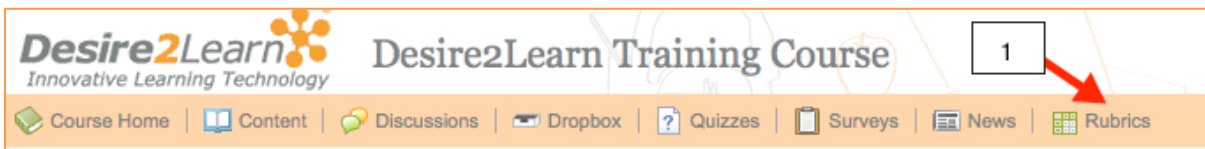


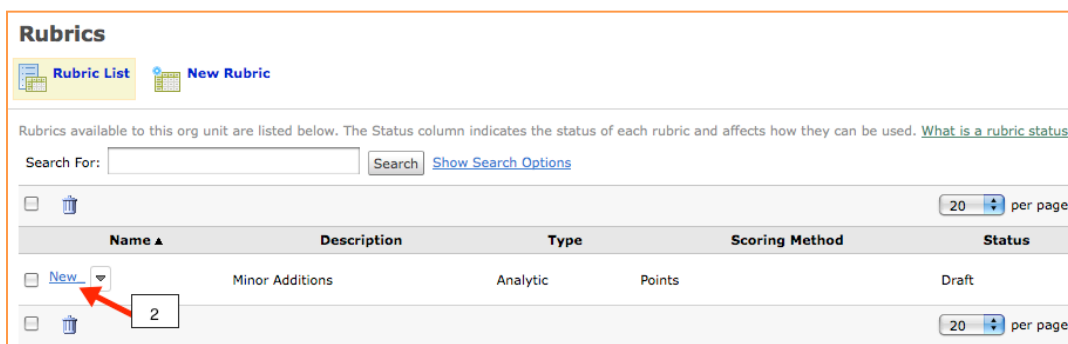
This step-by-step guide will demonstrate how to edit an existing analytic rubric using the **Rubrics** tool in Desire2Learn (D2L).

