Attaching Rubrics in Canvas

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.

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.

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

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

    o 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.**
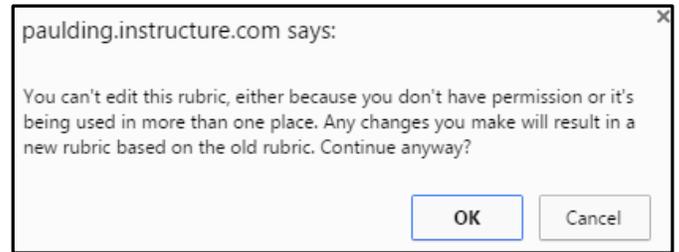
- In the left hand column, click a group/author name.

- In the middle column, locate the rubric you want to use.

- Preview the rubric in the last column.

- Click **Use This Rubric** at the bottom of the last column to attach the rubric to the activity.
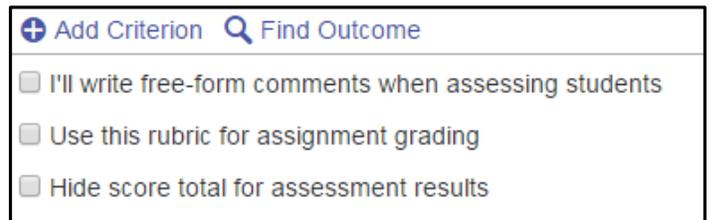
Edit a rubric attached to a graded assignment
- Click the rubric's edit icon.

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

> paulding.instructure.com says:
>
> You can't edit this rubric, either because you don't have permission or it's being used in more than one place. Any changes you make will result in a new rubric based on the old rubric. Continue anyway?
>
> OK   Cancel

- 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:

> ⊕ Add Criterion 🔍 Find Outcome
>
> ☐ I'll write free-form comments when assessing students
>
> ☐ Use this rubric for assignment grading
>
> ☐ Hide score total for assessment results

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

- o **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.

- o **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 **Manage Rubrics**.

- Select the rubric and click **Edit Rubric**.

- Click **Find Outcome**. ⊕ Add Criterion 🔍 Find Outcome

- Select the outcome.

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

🗨 SS8G1.a

Locate Georgia in relation to region, nation, continent, and hemispheres.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
5 Points	3 Points	0 Points

☑ Use this criterion for scoring
Calculation Method: Highest Score

- Click **Import.** Import

- Click **OK** in the Import outcome window.

- The aligned outcome is now on the rubric.

- Click **Update Rubric**. Update Rubric