*Please note that only rubrics which have not been used to grade can be edited

1. Please navigate to the course you will be building the rubric
2. Go to the **Course Tools** under the **Course Menu** and select **Rubrics** (Figure 1).
3. Select the drop-down menu located next to the rubric name and select Edit (Figure 2).

![Figure 2]

4. Edit the necessary rubric fields (Figure 3).

![Figure 3]

5. When finished making edits click submit in the lower right-hand corner (Figure 3).