

Managing Rubrics

Published 11/14/2022 by Anh Lam

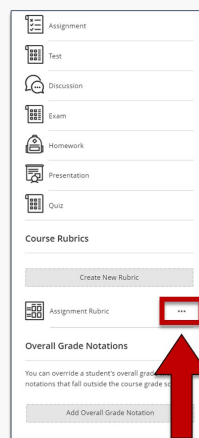
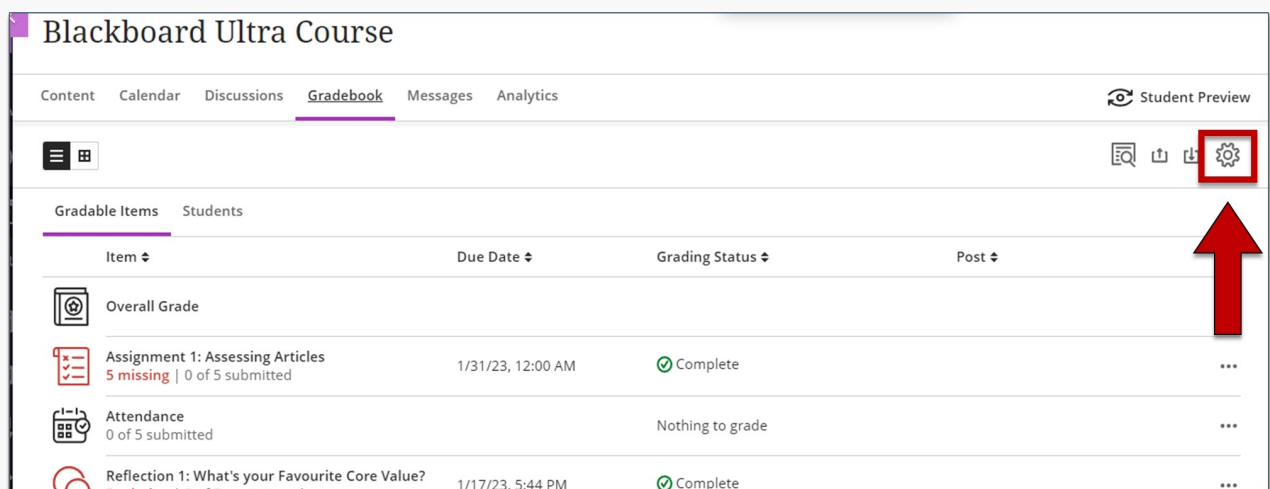
Managing your Rubrics is easy!

This article will explain how you can do the following:

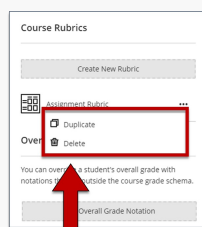
- Deleting or Duplicating a Rubric
- Editing a Rubric
- Importing a Rubric

Deleting or Duplicating a Rubric

1. Select **Gradebook**.
2. Select the **gear icon**. The Gradebook Settings is displayed.



3. Select the **ellipses** from **Course Rubrics**. A drop-down menu is displayed.
4. Select **Duplicate** or **Delete**.



Note: After you use a Rubric for grading, you cannot edit it any further. You can duplicate it, and edit it the new copy.

Editing Rubric Rows and Columns

By default, when you create a new rubric, four criteria rows and four achievement level columns appear.

1. Complete any of the following actions:

Blackboard Ultra Course

Assignment Rubric 3/29/23 copy

Rubric Type: Percentage

Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Grammar	100% Perfect is correct. Sentence structures are correct.	75% Grammar sentence structure is mostly correct.	50% Run on sentences.	25% Grammar needs improvement. Spell check required.
25% of total grade				
Align with goals				
Organization	100% Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				
Align with goals				
Explanation	100% Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				
Align with goals				
Formatting References	100% Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				
Align with goals				

Cancel Save

- Select the **pencil icon** to edit any field.

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Assignment Rubric 3/29/23 copy

Rubric Type: Percentage

Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Grammar	100% Perfect is correct. Sentence structures are correct.	75% Grammar sentence structure is mostly correct.	50% Run on sentences.	25% Grammar needs improvement. Spell check required.
25% of total grade				
Align with goals				
Organization	100% Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				
Align with goals				
Explanation	100% Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				
Align with goals				
Formatting References	100% Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				
Align with goals				

Cancel Save

- Select the **plus icon (+)** to add a new column or row.

