

How to: Build a rubric

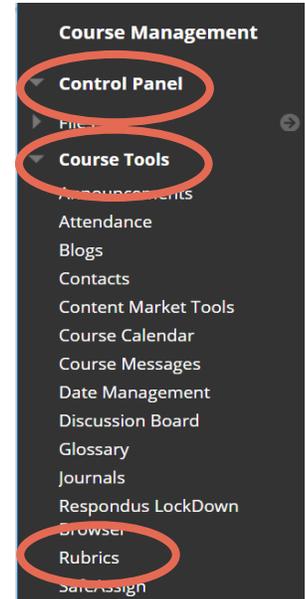
Using UB Learns - Original Course View

Before building a rubric

- Review [best practices for utilizing rubrics](#).
- Determine rubric dimensions, criteria and point values.

Accessing rubrics

1. Open your UB Learns course and locate the *Course Management* section on the navigation bar.
2. Click *Control Panel*, then *Course Tools*, then *Rubrics*.
3. The *Rubrics* tool page will open and list any existing rubrics associated with your course.

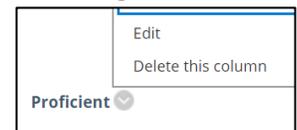


Uploading a rubric from another course

1. Go to the course that contains the previously created rubric.
2. Click the box next to the rubric name.
3. Select *Export*.
4. Choose *Export to Local Computer*. Then *Submit*.
5. Go to the course in which you would like the rubric copied.
6. Go to the *Rubrics* tool page and select *Import Rubric*.
7. Click *Browse my Computer*, select the rubric zip file, then *Open*.
8. Click *Submit*.

Building a new rubric

1. Click *Create Rubric* in the upper left hand corner.
2. Name the rubric and enter a description.
3. Select *Rubric Type*. Options include:
 - a. *No Points* - feedback only
 - b. *Points* - single point value for each level
 - c. *Point Range* - range of values for each level
 - d. *Percent* - percent value for each level and option to weigh criteria
 - e. *Percent Range* - range of percent values for each level and option to weigh criteria
4. Add any additional rows (*Criteria*) or columns (*Levels of Achievement*)
5. Edit the column and row names by clicking the gray arrow next to each section. Here, you can also delete columns and rows.

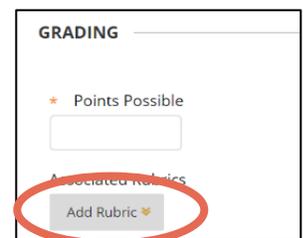
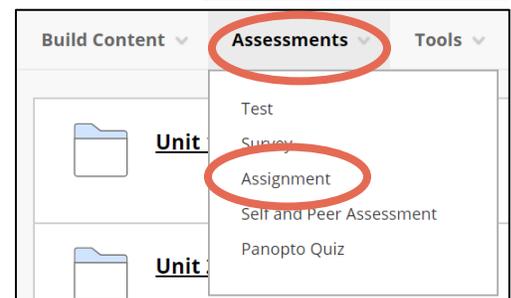
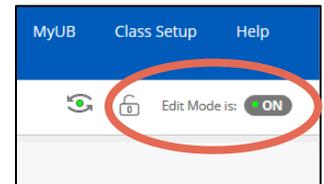


- Assign point, percentage or weight values.
- Complete the rubric grid with descriptions for each *Criteria* and corresponding *Levels of Achievement*.
- Click *Submit* when finished.

Criteria	Excellent	Common Errors	Need Revision
Outcomes are observable, assessable, and measurable	Points 4 All of the outcomes are assessable and measurable.	Points 3 Some outcomes use verbs that refer to a learner's internal state of mind.	Points 2 Outcomes fail to describe 1) observable performances that are
At least some of the outcomes require high levels of cognition	Points 4 Most of the outcomes reflect high levels of cognition—that is, application	Points 3 All or almost all the outcomes require low levels of cognition	Points 2 Not enough outcomes address higher levels of cognition given

Attaching a rubric to an assignment

- Choose the page where your assignment will be created.
- Ensure *Edit Mode* is on.
- Select *Assessments* then *Assignment*.
- Complete the assignment information.
Note: You can change or update the assignment information at a later point in time while temporarily marking the assignment as unavailable.
- Scroll down to the *Grading* section. Identify the point value of the assignment, then click *Add Rubric*.
- Click *Select Rubric* and choose the one you've created for this assignment.
- Click *Submit*. Your rubric will now be attached to the assignment and can be used for grading.
- Change the column *Show Rubric to Students* to your preferred setting.
- When finished with the assignment details, press *Submit* in the bottom right hand corner.



Additional resources

[Creating Rubrics – UB Learns for Faculty](#)

[Creating Rubrics - Blackboard Help](#)

[Grade with Rubrics – Blackboard Help](#)