

Building and Managing Rubrics in Canvas

Faculty Training
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TEAM MEMBER



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Training Outline

1. What are Rubrics?
2. Why use Rubrics?
3. How to Create a Rubric in Canvas
4. Adding Rubrics to Assignments and Discussions
5. Grading



What is a Rubric?

- a tool to evaluate student performance on assignments and assessments
- a detailed description of the criteria that will be used to assess student work, along with specific levels of performance for each criterion.

Criteria	Excellent (4 points)	Good (3 points)	Satisfactory (2 points)	Poor (1 point)
Quality of Work	Exceeds expectations and shows exceptional effort	Meets expectations and shows good effort	Adequate effort but does not fully meet expectations	Does not meet expectations and shows minimal effort
Accuracy	Completely accurate with no errors	Generally accurate with minor errors	Contains some errors but overall acceptable	Contains significant errors and is not acceptable
Organization	Well-organized and easy to follow	Somewhat organized but could be improved	Poorly organized and difficult to follow	Unorganized and completely incoherent
Creativity	Highly original and creative	Shows some creativity and originality	Lacks originality and creativity	Not creative or original
Completeness	All components are complete and thoroughly addressed	Most components are complete but some are missing or inadequately addressed	Some components are missing or not fully addressed	Significant components are missing or not addressed at all

Why use Rubrics?

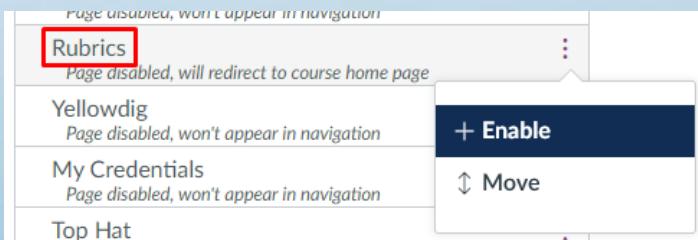
- **Clarity and Consistency**
- **Improved Student Learning**
- **Effective Communication**
- **QM Specific Review Standard 3.3**
 - "Specific and descriptive criteria are provided for the evaluation of learners' work, and their connection to the course grading policy is clearly explained."



Demo

Accessing your Canvas Rubrics

- Visit your canvas course and click on "Rubrics" in the navigation menu
- If you do not see Rubrics, you may need to activate it under your course settings
 - Visit your course settings at the bottom of your navigation menu
 - Then, click on the tab that says "Navigation" at the top
 - Scroll down until you see "Rubrics" and click on the vertical ellipsis icon
 - Click enable
 - Scroll down to the end of the page and click "Save"
 - You will now see "Rubrics" in your main course navigation menu



Creating a Rubric

- Once you are inside your rubrics page, click the "+ Add Rubric" icon at the top right of the page.
- Give your Rubric a proper title (e.g. 1231 SAN1000 Essay Rubric)
 - Proper naming conventions allow you to remember what semester and course the rubric was created in for reference in the future after course copies
- Begin editing the Criteria, Ratings, and Points for each Row by clicking the pencil icons
- You may add more ratings by clicking the blue "+" icon under the Ratings column.
- To create more rows, click "+ Criterion" at the bottom of the table.
- You may click the Range check box in the Criteria column to use point ranges
- Once you are happy with your rubric, you may click "Create Rubric" at the bottom



A stack of books in the background with a "Add Rubric" button and a rubric table in the foreground.

rubric table data:

Criteria	Ratings	Pts
Description of criterion <input checked="" type="checkbox"/> Range	5 pts Full Marks <input checked="" type="checkbox"/> 0 pts No Marks	5 pts Total Points: 5

button labels:

- + Add Rubric
- + Criterion
- Find Outcome

Creating a Rubric

- Now refresh the page if necessary and you may now access your rubric by clicking the title
- You may make any changes to the rubric in the future here by clicking on the "Edit Rubric" button on the top right of the page
- Please note that Rubrics cannot be modified once they have been used in more than one place
 - Try your best to make your Rubric "future-proof" to avoid any problems later