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Assignment Rubric 3/29/23 copy

Rubric Type: Percentage

Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Grammar	100% Perfect is correct. Sentence structures are correct.	75% Grammar sentence structure is mostly correct.	50% Run on sentences.	25% Grammar needs improvement. Spell check required.
25% of total grade				
Align with goals				

Organization	100%	75%	50%	25%
	Type a description	Type a description	Type a description	Type a description
25% of total grade				
Align with goals				
Explanation	100%	75%	50%	25%
	Type a description	Type a description	Type a description	Type a description
25% of total grade				
Align with goals				
Formatting References	100%	75%	50%	25%
	Type a description	Type a description	Type a description	Type a description
25% of total grade				
Align with goals				

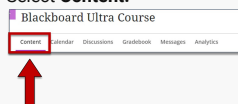
- Select the **delete icon** to delete a column or row.

2. Select **Save**.

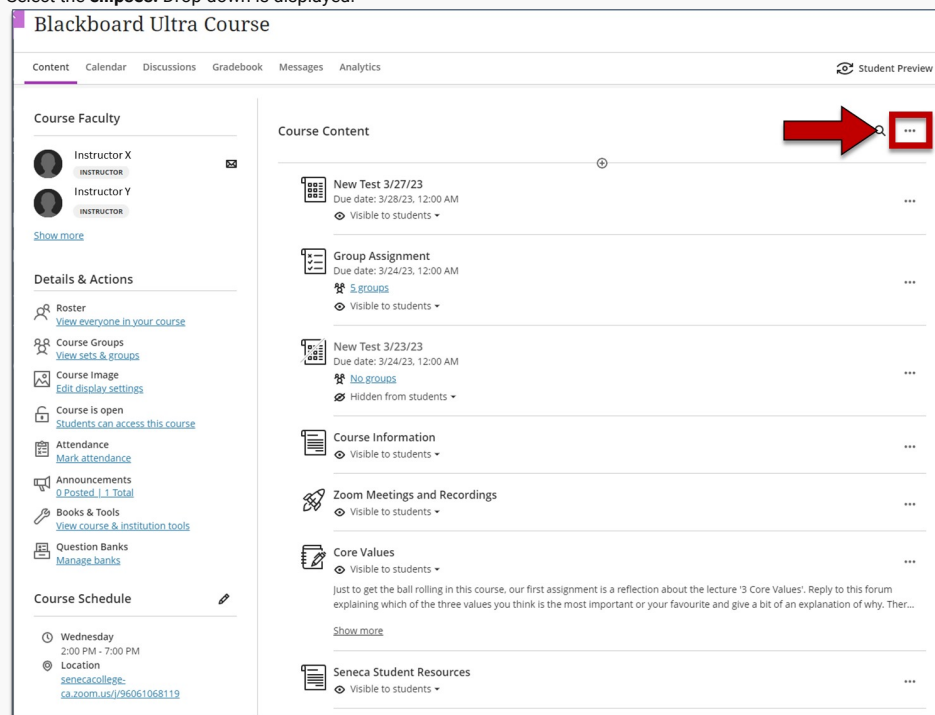
Importing a Rubric

You can copy a Rubric from one course to another the same way you copy any other item. See the [Copying Content](#) for more details about copying items in general.

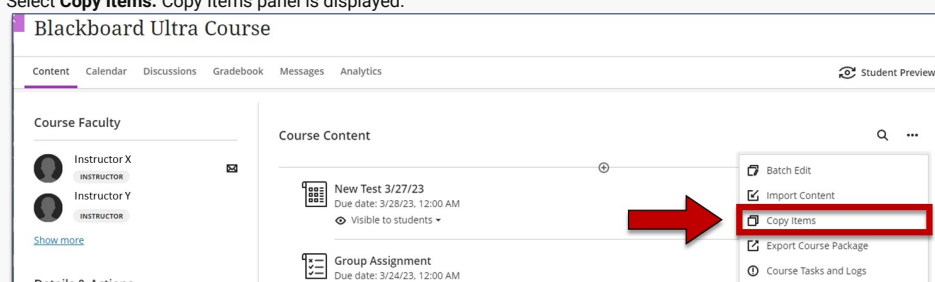
1. Select **Content**.



2. Select the **ellipses**. Drop-down is displayed.



3. Select **Copy Items**. Copy Items panel is displayed.



Roster

[View everyone in your course](#)

Course Groups

[View sets & groups](#)

Course Image

[Edit display settings](#)

Course is open

[Students can access this course](#)

Attendance

[Mark attendance](#)

Announcements

[0 Posted | 1 Total](#)

Books & Tools

[View course & institution tools](#)

Question Banks

[Manage banks](#)

Course Schedule

Wednesday

2:00 PM - 7:00 PM

Location

[senecacollege.ca.zoom.us/j/96061068119](#)

> groups

Visible to students

New Test 3/23/23

Due date: 3/24/23, 12:00 AM

No groups

Hidden from students

Course Information

Visible to students

Zoom Meetings and Recordings

Visible to students

Core Values

Visible to students

just to get the ball rolling in this course, our first assignment is a reflection about the lecture '3 Core Values'. Reply to this forum explaining which of the three values you think is the most important or your favourite and give a bit of an explanation of why. Ther...

