

# 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.

Blackboard Ultra Course

Content Calendar Discussions **Gradebook** Messages Analytics Student Preview

Gradable Items Students

| Item   | Due Date          | Grading Status   | Post |
|--|-------------------|------------------|------|
| Overall Grade  |                   |                  |      |
| Assignment 1: Assessing Articles<br>5 missing   0 of 5 submitted | 1/31/23, 12:00 AM | Complete         | ...  |
| Attendance<br>0 of 5 submitted                                   |                   | Nothing to grade | ...  |
| Reflection 1: What's your Favourite Core Value?                  | 1/17/23, 5:44 PM  | Complete         | ...  |

Assignment  
Test  
Discussion  
Exam  
Homework  
Presentation  
Quiz

Course Rubrics

Create New Rubric

Assignment Rubric ...

Overall Grade Notations

You can override a student's overall grade with notations that fall outside the course grade scheme.

Add Overall Grade Notation

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

Course Rubrics

Create New Rubric

Assignment Rubric ...

Duplicate  
Delete

Overall Grade Notations

You can override a student's overall grade with notations that fall outside the course grade scheme.

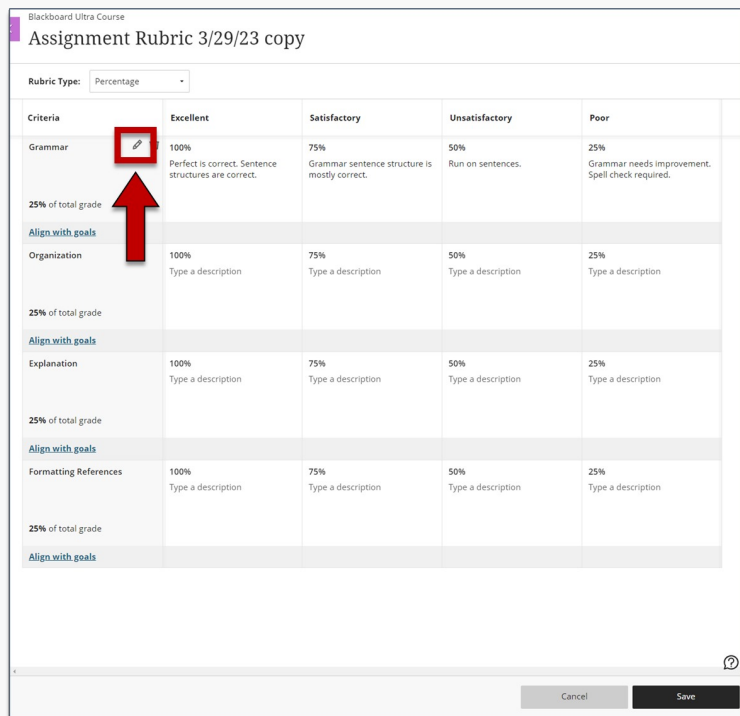
Add Overall Grade Notation

**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:



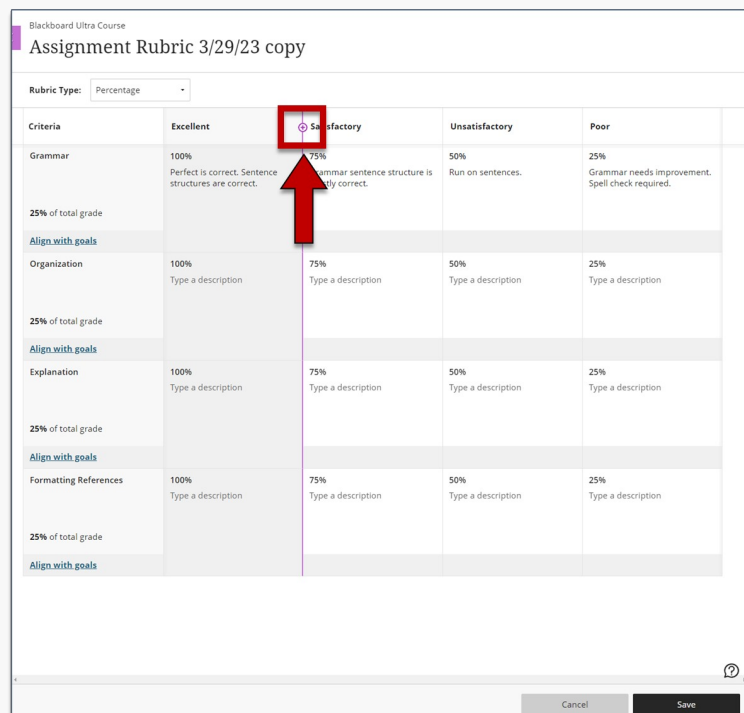
Blackboard Ultra Course  
Assignment Rubric 3/29/23 copy

