
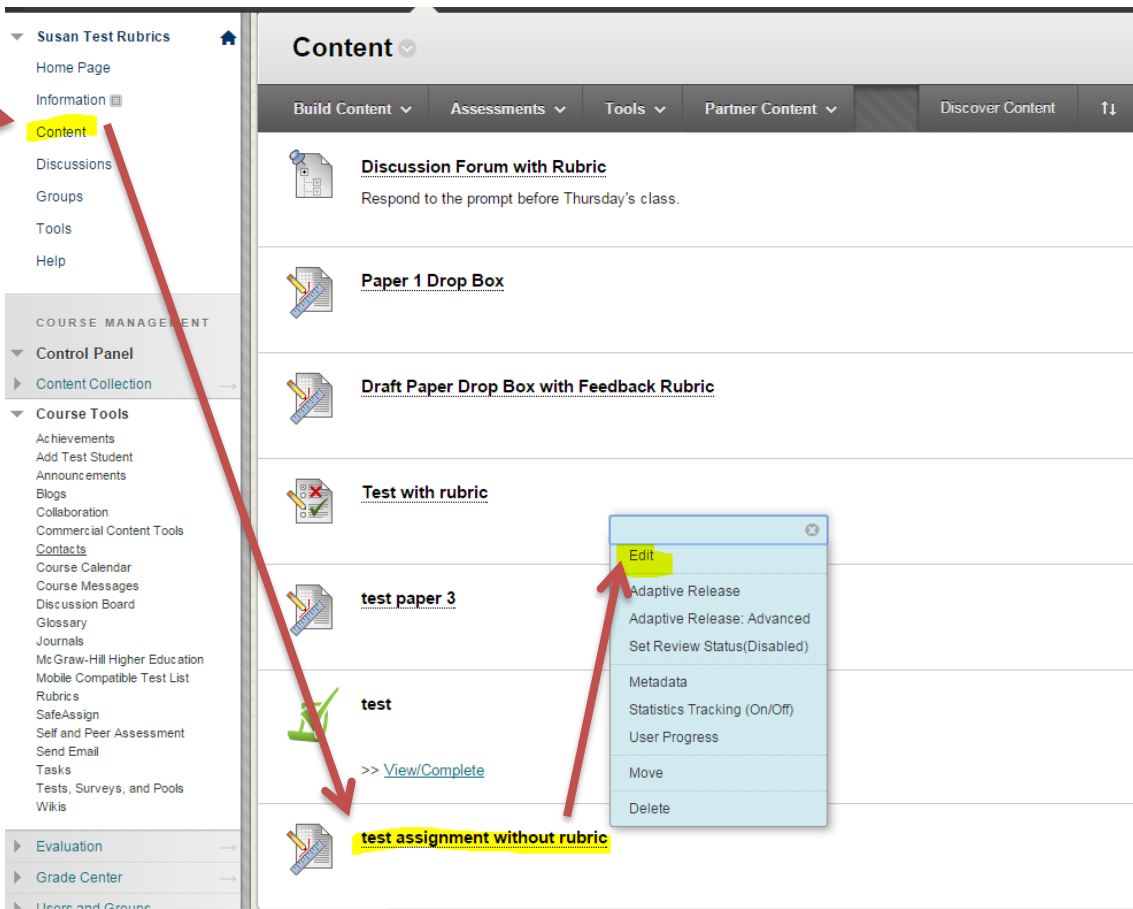


## 6. Attach a Rubric to an Assignment

- a. Click on Content, find the assignment you want to add the rubric to, click on the arrow , then click Edit.



The screenshot displays the Blackboard interface. On the left is a navigation menu with the following items: Susan Test Rubrics (with a home icon), Home Page, Information, Content (highlighted in yellow with a red arrow pointing to it), Discussions, Groups, Tools, and Help. Below this is a 'COURSE MANAGEMENT' section containing: Control Panel, Content Collection (with a right-pointing arrow), Course Tools (with a dropdown arrow), and a list of tools including Achievements, Add Test Student, Announcements, Blogs, Collaboration, Commercial Content Tools, Contacts, Course Calendar, Course Messages, Discussion Board, Glossary, Journals, McGraw-Hill Higher Education, Mobile Compatible Test List, Rubrics, SafeAssign, Self and Peer Assessment, Send Email, Tasks, Tests, Surveys, and Pools, Wikis, Evaluation, Grade Center, and Users and Groups.

The main content area is titled 'Content' and has a dropdown arrow. Below the title are tabs for 'Build Content', 'Assessments', 'Tools', 'Partner Content', and 'Discover Content'. The content list includes: 'Discussion Forum with Rubric' (Respond to the prompt before Thursday's class.), 'Paper 1 Drop Box', 'Draft Paper Drop Box with Feedback Rubric', 'Test with rubric', 'test paper 3', 'test' (with a green checkmark icon and a '>> View/Complete' link), and 'test assignment without rubric' (highlighted in yellow). A context menu is open over the 'test' item, showing options: Edit (highlighted in yellow with a red arrow), Adaptive Release, Adaptive Release: Advanced, Set Review Status(Disabled), Metadata, Statistics Tracking (On/Off), User Progress, Move, and Delete.

b. Click on Add Rubric, then Select Rubric.

1. Assignment Information

Name and Color: test assignment without rubric [Black]

Instructions

2. Assignment Files

Attach File: Browse My Computer, Browse Content Collection

3. Grading

Points Possible: 100

Associated Rubrics: Add Rubric

Select Rubric (highlighted with red arrow)

Create New Rubric

Create From Existing

4. Availability

c. Click the rubric you want to attach, then click Submit.

Select Rubrics

<input type="checkbox"/>	Name	Description	Date Last Edited
<input type="checkbox"/>	0 point rubric	0 point rubric used for providing feedback.	11/19/14 3:35 PM
<input type="checkbox"/>	Discussion Rubric	Test discussion rubric using percent range.	11/20/14 2:12 PM
<input type="checkbox"/>	Essay question rubric		11/19/14 4:32 PM
<input checked="" type="checkbox"/>	test rubric 1	Rubric description can be added here (optional).	11/19/14 3:28 PM

Displaying 1 to 4 of 4 items | Show All | Edit Paging...

Selected Rubrics 1

Cancel Submit (highlighted with yellow circle and red arrow)

- d. Make the rubric visible to students. On the right, hover over this area. Click on Yes With Rubric Scores.

**3. Grading**

✘ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
test rubric 1	Used for Grading	Nov 19, 2014 3:28:25 PM	No

**4. Availability**

Yes (With Rubric Scores)  
Yes (Without Rubric Scores)  
After Grading

- e. Now the rubric is visible to students. Click Submit and the rubric will be attached.

**3. Grading**

✘ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
test rubric 1	Used for Grading	Nov 19, 2014 3:28:25 PM	Yes (With Rubric Scores)

**Submit**

Click **Submit** to finish. Click **Cancel** to quit without saving changes.