


Editing Assignment Rubrics

Note: This file refers to editing your existing rubric. To create a rubric, see the file **Assignment Rubrics**, for using a rubric from a template by starting with a pre-defined Assignment, and **Assignment Rubrics Scratch**, for defining your own rubric.

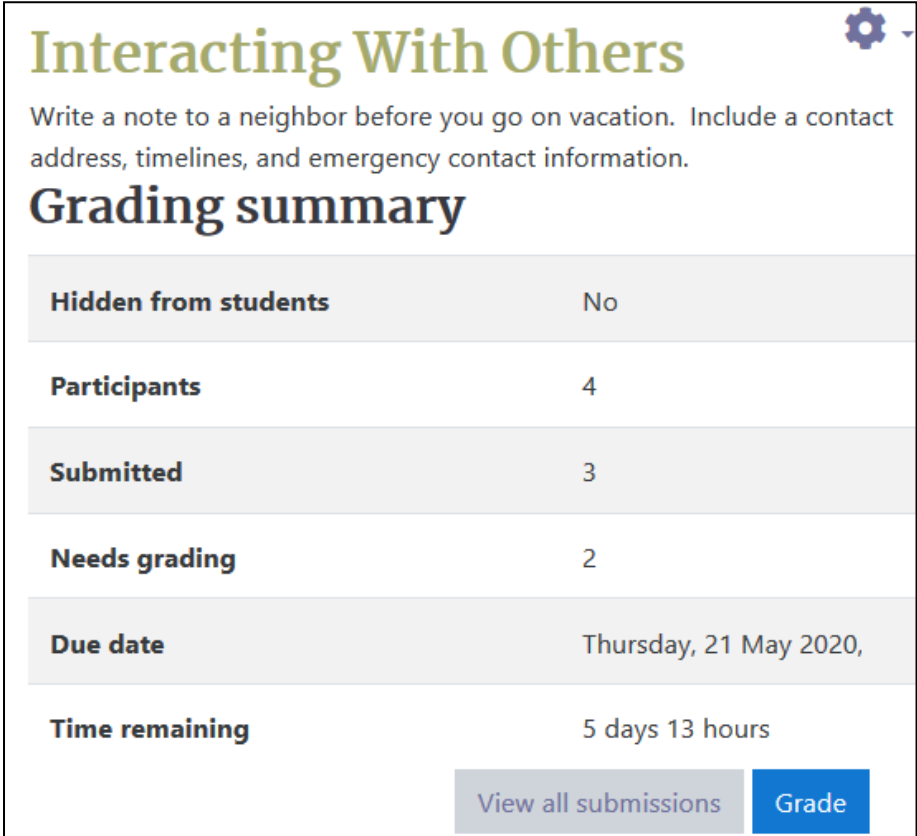
1. On your course, click the **Turn editing on** button.




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					
× ↓ 📄 Conveys the message; reader may have to guess or make inferences to follow completely.	Not Yet 1 points ×	Partly Achieved 1 points ×	Achieved 2 points ×	Achieved Easily 3 points ×	Add level
↑ × ↓ 📄 Uses word order and word form accurately.	Not Yet 1 points ×	Partly Achieved 1 points ×	Achieved 2 points ×	Achieved Easily 3 points ×	Add level
↑ × 📄 Accurate spelling, capitalization	Not Yet 1 points ×	Partly Achieved 1 points ×	Achieved 2 points ×	Achieved Easily 3 points ×	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.

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

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

×	Conveys the	Not Yet	Partly	Achieved	Achieved	Add level
↓	message;	1 points ✕	Achieved	2 points ✕	Easily	
📄	reader may		1 points ✕		3 points ✕	
	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 ✕	

11. The **critierion row** disappears.

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

+ Add critierion

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

↑		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. You can also add a **critierion row** to the rubric by clicking on the **Duplicate** icon in the leftmost cell of the critierion row.

↑ Accurate	Not Yet	Partly	Achieved	Achieved
× spelling	<i>1 points</i> ×	Achieved	<i>2 points</i> ×	Easily
☐ capitalization		<i>1 points</i> ×		<i>3 points</i> ×

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

× Conveys the message; reader may may to guess to make	Not Yet	Partly	Achieved	
☐	<i>0 points</i> ×	Achieved	<i>2 points</i> ×	
		<i>1 points</i> ×		Add level

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

↑ Accurate	Not Yet	Partly	Achieved	Achieved
× spelling,	<i>1 points</i> ×	Achieved	<i>2 points</i> ×	Easily
☐ capitalization		<i>1 points</i> ×		<i>3 points</i> ×

The level is deleted.

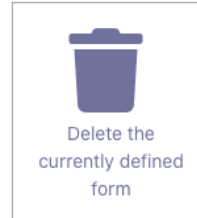
↑ Accurate	Not Yet	Partly	Achieved
× spelling,	<i>1 points</i> ×	Achieved	<i>2 points</i> ×
☐ capitalization		<i>1 points</i> ×	

17. Click on the **Save** button.

18. The **Rubric** is updated, and the **Advanced Grading** screen appears.

Advanced grading: Interacting With Others (Submissions)

Change active grading method to  Rubric 



Rubric Ready for use

19. Use the breadcrumbs to return to the course homepage.