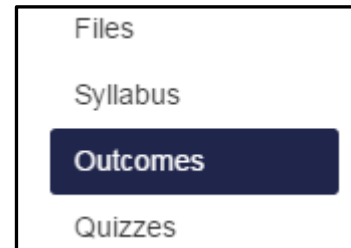


Rubrics Canvas LMS

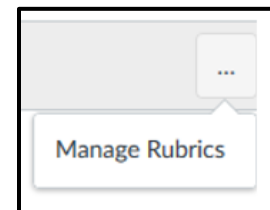
In Canvas, rubrics are tools that allow the instructor to set up custom or Outcome-based criteria for scoring assignments. You might use rubrics to establish grading expectations for students, align learning outcomes to course assignments, and evaluate online submissions via SpeedGrader.

Create a rubric

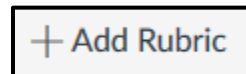
- Click **Outcomes** in the course navigation pane.



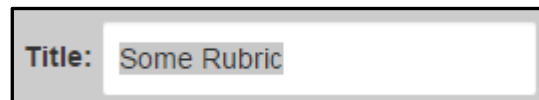
- Click the icon in the top right hand corner and select **Manage Rubrics**.



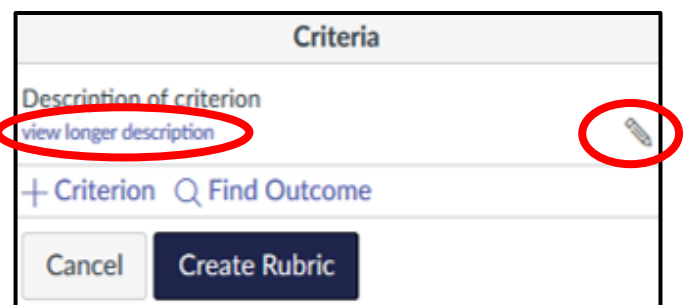
- In the top right hand corner, click + **Add Rubric**.



- Type a title for the rubric.



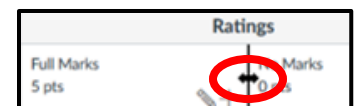
- Click the edit icon to enter the description of the criterion then click **Ok** to save the changes to the title.







- Click **View Longer Description** and enter a longer description for the criterion, then click **Update Description**.

- To add another rating level

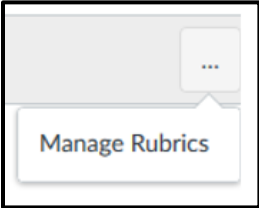
- Hover over the cell border so the mouse pointer changes into a double-ended arrow and click the double-ended arrow to split the cell into two cells.
- If desired, change the number of points the criterion is worth in the **Pts** field.

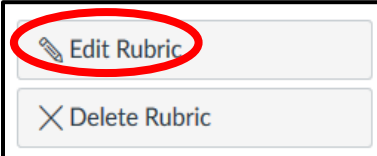


- To delete a criterion, click the delete icon. 
- To add a new criterion to the rubric click **+ Criterion**, add a title, longer description, the point value and additional rating levels.
- To align outcomes (standards) to the rubric
 - Click **Find Outcome**. 
 - Search for the appropriate outcome.
 - Click **Import** at the bottom of the screen. 
 - Outcomes can only be edited at the account or course level, not in the rubric itself.

- Click **Create Rubric**. 

Edit an existing course rubric

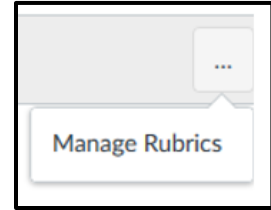
- Click **Outcomes** in the course navigation pane.
- Click the icon in the top right hand corner and select **Manage Rubrics**. 
- Click the name of the rubric.

- Click **Edit Rubric**. 

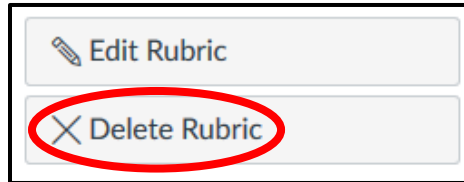
- Edit the title, criterion, ratings, and point values as desired.
- Rubrics that have been used more than once cannot be modified on this screen; they can only be deleted.

Delete a rubric

- Click **Outcomes** in the course navigation pane.
- Click the icon in the top right hand corner and select **Manage Rubrics**.



- Click the name of the rubric.



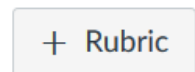
- Click **Delete Rubric**.

- Click **OK** in the pop-up warning window.

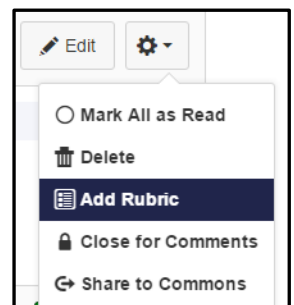
Attach a rubric to an assignment, graded discussion, and/or quiz

- In the course navigation pane, click Assignments, Discussion, or Quizzes.
- Open the assignment, discussion or quiz you want to attach the rubric to.