1231 SAN1000 Essay Rubric

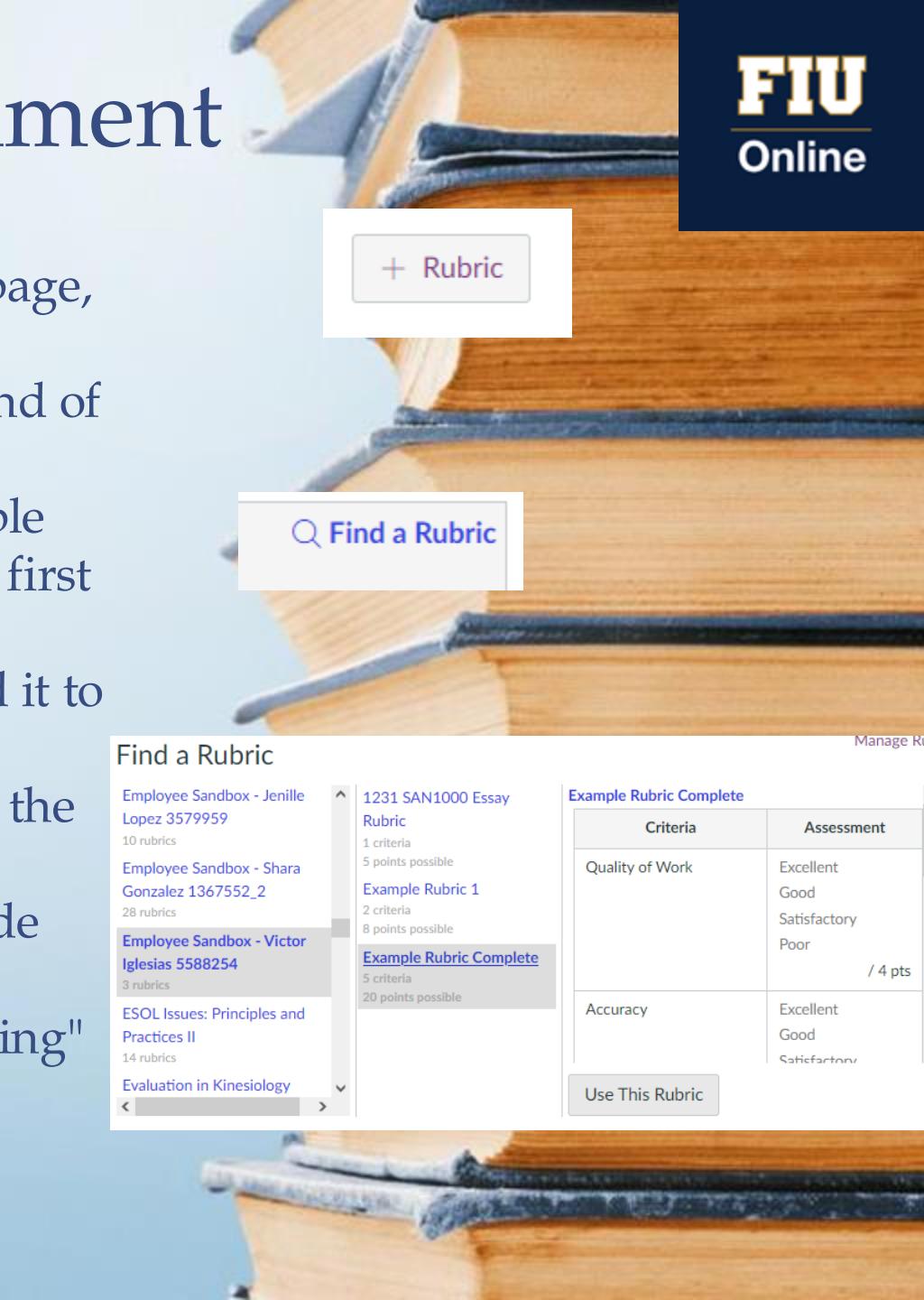
1 criterion
5 points possible

 Edit Rubric

 Delete Rubric

Adding a Rubric to an Assignment

- Whether it's through your modules or your assignments page, find the assignment you wish to add a rubric to
- Click on the "+ Rubric" button that should appear at the end of the page
- Click on "Find a Rubric" located on the top-right of the table
- Now find the course you created your rubric in inside the first column, then select the rubric you wish to use for your assignment, then click the "Use This Rubric" button to add it to the assignment
- Now you may edit the rubric and its point value to match the assignment by clicking on the pencil icon
- By making changes to the rubric, it creates a new one inside the course with whatever changes you make
- Make sure to click the "Use this rubric of assignment grading" at the bottom
- Click the "Update Rubric" button



The image shows a stack of books with a pencil resting on top, symbolizing education or learning.

