



## Blackboard

## Grading a Blackboard Assignment Using a Rubric





#### Rubrics

- Create a rubric for grading an assignment
- Grade a Blackboard assignment using the rubric





## Create a Rubric for Grading an Assignment





Course

menu

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#### **Creating an Assignment**

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	07779240_Training_Course 0	179240_Training_Course 💿 Assignments	
	<ul> <li></li></ul>	Assignments 💿 2	
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	Home Page	Edit Mode is <b>ON</b>	
		Test Test	
	Content	Availability: Iter Assistance 2	
		Enabled: Statis Self and Peer Assessment	
	Groups	FOR McGraw-Hill Assignment Notes About Evaluation	
	Tools	DEVEL (1) I work using marking schemes, rubrics or	
	Help 🗹 💿	other tools that identify and use criteria for evaluation that are congruent with the learning requirements established for the course. Evaluation results must be formally documented and accessible to the student. Please remember that students must have more than one opportunity to demonstrate their achievement of the required learning in the course.	
	Announcements 💿	Build all graded course assessments into the "Assignments" manu area in Blackboard. All larger course assignments as well as smaller weekly graded assignments should include clear instructions and (preferably)	
	Calendar 💿	rubrics. All assignments should describe the assignment purpose, associated learning outcomes, and grading criteria (see the sample below). Consider using the Blackboard rubric tool to build rubrics directly into the Blackboard course so that they can communicate directly with the grade center and simplify the grading process.	
	Getting Started	When due dates are assigned to assignments through Blackboard, they will be auto-populated to the calendar tool. If you are developing a master course to be delivered in multiple sections, please refrain from assigning due dates through the assignments tool. Individual instructors can turn the Blackboard due dates on in their individual sections. Refer to the Professors Resources page to access videos on	
	Course Information	how to create assignments in Blackboard.	
	Contact Professor 💿	The sample assignment below provides some sample language and prompts to guide the creation of assigments.	
	Course Messages 🛛 💿	Note: Do not delete this item as it is not seen by students.	
	0		٥
	Learning Materials		) v v
X	Forum	Enabled: Statistics Tracking	) }}
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#### Setting up the Assignment Information







#### Setting up the Assignment Details

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Developer info. 🛛	0	To uplo;	ad i
Groups	O	Attach Files Browse My Computer Browse Content Collection Browse Cloud Storage	
	-0	tiles if nee	aea
Forum	O		
virtual classes	O		
my grades 🗹	O	DUE DATES	
		Submissions are accepted after this date, but are marked Late.	
Course Managemen	t	Due Date To set up a du	Je date
Control Panel		Enter dates as mm/dd/yyyy. Time may be entered in any increment.	ission
Content Collection	Ð		
Course Tools			
Evaluation	Ð	GRADING	
Grade Center	Ð	To optor a grado valuo	
Users and Groups		* Points Possible	
<ul> <li>Customization</li> </ul>	•	for the assignment	



#### Creating a rubric for grading the assignment

<ul> <li>Control Panel</li> <li>Content Collection</li> <li>Course Tools</li> <li>Evaluation</li> <li>Grade Center</li> <li>Users and Groups</li> <li>Customization</li> <li>Packages and Utilities</li> </ul>	Enter dates as mm/dd/yyyy. Time ma Rubrics hel	p to assess student'	s performance	
<ul> <li>Content Collection</li> <li>Course Tools</li> <li>Evaluation</li> <li>Grade Center</li> <li>Users and Groups</li> <li>Customization</li> <li>Packages and Utilities</li> </ul>	Rubrics hel	p to assess student'	s performance	
<ul> <li>Course Tools</li> <li>Evaluation</li> <li>Grade Center</li> <li>Users and Groups</li> <li>Customization</li> <li>Packages and Utilities</li> </ul>	Possible	p to assess student'	s performance	
<ul> <li>Evaluation</li> <li>Grade Center</li> <li>Users and Groups</li> <li>Customization</li> <li>Packages and Utilities</li> </ul>	Possible	p to assess student :	s performance	
<ul> <li>Grade Center</li> <li>Users and Groups</li> <li>Customization</li> <li>Packages and Utilities</li> </ul>	Possible			
<ul> <li>Users and Groups</li> <li>Customization</li> <li>Packages and Utilities</li> </ul>	Possible			
<ul> <li>Customization</li> <li>Packages and Utilities</li> <li>Associated</li> </ul>				
Packages and Utilities	d Pubrics			
	Add Rubric ≽			
	Select Rubric	Date Last Edited Sho	ow Rubric to Students	
Submis	sion Details Create New Rubric Create From Existing	To crea	te a new rubric	
Grading	<u>g Options</u>			
<u>Display</u>	of Grades			
AVAILABII	LITY			
Click Subr	mit to finich Click <b>Cancel</b> to guit without saving changes	5.	Cancel Subm	t

