

## Modifying and Duplicating Rubric Scorecards

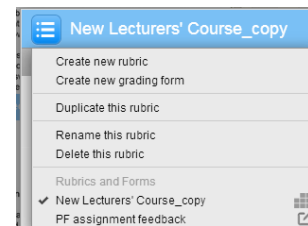
Unlike QuickMark sets rubrics cannot be modified if they have been attached to an assignment and used to grade student submissions. Module leaders will need to duplicate a rubric scorecard if they want to reuse it in an amended form for a different assignment.

### *Modifying rubric scorecards*

Open the GradeMark interface by clicking on the pencil icon in the Submission inbox. Make sure that the **Rubric** button (the one with the little squares) is selected at the bottom of the right hand pane. Click on the spanner icon to access the **Rubric/Form Manager** area.

Choose the rubric that you want to modify from the bottom of the dropdown menu (they will be listed in alphabetical order). Rubrics that have been shared with you cannot be modified.

Make your changes to the rubric and then click on the **Save** button.



### *Duplicating rubric scorecards*

Open the GradeMark interface by clicking on the pencil icon in the Submission inbox. Make sure that the **Rubric** button (the one with the little squares) is selected at the bottom of the right hand pane. Click on the spanner icon to access the **Rubric/Form Manager** area.

Choose the rubric that you want to duplicate from the bottom of the dropdown menu. Click on the dropdown menu again and choose **Duplicate this rubric**.

Give your duplicated rubric a new name (if you do not it will simply have \_copy appended to the end of the original title as in this example). Click on **Save** to complete the process.

