below show attaching an existing rubric when creating an assignment, creating a discussion board, creating a content page journal, creating a group wiki and editing a Grade Centre column.

Note: Once a rubric has been added and used for marking, the rubric may no longer be edited. However, the rubric may be copied and edited as needed.

When creating an assignment

1. Navigate to the position in the subject where the assignment is to be created.
2. Ensure *Edit Mode* is **ON**.
3. Select **Create Assessment >> Assignment**.
4. Enter name, instructions and add linked files as per usual.
5. Enter **Points Possible**.
6. At *Associated Rubrics* select **Add Rubric >> Select Rubric**.
Note: It is possible to *Create New Rubric* and *Create From Existing* (copy rubric) here also.
7. Click the check box next to the desired rubric.
8. Click **Submit**.
Note: If you are using a points rubric, you will be prompted to set the rubrics maximum points as the Points Possible for the assignment.
9. The rubric is attached and appears with options for editing preferences.




Name	Type	Date Last Edited	Show Rubric to Students
   Essay	 Used for Grading	04/11/2014 8:07:04 AM	 No

10. Put your cursor on an icon to see options.
One option you may wish to change is **Show Rubric to Students** (default No).
Options include: Yes (with Rubric Scores), Yes (without Rubric Scores), After Grading and No.
11. Select **Submission Details, Grading Options, Display of Grades, Availability and Due Date** options.
Note: As none of these options have a direct impact on the rubric, details are available in the Assignment guide: http://www.lms.unimelb.edu.au/user_guides/assignments_guide.pdf
12. Click **Submit**.

Note: To see all assessment tasks using a particular rubric: Select **Control Panel >> Subject Tools >> Rubrics >>** down arrow next to title of rubric >> **View Associated Content**.

When creating a discussion board

1. Navigate to the discussion board tool.
2. Select **Create Forum**.
3. Enter name, description and forum availability as desired.
4. At **Forum Settings >> Grade** select **Grade Discussion Forum**.
Additional options appear, including Add Rubric.
5. Enter **Points Possible**.
6. In **Show participants in "needs grading"...** select your preferred number of posts for the reminder to appear.
7. At *Associated Rubrics* select **Add Rubric >> Select Rubric**
Note: It is possible to *Create New Rubric* and *Create From Existing* (copy rubric) here also.
8. Click the check box next to the desired rubric.
9. Click **Submit**.
Note: If you are using a points rubric, you will be prompted to set the rubrics maximum points as the Points Possible for the assignment.
10. The rubric is attached and appears with options for editing preferences.

Name	Type	Date Last Edited	Show Rubric to Students
 Essay	 Used for Grading	04/11/2014 8:07:04 AM	 No

11. Put your cursor on an icon to see options.
One option you may wish to change is **Show Rubric to Students** (default No).
Options include: Yes (with Rubric Scores), Yes (without Rubric Scores), After Grading and No.
12. Select **Subscribe**, **Create and Edit** and **Additional** options.
Note: As none of these options have a direct impact on the rubric, details are available in the Discussion Board guide: http://www.lms.unimelb.edu.au/user_guides/discussions_guide.pdf
13. Click **Submit**.






Note: To see all assessment tasks using a particular rubric: Select **Control Panel >> Subject Tools >> Rubrics >>** down arrow next to title of rubric **>> View Associated Content**.

When creating a content page journal

1. Navigate to the content page where you would like the journal to appear.
2. Ensure **Edit Mode** is **ON**.
3. Select **Tools >> Journal**.
4. Click **Create New Journal**.
5. Enter a **Name** for the journal and **Instructions** (if desired).
Note: The instructions should be kept very short as they appear at the top of the tool whenever the tool is open. These can be hidden by individual people, but a better option may be to create an item on the same page as the tool, to contain the instruction text.
6. Under **Journal Availability** choose if the journal should be available to students.
7. If the journal is to be available you can choose to **Limit Availability**, choosing the dates/times that the journal will be visible.
8. **Journal Settings** lets you choose the indexing (display of post as weekly or monthly), plus whether students will be able to edit and delete posts, and delete comments.
There is also an option to **Permit Subject Users to View Journal**. The default is that this

option is not selected, so that students may only read their own journal entries. Turn this option on if you want to allow students to see all participants in the journal and select to read posts.

