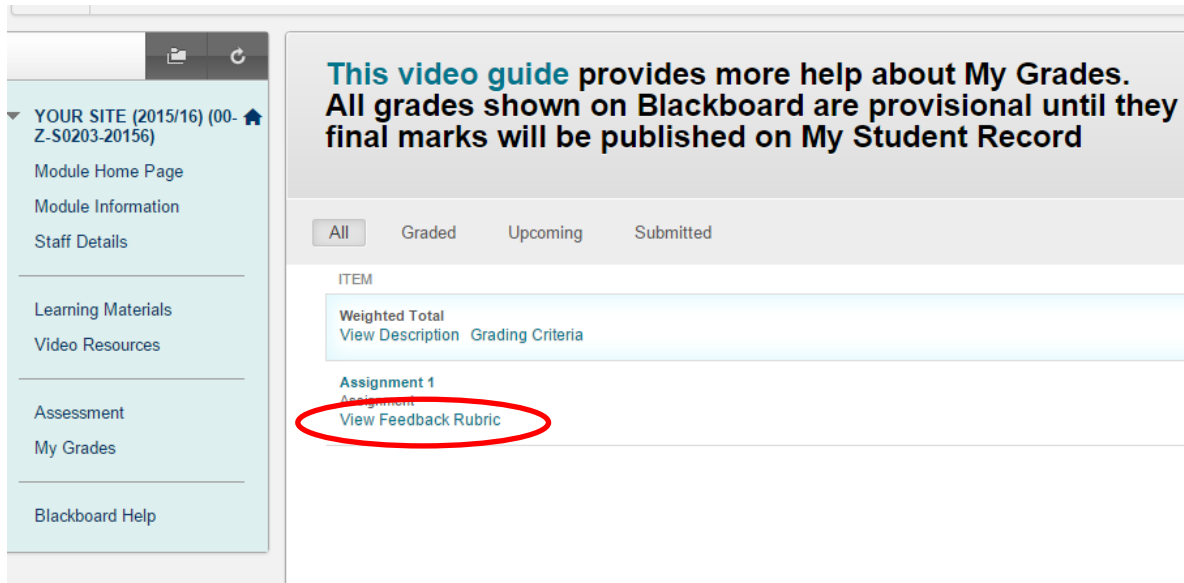
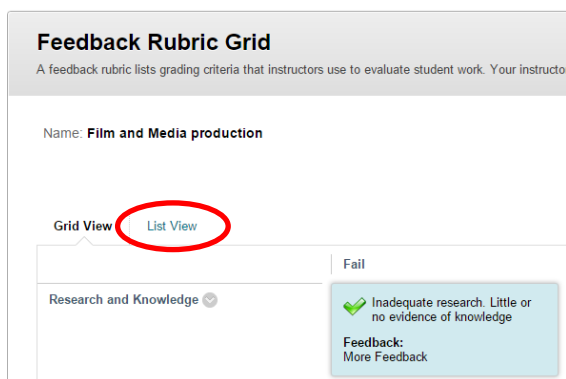


## How do I save and print Feedback Rubrics?

If your tutor has provided feedback on one of your assignments via a feedback rubric, you can access this in the My Grades section in the module Blackboard site. In My Grades, you can open the feedback rubric by clicking View Feedback Rubric, and save a copy to your computer for offline use and printing purposes.

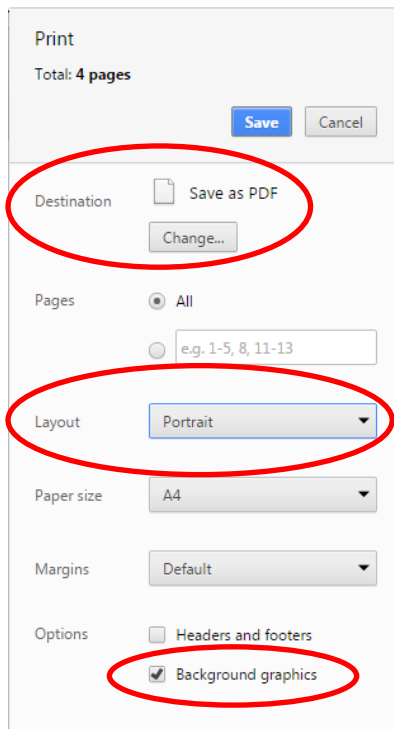


The most suitable view for saving and printing the feedback Rubric is the List View. Click here to access this view.



Then tick the 'Show Descriptions' and 'Show Feedback' options, to make all of the information in the rubric visible.

To save the rubric, right click and press print. Then change the print destination to 'Save As PDF'. Ensure the layout is set to portrait, and that the background graphics option is ticked. Then click save.

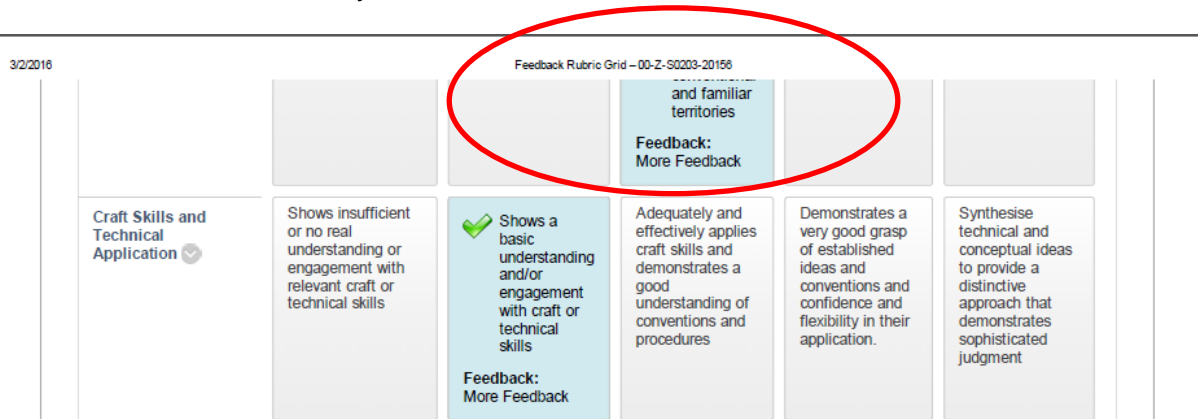


You can now open the saved PDF on your computer, and print this as you would any other PDF document.

If desired, you can save and print the feedback rubric in Grid View, which is the default view of a Feedback Rubric, but the readability is affected. To do so however, open the Rubric, then right-click and select print.

Change the layout to landscape. Ensure the background graphics option is ticked. Then click save. To print the Feedback Rubric in Grid View, open the saved PDF, and print as normal.

Printing a feedback rubric in grid view will cut off the text at the page break, as seen here, which could affect readability.



Print whichever view of the rubric that is most useful for you.