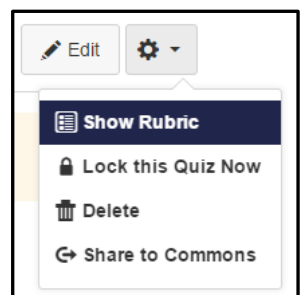
- To attach a rubric to an assignment, click **+ Rubric** below the assignment details.



- To attach a rubric to a graded discussion, click the discussion's settings icon and select **Add Rubric**.



- To attach a rubric to a quiz, click the quiz's settings icon, select **Show Rubric**, and then click **Add Rubric**.
 - Rubrics attached to quizzes cannot be used for grading but can be used to offer feedback. However, quiz scores will override any feedback or calculation done within the rubric.

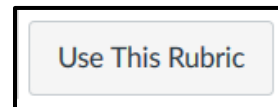


- To use a rubric, you've already created or to use a district-created rubric, click **Find a Rubric**.



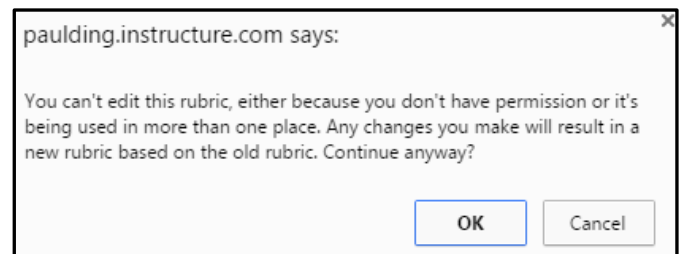
- In the left hand column, click a group/author name.
- In the middle column, locate the rubric you want to use.
- Preview the rubric in the last column.

- Click **Use This Rubric** to attach the rubric to the activity.



Edit a rubric attached to a graded assignment

- Click the rubric's edit icon.
- A popup will warn you that editing the rubric is not allowed since it's being used in more than one place. Any changes will result in a new rubric that is based on the old rubric.



- Click yes and make any changes to the rubric.
- Click **Update Rubric** (this doesn't change the existing rubric but makes a copy of it instead).

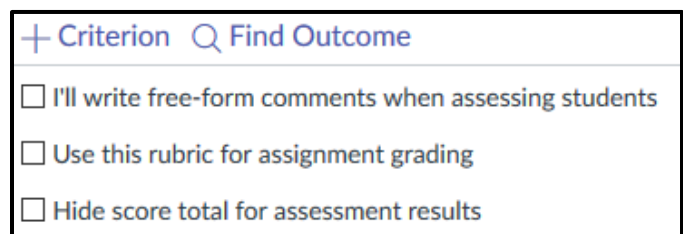
Additional Graded Assignment Rubric Options

- Choose from the following options:

- **Free-form Comments**
 - Check this box to write free-form comments instead of using a ratings scale.

- **Assignment Grading**
 - Check this box to use the rubric as the assignment grade.
 - This option is not available on rubrics attached to quizzes since rubrics attached to quizzes can't be used for grading.

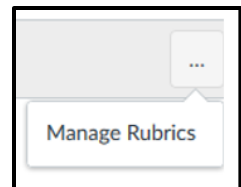
- **Hide Score**
 - Check this box if you don't want students to see the rubric score in the quiz results.



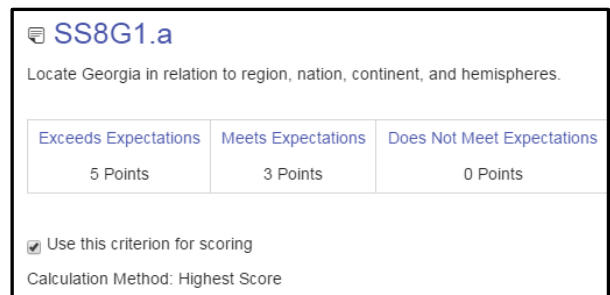
- Students will see the point values for each criterion, but the total score will not be shown.
- Click **Create Rubric** or **Update Rubric** when you are finished.
- If the number of points in the rubric is different than the point value of the assignment, a warning message notifies you that the point values are not equal. Click the **Change** button to update the points or click **Leave Different** to leave it as is.

Align Outcomes to Assess Mastery

- Click **Outcomes** in the course navigation pane.
- Click the icon in the top right hand corner and select **Manage Rubrics**.
- Select the rubric and click **Edit Rubric**.
- Click **Find Outcome**.



- Select the outcome.
- To use the criterion for scoring, click **Use this criterion for scoring**.



- Click **Import**.
- Click **OK** in the Import outcome window.
- The aligned outcome is now on the rubric.



- Click **Update Rubric**.

