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:

STEP THREE: Click on Add Rubric

The button looks like this.
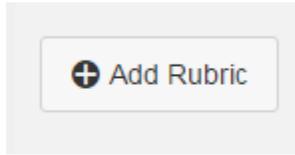
STEP FOUR: Build the Rubric

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.

STEP 4A: Adding an Outcome

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

This will bring up a screen with all of the Outcomes that are in your course.
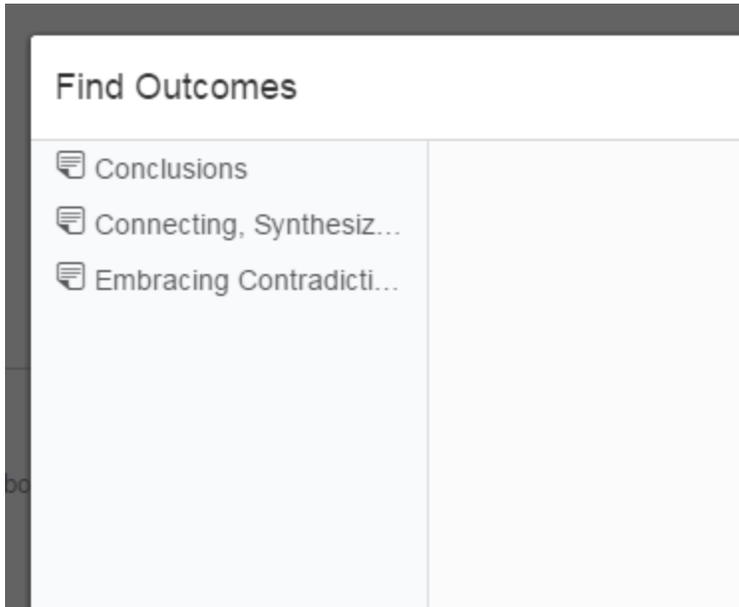
Click one that is relevant for the assignment. This allows you to preview the Outcome.
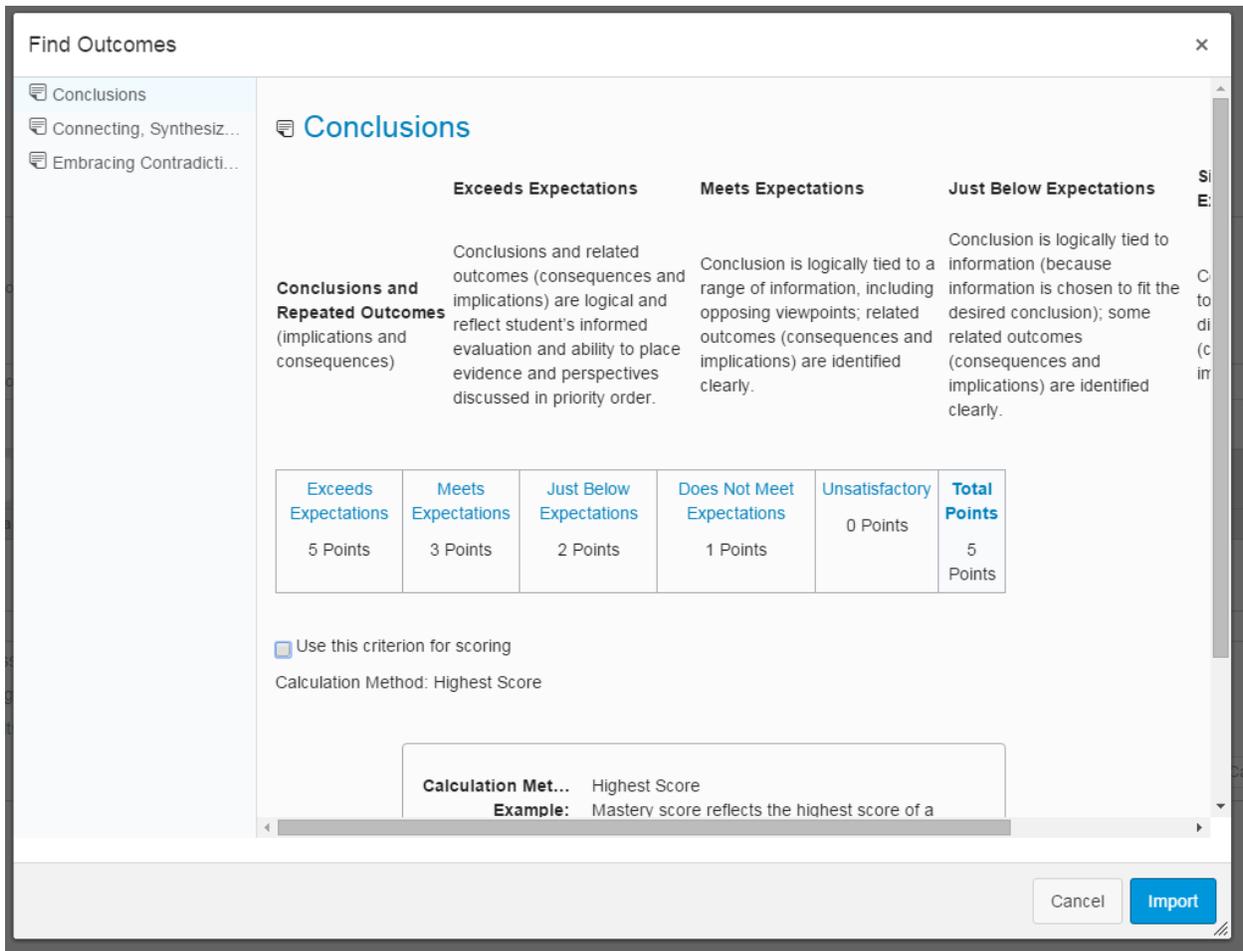
Make certain that the **Use this criterion for scoring checkbox** is empty! Then click the blue **Import** button.