## Rubrics: Modify Analytic Rubric

1. Select **Rubrics** from the course navigation bar.

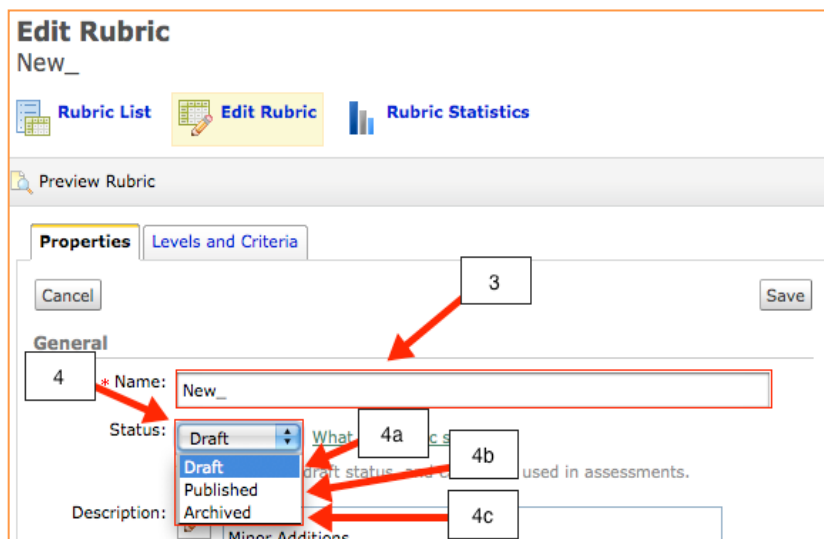


2. Select the rubric to be edited.

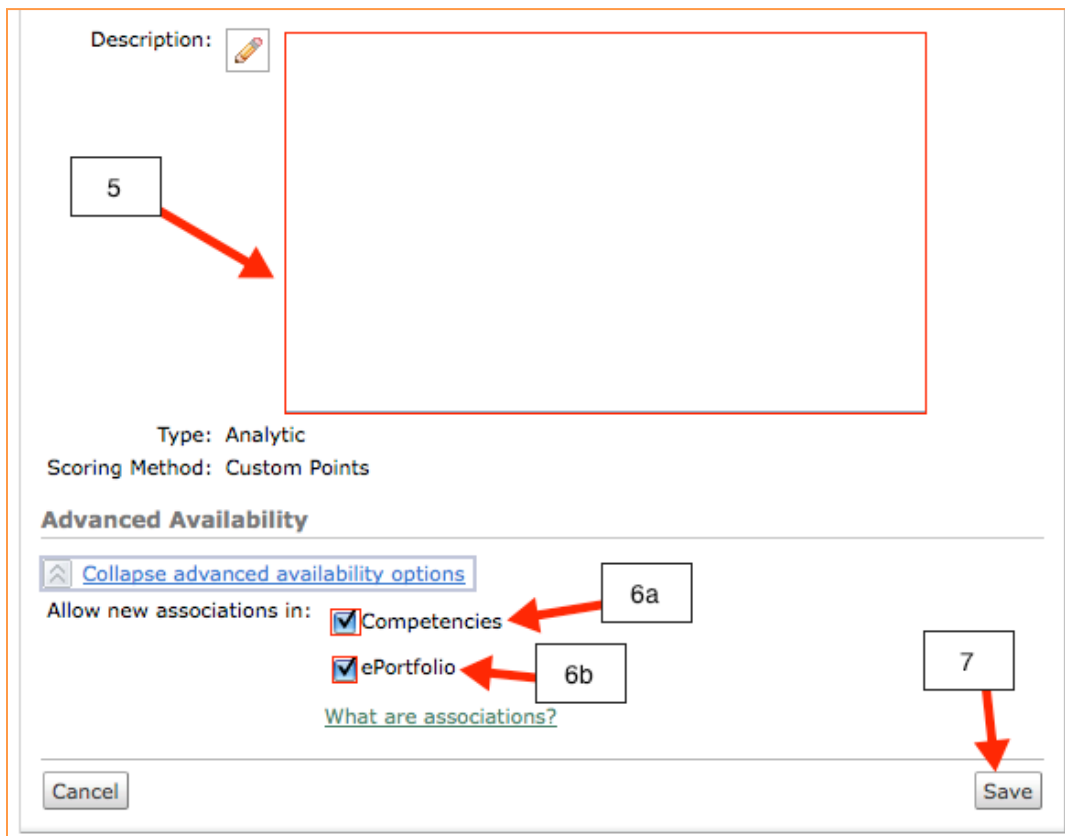


## Edit Properties

3. *Optional:* Edit the **Name**.
4. *Optional:* Select a status from the **Status** dropdown menu.
  - a. Select **Draft**.
  - b. Select **Published**
  - c. Select **Archived**.



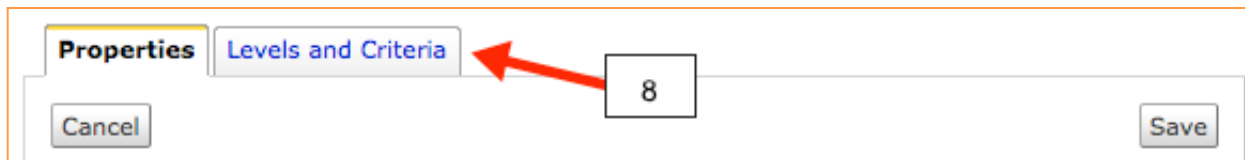
- 5. *Optional:* Edit the **Description**.
- 6. *Optional:* Edit **Advanced Availability** options.
  - a. *Optional:* Select **Competencies**.
  - b. *Optional:* Select **ePortfolio**.



- 7. Select **Save**.