Rubric Type: Percentage

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

Cancel Save

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



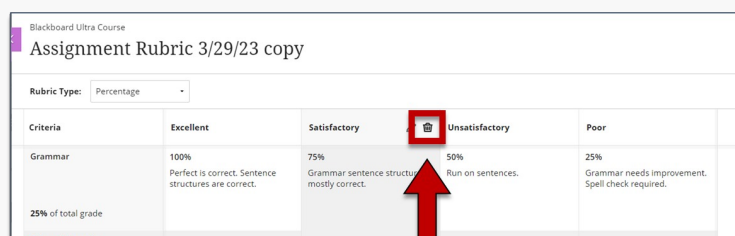
Blackboard Ultra Course  
Assignment Rubric 3/29/23 copy

Rubric Type: Percentage

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| <a href="#">Align with goals</a> |  |  |                           |   |
| Organization                     | 100%<br>Type a description                                   | 75%<br>Type a description                            | 50%<br>Type a description | 25%<br>Type a description                               |
| 25% of total grade               |  |  |                           |   |
| <a href="#">Align with goals</a> |  |  |                           |   |
| Explanation                      | 100%<br>Type a description                                   | 75%<br>Type a description                            | 50%<br>Type a description | 25%<br>Type a description                               |
| 25% of total grade               |  |  |                           |   |
| <a href="#">Align with goals</a> |  |  |                           |   |
| Formatting References            | 100%<br>Type a description                                   | 75%<br>Type a description                            | 50%<br>Type a description | 25%<br>Type a description                               |
| 25% of total grade               |  |  |                           |   |
| <a href="#">Align with goals</a> |  |  |                           |   |

Cancel Save

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



Blackboard Ultra Course  
Assignment Rubric 3/29/23 copy

Rubric Type: Percentage

| Criteria                         | Excellent  | Satisfactory   | Unsatisfactory           | Poor  |
|----------------------------------|--|--|--------------------------|---|
| Grammar                          | 100%<br>Perfect is correct. Sentence structures are correct. | 75%<br>Grammar sentence structure is mostly correct. | 50%<br>Run on sentences. | 25%<br>Grammar needs improvement. Spell check required. |
| 25% of total grade               |  |  |                          |   |
| <a href="#">Align with goals</a> |  |  |                          |   |

Cancel Save

|                                  |                    |                    |                    |                    |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|
| Organization                     | 100%               | 75%                | 50%                | 25%                |
|                                  | Type a description | Type a description | Type a description | Type a description |
| 25% of total grade               |                    |                    |                    |                    |
| <a href="#">Align with goals</a> |                    |                    |                    |                    |
| Explanation                      | 100%               | 75%                | 50%                | 25%                |
|                                  | Type a description | Type a description | Type a description | Type a description |
| 25% of total grade               |                    |                    |                    |                    |
| <a href="#">Align with goals</a> |                    |                    |                    |                    |
| Formatting References            | 100%               | 75%                | 50%                | 25%                |
|                                  | Type a description | Type a description | Type a description | Type a description |
| 25% of total grade               |                    |                    |                    |                    |
| <a href="#">Align with goals</a> |                    |                    |                    |                    |

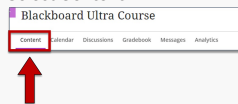
- Select the **delete icon** to delete a column or row.

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.

This screenshot shows a Blackboard course page with a sidebar on the left and a main content area on the right. The sidebar includes links for Roster, Course Groups, Course Image, Course Is open, Attendance, Announcements, Books & Tools, Question Banks, and Course Schedule. The main content area lists items like 'New Test 3/23/23', 'Course Information', 'Zoom Meetings and Recordings', 'Core Values', and 'Seneca Student Resources'. Each item has a 'Visible to students' toggle.