9. **Grade Settings** let you choose to grade this journal. If you choose to grade you will be asked to select **Points Possible** and the number of posts required to show a Needs Grading icon for that student in the grade centre.
A due date may be added and this will appear in the subject calendar.
10. At *Associated Rubrics* select **Add Rubric >> Select Rubric**
Note: It is possible to *Create New Rubric* and *Create From Existing* (copy rubric) here also.
11. Click the check box next to the desired rubric.
12. Click **Submit**.
Note: If you are using a points rubric, you will be prompted to set the rubrics maximum points as the Points Possible for the assignment.
13. The rubric is attached and appears with options for editing preferences.

Name	Type	Date Last Edited	Show Rubric to Students
   Essay	 Used for Grading	04/11/2014 8:07:04 AM	 No

14. Put your cursor on an icon to see options.
One option you may wish to change is **Show Rubric to Students** (default No).
Options include: Yes (with Rubric Scores), Yes (without Rubric Scores), After Grading and No.
15. **Submit**.
16. You now have the option to link to the journal on the page.
17. In **Link to Journal** the new blog should be highlighted.
18. **Next**.
19. Add **Name** and **Text** as desired.
20. Select **Options** (available, track views and date restrictions) as desired.
21. **Submit**.

Note: Detailed information on creating content page journals, blogs and wikis is available in our online guide: http://lms.unimelb.edu.au/user_guides/bliki_workshop_guide.pdf






When creating a group wiki

1. Ensure *Edit Mode* is **ON**.
2. Select **Control Panel >> Users and Groups >> Groups**.
3. **Create Single Group >> Manual Enrol**.
4. Enter a *Name* and *Description* (optional).
5. By default the *Group is visible to students*: **Yes**. Students will be able to access the group pages if they are a member of the group. Only groups that are available are able to be set as the recipients of group assignments.
If you select **No**, students will not be able to see the group pages, or sign up (if it is a self-enrol group).
6. Click the check box next to the wiki tool.
7. Click **Grade** and enter the **Points Possible**.
8. Choose how often the Needs Grading status will be activated (number of page saves).
9. Select **Add Rubric >> Select Rubric**
Note: It is possible to *Create New Rubric* and *Create From Existing* (copy rubric) here also.
10. Click the check box next to the desired rubric.

11. Click **Submit**.

Note: If you are using a points rubric, you will be prompted to set the rubrics maximum points as the Points Possible for the assignment.

12. The rubric is attached and appears with options for editing preferences.

Name	Type	Date Last Edited	Show Rubric to Students
   Essay	 Used for Grading	04/11/2014 8:07:04 AM	 No

13. Put your cursor on an icon to see options.

One option you may wish to change is **Show Rubric to Students** (default No).

Options include: Yes (with Rubric Scores), Yes (without Rubric Scores), After Grading and No.

14. Select if students will be able to personalise the group space modules.

15. At *Group Options* click the check box if you would like a Grade Centre *Smart View* to be created for this group. A smart view is a subset view of students and or columns in the grade centre.16. **Add Users** to select group members. Click the check box to the left of the required group members then click **Submit**.17. **Submit**.

Note: Detailed information on creating group journals, blogs and wikis is available in our online guide: http://lms.unimelb.edu.au/user_guides/bliki_workshop_guide.pdf

When editing a Grade Centre column

Manually created columns in the grade centre may also use a rubric.

Note: The instructions below assume you already have a manually created column in the grade centre. See the Grade Centre guide for information on creating columns:

http://www.lms.unimelb.edu.au/user_guides/grade_centre_guide.pdf

1. Select **Control Panel >> Grade Centre >> Full Grade Centre**.

2. Navigate to the existing column.

3. Click the down pointing arrow in the column title.

4. **Edit Column Information**.5. At *Associated Rubrics* (below Points Possible) select **Add Rubric >> Select Rubric**






Notes: It is possible to *Create New Rubric* and *Create From Existing* (copy rubric) here also.