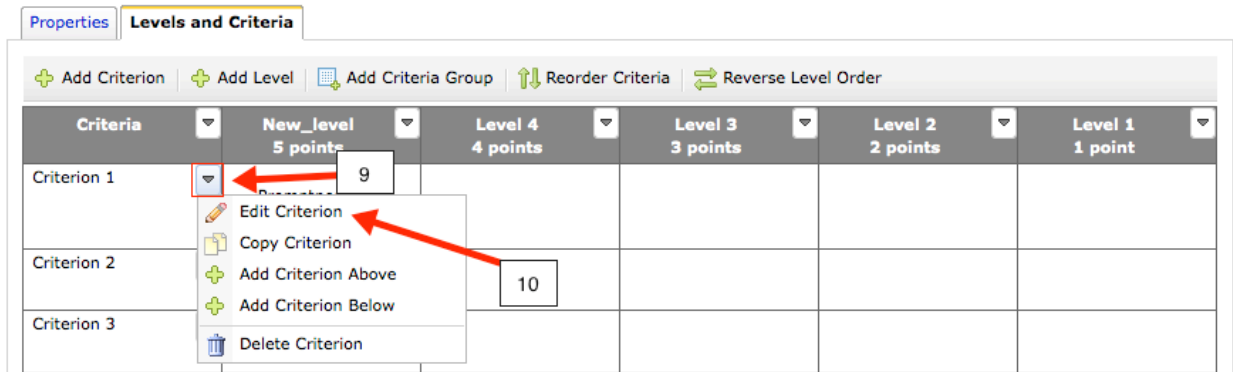
### Edit Levels and Criteria

- 8. Select the **Levels and Criteria** tab.

