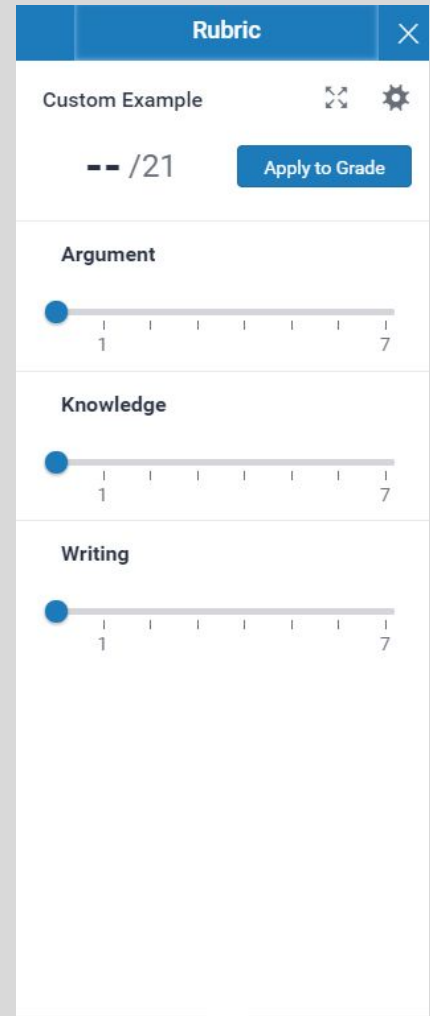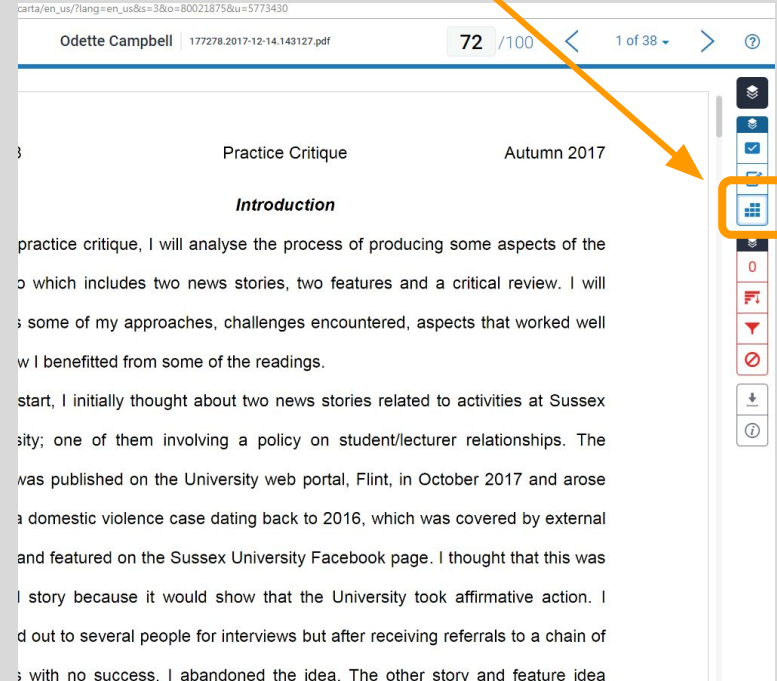# How to edit rubrics in Turnitin

