

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.

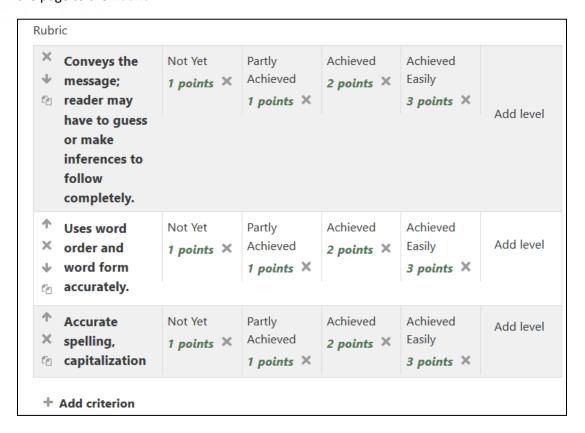


- 4. Click the **Actions menu** icon.
- 5. Choose *Define Rubric* from the drop-down menu.
- 6. The Rubric editing page appears.



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7. Scroll down the page to the Rubric.



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.



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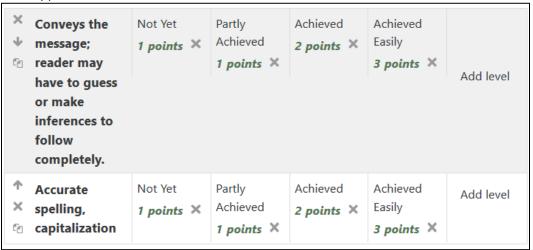


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9. To remove a **criterion** row from the rubric, click on the **X** (close) icon in the leftmost cell of the criterion row.



- 10. Click on the Yes button on the confirmation pop up.
- 11. The **criterion row** disappears.



- 12. To add a criterion row to the rubric, click on the + Add criterion link under the Rubric table.
- 13. Add details into each cell of the criterion row by clicking them.



in a cell and typing



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

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

↑ Accurate	Not Yet	Partly	Achieved	Achieved
× spelling	1 points ×	Achieved	2 points ×	Easily
apitalization		1 points ×		3 points ×

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.



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



1	Accurate	Not Yet	Partly	Achieved
×	spelling,	1 points ×	Achieved	2 points X
CO.	capitalization		1 points ×	

- 17. Click on the Save button
- 18. The **Rubric** is updated.