Show more

Seneca Student Resources

Visible to students

4. Select the course with the Rubric you want to copy.

Note: Do not check the box beside the course name. This will copy everything inside the course.

Blackboard Ultra Course

Copy Items

Courses Organizations

Search by course name or ID

Courses

1-3 of 3 10 Items per page Page 1 of 1

☐ Blackboard Ultra Course
TL_Ultra18

☐ Coop Practice
Ultra19

☐ Live Events 101
Ultra17

Page 1 of 1

0 Items Selected

You haven't selected any items yet

5. Select **Rubrics**.

Blackboard Ultra Course

Copy Items

Courses Organizations

Courses > Blackboard Ultra Course

☐ Content

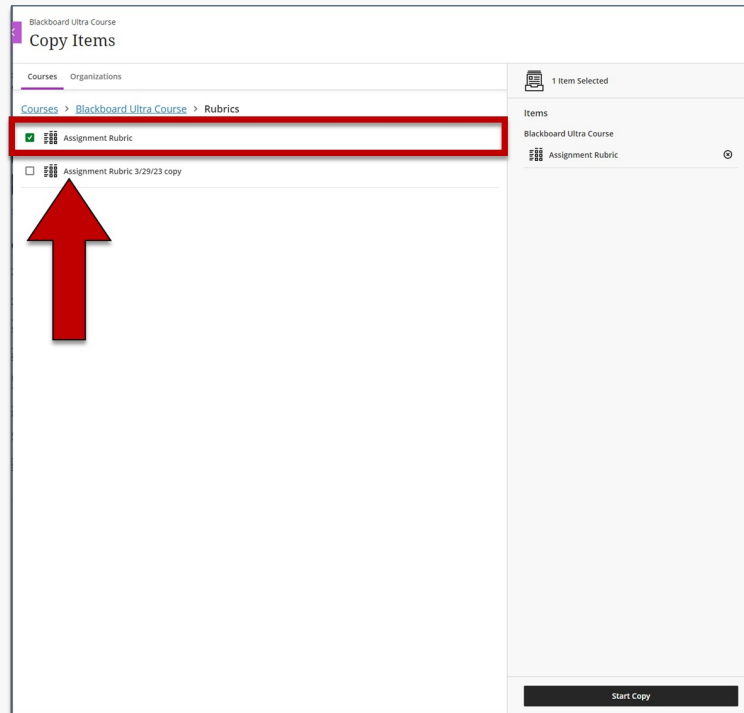
☐ Discussions

☐ Question Banks

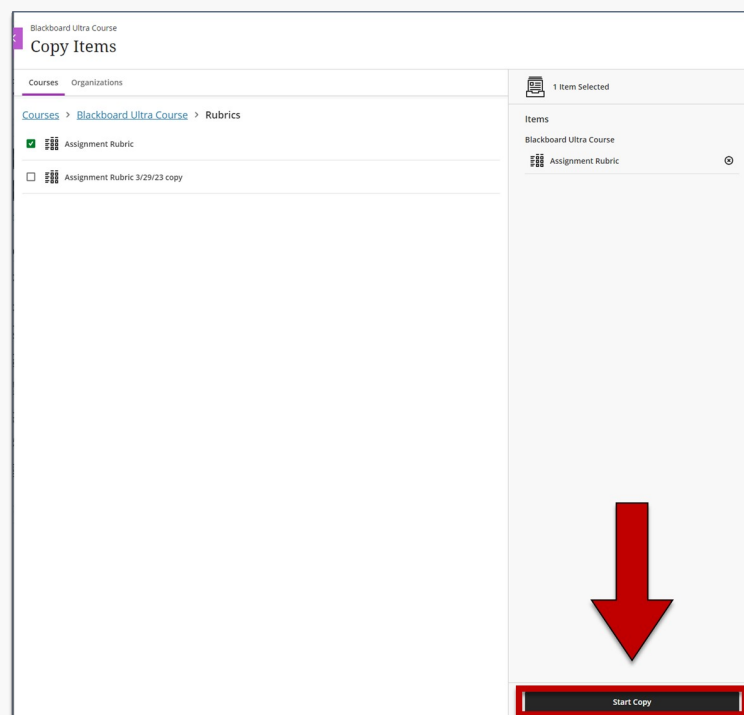
☐ Rubrics

0 Items Selected

You haven't selected any items yet



6. Select the Rubric you want to copy.



7. Select **Start Copy**. Rubric is copied.

How did you find this article? Use the like button below if you found this article helpful.

tags : blackboard-ultra, copy-a-rubric, deleting-a-rubric, deleting-rubrics, duplicating-a-rubric, editing-a-rubric, editing-rubrics, grading-in-ultra, importing-a-rubric, rubrics, ultra