Find a Rubric

- Employee Sandbox - Jenille Lopez 3579959
10 rubrics
- Employee Sandbox - Shara Gonzalez 1367552_2
28 rubrics
- Employee Sandbox - Victor Iglesias 5588254**
3 rubrics
- ESOL Issues: Principles and Practices II
14 rubrics
- Evaluation in Kinesiology

1231 SAN1000 Essay Rubric
1 criteria
5 points possible

Example Rubric 1
2 criteria
8 points possible

Example Rubric Complete
5 criteria
20 points possible

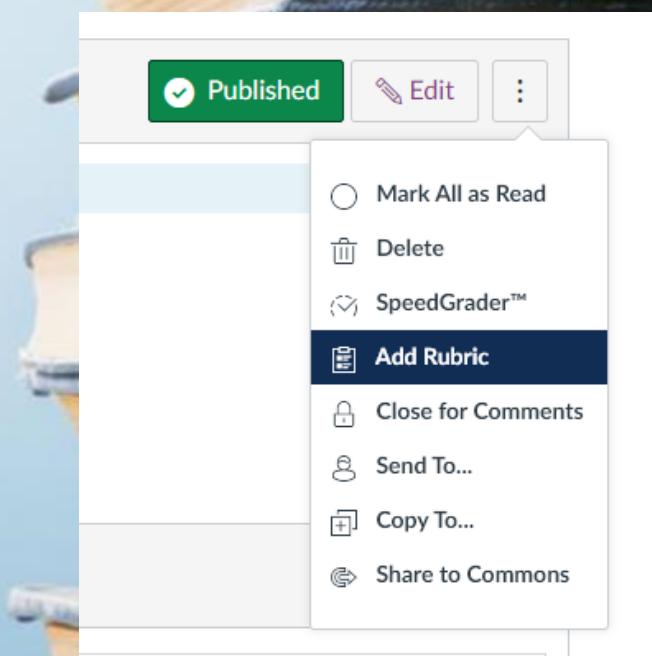
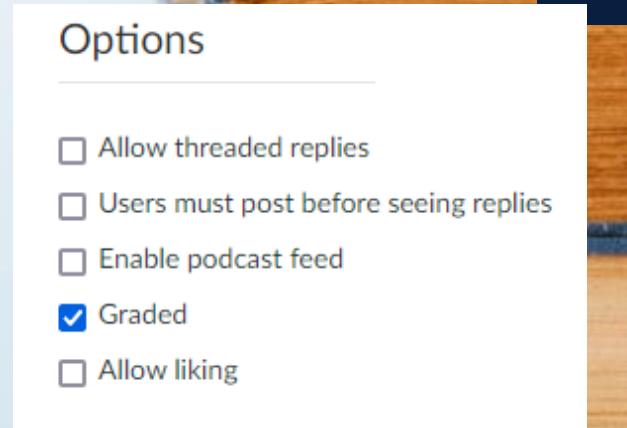
Example Rubric Complete

Criteria	Assessment
Quality of Work	Excellent Good Satisfactory Poor / 4 pts
Accuracy	Excellent Good Satisfactory

