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 <u>easiest way</u> 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.
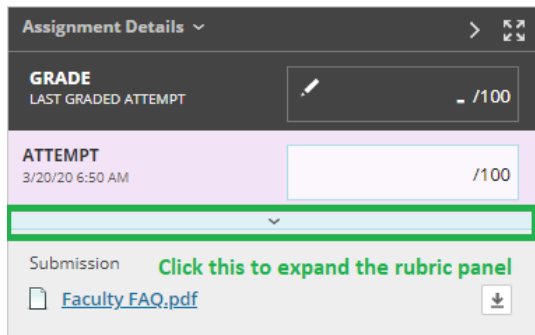
4. Select the rubric title to expand it the in panel (List View) or select the *View Rubric in Window* icon (Grid View) to open the rubric in a separate window to grade from there.
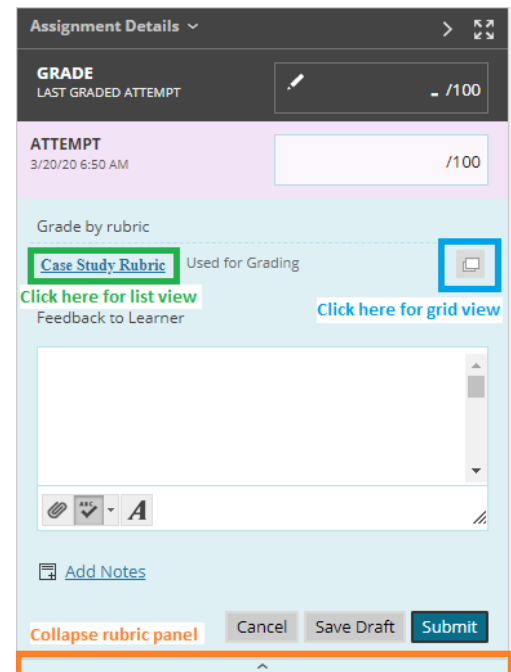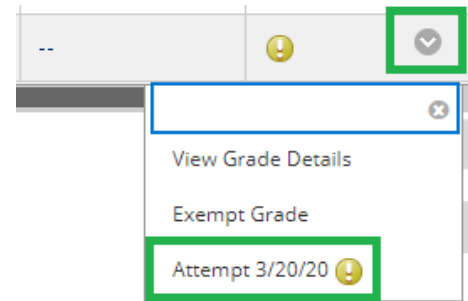
What is the difference between Grid View and List View?

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.

FAQ

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.

Grid View	List View		
	Excellent	Good	Needs Improvement
Pathogenesis	○ **21** (21.00%) - **25** (25.00%) Identifies evolution of the disease Sequence of the cellular and tissue events from beginning to expression of disease.	○ **19** (19.00%) - **20** (20.00%) Includes most elements of evolution of the disease and sequence of events, but a few important details missing.	○ **0** (0.00%) - **18** (18.00%) Missing at least half of the important elements about the disease and sequence of events or incorrectly identifies process.
Clinical Manifestations	○ **5** (5.00%) - **5** (5.00%) Lists all signs and symptoms of the disease and identifies those present in the case using BOLD font.	○ **3** (3.00%) - **4** (4.00%) Lists most signs and symptoms of the disease and those in the case. May not have identified the signs and symptoms in the case in BOLD.	○ **0** (0.00%) - **2** (2.00%) Misses at least half of the signs and symptoms of the disease and in the case. May not have identified the signs and symptoms in the case in BOLD.
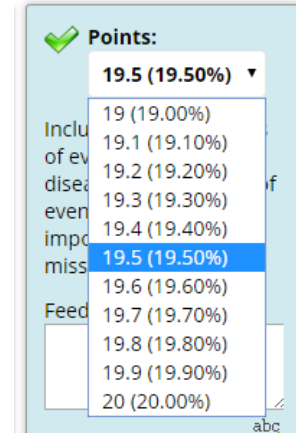
List View

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*):