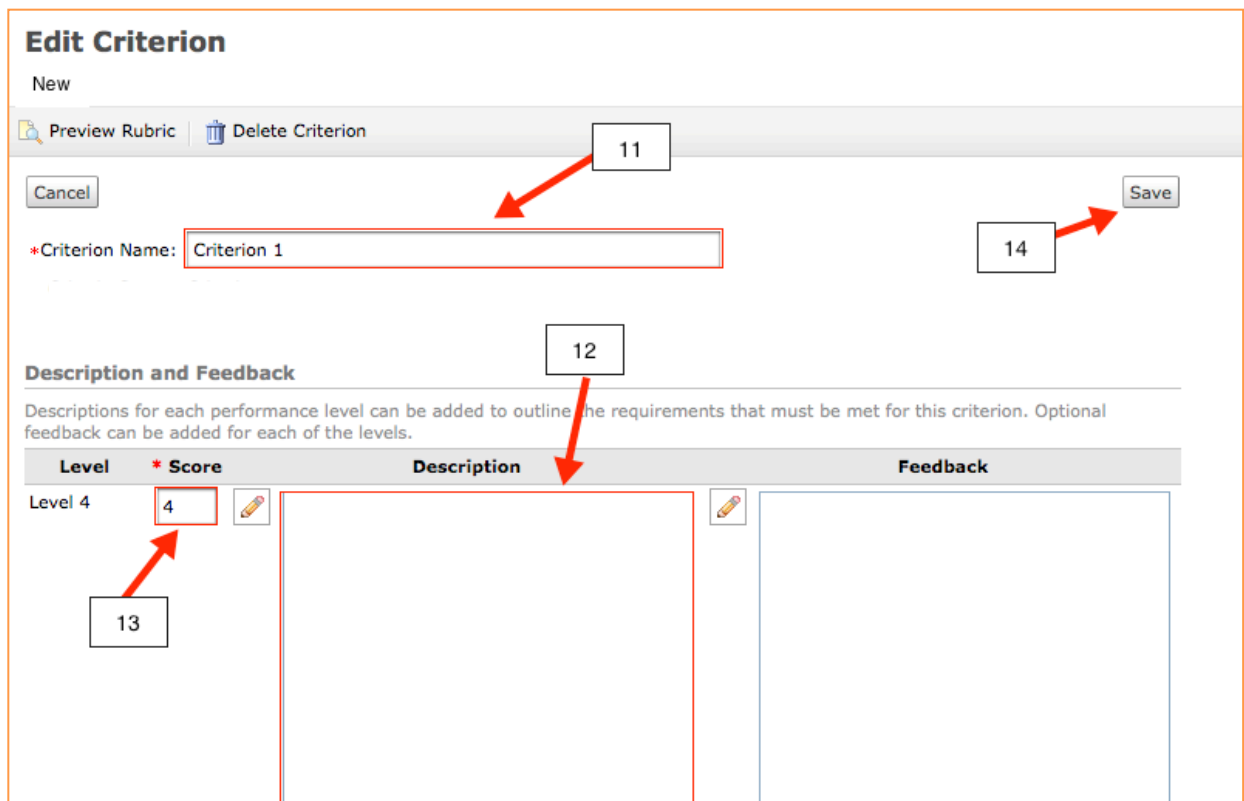


Edit Criterion

9. Select the **Actions** dropdown menu for the desired criterion.
10. Select **Edit Criterion**.



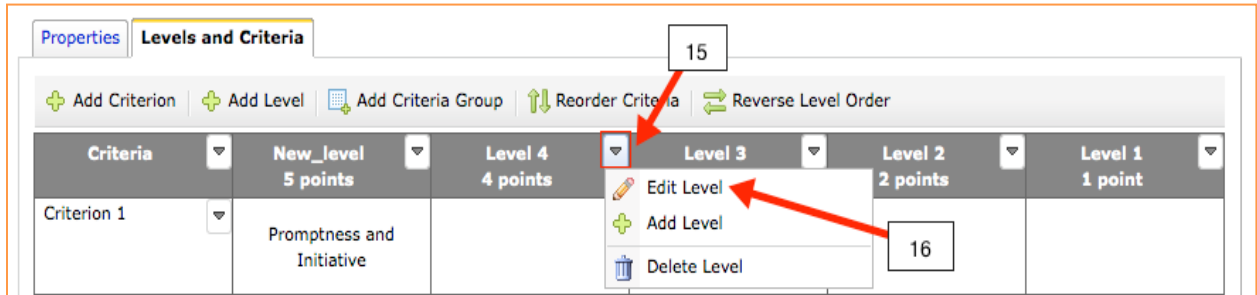
11. *Optional*: Edit the **Criterion Name**.
12. *Optional*: Edit the description for each level in the corresponding **Description** field.
13. *Optional*: Edit **Score** value for individual criteria (if **Custom Points** was selected as the scoring method).
14. Select **Save**.



**Edit Level**

15. Select the **Actions** dropdown menu for the desired level.

16. Select **Edit Level**.

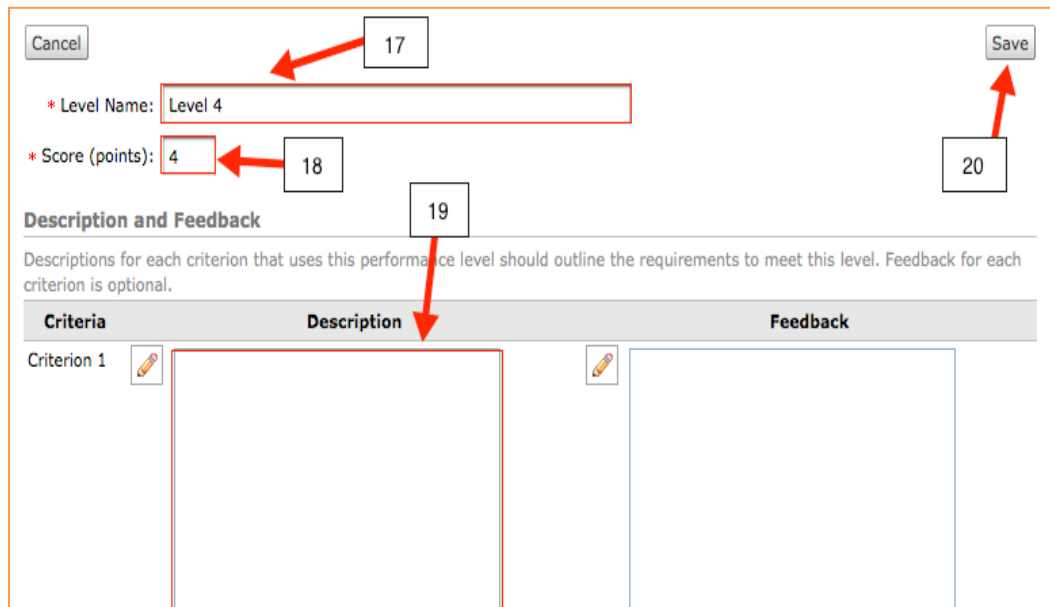


17. *Optional:* Edit the **Level Name**.

18. *Optional:* Edit **Score** value for individual criteria (if **Custom Points** was selected as the scoring method).

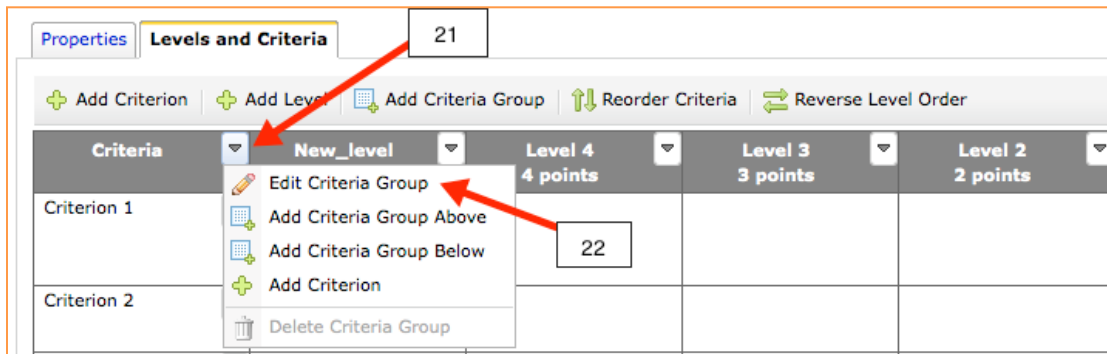
19. *Optional:* Edit the **Description**.

