Designing and Using Rubrics

Canvas Tip Sheet

This webinar demonstrates how to manage rubrics in the Rubrics index, build rubrics for use in grading Assignments, Discussions, and Quizzes, and use them in SpeedGrader to assess student work.

What are rubrics?

- Rubrics are an assessment tool for communicating expectations of quality and typically divided into rows and columns outlining various criteria being used to assess an assignment.
- Rubrics can be built at the course level or at the account/subaccount level to be shared between courses in a program or school.
- Rubrics in Canvas can be setup for scoring and as non-scoring, allowing for assessment-based and outcome-based grading without points.
- You can manage rubrics from the **Rubrics** index in the Course Navigation menu.

Adding Rubrics

- Add a rubric to an Assignment by creating or opening the Assignment and selecting the **+ Rubric** button at the bottom.
- Add a rubric to a graded Discussion by creating or opening the Discussion and clicking on the **Three-Dot Menu** on the top right of the page and selecting the **Add Rubric** link.
- Add a rubric to a Quiz by creating or opening the Quiz and clicking on the **Three-Dot Menu** on the top right of the page, selecting the **Show Rubric** link, then clicking on the **Add Rubric** button.
- If you want to add an existing rubric to an assessment, click on the **Find a Rubric** link in the top right of the Rubric window.
- If you select the option to use the rubric for grading, Canvas will compare the rubric score and assessment points. If the number of points in the rubric is different than the number of points for the assessment, Canvas will generate a warning message and give you the option to make the point values the same or leave them as different.

Designing Rubrics

- Create a new rubric by adding a title, adding the grading criteria, adding the ratings scale, and adjusting the settings, then clicking the **Create Rubic** button.
- Criterion cannot be reordered after they are added to a rubric. If you want to display criterion in a specific order, make sure you create them in the order that you prefer.
- By default, rubric ratings are created as individual point values. If you want to create a point range instead, click the **Range** checkbox. Ranges allow you to assign a rating for a range of point options instead of just one point value.

For further assistance, please contact the UMOnline IDs (umonlineIDs@umontana.edu)

Using the Rubrics in SpeedGrader

- To [use a rubric in SpeedGrader](#), open SpeedGrader, open a student submission, and then click the **View Rubric** button.
- To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.
- For each criterion, click the rating that applies to the student's submission. You can also add a comment for each rubric criterion by clicking the **Comment icon** or writing in the comment box.
- Each criterion value adds to the student's total points on the assignment.

Things to Remember

- Rubrics cannot be edited once they have been added to more than one assignment. However, you can create a copy of a rubric and make any changes then.
- If you want to use the rubric to calculate a grade in an Assignment or graded Discussion, select the **Use this rubric for assignment grading** checkbox. *Make sure this checkbox is selected before you begin grading submissions.*

Learn More

- The [Canvas Instructor Guides](#) are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand [UM Canvas Essentials Course,](#) you can still access the course to review content.
- You can [register for additional trainings on Griz Hub](#), including 30-minute webinars on specific topics like Assignments, Quizzes, Discussions, etc., as well as a 90-minute Canvas Essentials Webinar.