Rubrics are a way of establishing grading criteria inside of a matrix for easier and fairer evaluation of student work. A well-designed rubric will help quantize an otherwise nebulous term: “quality”. Both students and teachers generally appreciate a well-designed rubric.

Student like them because they can see for themselves the criteria against which their work will be judged. Students can also use them during a peer evaluation exercise to get a better understanding of how to evaluate the work of others.

Instructors like rubrics because they can be valuable time savers when evaluating large quantities of student work. Rubrics are also easy to explain to students. And they provide a certain amount of consistency when grading, which students also appreciate.

Within Blackboard, rubrics can be used with most graded assessments. This includes Assignments, discussion boards, blog posts, wiki pages, and more.

**WARNING:** Once a Rubric has been used for grading it CANNOT be modified! If you want to modify the rubric, you will have to create a copy of the rubric and modify the copy.

**CREATE RUBRIC IN BLACKBOARD**

1. Navigate to the course in which you would like to upload content.
2. Click **Course Tools** in the Control Panel.

![Control Panel](image)
3. Click **Rubrics**.

**NOTE:** If you do not see Rubrics in the Course Tools, you may need to activate it for the course. See the documentation about [Making Tools Available](#) for more information on how to do this.

4. Click **Create Rubric**.
5. Give your rubric a name (required) and description (optional).

6. Add rows and columns as needed.

7. Determine rubric type.

8. Click **Criteria** to edit columns. Click **Levels of Achievement** to edit rows.
9. Use arrows to move items up or down/left or right. Click **Submit**.

![Reorder Rubric Levels of Achievement]

10. Click the action link below an item, then click **Edit** to change that item’s name.

![Formatting]

11. Click **Submit**.

![Submit]

Click Submit to proceed. Click Cancel to quit.
COPYING A RUBRIC

Once a rubric has been used for grading an assignment, it cannot be modified. Therefore, if you want to make changes to the rubric, you will need to make a copy and then make changes to that copy. That copy can then be associated with other graded assessments inside of Blackboard.

It may also be useful to create modified versions of the same rubric for different assignments. In other words, you might create a “template” rubric and then create other rubrics based off of the template.

1. Navigate to your Blackboard course.
2. Click **Course Tools** in the Control Panel.
3. Click **Rubrics**.
4. Click the drop-down arrow next to the name of the rubric to be copied and select **Copy**.
5. The copy of the rubric will immediately appear in the list. Now it can be edited (to change the name at the very least as it will be named “Copy of <source rubric>” where <source rubric> is the name of the original version).

6. Click Submit when you are finished making changes.