Technology Enhanced Learning
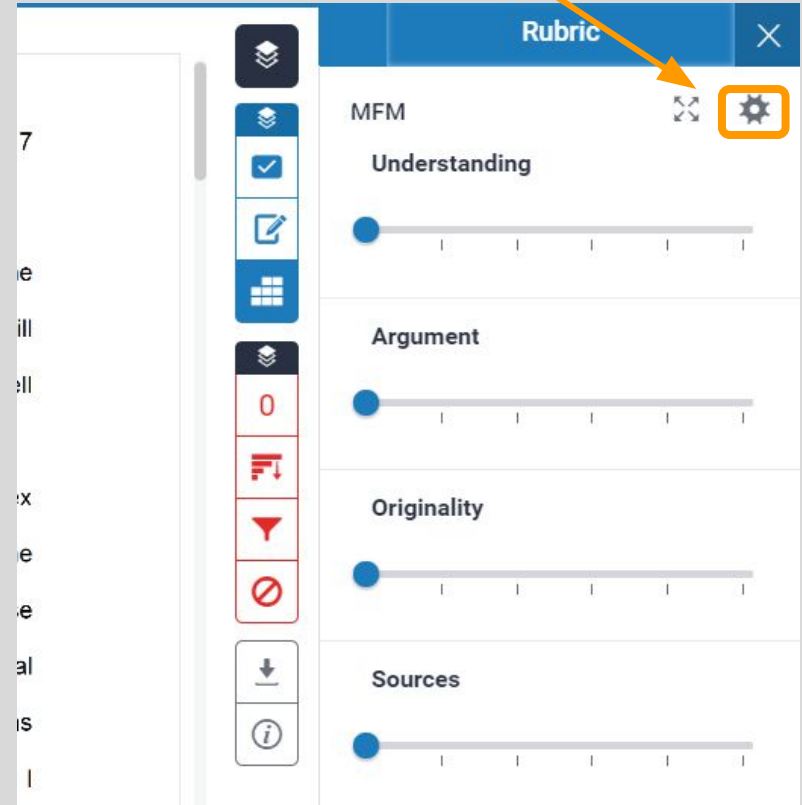## University of Sussex

Rubrics can be easily created and edited in Turnitin by following a few simple steps in these slides.

1. Once the deadline has passed for an assignment, you will be able to access Turnitin. Enter Turnitin via the E-submission page in StudyDirect, then click the rubric button on the right hand side of the screen to open the rubric menu.
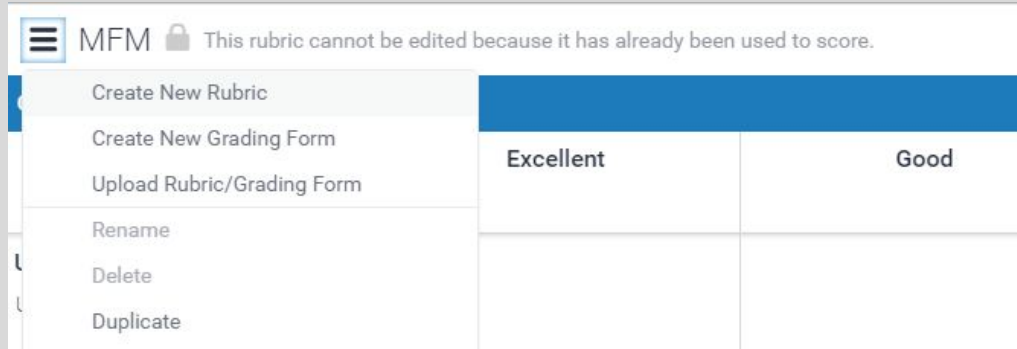
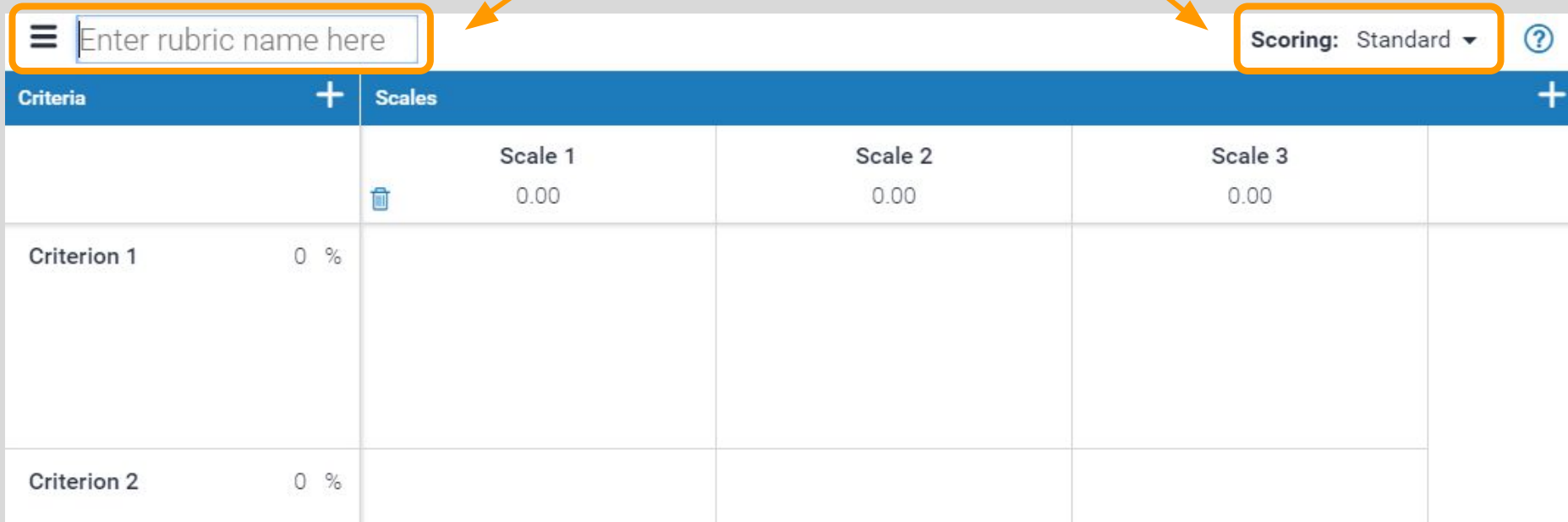# 2. Click the **gear icon** in the top-right corner to open the Rubric Manager.

