



Job Aid Objective: This job aid will provide Faculty with an overview of how to grade assignments with the integrated interactive rubric within the Grade Center.

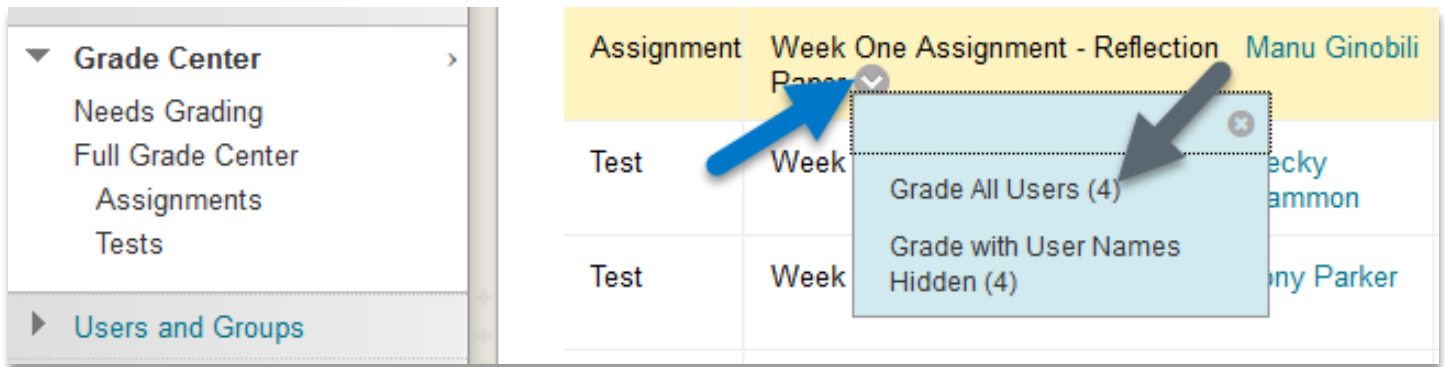
Overview: It is important to note that this process is for assignments that have rubrics associated for grading purposes. Rubrics will not be pre-loaded to your courses in Blackboard and will need to be integrated for each assignment prior to being able to follow this process.

Step 1: Begin by entering the Grade Center. This is accessed by click on the **Grade Center** link found under the Course Management section of the left hand navigation bar. Next, click on the **Needs Grading** link.

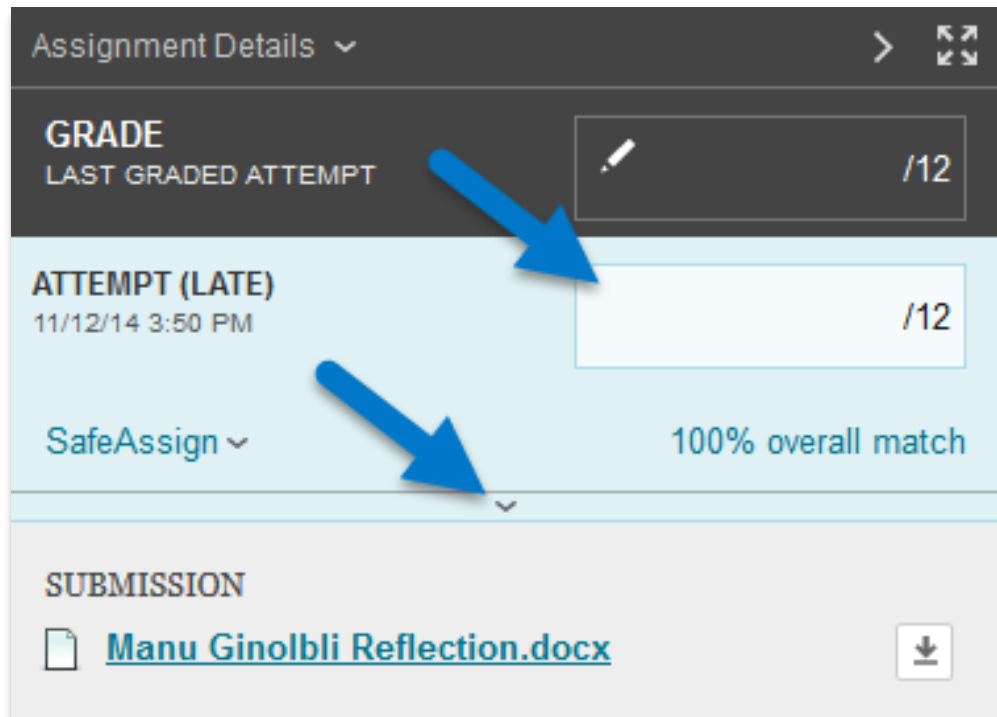
The screenshot shows the Blackboard interface for a National University instructor. The top navigation bar includes 'Home', 'Content Collection', and 'Support'. The left-hand navigation bar is expanded to show 'COURSE MANAGEMENT' with sub-items: 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', and 'Grade Center'. A blue arrow points to 'Evaluation' and a grey arrow points to 'Needs Grading' under 'Grade Center'. The main content area displays a table of assignments:

