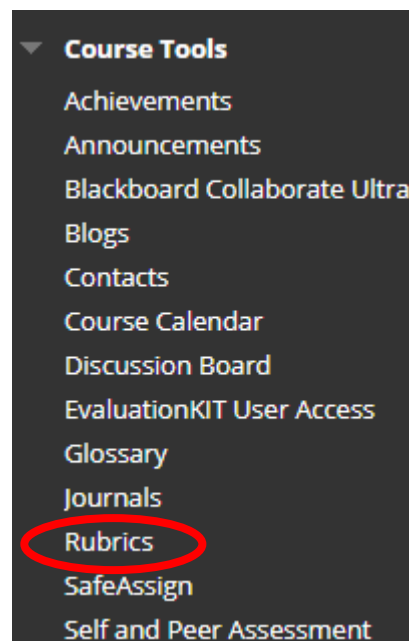




As a result of the introduction of formative assessment for semester 2, you may need to convert your existing Blackboard rubrics into ones that are not points or percentage based. This guide will take you through how to do this.

Locate your existing rubrics

If there are rubrics already set up on your Blackboard course unit, you will find them on the right-hand side menu under **Course Tools -> Rubrics**



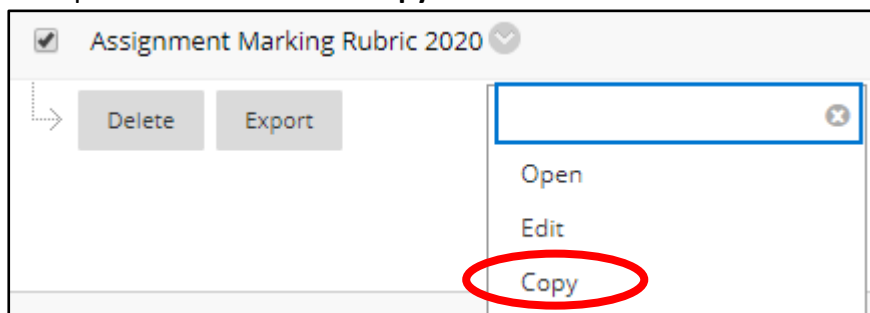
Once in the rubrics area, you will see a list of any pre-existing ones.

| <input type="checkbox"/> | NAME | DESCRIPTION | DATE LAST EDITED |
|--------------------------|--------------------------------|-------------|------------------|
| <input type="checkbox"/> | Assignment Marking Rubric 2020 | | 23 April 2020 |

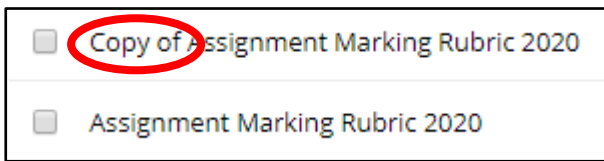
Duplicating the rubric

In order to preserve your original rubric, you should duplicate it before making any changes.

1. Firstly hover over the rubric name and then click the grey chevron button to open the options menu and click **Copy**.

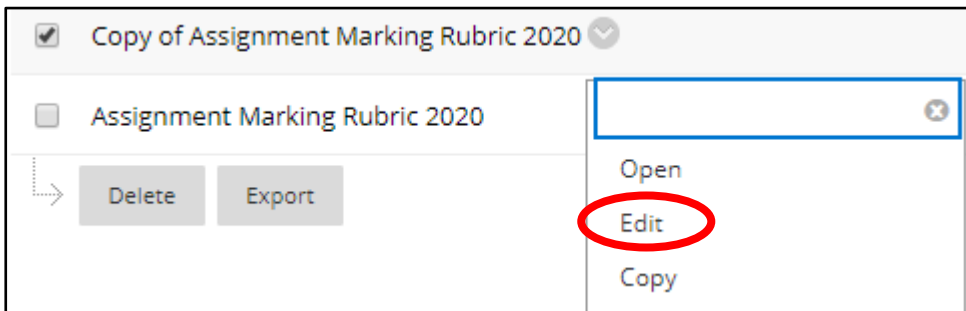


- You should then see your rubric pre-fixed with 'Copy of'

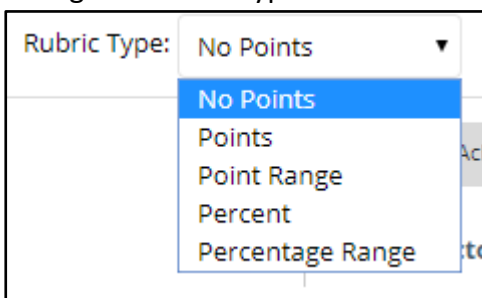


Editing the rubric

- Click on the grey chevron on the copy of the rubric and click **Edit**



- Change the rubric type to **No Points**. It must not be points or percentage based.



- Next, ensure that none of the rubric descriptors refer to grades. For example it may have references to grade ranges in the column headings. To edit these, click the grey chevron and then **Edit**



- Remove any references to grades and click **Save**



- Once you are happy with the edits you have made, click **Submit** at the bottom of the page.

For information on how to associate a rubric with a Blackboard assignment, [please see here](#).