3. Click the **menu button** in the top left corner, then click **Create new rubric**.

Or, if you want to edit an existing rubric, then select it from the menu and make sure it is detached from the assignment first, clicking the **attach the assignment** slider in the bottom left corner and turning it to **Off**.

4. Give the rubric a name and select which type of rubric you want: standard, custom or qualitative.

5. Enter headings and full text for each of your criteria. Text can be copied and pasted, but please note that **criteria headings are limited to 13 characters**. You can add additional criteria using the plus symbol in the top corner.

Criteria

LO1   0 %

To be able to..

Criterion 2   0 %

6. Enter text for your scales and - if necessary - feedback in the relevant cells.

7. Add additional scales by clicking the **plus symbol** in the top right corner. You can also delete criteria or scales by hovering the mouse over them and clicking the **rubbish bin** which appears.
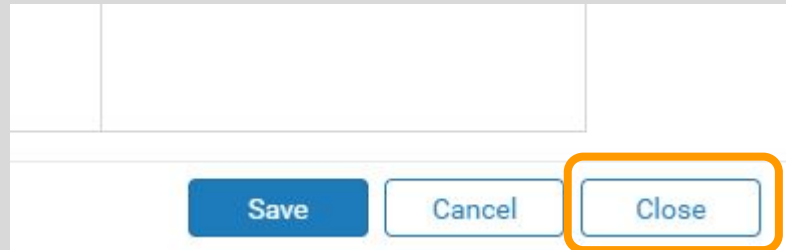
8. Click the **Save** button in the bottom right corner. Then move the **Attach to Assignment** slider in the bottom left corner to the **On** position. Finally, click **Close** in the bottom right hand corner.

Save   Cancel   Close

Attach to Assignment   Off

Save   Cancel   Close
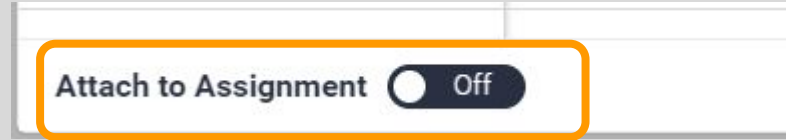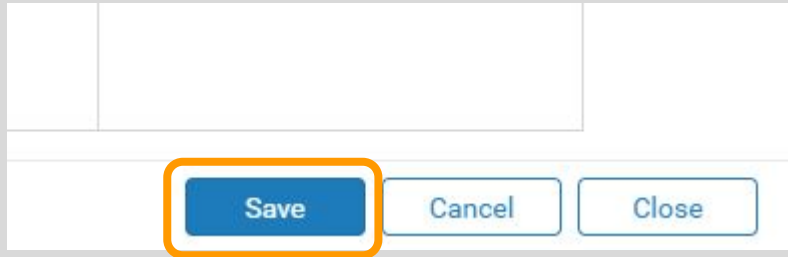
9. That's it. Your rubric should now appear (as with the example on the right) and you can use the sliders to grade the assignment and the feedback will appear at the bottom of the screen.