20. Select **Save**.

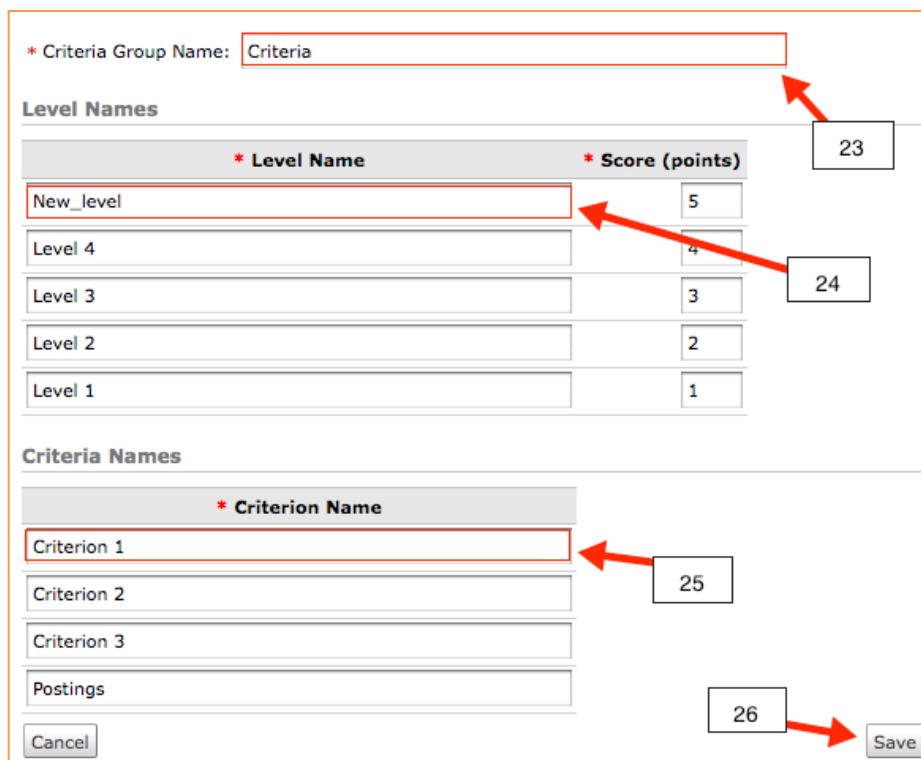


**Edit Criteria Group**

21. Select the **Actions** dropdown menu for the desired criteria group.
22. Select **Edit Criteria Group**.



23. *Optional:* Edit the **Criteria Group Name**.
24. *Optional:* Edit the **Level Name** field.
25. *Optional:* Edit the **Criterion Name** field.
26. Select **Save**.

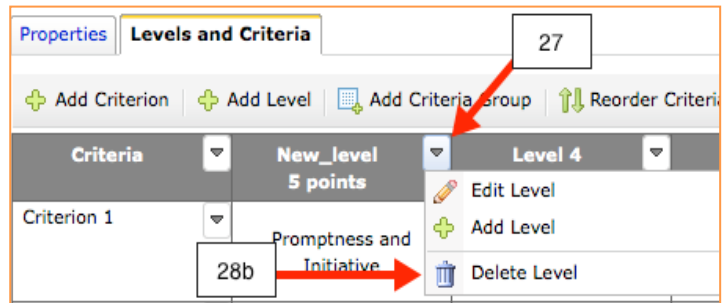
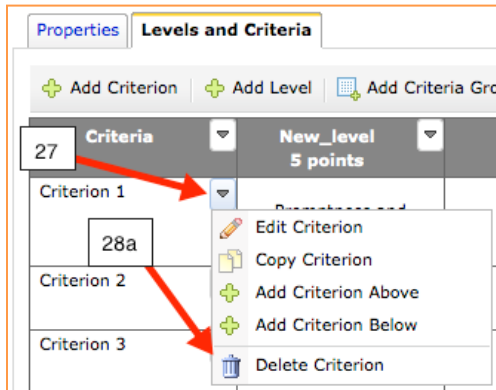