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.

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	5 pts	✖
Apply APA Formatting view longer description	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts		5 pts	✖
➕ Add Criterion 🔍 Find Outcome					Total Points: 10	
					Cancel **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** ①	Full Marks 5 pts	Rating Description 4 pts	Rating Description 2 pts	No Marks 0 pts	5 pts	✖
Apply APA Formatting view longer description	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts		5 pts	✖
➕ Add Criterion 🔍 Find Outcome					Total Points: 10	
					Cancel **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.

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

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			5 pts ⊗
Apply APA Formatting view longer description	Exceeds Expectations 5 pts · Meets Expectations 3 pts · Does Not Meet Expectations 0 pts			5 pts ⊗
⊕ Add Criterion Q Find Outcome				Total Points: 10
			Cancel	Update Rubric

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			5 pts ⊗
Apply APA Formatting view longer description	Exceeds Expectations 5 pts · Meets Expectations 3 pts · Does Not Meet Expectations 0 pts			5 pts ⊗
⊕ Add Criterion Q Find Outcome				Total Points: 10
			Cancel	Update Rubric

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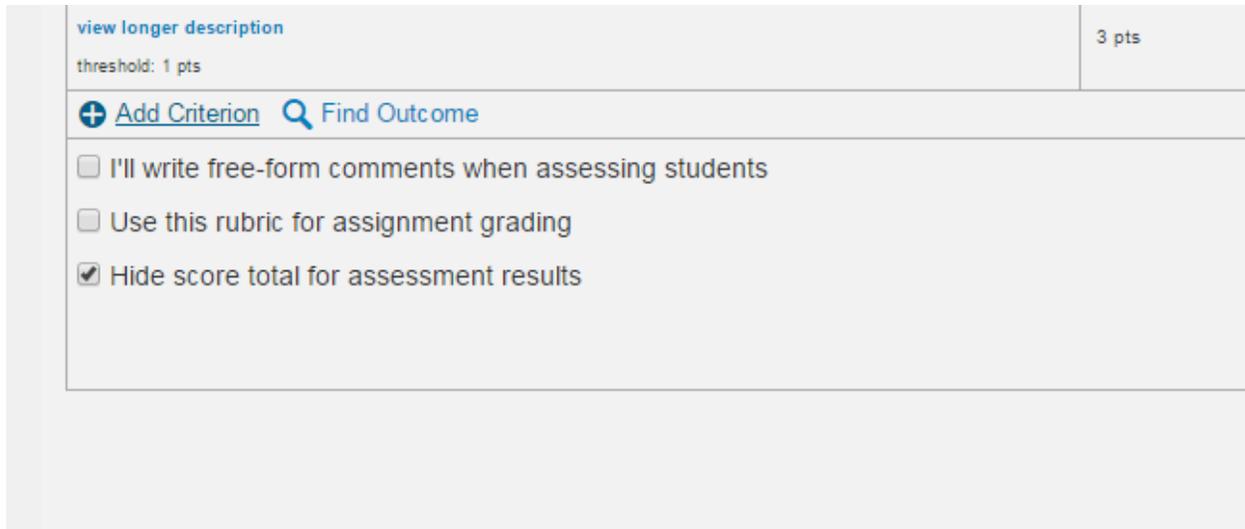
The **Use this rubric for assignment grading** box should be checked, which will remove the **Hide score total for assessment results** box. Now click the **Update Rubric** button on the right side of the bottom of the rubric.

You have successfully created your rubric for the assignment!