Instructor

Rubrics Overview

In this video, you will learn how to create and manage rubrics at the course level.

To get started, click the Outcomes link in Course Navigation. Then click the Manage Rubrics button. To add a new rubric, click the Add Rubric button. Add a rubric title in the Title field. To modify the default criteria, click the Edit icon and add a description and a long description, if necessary. Then click the Update Criterion button to save your changes. To edit the name or point value of a rating, use the Edit icons. To add an additional rubric rating, click the Add icon. To modify the total point value of a criterion, edit the Points field. To delete a criterion, click the Delete icon. Create additional criterion by clicking the Add Criterion link. To find an outcome to align with the rubric, click the Find Outcome link. Select an outcome and click the Import button. When you are ready to save your rubric, click the Create Rubric button.

To edit an existing course rubric, open the rubric by clicking the rubric's title, then click the Edit Rubric button. Rubrics that have been used in more than one assignment cannot be modified on the course level, but they can be deleted. To delete a rubric, click the Delete Rubric button.

Rubrics can be added to assignments, graded discussions, and quizzes. To attach a rubric, open either Assignments, Discussions, or Quizzes in Course Navigation. Then open the assignment, discussion, or quiz to which you would like to attach a rubric. To attach a rubric to an assignment, click the Add Rubric button below the assignment details. To attach a rubric to a graded discussion, click the Options icon and select Add Rubric. For quizzes, click the Options icon, select Show Rubric, and click the Add Rubric button. While rubrics attached to quizzes cannot be used for grading, some instructors may prefer to offer additional feedback via a rubric. Quiz scores override any feedback or calculation done within the rubric. You can then create a new rubric or add an existing rubric by clicking the Find a Rubric link, selecting the applicable rubric, and clicking the Use This Rubric button.

To edit an existing rubric that has been attached to a graded assignment, discussion, or quiz, click the Edit icon. If a rubric is being used in more than one place, Canvas displays a message to let you know that a copy of the rubric will be made if you edit the rubric. To create a copy of the rubric and make changes, click OK. While editing the rubric you can enable or disable several options: Enable free-form comments, Remove rubric points, Don't post outcome results to the Learning Mastery Gradebook, Use rubric for assignment grading, and hide score total for assessment results. To save your changes, click the Create Rubric or Update Rubric button.

To begin scoring with a rubric, open SpeedGrader for the assignment, graded discussion, or quiz and click the View Rubric button. Select the grade for each criterion by clicking the appropriate ratings. Add comments by clicking the comment icon. If you have enabled free-form comments, you will see text boxes in which you can leave comments instead of ratings. To save

a free-form comment for reuse, check the save comment checkbox. Then enter points manually. When you are finished grading the student's submission, click the Save button. To allow students to view rubric comments, click the Submit button before moving on to the next submission.

You've now completed this tutorial video on Rubrics. For additional information on this or any other topic about Canvas, please visit guides.canvaslms.com. You can also ask questions and engage with other Canvas users by visiting community.canvaslms.com.