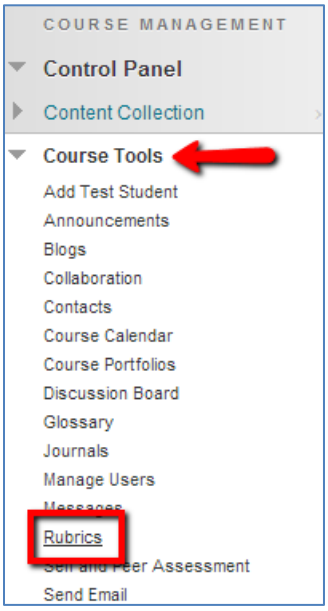
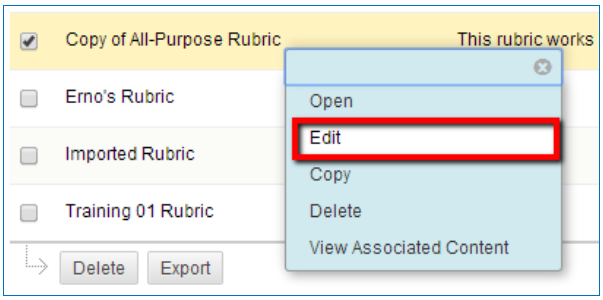
Editing the Rubric Grid

To add, remove, or modify criteria, levels of achievement, or point allocations for a Rubric:

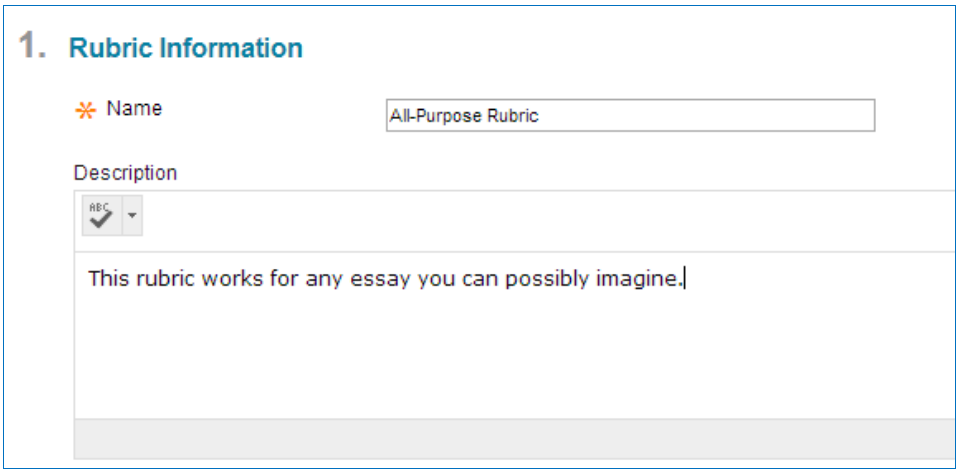
1. Under Control Panel, click **Course Tools**, then **Rubrics**.



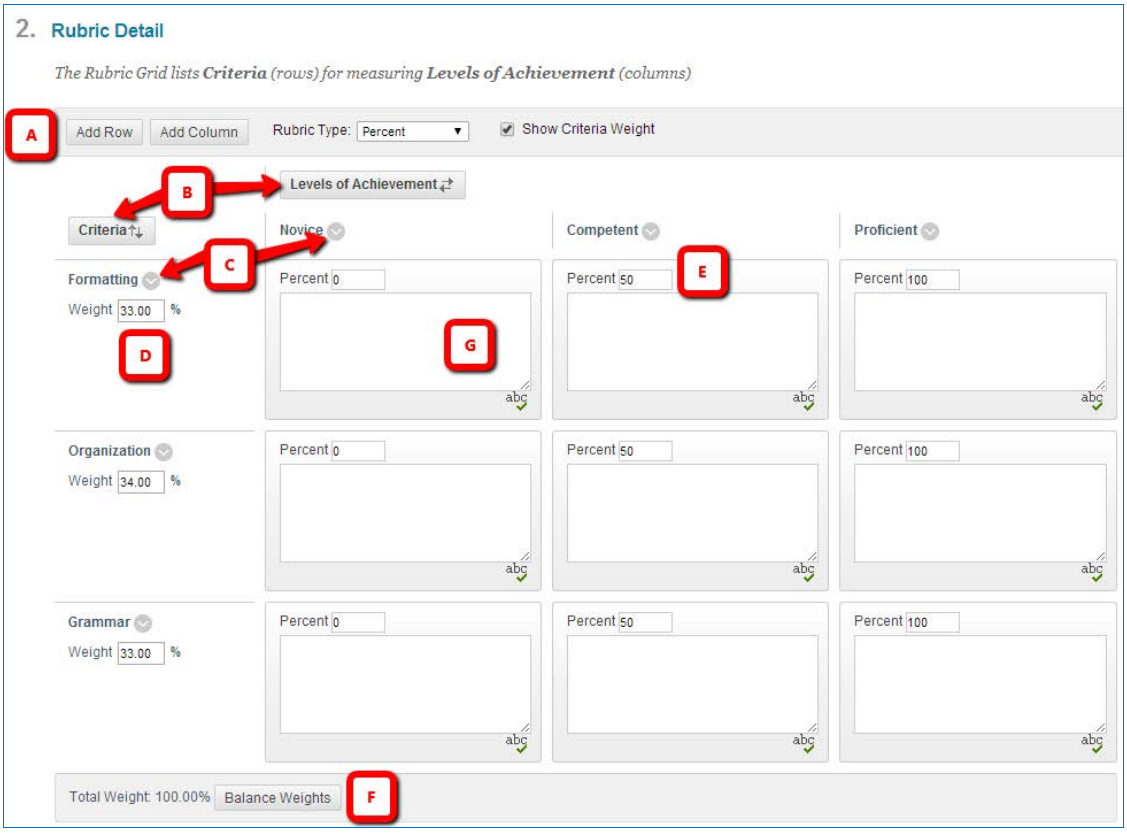
2. Click the contextual arrow for a Rubric, and select **Edit**. The Edit Rubric page will allow you to modify all the settings for the Rubric, including its name.



