Using rubrics for evaluation on student work is a great way to make the grading process efficient and provide consistent feedback. Rubrics also provide students with a reference on how their work will be evaluated. Because they are specific to the graded work they are applied to, some rubrics are very simple while others require additional complexity.

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.
EDIT A RUBRIC

[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.
EDIT A RUBRIC

[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.

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

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

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

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