

USING CANVAS FOR ASSESSMENT

Creating a Rubric

PREPARE: Make a Plan

Look over the rubrics your core category needs to use. In Canvas language, each row of each rubric exists individually as something called an Outcome.

You need to know which Outcomes are going to be measured by which Assignments in your course.

If you want to use rubrics for grading, you will also be adding your own rubric rows (which are called Criteria by Canvas).

Canvas's Rubric building mechanism is a little clunky, so it's important to note that you can't move Outcomes or Criteria around once they've been added. If you decide you want to change the order, you have to delete rows and re-add them in the correct order!

STEP ONE: Go to the Assignment Page in your Canvas Course

STEP TWO: Click on the Assignment

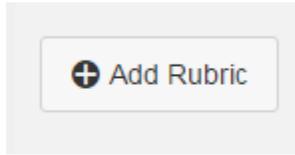
Find the Assignment you want to link a rubric to and click on it. Your screen should look something like this:

The screenshot shows a 'Sample Assignment' page in Canvas. At the top, there are 'Publish' and 'Edit' buttons. Below them is a large empty box labeled 'No Content'. Underneath the box, it says 'Points 1' and 'Submitting on paper'. At the bottom, there is a table with columns for 'Due', 'For', 'Available from', and 'Until'. The 'For' column contains 'Everyone'. Below the table is an 'Add Rubric' button.

Due	For	Available from	Until
-	Everyone	-	-

STEP THREE: Click on Add Rubric

The button looks like this.



STEP FOUR: Build the Rubric

Instructions for adding Outcomes (the pre-built rows from the Core rubrics) are listed as Step 4A below³, and instructions for adding Criteria (your own rubric rows used for grading) are listed as Step 4B below. Feel free to put your criteria first and then the outcomes (or to mix them up) if you'd rather. Outcomes and Criteria must be entered one at a time.

The system automatically gives you a starter rubric.

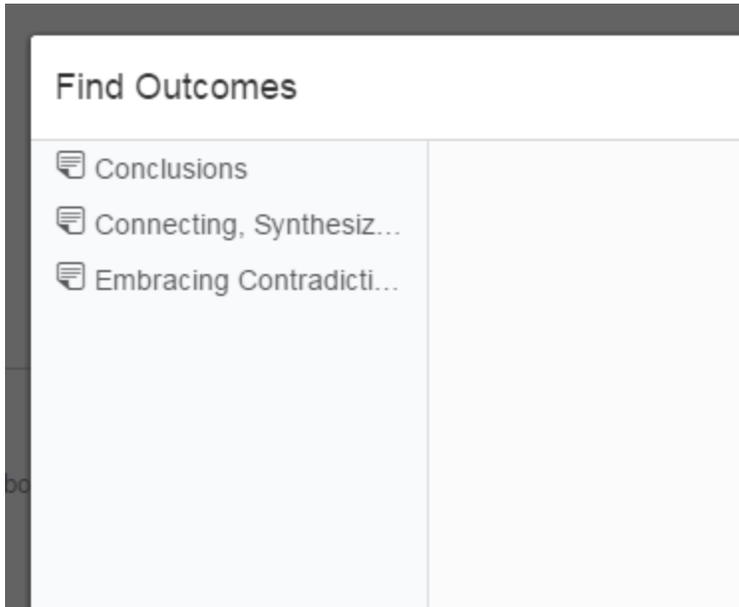
A screenshot of a web interface for creating a rubric. At the top, there is a "Title:" field with the text "Some Rubric" and a "Find a Rubric" link with a magnifying glass icon. Below this is a table with three columns: "Criteria", "Ratings", and "Pts". The "Criteria" column contains "Description of criterion" with a "view longer description" link. The "Ratings" column is split into "Full Marks" (5 pts) and "No Marks" (0 pts). The "Pts" column has a text input field containing "5" and "pts" to its right. To the right of the table is a "Total Points: 5" label. Below the table are three checkboxes: "I'll write free-form comments when assessing students", "Use this rubric for assignment grading", and "Hide score total for assessment results". At the bottom right, there are "Cancel" and "Create Rubric" buttons.

