Editing Rubrics

Note: Only rubrics which have not been used to grade yet can be edited.

1. Navigate to the course you will be building the rubric.
2. Go to the Course Tools under the Course Menu and select Rubrics (Figure 1).
3. Select the grey arrow located next to the rubric name and click Edit (Figure 2).
4. Edit the necessary rubric fields (Figure 3). Click Submit once you’re done.