Use This Rubric

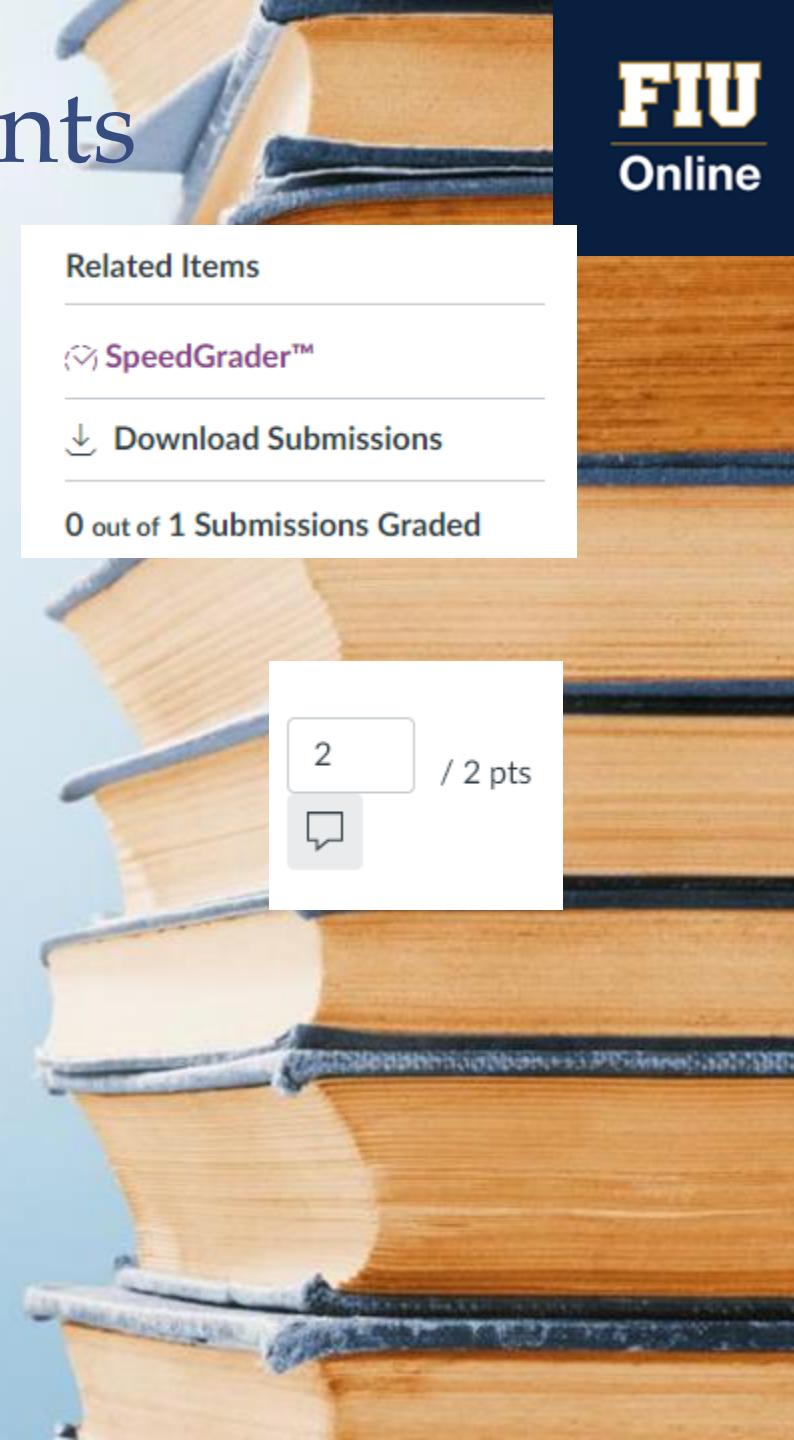
Adding a Rubric to an Discussion

- Now access the discussion assignment you wish to add a rubric to (whether it's through the assignments page, discussion page, or modules)
- Edit the discussion and make sure that the "Graded" checkbox is clicked under Options and save
- On the top-right side of the assignment click the vertical ellipsis and click "Add Rubric"
- Now find your rubric like how it was done for the assignment portion of the presentation
- Make any changes you would like to the rubric and make sure to click the checkbox for "Use this rubric for assignment grading"



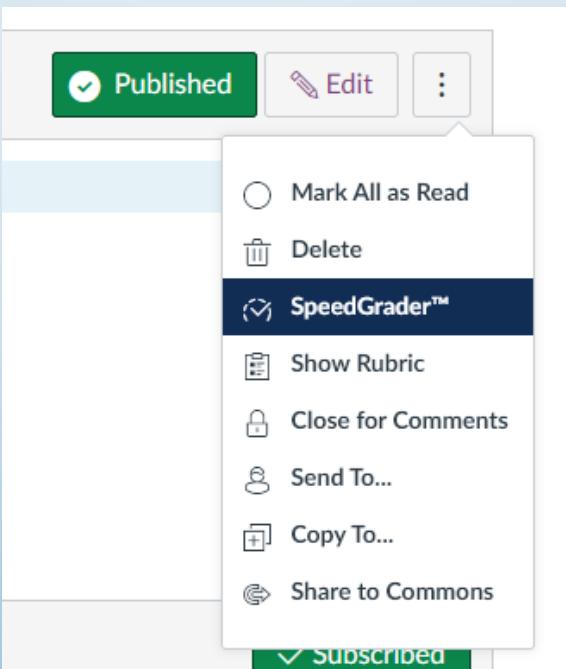
Using Rubrics to Grade Assignments

- To use rubrics for grading, you will be using the SpeedGrader
- Visit your assignment and click on "SpeedGrader" on the top-right side of the page
- Click on "View Rubric" and from there you can start assigning points
- You may simply click on the individual cells to give points or manually input them on the far-right column
- You can also add any comments for specific criterion by clicking on the speech bubbles under the input for points



Using Rubrics to Grade Discussions

- Grading with rubrics for discussions is very similar to the previous slide of this presentation
- This time click on the vertical ellipsis on the top-right of the discussion assignment and click on "SpeedGrader"
- Similar to the assignments method, click on "View Rubric" to begin assigning points and giving comments



FAQ

- Can I import or export rubrics between Canvas courses?
 - Yes, you have the option to export rubrics when performing a Course Copy. Our team makes sure to include them when completing your CC request

Additional Resource:

Supplemental Resource for SpeedGrader: [How do I use a rubric to grade submissions in SpeedGrader?](#)