STEP 4A: Adding an Outcome

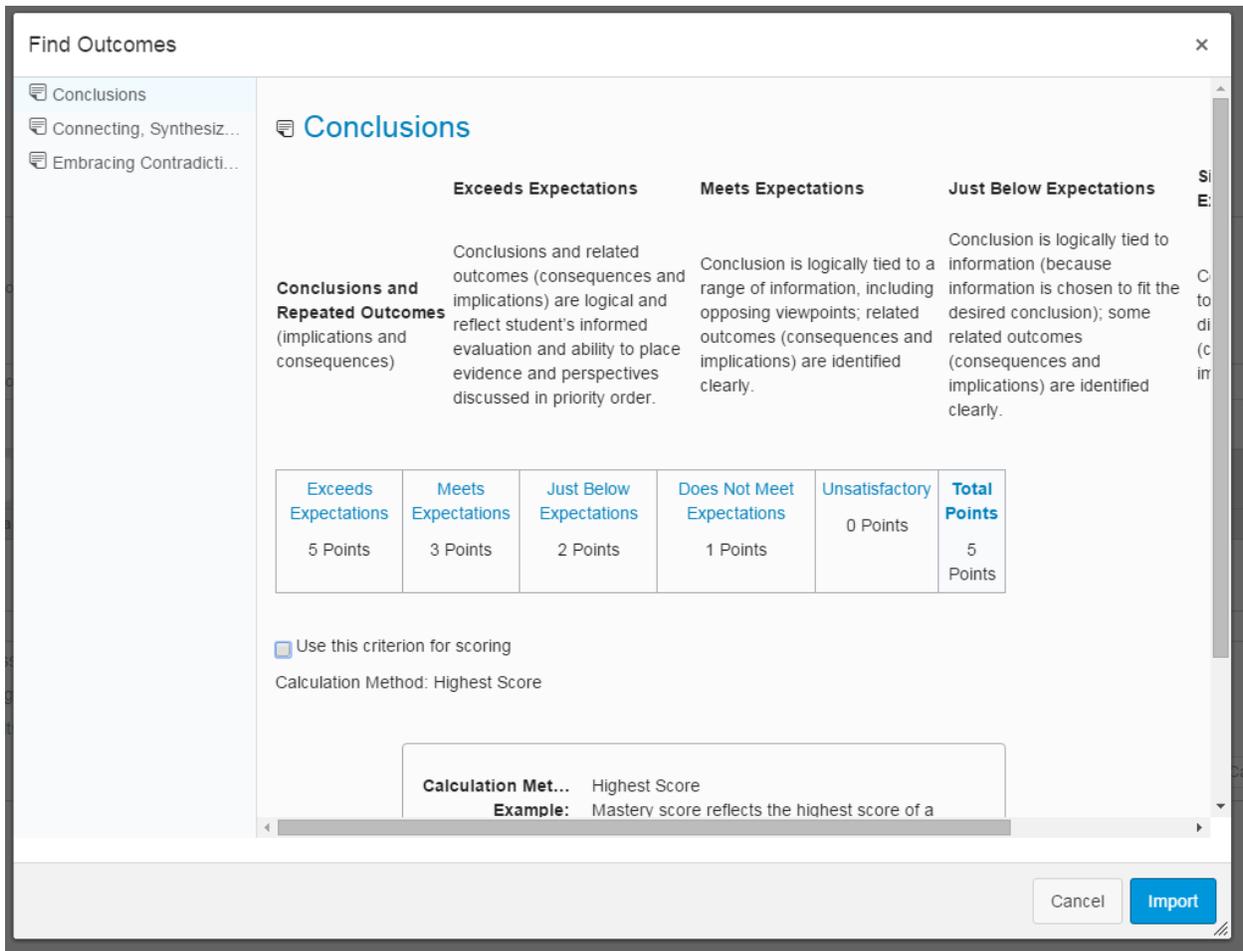
In the upper right hand corner, click on the **Find Outcomes** link beside the magnifying class icon.

A screenshot of the same rubric creation interface as above. In this version, the "Find Outcome" link, which includes a magnifying glass icon, is highlighted with a red rectangular box. All other elements, including the title field, table, checkboxes, and buttons, are identical to the previous screenshot.

This will bring up a screen with all of the Outcomes that are in your course.



Click one that is relevant for the assignment. This allows you to preview the Outcome.