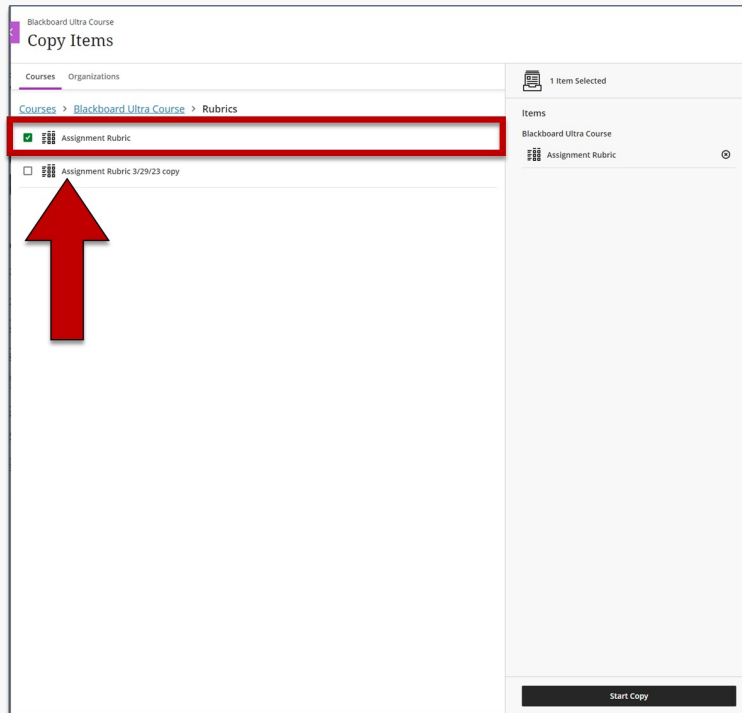
4. Select the course with the Rubric you want to copy.

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

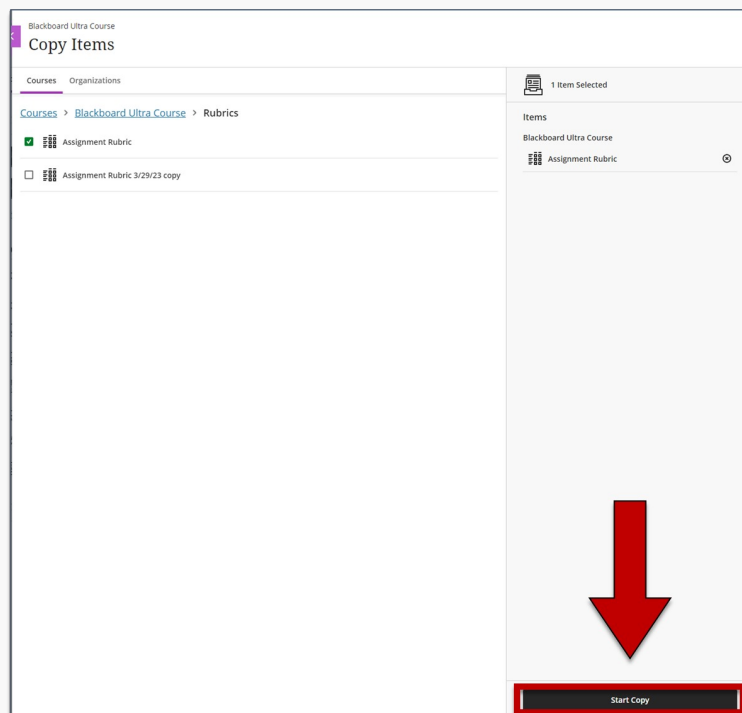
This screenshot shows the 'Copy Items' page in Blackboard Ultra Course. The page has a search bar and a list of courses. The first course, 'Blackboard Ultra Course' (TL\_Ultra18), is highlighted with a red box. A red arrow points to the checkbox next to it. The right sidebar shows '0 Items Selected' and 'You haven't selected any items yet'.

5. Select Rubrics.

This screenshot shows the 'Copy Items' page in Blackboard Ultra Course, specifically the 'Blackboard Ultra Course' view. The 'Rubrics' folder is highlighted with a red box, and a red arrow points to it. The right sidebar shows '0 Items Selected' and '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

