



Writing Assignment – Editing Pre-Built Prompts and Rubrics

Video Walkthrough: [CLICK TO VIEW](#)

Writing Assignment allows you to customize a prebuilt rubric or create your own, depending on course goals. When adding a writing assignment, the first screen asks to select from our prompt library or compose a prompt.

If you enter your own prompt the fields such as Title, Resources and Rubric, appear. The text of your written prompt is formattable, and you can enter a link, table, media, image and/or math equation. Up to 5 files of numerous supported formats may be updated to support your prompt. Click **Create or Select Rubric**.

Pre-built library prompts can be edited and the prompt fields will auto-populate. You can delete the pre-built rubric and create your own or edit it. To view, click on the 3 dots menu and click **View**.

Excellent	Satisfactory	Unsatisfactory
20%	14%	7%
Identifies all the three types of meristems.	Identifies two of the three types of meristems.	Identifies one of the three types of meristems or fails to identify any of the three types of meristems.

Review the rubric and click the X to exit. If you have no changes to the rubric, click **Continue** and proceed with creating your writing assignment.

To create your own rubric, delete the auto-populated rubric and click New Rubric. Provide a title and define the level, level order, and how to display scores. Click **Next**. *Use both scroll bars when present.

Enter the first category as well as the levels and points assigned. Provide a description of expectations. Add any other categories to base the grade upon. Preview the rubric and, if complete, click **Save and Attach**. Click **Use the Rubric** and go on creating the writing assignment.

If you want to edit an auto-populated rubric you must first delete it. If a prompt is composed a rubric does not auto-populate. Click **Create or Select Rubric**. Select from McGraw Hill rubrics or custom rubrics you created. From the rubric modeled most closely to your desired rubric, click **Duplicate**. Select how to display points and click **Continue**. Edit the title and note to use both scroll bars to edit the details. To edit any section click on the pencil and paper icon to the right of the header and select **Done** when completed with your edits.

Preview the rubric before moving forward. Click **Save and Attach** then **Use this Rubric**.

Support and Resources

EMAIL & CHAT: WWW.MHHE.COM/SUPPORT
SUPPORT AT EVERY STEP

Call: (800)331-5094

MONDAY-THURSDAY: 24 hours
FRIDAY: 12 AM - 9 PM EST
SATURDAY: 10 AM - 8 PM EST
SUNDAY: 12 PM – 12 AM EST