6. Click the check box next to the desired rubric.

7. Click **Submit**.

Note: If you are using a points rubric, you will be prompted to set the rubrics maximum points as the Points Possible for the assignment.

8. The rubric is attached and appears with options for editing preferences.

Name	Type	Date Last Edited	Show Rubric to Students
   Essay	 Used for Grading	04/11/2014 8:07:04 AM	 No

9. Put your cursor on an icon to see options.

One option you may wish to change is **Show Rubric to Students** (default No).

Options include: Yes (with Rubric Scores), Yes (without Rubric Scores), After Grading and No.

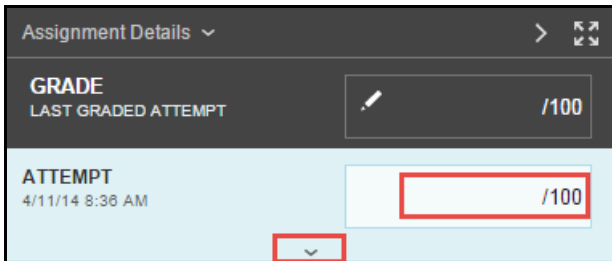
10. Click **Submit**. The column in the Grade Centre is closed.

Grade using rubrics

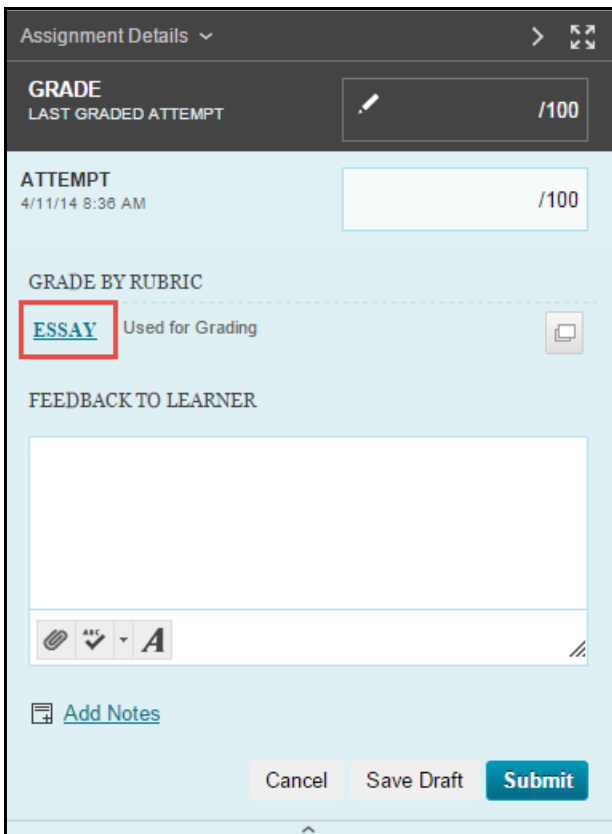
Assignment

The rubric will be available to staff in a separate window when grading an assignment.

1. Select **Control Panel >> Grade Centre >> Needs Grading**.
2. A list of submissions for all assessment that needs grading will appear.
3. Click the name of the student to be marked. The student's submission is displayed.
4. Click the light blue Attempt area (as if to enter a grade) or the down pointing arrow for the attempt to display more options.