Make certain that the **Use this criterion for scoring checkbox** is empty! Then click the blue **Import** button.

Find Outcomes

Conclusions

Conclusions

	Exceeds Expectations	Meets Expectations	Just Below Expectations	Does Not Meet Expectations	Unsatisfactory	Total Points
Conclusions and Repeated Outcomes (implications and consequences)	Conclusions and related outcomes (consequences and implications) are logical and reflect student's informed evaluation and ability to place evidence and perspectives discussed in priority order.	Conclusion is logically tied to a range of information, including opposing viewpoints; related outcomes (consequences and implications) are identified clearly.	Conclusion is logically tied to information (because information is chosen to fit the desired conclusion); some related outcomes (consequences and implications) are identified clearly.			5 Points

Use this criterion for scoring
Calculation Method: Highest Score

Calculation Met... Highest Score
Example: Mastery score reflects the highest score of a

Cancel **Import**

Click OK on the pop-up box.

STEP 4B: Adding a Criterion

In the upper right hand corner, click on the **Add Criterion** link beside the blue plus sign.

Title: Some Rubric [Find a Rubric](#)

Criteria	Ratings		Pts	
Description of criterion view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts	<input type="checkbox"/>

+ Add Criterion [Find Outcome](#) Total Points: 5

I'll write free-form comments when assessing students
 Use this rubric for assignment grading
 Hide score total for assessment results

Cancel **Create Rubric**

This will add a new row to the rubric, which you can then edit. You have a lot of options:

Click the pencil icon next to the Criterion name to edit the Criterion description.

Title: English Dept Assessment						
Criteria	Ratings				Pts	
Thesis Development view longer description	Full Marks 5 pts	Rating Description 4 pts	Rating Description 2 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="x"/>
Apply APA Formatting view longer description	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts		<input type="text" value="5"/> pts	<input type="button" value="x"/>
+ Add Criterion Find Outcome						Total Points: 10
<input type="button" value="Cancel"/>						<input type="button" value="Update Rubric"/>

Click the View Longer Description link to edit the criterion's longer description

Title: English Dept Assessment						
Criteria	Ratings				Pts	
Thesis Development view longer description	Full Marks 5 pts	Rating Description 4 pts	Rating Description 2 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="x"/>
Apply APA Formatting view longer description	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts		<input type="text" value="5"/> pts	<input type="button" value="x"/>
+ Add Criterion Find Outcome						Total Points: 10
<input type="button" value="Cancel"/>						<input type="button" value="Update Rubric"/>

To add a box, mouse over a cell wall and click the double-ended arrow to split a single cell into two. Split cells on the row as often as necessary to create the desired number of ratings.

Title: English Dept Assessment						
Criteria	Ratings				Pts	
Thesis Development view longer description	Full Marks 5 pts	Rating Description 4 pts	Rating Description 2 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="✕"/>
Apply APA Formatting view longer description	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts		<input type="text" value="5"/> pts	<input type="button" value="✕"/>
+ Add Criterion 🔍 Find Outcome				Total Points: 10		
				<input type="button" value="Cancel"/> <input type="button" value="Update Rubric"/>		

You can change the name of the box and its point value by mousing over the box and clicking the pencil.

Title: English Dept Assessment						
Criteria	Ratings				Pts	
Thesis Development view longer description	Full Marks 5 pts	Rating Description 4 pts	Rating Description 2 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="✕"/>
Apply APA Formatting view longer description	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts		<input type="text" value="5"/> pts	<input type="button" value="✕"/>
+ Add Criterion 🔍 Find Outcome				Total Points: 10		
				<input type="button" value="Cancel"/> <input type="button" value="Update Rubric"/>		

You can change the total number of points a row is worth by typing in the Pts box. (Canvas will automatically recalculate the box values for you).

