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).
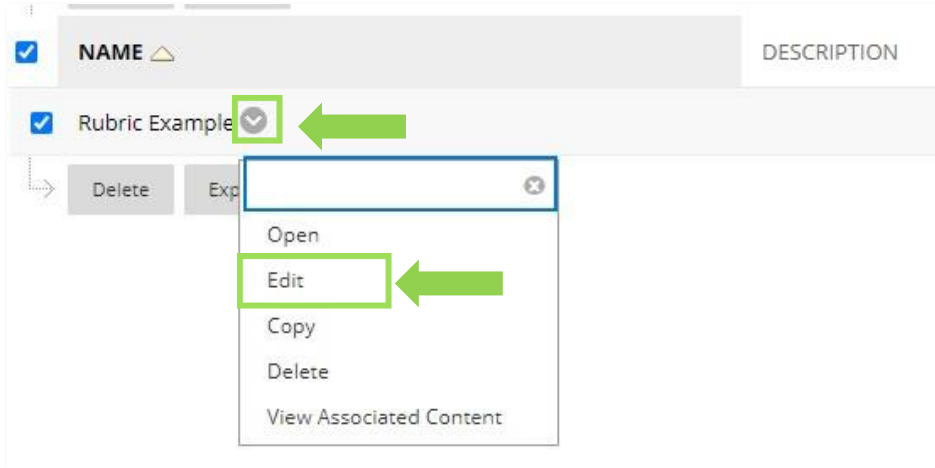

FIGURE 2

FIGURE 1

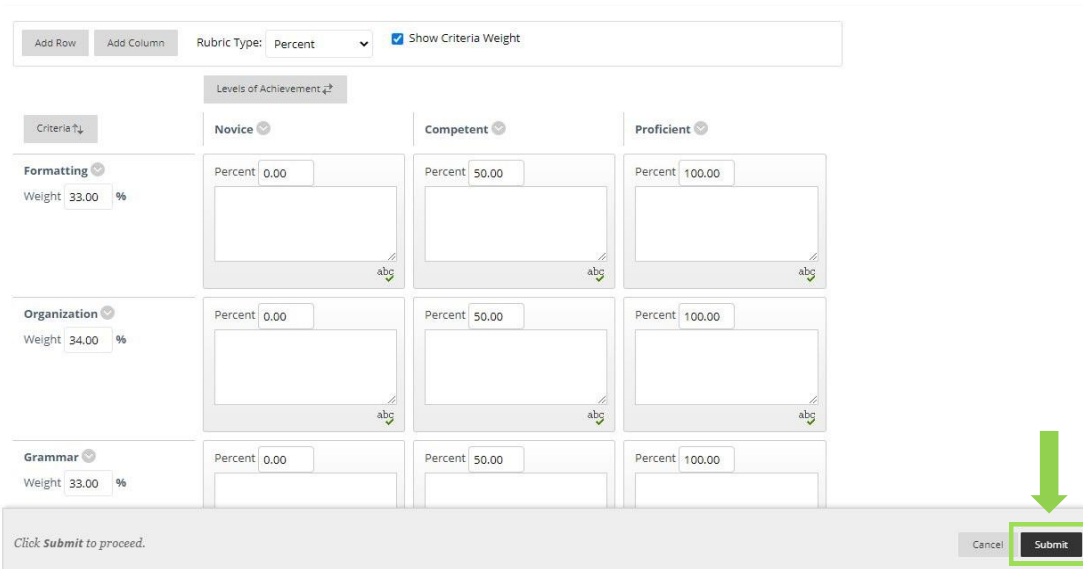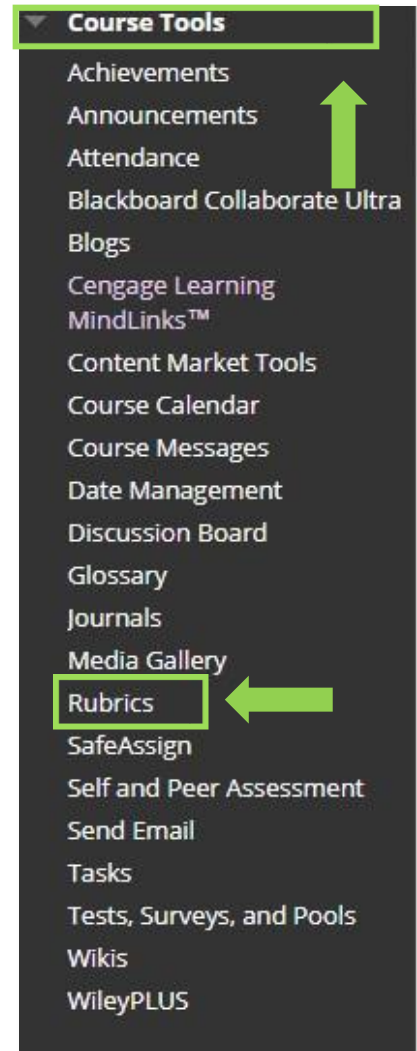4. Edit the necessary **rubric fields** (Figure 3). Click **Submit** once you're done.

FIGURE 3