Adding a Rubric to an Assignment

Editing an Assignment

Locate the assignment that you wish to edit, and hover over the link for the assignment. Click the chevron button that appears next to the assignment and select **Edit** from the menu.

Adding a Rubric, Part 2
1. To add a rubric, click on the **Add Rubric** button.
2. **Select Rubric**: Choose this option to select a rubric that has already been created.
3. **Create New Rubric**: Select this option to create a new rubric from scratch. For more information, please refer to the guide titled **Creating an Interactive Rubric**.
4. **Create From Existing**: Select this option to create a new rubric using an existing rubric as a template.

**Selecting a Rubric**

After choosing **Select Rubric**, you will now see a list of rubrics available to add to the assignment. Check the box next to the name of the rubric you wish to add and click the **Submit** button at the bottom of the page.

**Assigning Points Possible**

If the point value of the rubric is different than that of the assignment, a dialog box will appear with the following text: *Click OK to assign the rubric's Maximum Points as the Points Possible.* Click the **OK** button.

**Modifying Rubric Options**
After selecting a rubric, information similar to the screen above will appear in the grading section.

1. Click the red X button to remove the rubric association
2. Click the second button with the two rectangles to preview the rubric
3. Click the third button with the pencil to edit the rubric. Note: Editing the rubric will affect all assignments for which the rubric is used.
4. Type: Click this button to change how the rubric is used. The options are **Used for Grading** or **Used for Secondary Assessment**.
5. **Show Rubric To Students**: Click this button to determine how students can view the rubric. The options are **Yes (without rubric scores)**, **Yes (with rubric scores)**, No, and **After Grading**.