Attaching a rubric to a dropbox

Ensure that your rubric is published before attempting to attach the rubric.

1. Click Assessments
2. Click Dropbox
3. Click the folder you want to add the rubric to.
4. Click Edit Folder
5. Click Add Rubric
6. Click the check box next to the rubric you want to add
7. Click Add Selected
8. You will see your rubric has been added

[Create Rubric in New Window]
9. If you added the wrong rubric, click the X.

[Image showing the interface for removing a rubric]
10. Click save and close