

## Editing Assignment Rubrics

1. On your course, click the **Turn editing on** button.

Turn editing on

2. Locate and click on the **Assignment** link on the course page.



3. The **Grading summary** page appears.

### Interacting With Others

Write a note to a neighbor before you go on vacation. Include a contact address, timelines, and emergency contact information.

#### Grading summary

|                      |                        |
|----------------------|------------------------|
| Hidden from students | No                     |
| Participants         | 4                      |
| Submitted            | 3                      |
| Needs grading        | 2                      |
| Due date             | Thursday, 21 May 2020, |
| Time remaining       | 5 days 13 hours        |

[View all submissions](#)[Grade](#)

4. Click the **Actions menu** icon.
5. Choose *Define Rubric* from the drop-down menu.
6. The *Rubric editing* page appears.

7. Scroll down the page to the Rubric.

| Rubric  |                              |                                      |                               |                                      |           |
|---|------------------------------|--------------------------------------|-------------------------------|--------------------------------------|-----------|
| <div> <div>×</div> <div>↓</div> <div>📄</div> </div> <b>Conveys the message; reader may have to guess or make inferences to follow completely.</b> | Not Yet<br><b>1 points</b> ✕ | Partly Achieved<br><b>1 points</b> ✕ | Achieved<br><b>2 points</b> ✕ | Achieved Easily<br><b>3 points</b> ✕ | Add level |
| <div> <div>↑</div> <div>×</div> <div>↓</div> <div>📄</div> </div> <b>Uses word order and word form accurately.</b>                                 | Not Yet<br><b>1 points</b> ✕ | Partly Achieved<br><b>1 points</b> ✕ | Achieved<br><b>2 points</b> ✕ | Achieved Easily<br><b>3 points</b> ✕ | Add level |
| <div> <div>↑</div> <div>×</div> <div>📄</div> </div> <b>Accurate spelling, capitalization</b>  | Not Yet<br><b>1 points</b> ✕ | Partly Achieved<br><b>1 points</b> ✕ | Achieved<br><b>2 points</b> ✕ | Achieved Easily<br><b>3 points</b> ✕ | Add level |
| + Add criterion   |                              |                                      |                               |                                      |           |

Note: Each row is a **Criterion**.

8. To move a **criterion row** to a different position, click on one of the **arrow** icons in the leftmost cell of the criterion row.

|   |                              |                                      |                               |                                      |
|---|------------------------------|--------------------------------------|-------------------------------|--------------------------------------|
| <div> <div>↑</div> <div>×</div> <div>↓</div> <div>📄</div> </div> <b>Uses word order and word form accurately.</b> | Not Yet<br><b>1 points</b> ✕ | Partly Achieved<br><b>1 points</b> ✕ | Achieved<br><b>2 points</b> ✕ | Achieved Easily<br><b>3 points</b> ✕ |
|---|------------------------------|--------------------------------------|-------------------------------|--------------------------------------|

9. To remove a **criterion** row from the rubric, click on the **X** (close) icon in the leftmost cell of the criterion row.

|   |             |            |            |            |            |
|---|-------------|------------|------------|------------|------------|
| ↑ | Uses word   | Not Yet    | Partly     | Achieved   | Achieved   |
| × | order and   | 1 points ✕ | Achieved   | 2 points ✕ | Easily     |
| ↓ | word form   |            | 1 points ✕ |            | 3 points ✕ |
| 📄 | accurately. |            |            |            |            |

10. Click on the **Yes** button on the confirmation pop up.

11. The **criterion row** disappears.

|   |                |            |            |            |            |           |
|---|----------------|------------|------------|------------|------------|-----------|
| × | Conveys the    | Not Yet    | Partly     | Achieved   | Achieved   |           |
| ↓ | message;       | 1 points ✕ | Achieved   | 2 points ✕ | Easily     |           |
| 📄 | reader may     |            | 1 points ✕ |            | 3 points ✕ | Add level |
|   | have to guess  |            |            |            |            |           |
|   | or make        |            |            |            |            |           |
|   | inferences to  |            |            |            |            |           |
|   | follow         |            |            |            |            |           |
|   | completely.    |            |            |            |            |           |
| ↑ | Accurate       | Not Yet    | Partly     | Achieved   | Achieved   | Add level |
| × | spelling,      | 1 points ✕ | Achieved   | 2 points ✕ | Easily     |           |
| 📄 | capitalization |            | 1 points ✕ |            | 3 points ✕ |           |

12. To add a criterion row to the rubric, click on the **+ Add criterion** link under the **Rubric** table.

**+ Add criterion**

13. Add details into each cell of the criterion row by clicking them. in a cell and typing

|   |  |                     |                     |                     |                     |           |
|---|--|---------------------|---------------------|---------------------|---------------------|-----------|
| ↑ |  | Click to edit level | Click to edit level | Click to edit level | Click to edit level | Add level |
| × |  | 1 points ✕          | 1 points ✕          | 2 points ✕          | 3 points ✕          |           |
| 📄 |  |                     |                     |                     |                     |           |

14. Add a criterion row to the rubric by clicking on the **Duplicate** icon in the leftmost cell of the criterion row.

Note: It is more efficient the to use a **duplicate** option rather than the **Add criterion** link because the

|                         |                   |                   |                   |                   |
|-------------------------|-------------------|-------------------|-------------------|-------------------|
| ↑ <b>Accurate</b>       | Not Yet           | Partly            | Achieved          | Achieved          |
| ✕ <b>spelling</b>       | <b>1 points</b> ✕ | Achieved          | <b>2 points</b> ✕ | Easily            |
| 📄 <b>capitalization</b> |                   | <b>1 points</b> ✕ |                   | <b>3 points</b> ✕ |

**Levels** are already defined.

15. To add a level to a criterion, click on the **Add level** link on the right side of the row.

|                          |                   |                   |                   |                  |
|--------------------------|-------------------|-------------------|-------------------|------------------|
| ✕ <b>Conveys the</b>     | Not Yet           | Partly            | Achieved          |                  |
| 📄 <b>message; reader</b> | <b>0 points</b> ✕ | Achieved          | <b>2 points</b> ✕ |                  |
| <b>may may to guess</b>  |                   | <b>1 points</b> ✕ |                   | <b>Add level</b> |
| <b>to make</b>           |                   |                   |                   |                  |

16. To remove a level of a criterion, click on the **X** icon in the level itself.  
The level is deleted.

|                         |                   |                   |                   |                   |
|-------------------------|-------------------|-------------------|-------------------|-------------------|
| ↑ <b>Accurate</b>       | Not Yet           | Partly            | Achieved          | Achieved          |
| ✕ <b>spelling,</b>      | <b>1 points</b> ✕ | Achieved          | <b>2 points</b> ✕ | Easily            |
| 📄 <b>capitalization</b> |                   | <b>1 points</b> ✕ |                   | <b>3 points</b> ✕ |

|                         |                   |                   |                   |
|-------------------------|-------------------|-------------------|-------------------|
| ↑ <b>Accurate</b>       | Not Yet           | Partly            | Achieved          |
| ✕ <b>spelling,</b>      | <b>1 points</b> ✕ | Achieved          | <b>2 points</b> ✕ |
| 📄 <b>capitalization</b> |                   | <b>1 points</b> ✕ |                   |

17. Click on the **Save** button

18. The **Rubric** is updated.