3. In the Rubric Information section, you can change the Name or Description.



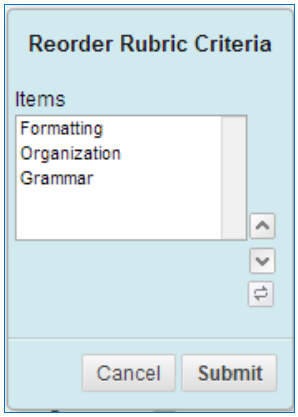
4. In the Rubric Detail section, you can add, remove, or rename rows and columns; you can also change the weight given to each criterion.

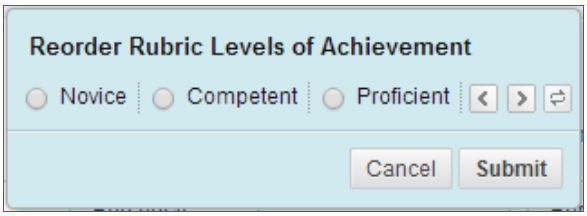


A. Click the **Add Row** button to specify another criterion, the **Add Column** button to add a level of achievement. New rows and columns begin with all values set to zero. The Rubric Type can be expressed as **No Points, Points, Point Range, Percent,** or **Percent Range**. The ranges allow for scaled grading of criteria rather than a set amount. Also, you

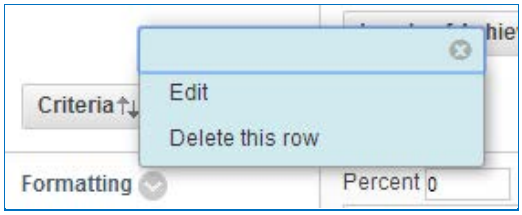
can show or hide the criteria weighting, especially if the weights are balanced; this does not turn weighting off, but merely hides the associated boxes and buttons.

B. Click the **Criteria** reorder button to reposition the rows or the **Levels of Achievement** reorder button to reposition the columns. Select the row or column to move, and use the up and down or left and right arrows to change the order. Click **Submit** to save the changes.





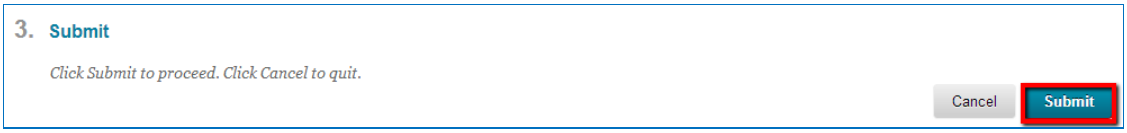
C. Click the contextual arrows to edit the names of criteria or levels of achievement, or to delete them entirely.



D. Edit the point or percentage values for individual criteria in the Weight text boxes. Percentages must add up to 100%.

E. Edit the point or percentage values for individual levels of achievement in the text boxes for each cell in the grid.

F. Click the **Balance Weights** button to apportion equal or approximately equal value to each row. The percentages will be rounded to integer values, so with three criteria, one will be weighted at 34% and two at 33% to add up to 100%.

G. Enter brief explanations of what a Novice, Competent, or Proficient performance on any element might include—e.g., no grammatical mistakes or clear separation of subpoints.

5. Click **Submit** to save the changes.