



## Attaching a Rubric to an Existing Assignment

This handout is for attaching an existing rubric to an existing Assignment. The same process can be used to attach an existing rubric to an existing discussion, by selecting “Discussion” instead of Assignment. For other options and how to create and use Rubrics please visit our web page at [tamuc.edu/oat](http://tamuc.edu/oat).

1. Access the assignment you want to associate an existing rubric with by clicking on “**Activities**” on the Navigation bar and then selecting “**Assignments**.”

The screenshot shows the Blackboard navigation bar for the course 'Meredith Villa Sandbox'. The 'Activities' dropdown menu is open, and the 'Assignments' option is highlighted with a red box and a red arrow. Other options in the dropdown include 'Discussions' and 'Quizzes'. The navigation bar also includes 'Content', 'Grades', 'Communication Tools', and 'YouSeeU-Virtual Classroom'. Below the navigation bar, there is a 'Search Topics' field, a 'Table of Contents' dropdown, and buttons for 'Import Course', 'Bulk Edit', and 'Related Tools'.

2. Click on the “**dropdown icon**” next to the assignment you want to associate a rubric with and select “**edit assignment.**”

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Content Grades ▾ Activities ▾ Communication Tools ▾ YouSeeU-Virtual Classroom

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## Assignments

[New Assignment](#) [Edit Categories](#)

[Bulk Edit](#)

	Assignment	Evaluated	Feedback Publis
	No Category		
	<b>Murder on the Orient Express Analysis</b>	2/5	2/5

**Dropdown Menu:** View Submissions, Edit Assignment, Hide from Users, Delete Assignment, Submission Log

3. Make sure you are on the “**Properties**” tab for your assignment, if not, click on the “**Properties**” tab.

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Content Grades ▾ Activities ▾ Communication Tools ▾ YouSeeU-Virtual Classroom Course Admin More ▾

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## Edit Assignment - Murder on the Orient Express Analysis

▼

[Properties](#) Restrictions Objectives Turnitin®

Name \*

Murder on the Orient Express Analysis

Instructions

4. Scroll down to the “**Evaluation and Feedback**” heading and click on the “**Add Rubric**” button.

**Evaluation and Feedback**

Score Out Of

100 

Grade Item

Murder on the Orient Express Analysis  [\[New Grade Item\]](#)

Student View Preview

100 / 100 - 100 % 

Rubrics

[Add Rubric](#) 

No rubrics selected.

[\[Create Rubric in New Window\]](#)

5. Select the rubric that you want associate with the assignment and then click on the “**Add Selected**” button.

Select Rubric ✕

<input type="checkbox"/>	Discussion and Participation (imported copy)	This rubric will apply to discussion and participation in this class.	Points	Analytic
<input type="checkbox"/>	Discussion Rubric	This rubric will apply to all discussions in this course.	Points	Analytic
<input type="checkbox"/>	Role Play	This rubric should be used to evaluate the Role Play.	Points	Analytic
<input checked="" type="checkbox"/>	Sample Rubric 		Points	Analytic

20 per page 

**Add Selected** Cancel 

6. The selected rubric should now show up on the Assignment Properties page. Click “**Save and Close**” to save your selections.

### Evaluation and Feedback

Score Out Of  
 ?

Grade Item  
 [New Grade Item]

Student View Preview  
 100 / 100 - 100 %

**Rubrics**

X

[Create Rubric in New Window]

Default Scoring Rubric  
 ?

Annotation Tools  
 Make annotation tools available for assessment