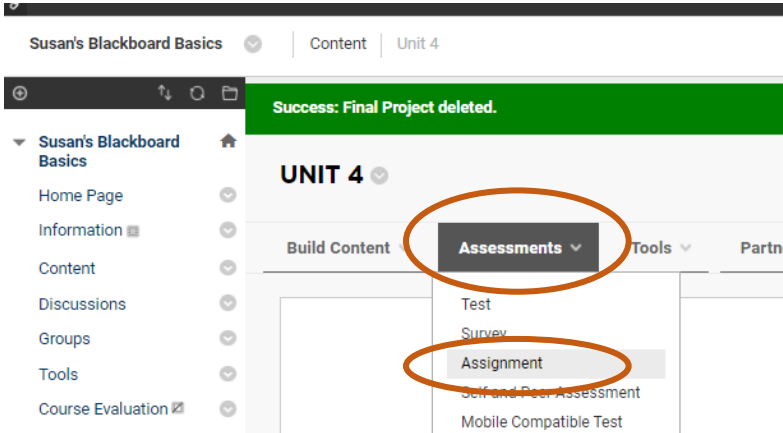


Create an Assignment ("Drop Box") and Attach a Rubric

1. On the Content page of the course, hover mouse over the Assessments button, then click Assignment.



2. Add the assignment name, instructions, maximum points, etc. If the assignment is not being graded as part of overall coursework, enter zero for points.

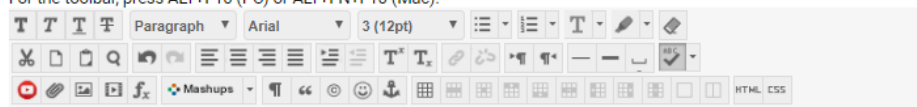
* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Instructions for Students. |

Path: p

ASSIGNMENT FILES



DUE DATES

Due Date

GRADING

* Points Possible

3. Hover mouse over Add Rubric, then click Select Rubric.

* Points Possible

Associated Rubrics

Add Rubric ▼

- Select Rubric**
- Create New Rubric
- Create From Existing

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

AVAILABILITY

Make the Assignment Available

4. A box will appear. Choose the appropriate GLO/PLO rubric using the checkbox. Click Submit.

Select Rubrics – Blackboard Learn - Google Chrome

concordia.blackboard.com/webapps/rubric/do/course/rubricManager?cmd=rubricPicker&context=course&course_id=_52600_1&panelId=agn&entityId=&entityTyp...

SELECT RUBRICS

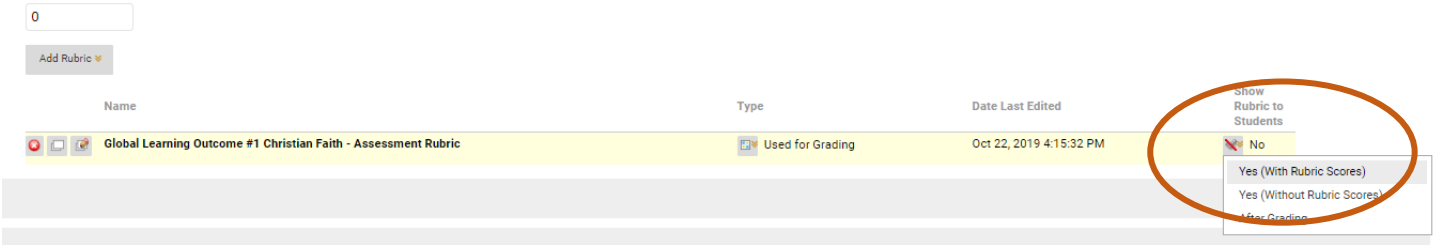
<input checked="" type="checkbox"/>	NAME ▲	DESCRIPTION	DATE LAST EDITED
<input checked="" type="checkbox"/>	Global Learning Outcome #1 Christian Faith - Assessment Rubric	10-04-2019	10/22/19 4:15 PM

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

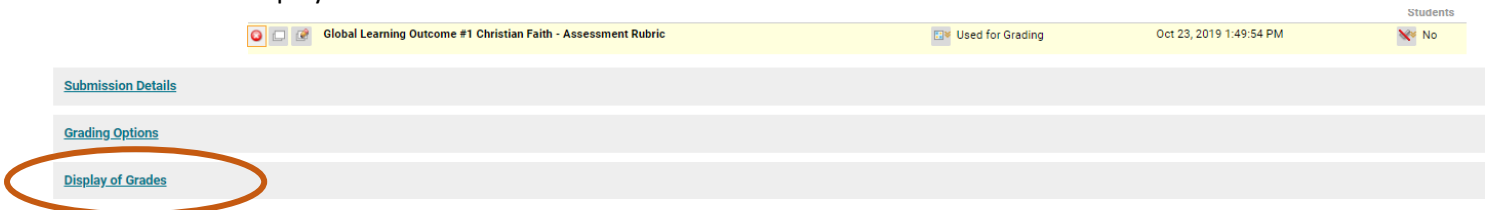
Selected Rubrics **1**

5. Rubric visibility and grade center calculations.

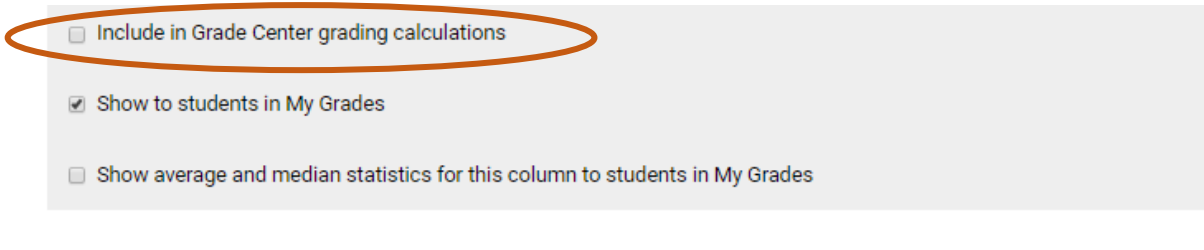
- a. By default the rubric is not visible to students and is the recommended option if the assignment and rubric is not being graded. Check with your Program Director if you are not sure.
- b. If the assignment and rubric IS being graded as part of course work, hover mouse over the No field and click on the option to show rubric to students:



6. Click on Display of Grades.



7. If the assignment is not graded as part of coursework, uncheck the statement “Include in Grade Center grading calculations. Ignore this step if the assignment IS being graded as part of course work. Click Submit.



8. The assignment has been created with an attached rubric.