5. Click the title of the rubric to open.



6. The rubric appears and may be used for marking.

GRADE BY RUBRIC

ESSAY Used for Grading 

Show Descriptions Show Feedback

APPEARANCE 5 (5%)

Novice 0 (0%)–3 (3%) points

Competent 5 (5%) points

Proficient 7 (7%)–10 (10%) points

ACCURACY 63 (63%)

Novice 0 (0%)–20 (20%) points

Competent 21 (21%)–35 (35%) points

Proficient 63 (63%) points

INGENUITY 4 (4%)


Novice 4 (4%) points

Competent 6 (6%)–10 (10%) points

Proficient 11 (11%)–20 (20%) points

Raw Total: 72.00 (of 100.0)
Change the number of points out of 100.0 to:

7. Click **Show Descriptions** and **Show Feedback** for more options.

ESSAY Used for Grading 


Show Descriptions Show Feedback

APPEARANCE 5 (5%)

Novice 0 (0%)–3 (3%) points
More work needed.

Competent 5 (5%) points
You are progressing well.

Proficient 7 (7%)–10 (10%) points
This is excellent work.

ESSAY Used for Grading 

Show Descriptions Show Feedback


APPEARANCE 5 (5%)

Novice 0 (0%)–3 (3%) points

Competent 5 (5%) points

Proficient 7 (7%)–10 (10%) points

Feedback:



8. Click the associated button to select a level for each criterion. Enter feedback per criterion as desired.
9. Click **Save Rubric**.
If the rubric calculated a score, this score will be added to the assignment attempt.
10. Enter **Feedback to Learner** if desired.
11. Add **Notes** if desired (visible to teaching staff only).
12. Click **Submit**.
13. If there are additional assignments that need marking, the next one is now displayed.

Discussion board forum

The rubric will be available to staff in a separate window when grading a forum. Although marking via the discussion board tool is shown here, it is also possible to grade via the Grade Centre and via Needs Attention (if the reminder option was set).

1. Navigate to the discussion board and open it to display threads.
2. Click **Grade Discussion Forum**.
3. A list of all students will be displayed.
4. Click the **Grade** button to the right of the student to be marked.
5. Posts by that student are displayed on the left, grade options are displayed on the right.
6. Click the rubric name to open the rubric and begin marking.
7. The rubric appears and is ready for marking.

GRADE BY RUBRIC

ESSAY Used for Grading 📄

Show Descriptions Show Feedback

APPEARANCE 5 (5%)

Novice 0 (0%)–3 (3%) points

Competent 5 (5%) ▼ points

Proficient 7 (7%)–10 (10%) points

ACCURACY 63 (63%)

Novice 0 (0%)–20 (20%) points

Competent 21 (21%)–35 (35%) points

Proficient 63 (63%) ▼ points

INGENUITY 4 (4%)

Novice 4 (4%) ▼ points

Competent 6 (6%)–10 (10%) points

Proficient 11 (11%)–20 (20%) points

Raw Total: 72.00 (of 100.0)
Change the number of points out of 100.0 to:

Forum Statistics > ⌵ ⌶

Debbie zz_Emerson (1) !

GRADE /100

4/11/14 10:08 AM

GRADE BY RUBRIC

ESSAY Used for Grading 📄

FEEDBACK TO LEARNER

🔗 🔍 🔧 🔤 🔤 🔤 🔤

📝 [Add Notes](#)

Submit

8. Click **Show Descriptions** and **Show Feedback** for more options.

ESSAY Used for Grading 📄

Show Descriptions Show Feedback

APPEARANCE 5 (5%)

Novice 0 (0%)–3 (3%) points

More work needed.

Competent 5 (5%) ▼ points

You are progressing well.

Proficient 7 (7%)–10 (10%) points

This is excellent work.

ESSAY Used for Grading 📄

Show Descriptions Show Feedback

APPEARANCE 5 (5%)

Novice 0 (0%)–3 (3%) points

Competent 5 (5%) ▼ points

Proficient 7 (7%)–10 (10%) points

Feedback:

abc 👍

9. Click the associated button to select a level for each criterion. Enter feedback per criterion as desired.

10. Click **Save Rubric**.
If the rubric calculated a score, this score will be added to the discussion forum.
11. Enter **Feedback to Learner** if desired.
12. Add **Notes** if desired (visible to teaching staff only).
13. Click **Submit**.
14. Click **OK** to return to list of students and continue grading.

