

Steps to Create a Rubric in Blackboard Ultra

Creating a rubric in Blackboard Ultra is a great way to ensure consistent and transparent grading. Here's a step-by-step guide to help you create a rubric:

1. **Access the Course Content:**
 - Go to your course in Blackboard Ultra and navigate to the **Course Content** page.
2. **Open the Gradebook Settings:**
 - Click on the **Gradebook** tab.
 - Select the **Settings** icon (the gear icon) in the Gradebook.
3. **Create a New Rubric:**
 - Scroll down to the **Course Rubrics** section.
 - Click on **Create New Rubric**.
4. **Define the Rubric Details:**
 - **Title:** Enter a title for your rubric.
 - **Rubric Type:** Choose the type of rubric you want to create (e.g., percentage, percentage range, points, points range).
5. **Add Criteria and Levels of Achievement:**
 - **Criteria:** Add rows for each criterion you want to assess. You can rename, add, or delete criteria as needed.
 - **Levels of Achievement:** Add columns for different levels of achievement (e.g., Excellent, Good, Fair, Poor). You can adjust the number of columns and their descriptions.
6. **Set the Points or Percentages:**
 - For each criterion, set the points or percentages for each level of achievement. Ensure that the total percentage equals 100% if you're using a percentage-based rubric.
7. **Save the Rubric:**
 - Once you've configured all the details, click **Save** to create the rubric.
8. **Associate the Rubric with an Assignment:**
 - Go to the assignment, discussion, or journal you want to associate the rubric with.
 - In the **Settings** panel, under **Additional Tools**, select **Add Grading Rubric**.
 - Choose the rubric you created and click **Add**.

Additional Tips

- **Preview and Edit:** You can preview the rubric to see how it will appear to students and make any necessary edits.
- **Copy Rubrics:** If you need to use the same rubric in another course, you can copy it by attaching it to an assignment and then copying that assignment to the other course.

Creating rubrics in Blackboard Ultra helps provide clear expectations and consistent grading for your students.