Activity	Item Name	Instructor	Due Date/Time	Due Date
Discussion	Week One Discussion	Tony Parker	September 9, 2014 11:58:26 AM	September 10, 2014
Assignment	Week One Assignment - Reflection Paper	Lolo Jones	September 9, 2014 12:02:15 PM	September 13, 2014
Discussion	Week One Discussion	Becky Hammon	September 9, 2014 12:02:28 PM	September 10, 2014
Assignment	Week One Assignment - Reflection Paper	Becky Hammon	September 9, 2014 12:05:25 PM	September 13, 2014
Assignment	Week One Assignment - Reflection Paper	Serena William	November 12, 2014 3:48:16 PM LATE	September 13, 2014
Assignment	Week One Assignment - Reflection Paper	Manu Ginobili	November 12, 2014 3:50:11 PM LATE	September 13, 2014
Test	Week One Test	Becky Hammon	November 14, 2014 8:52:03 AM	

Step 2: When in the Needs grading area, find the assignment you wish to grade (in the example used here, we will grade the Week One Assignment – Reflection submitted by Manu Ginobili). When hovered over the assignment, you will click on the **Contextual Menu** (the grey circle with the white chevron). Next, click the **Grade All Users (4)** option.



Step 3: To access the grading rubric, you can click in the **Overall Grade Box** or the **Grey Chevron** as indicated by the image below.




Step 4: There are two options for accessing the rubric. The first option is click on the **Window Icon** to see the full interactive rubric (this is an ideal option the first few time you use a rubric to ensure you are seeing the full criteria for each section). The second option is to click the link with the rubric's name. In this example the **Reflection Rubric** link will be clicked.


GRADE
LAST GRADED ATTEMPT /12

ATTEMPT
9/9/14 12:05 PM /12

GRADE BY RUBRIC

[REFLECTION RUBRIC](#) Used for Grading 

FEEDBACK TO LEARNER

 **A**

[Add Notes](#)


Cancel Save Draft Submit

GRADE
LAST GRADED ATTEMPT /12


ATTEMPT (LATE)
11/12/14 3:50 PM /12

SafeAssign 100% overall match

GRADE BY RUBRIC

[REFLECTION RUBRIC](#) Used for Grading 

FEEDBACK TO LEARNER

 **A**

[Add Notes](#)

Cancel Save Draft Submit

Step 5: In the rubric, you will select the student's level of achievement for each category by clicking on the associated radio button for each category. After feedback for the student has been entered, click the **Save Rubric** button to save the completed rubric for your student's review.

REFLECTION RUBRIC Used for Grading

Show Descriptions Show Feedback

WEEK CONTENT LEARNING (33.33%)

Integrating/Innovative 4 (33.33%) points

Applying 3 (25%) points

Emerging 2 (16.67%) points

Beginning 1 (8.33%) points

Unacceptable 0 (0%) points

APPLICATION OF CONTENT TO IMPROVE TEACHING (33.33%)

Integrating/Innovative 4 (33.33%) points

Applying 3 (25%) points

Emerging 2 (16.67%) points

Beginning 1 (8.33%) points

Unacceptable 0 (0%) points

ORGANIZATION, MECHANICS AND GRAMMAR (16.67%)

Integrating/Innovative 4 (33.33%) points

Applying 3 (25%) points

Emerging 2 (16.67%) points

Beginning 1 (8.33%) points

Unacceptable 0 (0%) points

Raw Total: 10.00 (of 12.0)
Change the number of points out of 12.0 to:

Feedback: Students will not see this feedback unless you set the rubric grading score to be visible to the students.

abc ✓

Step 6: When Save Rubric is clicked, you will see the total points tallied and entered into the overall grade box and a green bar will appear stating: *Rubric evaluation completed*. After providing overall feedback to the learner, click the **Submit** button.

Assignment Details

GRADE
LAST GRADED ATTEMPT

10.00 /12

ATTEMPT (LATE)
11/12/14 3:50 PM

Rubric evaluation completed

SafeAssign 100% overall match

GRADE BY RUBRIC

REFLECTION RUBRIC Used for Grading

FEEDBACK TO LEARNER

Add Notes

Cancel Save Draft **Submit**

Step 7: When the overall grade has been submitted, you will see the green success bar stating: *Success: Grade submitted*.

Success: Grade submitted.

Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)