Guide to Using Electronic Rubrics on Blackboard

Attach Rubric to a Grade Center Column

While the rubrics are not intended for grading purposes, you will need to attach it to an assessment to be able to use the rubric to assess student achievement of the SLO. The simplest way to do so is to attach it to a Grade Center column.

1. Log in to Black Board at webcourses.niu.edu
2. Open your course
3. From the *Control Panel*, click **Grade Center** ⟶ **Full Grade Center**
4. Click **Create Column**
5. Enter a *Name* for the Column
6. Enter "**0**" (zero) Points Possible
7. Click **Add Rubric** ⟶ **Select Rubric**
8. Select **Box** to the left of the Rubric Name ⟶ **Submit**
9. Under *Show Rubric to Students* click **Yes** ⟶ **Submit**

Assess Students Using the Rubric

Once you have attached the rubric to a Grade Center column, you can assess how well students have achieved the SLO.

1. From the *Control Panel*, click **Grade Center** ⟶ **Full Grade Center**
2. Point your cursor to one of the cells in the SLO column
3. Click the **round drop down arrow** ⟶ **View Grade Details** ⟶ **View Rubric**
4. Assess the student's work using the rubric
5. Click **Save** ⟶ click **Save** (again)
6. Click the **right arrow** next to user name to advance to the next student