

How do I manage rubrics in a course using Enhanced Rubrics?

As an instructor, you can create, edit, and delete rubrics in your course. Rubrics are used as grading criteria for students and can be added to assignments, quizzes, and graded discussions.

[Learn more about rubrics.](#)

Notes:

- Rubrics cannot be edited once they have been added to more than one assignment.
- In the Rubrics, both the horizontal and traditional views support a maximum of 5 criteria per criterion.
- When you delete a rubric, Canvas will remove the rubric from all associated assignments in the course and remove any existing scores and assessments given using the rubric.
- In the Gradebook, you can [bulk download rubric assessments](#) and [import updated rubric assessments](#).
- This lesson describes rubrics with Enhanced Rubrics feature option enabled. If the steps in this lesson do not match what is displayed in your account, learn how to [manage rubrics in the Classic Rubrics interface](#).

<https://embed.app.guidde.com/playbooks/mP1VVJwCYCj1m1sF8MNnoH>

Embed this Video

Open Rubrics

Open Rubrics

In Course Navigation, click the **Rubrics** link.

View Rubrics

[View Rubrics](#)

In the Rubrics page, you can view all existing rubrics in your course.

To search for a rubric, enter the rubric name in the **Search** field [1].

To import a rubric, click the **Import Rubric** button [2.]

To create a new rubric, click the **Create New Rubric** button [3].

To view saved rubrics, click the **Saved** tab [4].

To view archived rubrics, click the **Archived** tab [5].

You can sort rubrics in ascending and descending order by **Rubric Name** [6], **Total Points** [7], **Criterion** [8], and **Location Used** [9].

You can manage a rubric by clicking the **Options** icon [10].

To open an existing rubric, click the rubric's name [11].

Note: You cannot edit or delete a rubric once it has been added to an assignment. However, you can duplicate rubrics for additional edits or create new rubrics.

Create Rubric

Create Rubric

To [create a rubric](#), click the **Create New Rubric** button.

Edit Rubric

[Edit Rubric](#)

To edit the rubric, click the **Options** icon [1] and then click the **Edit** link [2].

View Uneditable Rubric

[View Uneditable Rubric](#)

If a rubric has been used in more than one assignment, editing is limited.

However, you can create a copy of a rubric and make any changes when [adding a rubric to an assignment](#).

Edit Rubric Details

[Edit Rubric Details](#)

To rename a rubric, enter a new name in the **Rubric Name** field [1].

To change the rating order, click the **Rating Order** drop-down menu [2].

To edit a rubric criterion description or long description, click the criterion **Edit** icon [3].

To delete a criterion or aligned outcome from the rubric, click the criterion **Delete** icon [4].

To duplicate a criterion from the rubric, click the criterion **Duplicate** icon [5].

You can rearrange criterion ratings [6].

If an outcome can't be edited, a **Lock** icon [7].

You can also add new criterion [8] and outcomes [9].

To save your edits, click the **Save Rubric** button [10]

Edit Criterion Details

[Edit Criterion Details](#)

To rename a criterion, enter a new name in the **Criterion Name** field [1].

To edit a rubric criterion description or long description, enter updated details in the **Criterion Description** field [2]. You can also edit points [3], edit the rating name [4], and edit the rating description [5].

To delete a criterion from the rubric, click the criterion **Delete** icon [6].

To save your edits, click the **Save Criterion** button [7].

Duplicate Rubric

[Duplicate Rubric](#)

To duplicate a rubric, click **Options** icon [1] and then click the **Duplicate** link [2].

Confirm Duplication

Click the **Duplicate** button.

Copy Rubric

[Copy Rubric](#)

To copy a rubric to another course, click the **Options** icon [1] then select the **Copy To** link [2].

Select Course

To pick the course you want to copy the rubric to, use the **Select a Course** drop-down menu [1] then click the course name [2].

Select Assignment

To copy a rubric to a specific assignment, use the **Select an Assignment** drop-down menu [1] then click the name of the chosen assignment [2].

Copy Rubric to Another Course

To copy the rubric to another course, click **Copy**.

Archive Rubric

Archive Rubric

To archive a rubric, click **Options** icon [1] and then click the **Archive** link [2].

Archiving a rubric allows you to store old rubric content. Archived rubrics cannot be added to assignments, but if archived rubrics are in use, they remain in use. To allow an archived rubric to be added to an assignment, you must first un-archive it.

Unarchive Rubric

Unarchive Rubric

In the Rubrics page, click the **Archived** tab [1]. To unarchive a rubric, click the **Options** icon [2] and then click the **Un-Archive** link [3].

Delete Rubric

Delete Rubric

If you created a rubric in your course, you can delete the rubric. To delete a rubric, click **Options** icon [1] and then click the **Delete** link [2].

Rubrics can be deleted even if they have been used in more than one assignment.

Note: If you cannot delete a rubric, the rubric was created at the account level and aligned with an assignment in your course.

Confirm Delete Rubric

Click the **Delete** button.

When you delete a rubric, Canvas will remove the rubric from all associated assignments in the course and remove any existing scores and assessments given using the rubric.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manage-rubrics-in-a-course-using-Enhanced-Rubrics/ta-p/609341>]

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