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#### Setting up the Rubric information

#### Create Rubric

Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric define the evaluation and score of an assignment. You can create as many rubrics as needed. More Help

BRIC INFORMATI	ON		
• Name	rubric for first assignment	To enter a name for th	ne rubric
)escription			
			To provide a
this rubric is used to	evaluate the first assignment		description for
			the rubric
		Character count: 64	





#### **Building your own Rubric**

#### **RUBRIC DETAIL**

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

Add Row Add Column Rubric Type: Percent - Show Criteria Weight					
		Levels of Achievement 2	ls of Achievement		
Criteria↑↓ Cr	iterion	Novice 🛇	Competent 🛇	Proficient 🛇	
Formatting © Weight 33.00 %		Percent 0.00	Percent 50.00	Percent 100.00	
Organization © Weight 34.00 %		Percent 0.00	Percent 50.00	Percent 100.00	
<b>Grammar </b> Weight 33.00 %		Percent 0.00	Percent 50.00	Percent 100.00	
Click <b>Submit</b> to proceed.		Low Achievement	Average Achievement	High Achievement	

In each rubric cell, enter the point value for the criterion and the level of achievement in question,

Cancel

Submit

#### Setting Up the Rubric Options

Submissions are accepted aft	Submissions are accepted after this date, but are marked Late.							
Due Date	✓ 07/02/2020 Enter dates as mm/dd/yyyy. Time may	99 PM						
GRADING								
* Points Possible	5							
Associated Rubrics	Add Rubric ≽							
	Name	Туре	Date Last Edited	Show Rubric to Students				
	فاعد: تصميع 1 👔 🔄 🔕	Used for Grading	Oct 23, 2019 12:09:46 PM	😽 No				
Submission Details	d in more than one group receiving the	same assignment they will submit more t	han one attempt for this assignment	Yes (With Rubric Score Yes (Without Rubric Sc After Grading				
to provide these students v	vith an overall grade for the assignmen	<i>t.</i>						
Click Submit to finish. Click	Cancel to quit without saving changes	id= 297612 1#rubric1-type-flyout		Cancel Submit				

To determine how students can view the rubric. The options are

- 1. Students are allowed to view rubrics and rubric scores before completing the assignment
- 2. Students are allowed to access rubrics without viewing the rubric scores before they complete the assignment
- 3. Students are only allowed to access rubrics after grading.
- 4. Students are not allowed to access rubrics

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### Setting up Submission Details

	Name	Туре	Date Last Edited	Show Rubric to Students
Submission Details				
If any students are enrolled to provide these students v	d in more than one vith an overall grad	group receiving th le for the assignme	e same assignment they w ent.	Il submit more than one attempt for this assignment. It may be necess Choose the type of Student's
Assignment Type	<ul> <li>Individua</li> <li>Group S</li> <li>Portfolio</li> <li>Selecting this</li> </ul>	al Submission ubmission Submission option will requires	students to submit a portfol	submission (individually or as a group work )
	_		_	Select the number of attemp
Number of Attempts	Single Atte	mpt 🗸	<	<ul> <li>to allow students to make</li> </ul>
Plagiarism Tools	Check sul Although Safe has no techni If SafeAssign Grading is dis students to vi Allow stu	omissions for plagi Assign officially sup ical limitations that is enabled with Anoi abled. However, Stu ew SafeAssign origir dents to view SafeA	arism using SafeAssign oports only English, clients an preclude using it with other nymous Grading, SafeAssign udents may still be able to se nality report for their attemp Assign originality report for	<b>(Single, Multiple, Unlimited).</b> e welcome to use SafeAssign with languages other than English. SafeAssig anguages. See Blackboard Help for more information. Originality Reports will be hidden from Instructors until Anonymous e SafeAssign Originality Reports depending on the state of the "Allow ts" setting. their attempts
	Exclude s	ubmissions from t	he Institutional and Global	References Databases
lick <b>Submit</b> to finish. Click	<b>Cancel</b> to quit with	nout saving change	25.	Cancel Su

