Grading a Blackboard Assignment Using a Rubric

This lesson will demonstrate how to grade an assignment within Blackboard using an Interactive Rubric.

**Accessing the Grade Center**

Log into your Blackboard course and go to the **Control Panel**:

1. Select **Grade Center**
2. Click on **Full Grade Center**.

**Accessing a Student's Assignment Attempt**
Within the grade center, locate the student and the column for the assignment. Hover in the cell that contains the student's attempt, and click on the chevron that appears. Select the attempt you wish to view from the menu that pops up. A yellow exclamation point indicates that the student's attempt needs grading.

**Viewing the Student's Attempt**
You will now see the following screen that shows the student's attempt.

1. **User**: The student's name will appear here.
2. In the left portion of the screen, you can view the currently selected submission item.
3. **Submission**: The bottom right portion of the screen allows you to view additional submitted materials.
4. Click the downward facing arrow to expand the grading panel.

**Grading by Rubric**
After expanding the grading panel, you will see a screen similar to the one above. Blackboard provides for two methods for grading by rubric:

1. Under **Grade by Rubric**, click on the name of the rubric to grade the rubric inline (the rubric will appear next to the assignment submission)
2. **Rubric Detail**: Click on this button to grade using the rubric in its own window

The steps below will detail both methods of grading by rubric.

**Inline Rubric Grading**
## Grade by Rubric

### Sample Rubric

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Novice</td>
<td>1.11 (11.11%)</td>
</tr>
<tr>
<td>Competent</td>
<td>2.22 (22.22%)</td>
</tr>
<tr>
<td>Proficient</td>
<td>3.33 (33.33%)</td>
</tr>
</tbody>
</table>

**Formatting**

- **Novice**: 1.11 (11.11%) points
- **Competent**: 2.22 (22.22%) points
- **Proficient**: 3.33 (33.33%) points

**Organization**

- **Novice**: 1.11 (11.11%) points
- **Competent**: 2.22 (22.22%) points
- **Proficient**: 3.33 (33.33%) points

**Grammar**

- **Novice**: 1.11 (11.11%) points
- **Competent**: 2.22 (22.22%) points
- **Proficient**: 3.33 (33.33%) points

**Raw Total**: 0.00 (of 10.0)  
**Change the number of points out of 10.0 to:**

Feedback: Students will not see this feedback unless you set the rubric grading score to be visible to the students.

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1. Sample Rubric
2. Used for Grading
3. Show Descriptions
4. Show Feedback
5. Raw Total
6. Change the number of points
7. Feedback
8. Text Editor
9. Save Rubric
The rubric will now appear in the grading panel: