

How do I edit a rubric?

Note: You may only edit rubrics that are local to your site, and that have not been associated with an item for grading. Once a rubric is in use, it will appear with a lock icon next to it, indicating that it cannot be edited.




Go to Rubrics.



Select the **Rubrics** tool from the tool menu of your site.




Select the title of the rubric you would like to edit to expand it.

Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
> Essay Rubric	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 5:27 PM	  





Toggle details for Essay Rubric























Remember, locked rubrics may not be edited.

> Essay Rubric 1 	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Thursday, March 14, 2020 5:15 PM	 
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The Lock icon indicates that a rubric is associated with an activity in the site and it cannot be edited. If you need to edit a locked rubric, you should either detach it from the activity where it is being used, or make a copy of the rubric and edit the copy.

You may view and edit the rubric from this screen.

▼ Essay Rubric  Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 5:27 PM   


Content  Paper topic	Needs development  The paper topic is unclear and needs further development. 1 Points 	Meets expectations  Demonstrates a clear understanding of the subject. 3 Points 	Exceeds expectations  Demonstrates exceptional understanding of the topic. 5 Points 	 		
Criterion 2 	Inadequate  0 Points 	Poor  5 Points 	Fair  10 Points 	Good  15 Points 	Exceptional  20 Points 	 

[+ Add Criterion](#)

Select the Edit icon next to the rubric title to rename it.



Modify the title and Save.






▼ Essay Rubric  Discussion

SAVE Cancel

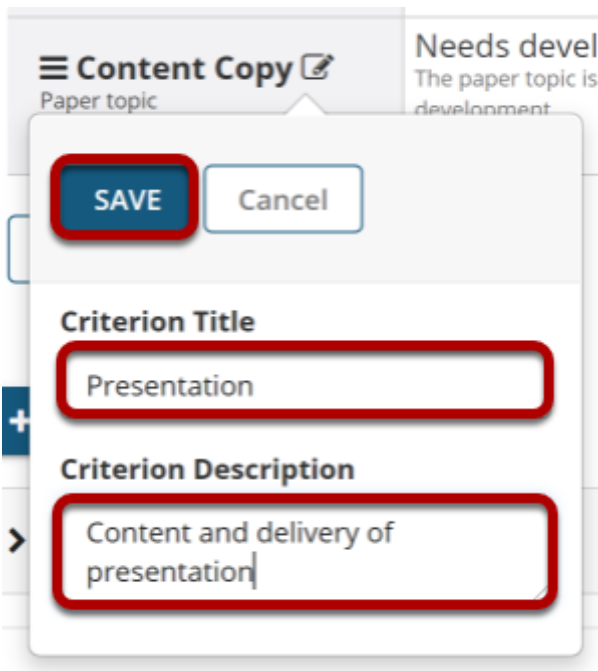
Rubric Title


Essay Rubric 1 |

Select the Edit icon next to a criterion to modify that criterion.

Content Copy Paper topic 	Needs development  The paper topic is unclear and needs further development. 1 Points	Meets expectations  Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations  Demonstrates exceptional understanding of the topic. 5 Points	 x
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Modify the criterion title and/or description and Save.



Content Copy 
Paper topic






Needs devel
The paper topic is development.

SAVE Cancel

Criterion Title
Presentation

Criterion Description
Content and delivery of presentation

Select the Edit icon next to a rating to modify that rating.

Presentation  Content and delivery of presentation	Needs development  The paper topic is unclear and needs further development. 1 Points	Meets expectations  Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations  Demonstrates exceptional understanding of the topic. 5 Points	 x
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Modify the rating title, points, and/or description and Save.

Note: If you would like to delete a rating level, you may do so by selecting the **Remove** button here.

Drag and drop to reorder.

▼ Essay Rubric 1 | Discussion 6 SMPL101 | Demo Instructor | Saturday, March 21, 2020 6:18 PM



 Content Paper topic	Needs development The paper topic is unclear and needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 		
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	 
Presentation Content and delivery of presentation	Needs development The presentation topic and delivery are unclear and needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 		

+ Add Criterion

You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

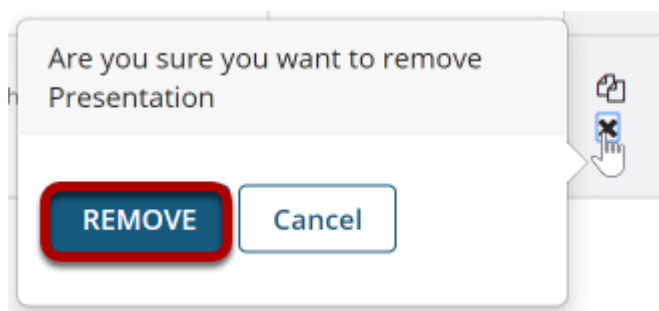
Delete any criteria you don't need.

Essay Rubric 1 Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 6:18 PM

Content Paper topic	Needs development The paper topic is unclear and needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points			
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	
Presentation Content and delivery of presentation	Needs development The presentation topic and delivery are unclear and needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points			

+ Add Criterion

Select the **X** icon [**Remove Criterion**] to delete an unnecessary criterion.



Select the **Remove** button when prompted to confirm the deletion.