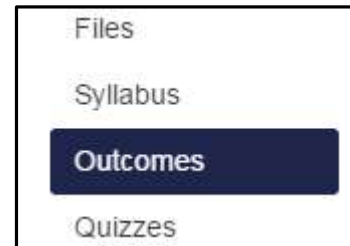# Rubrics
Canvas LMS

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.
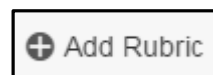
Create a rubric
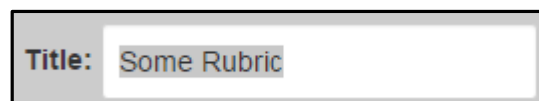- Click **Outcomes** in the course navigation pane.

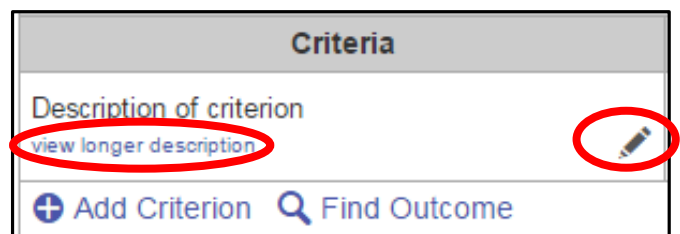- Click **Manage Rubrics** in the top right hand corner.

- In the top right hand corner, click **Add Rubric**.

- Type a title for the rubric.

- Click the edit icon to enter the description of the criterion then click **Ok** to save the changes to the title.

- Click **View Longer Description** and enter a longer description for the criterion, then click **Update Description**.

- To add another rating level
  - Hover over the cell border so the mouse pointer changes into a double-ended arrow and click the double-ended arrow to split the cell into two cells.
  - If desired, change the number of points the criterion is worth in the **Pts** field.

- To delete a criterion, click the delete icon. ⊗

- To add a new criterion to the rubric click **Add Criterion**, add a title, longer description, the point value and additional rating levels.
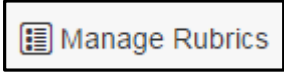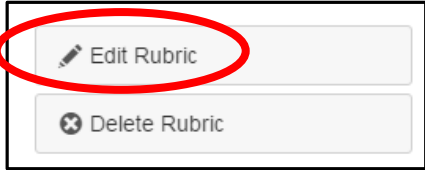
- To align outcomes (standards) to the rubric

    o Click **Find Outcome**.

    ⊕ Add Criterion 🔍 Find Outcome

    o Search for the appropriate outcome.

    o Click **Import** at the bottom of the screen.

    Import

    o Outcomes can only be edited at the account or course level, not in the rubric itself.

Edit an existing course rubric
- Click **Outcomes** in the course navigation pane.

- Click **Manage Rubrics**. ▤ Manage Rubrics

- Click the name of the rubric.

- Click **Edit Rubric**.

    ✎ Edit Rubric

    ⊗ Delete Rubric

- Edit the title, criterion, ratings, and point values as desired.

- Rubrics that have been used more than one cannot be modified on this screen; they can only be deleted.
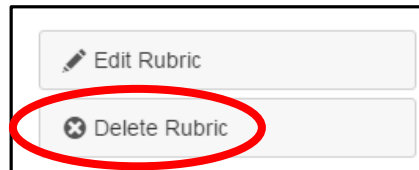
Delete a rubric
- Click **Outcomes** in the course navigation pane.

- Click **Manage Rubrics**.   Manage Rubrics

- Click the name of the rubric.

- Click **Delete Rubric**.
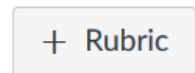

  Edit Rubric
  Delete Rubric

- Click **OK** in the pop-up warning window.

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.   + Rubric

    o To attach a rubric to a graded discussion, click the discussion's settings icon and select **Add Rubric**.
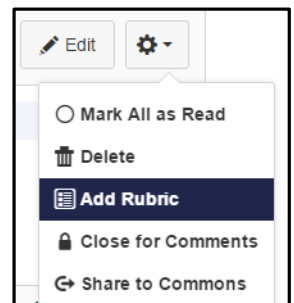
    o To attach a rubric to a quiz, click the quiz's settings icon, select **Show Rubric**, and then click **Add Rubric**.
        ▪ Rubrics attached to quizzes cannot be used for grading but can be used to offer feedback. However, quiz scores will override any feedback or calculation done within the rubric.
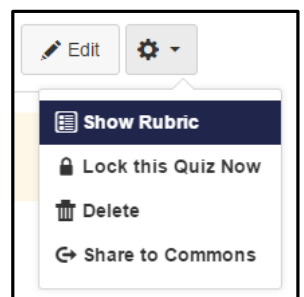
- To use a rubric, you've already created or to use a district-created rubric, click **Find a Rubric.**

  🔍 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** to attach the rubric to the activity.

  Use This Rubric

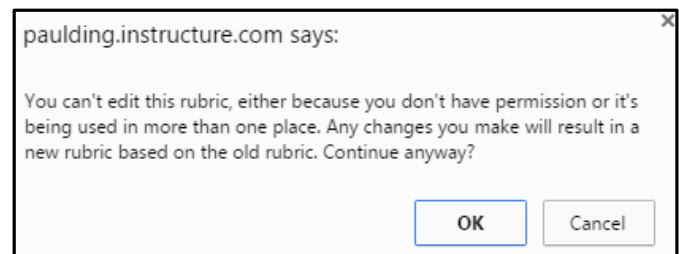**Edit a rubric attached to a graded assignment**
- Click the rubric's edit icon.

- 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

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

  - **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.

  - **Hide Score**
    - Check this box if you don't want students to see the rubric score in the quiz results.
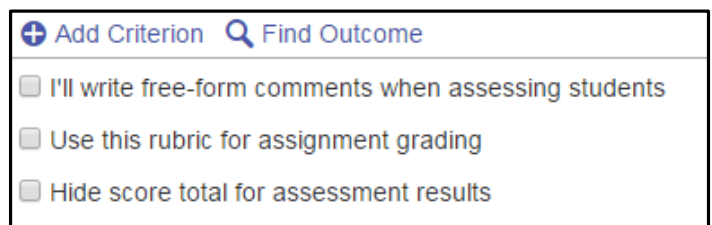
- ▪ Students will see the point values for each criterion, but the total score will not be shown.

- 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**.