10. You can also edit rubrics from the rubric manager. NOTE: before you can edit a rubric, you need to detach it from the assignment by moving the **Attach to Assignment** slider in the bottom left corner of the rubric manager to **Off**.
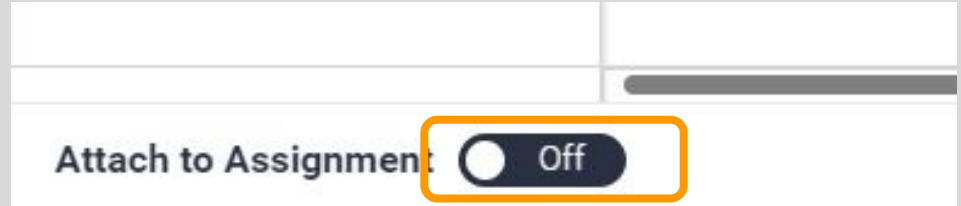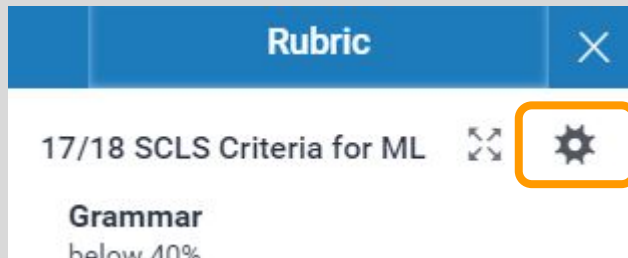
11. It will check that you want to detach the rubric. **If you are going to detach a rubric, make sure that no marking has already been done**, as detaching the rubric will erase any previously entered scores and feedback for the assignment. If you are certain you want to detach the rubric, click **Yes**. You can now edit the rubric (see steps 4-8).


⚠ Detach This Rubric?
Changing or detaching a rubric will remove all existing rubric scoring from papers in this assignment, including scorecards which have previously been marked. Overall grades for previously graded papers will remain.
Are you sure?

NO   YES

12. Rubrics are *not* automatically rolled over to future assignments. However, you can download your rubric using the **Download** option in the menu on the top left corner of the rubric manager. To add them to future assignments click the **Upload Rubric/ Grading Form** option also found in the same menu and select the file you previously downloaded.
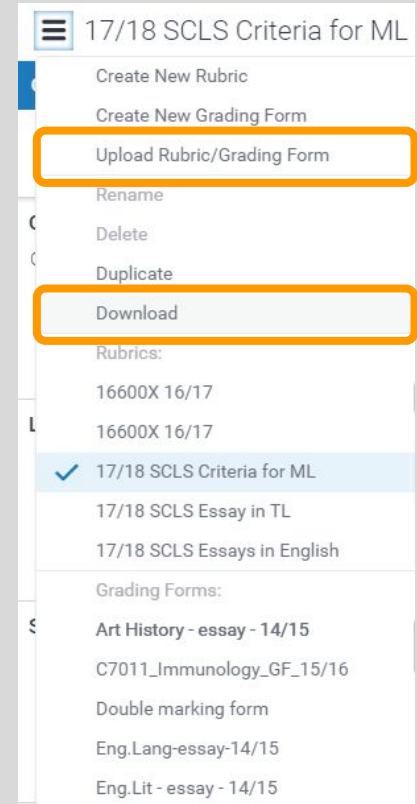
That's it!

For further guidance, please check our online e-submission guides:

http://www.sussex.ac.uk/tel/submission/staff

Or send us an email: tel@sussex.ac.uk