Journal or blog

The option to grade a participant on their journal / blog activity is available via Grade Centre >> Needs Grading >> click a student name.

Participant activity may also be graded when all entries by a participant are being viewed inside the blog (steps shown below).

1. Open the journal / blog.
2. Above the **Index** the default view will be listed as **All Subject Members**.
3. Click **All Subject Members** and a list of all participants will be displayed in a drop down list.
4. Participants who need to be marked will have an exclamation mark after their name.
5. Click a participant's name from the list to mark them.
6. Current journal / blog activity by this participant will be displayed in the main pane.
7. The index (now below a grading screen that has appeared) will allow access to earlier activity by this participant.
8. In the grading pane that has appeared above the index, enter a grade and feedback for the participant.
9. Click the link below **Grade By Rubric** to open the rubric and select appropriate levels for each criterion.

The screenshot shows a mobile-style interface for grading a blog entry. At the top, it says 'Blog Details' with a dropdown arrow and navigation icons. Below that is the student's name 'Wynn Corbeni (1)' with left and right navigation arrows. The main section is titled 'GRADE' and contains a text input field with the value '/100'. Underneath is a section titled 'GRADE BY RUBRIC' which includes a link for 'FEEDBACK RUBRIC' with the text 'Used for Grading' and a small icon. Below that is a section titled 'FEEDBACK TO LEARNER' with a large text area. At the bottom of the form, there is a toolbar with icons for undo, redo, and text formatting, followed by an 'Add Notes' button. At the very bottom, there are three buttons: 'Cancel', 'Save Draft', and 'Submit'.

10. Click **Submit**.
11. A success message will appear. You can now select another participant to grade if desired.

Wiki

Teaching staff are able to grade a participant on their wiki activity via Grade Centre >> Needs Grading >> click a student name.

Participant activity may also be graded when viewing the activity of individuals in a wiki (steps shown below).

1. Open the wiki.
2. Click **Participation and Grading** (top right).
3. All participants who have contributed to this wiki will be displayed with a brief summary of their activity.
4. Click a participant's name in the summary table to open up details and grade them.
5. Alternatively, from the **All** drop down menu at the top of the right pane, select the participant to be graded.
6. Participants yet to be marked will have an exclamation mark after their name in this menu.
7. Each page that this participant has edited will be listed with details (version they edited, date and number of words).

Note: This page can quickly get busy as every version of any page they edit will appear as a separate item in the table.

8. Click a page version name to view it in a separate window.
9. Click the **User's Modifications** link to compare their edited version of a page with the previous/subsequent versions of that page.
10. In the grading pane that has appeared on the right, enter a grade and feedback for the participant.
11. Click the link below **Grade By Rubric** to open the rubric and select appropriate levels for each criterion.

The screenshot shows a 'Wiki Details' window for user 'Debbie zz_Emerson'. The main area is a light blue form with the following elements:

- GRADE**: A text input field containing '/100', with a timestamp '4/09/15 2:01 PM' to its left.
- GRADE BY RUBRIC**: A section header with a dashed line below it.
- FEEDBACK RUBRIC**: A link labeled 'Used for Grading' with a small icon to its right.
- FEEDBACK TO LEARNER**: A large empty text area for providing feedback.
- Feedback Input**: A text input field with a small icon to its left and a slash icon to its right.
- Buttons**: 'Add Notes' (with a document icon), 'Cancel', 'Save Draft', and 'Submit' (in a green box).

12. Click **Submit**.
13. A success message will appear. You can now select another participant to grade if desired, using the name drop down menu on the top right of the wiki page.

Manually created Grade Centre column

1. Select **Control Panel >> Grade Centre >> Full Grade Centre**.
2. Click the down pointing arrow in the cell that aligns with the student and the column to be marked.
3. Select **View Grade Details**.
4. Click **View Rubric**.