Title: English Dept Assessment						
Criteria	Ratings				Pts	
Thesis Development view longer description	Full Marks 5 pts	Rating Description 4 pts	Rating Description 2 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="X"/>
Apply APA Formatting view longer description	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts		<input type="text" value="5"/> pts	<input type="button" value="X"/>

[+ Add Criterion](#) [Q Find Outcome](#) Total Points: 10

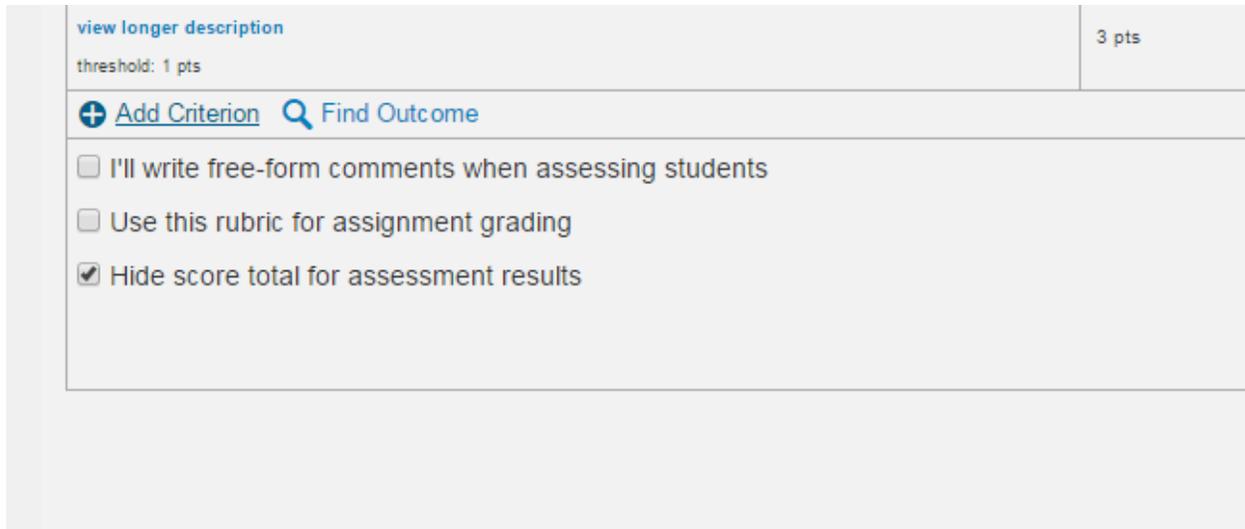
Click the blue X at the end of a row to delete the Criterion.

Title: English Dept Assessment						
Criteria	Ratings				Pts	
Thesis Development view longer description	Full Marks 5 pts	Rating Description 4 pts	Rating Description 2 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="X"/>
Apply APA Formatting view longer description	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts		<input type="text" value="5"/> pts	<input type="button" value="X"/>

[+ Add Criterion](#) [Q Find Outcome](#) Total Points: 10

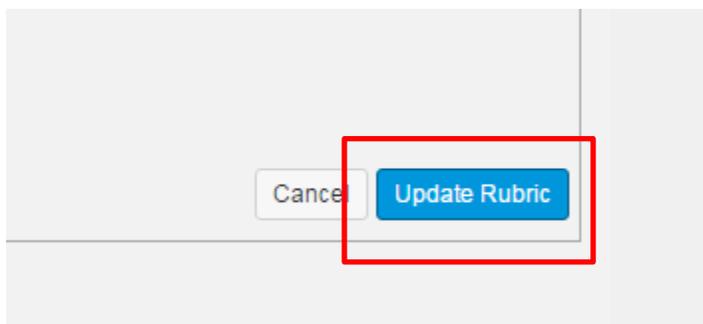
STEP FIVE: Check the Settings

You can now change the rubric's name, if you want. You also will see three checkboxes below the rubric:



The screenshot shows a rubric settings panel. At the top left, there is a link "view longer description" and a "threshold: 1 pts" label. On the top right, it says "3 pts". Below this, there are two buttons: "+ Add Criterion" and "Find Outcome". Underneath, there are three checkboxes with labels: "I'll write free-form comments when assessing students" (unchecked), "Use this rubric for assignment grading" (unchecked), and "Hide score total for assessment results" (checked).

The **Use this rubric for assignment grading** box should be checked, which will remove the **Hide score total for assessment results** box. Now click the **Update Rubric** button on the right side of the bottom of the rubric.



This is a close-up of the bottom right corner of the rubric settings panel. It shows two buttons: a light gray "Cancel" button and a blue "Update Rubric" button. The "Update Rubric" button is highlighted with a red rectangular box.

You have successfully created your rubric for the assignment!