EDITING RUBRICS

Once you have created a rubric in ulearn you can edit it, as long as you have not begun to grade with it.
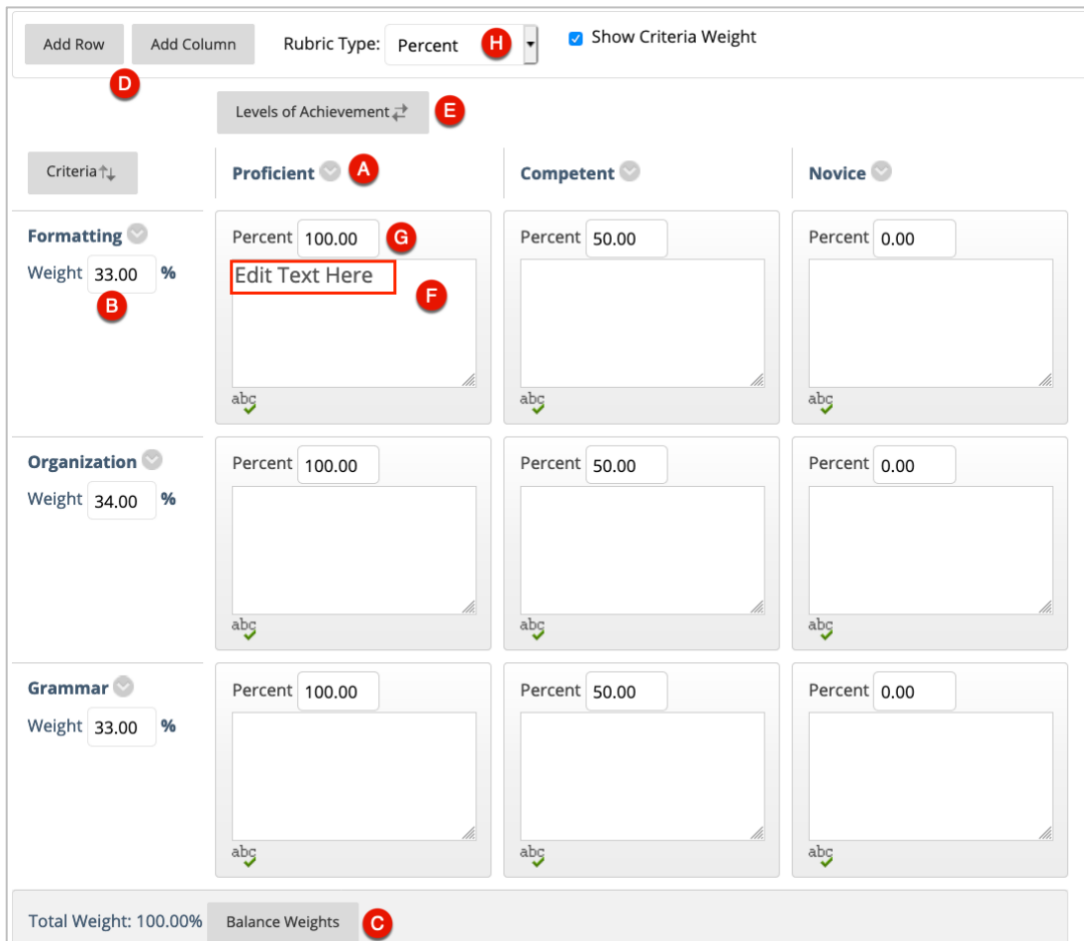
Instructions

When editing an existing rubric, you can change the titles of the columns [A] and rows, change the weights for criteria rows [B], add or remove columns [D], and even change whether the rubric is based on points or percentages [H].

> **Note:**
>
> You will not be able to make changes or edits to a rubric once it has been used for grading.

Key

Refer to this key when reading descriptions below to reference the location of the function.

EDITING RUBRICS

[A] Edit Column/Row: To change the title of a column or row header, select the chevron arrow next to the name, then select **Edit.**
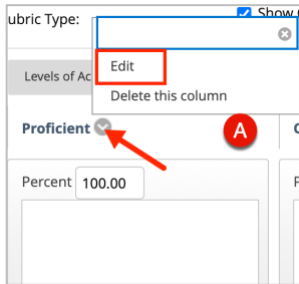

[B - C] Change Row Weight: When using percentages, change the weight of a criteria item by changing the number next to **Weight**. Verify that the total weight of all rows equals 100%.
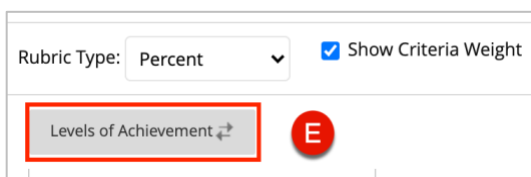

[D] Add a New Row or Column: Select **Add Row** or **Add column** located at the top left of the rubric area.
New rows are added to the bottom of the rubric. New columns are added to the far right of the rubric.
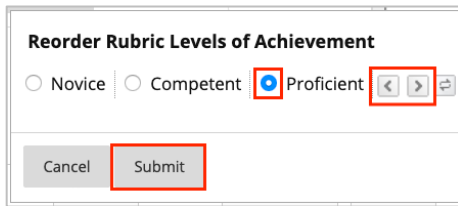They can be moved left/right or up/down into their intended position.
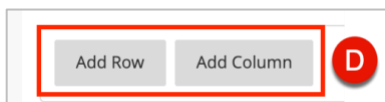
[E] Change the Order of the Columns/Rows: Select **Levels of Achievement**.
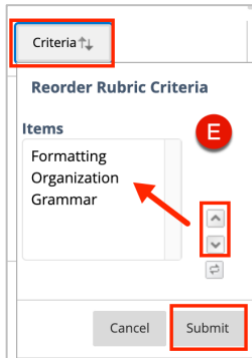

Select the column you wish to move, then click the arrows to move it to the left or right.
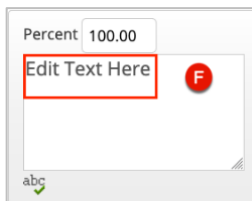
Reorder Rubric Levels of Achievement

○ Novice ○ Competent ● Proficient [<] [>] ⟳

Cancel [Submit]

The same can be done with the rows by selecting **Criteria.**

[Criteria ↑↓]

Reorder Rubric Criteria

Items

Formatting
Organization
Grammar

Cancel [Submit]

[F] Edit Description of an Indicator Box: Select the text you want to edit.

Percent 100.00

Edit Text Here

abc ✓

[G] Edit Value of an Indicator Box: Select the box next to **Percent** or **Point**.

Percent 0.00

[H] Change to Points or Percentage Based: Select the arrow next to **Rubric Type**.

No Points
Points
Point Range
✓ Percent
Percent Range

Rubric Type:
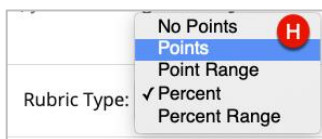
Click **Submit** when done making changes.

Cancel [Submit]