Delete a Criterion, Level, or Criterion Group

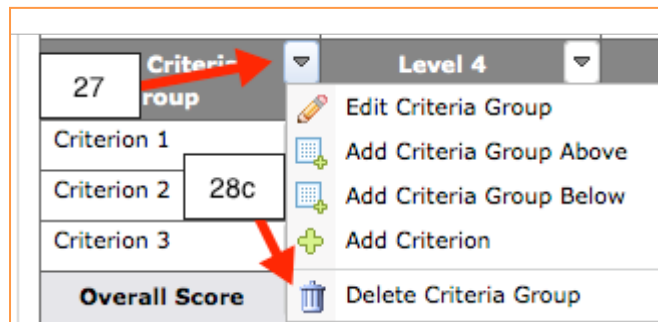
27. Select the **Actions** dropdown menu for the desired criterion, level, or criteria group.

28. Select the appropriate delete option for the object.

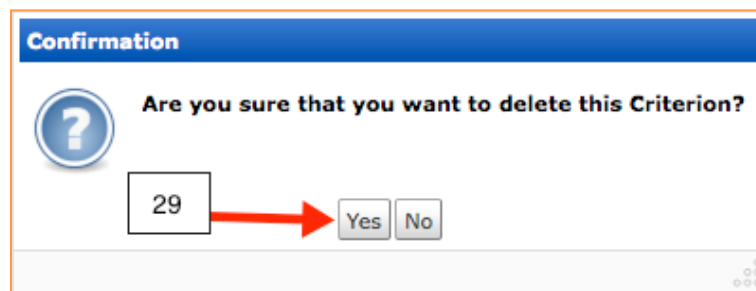
- a. If the object is a criterion, select **Delete Criterion**.
- b. If the object is a level, select **Delete Level**.



- c. If the object is a criteria group, select **Delete Criteria Group**.

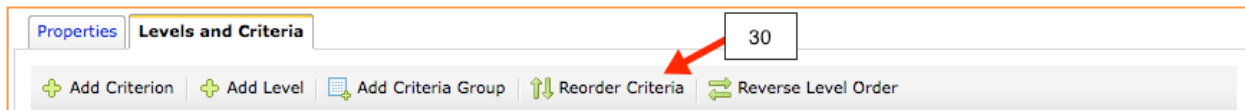


29. Select **Yes** to confirm.



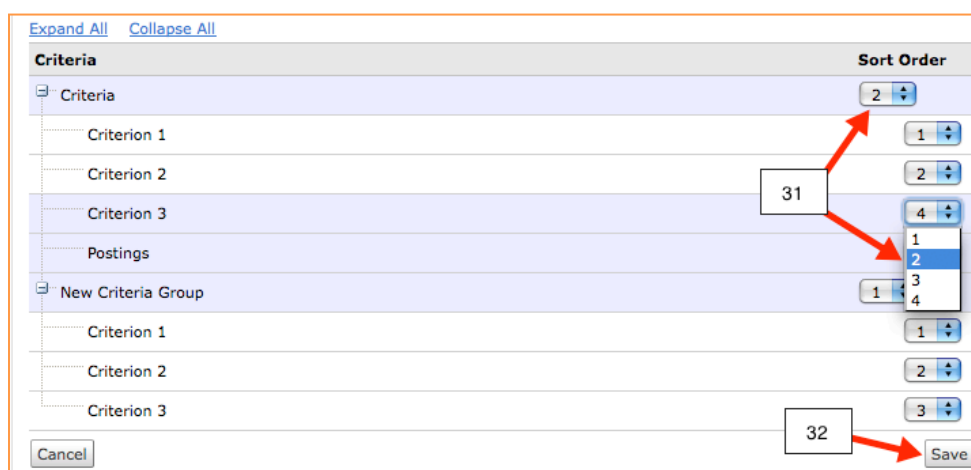
### Reorder Criteria/ Criteria Groups

30. Select **Reorder Criteria**.



31. Select a new sort number from each **Sort Order** dropdown menu.

32. Select **Save**.



*Note:* Instructions on Add Criterion, Add Level, and Add Criterion Group can be found in the step-by-step guide *Rubrics: Create Analytic Rubric*.