How do I grade my assignment with the rubric I uploaded and attached to my assignment?

If you uploaded a PDF or Word version of your rubric to your assignment, you won’t be able to grade the assignment with the rubric until the rubric is built with the Blackboard rubrics tool. Please contact your Course Support Specialist to build the rubric in Blackboard.

How do I access the Blackboard rubric to grade my assignment?

1. Navigate to the Grade Center and column of the assignment you would like to grade.
2. The Grade Assignment page allows you to view, comment on, and use a rubric to grade student-submitted assignment files. To get to the Grade Assignment page, click the dropdown arrow of a cell submission and select Attempt.

**Note:** Be sure to select Attempt; it is the easiest way to view the assignment and grade with a rubric. View Grade Details allows you to view a student’s attempts and grade history, assign and edit a grade, and clear and exempt grades.

3. Expand the grading panel to access the rubric.

4. Select the rubric title to expand it the in panel (List View) or select the View Rubric in Window icon (Grid View) to open the rubric in a separate window to grade from there.

What is the difference between Grid View and List View?

You have the choice of two views for grading with a rubric: the Grid View and the List View. Both views allow you to add feedback for individual cells and for the work as a whole.

**Grid View**

In Grid View, you can select a cell to apply that value to the grade. For a point-range rubric, select a value from the menu. To change the selection, select another cell in the same row. Optionally, type feedback for the student in the box that appears when you select a cell.
Note: For point-range rubrics, the median point value will automatically apply when you select the cell unless you change the value from the drop down menu. In the example to the right, the cell range is 19-20, so 19.5 was automatically applied to the cell.

List View
List View allows you to select an option for each criterion to apply that value to the grade. Optionally, select the check boxes to Show Descriptions for criteria and to Show Feedback boxes.

List View from the rubric panel:
List view from new window (Click View Rubric in Window icon > Select List View at the top of the window):