User **Alberta Hayes (ddstudent15)** < > Column **Final Exam (No Category)** < >

Current Grade: - out of 100 points **Exempt**
Grade based on Last Graded Attempt
Due: None

Attempts | Manual Override | Column Details | Grade History

Current **Grade Value**
View Rubric

Feedback to Learner

T T T Paragraph Arial 3 (12pt)

5. Select the level attained and enter feedback as desired for each criterion.
Note: You can change to **List View** if customised feedback on each criterion is not required.

Grid View | List View

	Novice	Competent	Proficient
Appearance	0 (0%) - 3 (3%) More work needed.	Points: 6 (6%) You are progressing well. Feedback: The appearance of your work has greatly improved throughout semester.	7 (7%) - 10 (10%) This is excellent work.
Accuracy	0 (0%) - 20 (20%) More work needed.	21 (21%) - 35 (35%) You are progressing well.	Points: 63 (63%) This is excellent work. Feedback: The data included was succinctly analysed and interesting to read.

6. If the selected rubric is **not** 'No Points' the Raw Total will be displayed beneath the rubric. If desired, this may be adjusted using the **Change...** option, e.g. to deduct points for a late submission or to give bonus points for addressing optional criteria.

Raw Total: 72.00 (of 100.0)
Change the number of points out of 100.0 to:

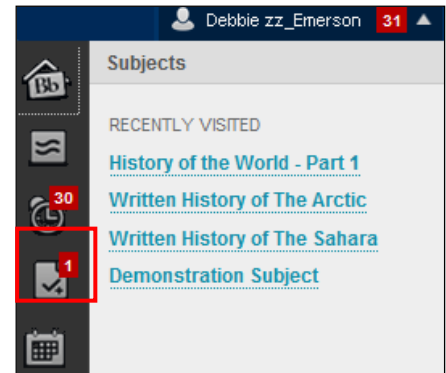
7. Enter **Feedback to Learner** if desired.
8. **Save** on the *Rubric Detail* page.
9. **Save** again on the *Grade Details* page.
10. Click **Return to Grade Centre** OR
Click the arrows next to the student name to continue marking other students.

User **Alberta Hayes (ddstudent15)** < >

What students see

An easy way for students to see their mark, regardless of assessment type, is via the MyGrades tool. You can add this as a Tool on your subject menu. My Grades also appears as an option for students on the notifications area of the LMS. They click their name on the top right of screen, then click the My Grades icon.

1. Open **My Grades** from the *Subject Menu* (or via the notifications area if it does not appear within the subject).
2. All available grades for this subject will be listed. Students may need to scroll to see the assessment they are after. **View Rubric** appears if this option was selected by teaching staff.



Star Gazing Assignment View Rubric	04/11/2014 10:39 AM GRADED	72.00 /100
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3. Students may click the title of an assignment or discussion board to see more details in a view very similar to the staff view, but without edit options. In this view they may click the rubric icon (small grid in the light blue attempt area) to see rubric details.

Review Submission History: Navigation by the stars

Assignment Instructions 1 of 1 Powered by crocodoc

Assignment Details

Comments & Markups

GRADE **68.00**/100
Last Graded Attempt

Attempt (Late) 23/12/13 10:18 AM **68.00**/100

SUBMISSION
Essay 1d.docx

COMMENTS
Roger Pallen
23/12/13 10:18 AM
Sorry that it is a little late

Feedback
23/12/13 12:13 PM
The data you have collected shows promise. Don't forget to rationalise your conclusion.

Page 1

What is large to you or me; may be huge to...
Debbie Emerson - 2 hours ago
This is an interesting point
Debbie Emerson - 2 hours ago

Were you able to determine if the holes crea...
Debbie Emerson - less than a minute ago

Drawing
Debbie Emerson - 2 minutes ago

I like the chart
Debbie Emerson - an hour ago

Essay 1 Getting out of big holes
I think the important thing to focus on here is the relative size of big
What is large to you or me; may be huge to a burndoc...
A hole that to an elephant is small, for a human may be super tall.

Note: Rubrics do not always display correctly via mobile devices (attained levels may not display). Recommend students use a desktop computer for a complete display of their feedback.

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lms-guides@lists.unimelb.edu.au

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