

How do I manage rubrics in a course?

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.
- 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.
- If the steps in this lesson do not match what is displayed in your course, learn how to [manage rubrics in the Enhanced Rubrics interface](#).

Open Rubrics

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

View Rubrics

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

Add Rubric

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To [add a rubric](#), click the **Add Rubric** button.

View Rubric

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To view an individual rubric, click the name of the rubric.

Edit Rubric

Edit Rubric

To edit the rubric, click the **Edit Rubric** button.

View Uneditable Rubric

View Uneditable Rubric

If a rubric has been used in more than one assignment, the **Edit Rubric** button is not available.

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

Edit Rubric Details

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To rename a rubric, type in the **Title** field [1].

To edit a rubric criterion description or long description, click the criterion **Edit** icon [2]. You can also edit criterion ratings [3], add ratings [4], and edit points [5].

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

You can also add new criterion [7] and outcomes [8].

To save your edits, click the **Update Rubric** button [9]

To remove associated outcome criteria from a rubric, click the **Delete** icon [10]. Outcome criteria can only be [edited](#) from the Outcomes page.

Delete Rubric

Delete Rubric

If you created a rubric in your course, you can delete the rubric. To delete a rubric, click the **Delete Rubric** button.

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 **OK** 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/ta-p/1017>]

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