



Canvas Tips for Faculty

Rubrics

A rubric is an assessment tool used to communicate expectations of quality to your students. Adding rubrics to assignments can make it easier to grade then objectively and helps to promote student success by communicating all assignment expectations.

The screenshot shows the Canvas LMS interface for an assignment titled "Informative Speech". The page includes a sidebar with navigation options like Home, Announcements, Assignments, Discussions, Grades, Pages, etc. The main content area shows the assignment details, including a "Published" status, an "Edit" button, and a text box for recording grades. Below this, there are fields for "Points" (50) and "Submitting" (Nothing). A table shows the assignment's due date (May 4), availability (Apr 21 at 12am), and end date (May 8 at 11:59pm). At the bottom, there is an "Add Rubric" button, which is highlighted with a red arrow.

1. To create a *rubric* from the assignments page, navigate to the assignment that you wish to add the rubric, and click on the **Add Rubric** button at the bottom of the screen.

The screenshot shows the "Add Rubric" dialog box in Canvas LMS. The "Title" field is highlighted with a red arrow and contains the text "Speech 1". To the right of the title field is a "Find a Rubric" search button. Below the title field is a table with the following structure:

Criteria	Ratings		Pts	
Description of criterion view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts	

2. Enter a name for your Rubric in the *Title* field.

Rubrics are divided into 3 sections:

1. *Criteria*
2. *Ratings*
3. *Points*

1 Criteria	2 Ratings	3 Pts	
Description of criterion view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts
+ Add Criterion Find Outcome Criterion			Total Points: 5
<input type="checkbox"/> I'll write free-form comments when assessing students			
<input type="checkbox"/> Use this rubric for assignment grading			
<input type="checkbox"/> Hide score total for assessment results			
			Create Rubric

3. By default, the first row is setup as an example. Click on the small pencil icon to edit the *Description of Criterion*. Then click **OK**.



Criteria	Ratings	Pts	
Speech preparation	Full Marks 5 pts	No Marks 0 pts	5 pts
+ Add Criterion Find Outcome Criterion			Total Points: 5
<input type="checkbox"/> I'll write free-form comments when assessing students			
<input type="checkbox"/> Use this rubric for assignment grading			
<input type="checkbox"/> Hide score total for assessment results			
			Cancel Create Rubric

4. Next the criterion has 2 ratings with description and point values. To add another rating, click on the small double headed arrow between the two ratings to add and edit an additional rating. This can be repeated as many times as necessary.

Speech preparation view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts
+ Add Criterion Find Outcome Criterion			Total Points: 5

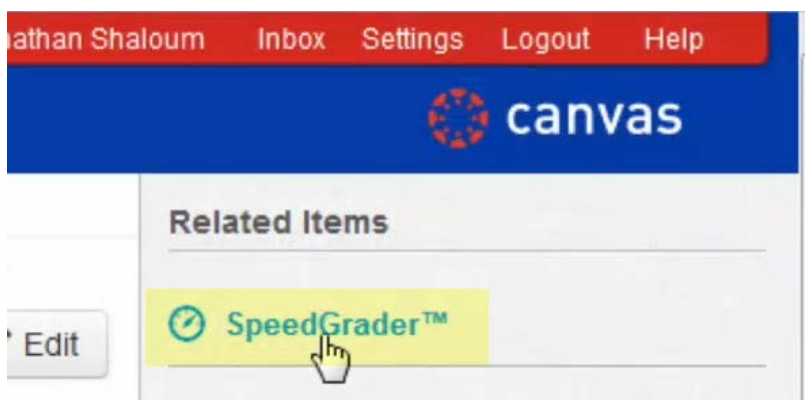
Speech preparation view longer description	Student was well prepared 5 pts	Student was somewhat prepared. 3 pts	Student was somewhat prepared. 2 pts	Student was unprepared. 0 pts	5 pts	
Sources cited	Full Marks 5 pts	No Marks 0 pts			5 pts	
+ Add Criterion					Total Points: 10	

- To add additional criteria, click **Add Criterion**, and again give it a description and click **OK**. Also click the double headed arrow to add additional ratings if required.

- If you plan to use the value of the rubric for *assignment grading*. Check the appropriate box below.

+ Add Criterion	Find Outcome Criterion	Total Points: 10
<input type="checkbox"/> I'll write free-form comments when assessing students		
<input checked="" type="checkbox"/> Use this rubric for assignment grading		
<input type="checkbox"/> Hide score total for assessment results		
	Create Rubric	

- The total points of the rubric (in this case 10) should match the total points of the assignment. Canvas will give you a warning if they don't match. When finished click on **Create Rubric**.

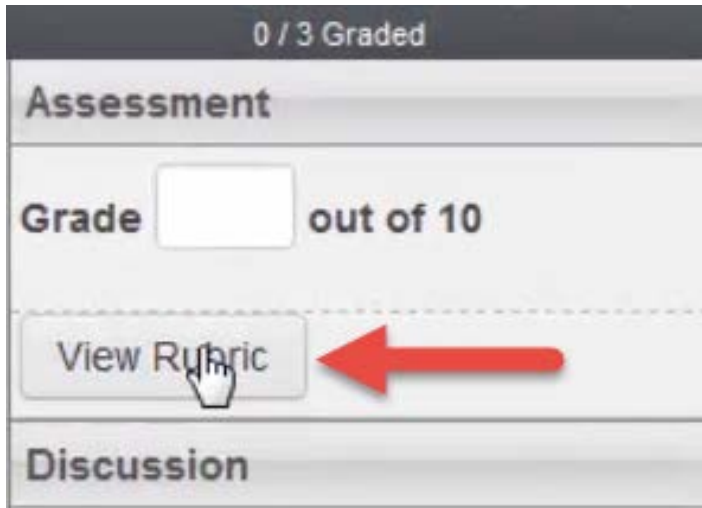


- To grade the assignment based on the rubric, click **Speed Grader**.

- Locate the name of the first student you wish to grade in the dropdown on the upper left.



- Then under assessment on the right side, click **View Rubric**.



- Enter the appropriate point values in the fields on the right. When finished, click **Save**.
- The *Grade Field* is populated automatically based on the grading in the rubric. Repeat this process for other students as necessary.

