**View a Completed Rubric**

*Note: These instructions are for students who have had their Graduation with Leadership Distinction (GLD) portfolios scored. For most courses, the student will go directly to My Grades.*

To view your completed rubric with the ratings for each section, follow the instructions below. Note that you may see feedback in some of the individual areas of the rubric or for the entire portfolio, but only if the evaluator added feedback.

1. **Go to the GLD Organization site** – or **to your class Blackboard site**

2. **From the main course menu, choose Check Your Score** – or **go to Tools -> My Grades**
   - If no grades are showing, can click on [All].
   - You will see your total score under Grade.
   - You may also see a statement with general feedback (which is blocked out in the example below)

3. **To view the completed rubric, hover over the title of the item, Submit Your GLD Portfolio Here** – or **to the assignment that was scored with a rubric.**

   A new button should appear called [View Rubric]:

   ![Submit GLD Portfolio Here](image)

4. **When you click on [View Rubric], a new window should open that shows "Rubric Detail"**

   - **The Grid View** shows a table.
     - Each area will have a box that is highlighted with a check mark indicating the rating. If the evaluator added feedback to that area, you will also see that in the highlighted box.
     - At the bottom of the Rubric Detail screen, you may also see a statement with general feedback about your portfolio.
   - **If you switch to the List View**, you will see the same information, but you need to click in the boxes to Show Descriptions and Show Feedback to see your ratings and feedback:

   ![Grid View vs List View](image)

   (optional) Unfortunately, Blackboard does not allow you (or your instructor or evaluator) to print out a completed rubric. There are a couple of work-arounds that you may want to try:
- You could do screen shots ("print screen"), but you'd have to do it numerous times as you scroll through the completed rubric.
- You may want to print out a blank rubric and indicate the score you got for each section on the paper rubric.
- You probably don't want to take the time to write out the feedback for each section, but maybe you could copy and paste those into a text document that you print out.