## Setting Up Assignment Availability Options

Grading Options		
<u>Display of Grades</u>		
AVAILABILITY		
Make the Assignment	it Available	
Limit Availability	Display After Enter dates as mm/dd/yyyy. Time may be entered in any increment. Display Until Enter dates as mm/dd/yyyy. Time may be entered in any increment.	Set up assignment's visibility to students
Track Number of Vie	WS	
Click <b>Submit</b> to finish. (	Click <b>Cancel</b> to quit without saving changes. <b>Click Submit to s</b>	Cancel Submit





# Grading a Blackboard Assignment using a rubric



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### Accessing the Assignment for Grading

Student Supports	© Creating Announcements
COURSE MANAGEMENT	💱 When creating or editing an announcement, use a Course Link to direct students to content in other areas of your course. This allows students to easily access the information they need, showcased in the folk
<ul> <li>Control Panel</li> </ul>	
▶ Content Collection $\rightarrow$	
Course Tools	SAMPLE: Welcome to Our Course!
$\blacktriangleright$ Evaluation $\rightarrow$	Bosted on: Tuesday, August 9, 2017 12:01:21 AM AST
$\blacksquare$ <u>Grade Center</u> $\rightarrow$	Posted dir. Tuesday, August 6, 2011 12:01:21 AW AST
Needs Grading Full Grade Center	Example Announcement:
Tests	Welcome!
7 \ \ /	Mv name is [professor name here] and I am looking forward to working with you all in this course. [Add other welcome messaging as appropriate.]

#### **Control panel >> Grade center>> Needs grading**



#### Accessing Student's Assignment Attempt

Categories 🗸	All Items Viser	Date Submitted	Go	
iow attempts t	hat don't contribute to user's grade	Enter dates as mm/dd/yyyy	V	
total items to	grade.			
EGORY	ITEM NAME	USER ATTEMPT		DUE DATE
ki	البردامج التدريبي للبلاك بورد	رحمه الشمراتي	January 29, 2020 11:21:41 AM	
			Displaying <b>1</b> to <b>1</b> of <b>1</b> items	Show All Edit Paging.
	Click on the n	ame of the student	t you want to grade	
			you want to grade	

### Viewing the Student's Attempt

#### Grade Assignment: Assignment 1\_rubric based

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. More Help



### Grading the Assignment using the rubric

#### Grade Assignment: Assignment 1\_rubric based

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. More Help



#### Grading the Assignment using the rubric

Viewing 1 of 1 gradable items (حمه الشمراخي (Attempt 1 of 1)



RADE ST GRADED ATTEMPT			<b>_</b> /10
<b>TEMPT</b> //20 2:35 PM			/10
rade by rubric			
ubric for first assignment	Jsed for G	ading	
Show Descriptions Show	v Feedbac	k	
NULL O Novice 0 (0.00%) points O Competent 1.65 (16.50% O Proficient 3.3 (33.00%) p	) points pints		-
Organization			
• Novice 0 (0.00%) points	noints		
O Proficient 3.4 (34.00%) p	oints		
Grammar O Novice 0 (0.00%) points O Competent 1.65 (16.50%)	) points		
O Proficient 3.3 (33.00%) p	oints		
Raw Total: 0.00 (of 10) Change the number of point Feedback: Students will not se	e this fee	l <b>0 to:</b> dback unles	ss
you set the rubric grading sco students.	re to be vi	sible to the	_
	Const	Con Dal	

Exit

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Select the appropriate button for each rubric criteria to assign the score then click on Save Rubric



# Thanks For Your Attendance



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