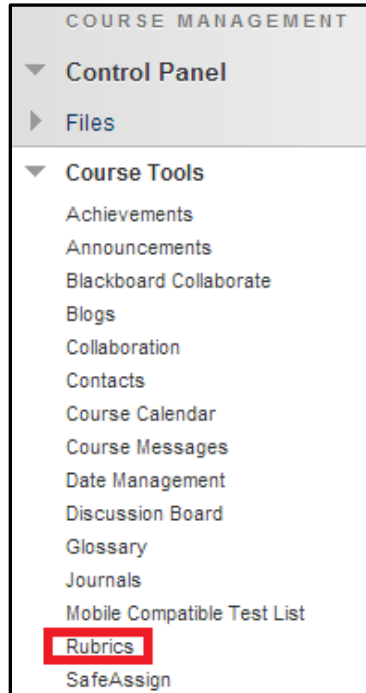
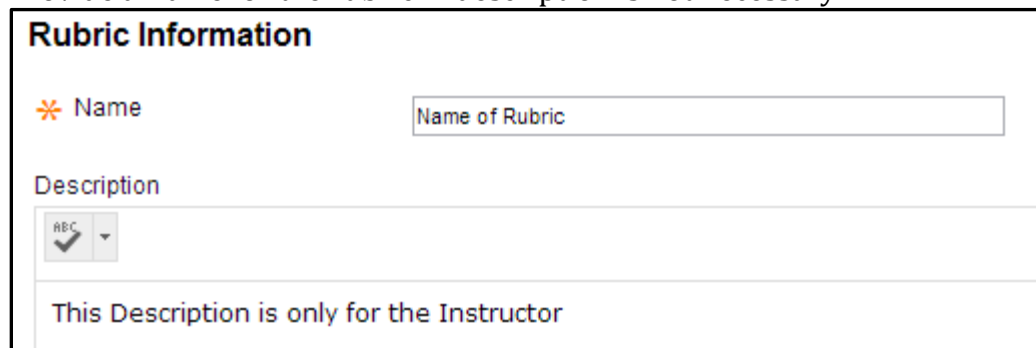


Creating Rubrics

1. Under the **Control Panel**, click on **Course Tools**, and then **Rubrics**.



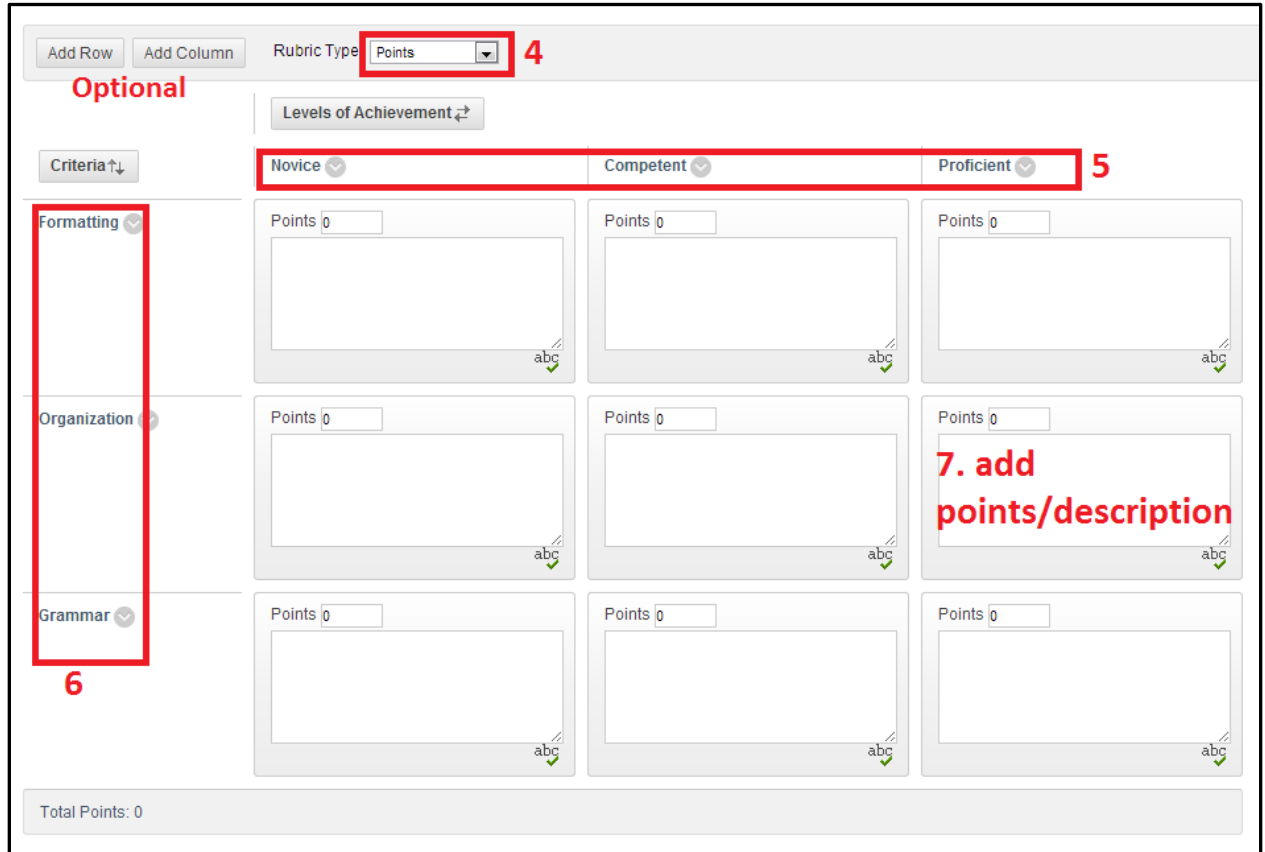
2. Click on “**Create Rubric**”
3. Provide a Name for the rubric. A description is not necessary.



The screenshot shows the 'Rubric Information' form. It has a 'Name' field with a red asterisk icon, containing the text 'Name of Rubric'. Below it is a 'Description' field with a small 'ABC' icon and a checkmark. At the bottom, a note states 'This Description is only for the Instructor'.

4. Under Rubric Type, select the type of Rubric Grading System
5. Click the drop down arrows beside each column to rename or delete the column
6. Click the drop down arrows beside each column to rename or delete the row

7. Provide descriptions and points for each of the cells.



Optional

Add Row Add Column Rubric Type **Points** **4**

Levels of Achievement ↕

Criteria ↕

	Novice	Competent	Proficient 5
Formatting 6	Points 0 [Description Box] abc ✓	Points 0 [Description Box] abc ✓	Points 0 [Description Box] abc ✓
Organization	Points 0 [Description Box] abc ✓	Points 0 [Description Box] abc ✓	Points 0 [Description Box] abc ✓ 7. add points/description
Grammar	Points 0 [Description Box] abc ✓	Points 0 [Description Box] abc ✓	Points 0 [Description Box] abc ✓

Total Points: 0

8. Once complete, click **Submit** at the bottom of the page.

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>