

USING CANVAS FOR ASSESSMENT

Linking a Rubric

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

STEP TWO: Click on the Assignment

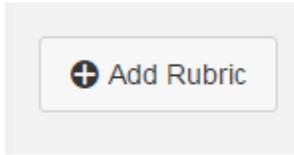
Find the Assignment you want to link a rubric to and click on it. Your screen should look something like this:

The screenshot displays the Canvas interface for an assignment. At the top left, the title 'Sample Assignment' is shown. To the right of the title are two buttons: 'Publish' (with a checkmark icon) and 'Edit' (with a pencil icon). Below the title is a large rectangular area containing the text 'No Content'. Underneath this area, the assignment details are listed: 'Points 1' and 'Submitting on paper'. A table below these details shows the assignment's availability and due date. The table has four columns: 'Due', 'For', 'Available from', and 'Until'. The 'Due' column contains a hyphen, 'For' contains 'Everyone', 'Available from' contains a hyphen, and 'Until' contains a hyphen. At the bottom left of the page is a button labeled '+ Add Rubric'.

Due	For	Available from	Until
-	Everyone	-	-

STEP THREE: Click on Add Rubric

The button looks like this.



STEP FOUR: Click on Find a Rubric

The system automatically gives you a starter rubric. In the upper right hand corner, click on the **Find a Rubric** link beside the magnifying class icon.

A screenshot of a web form for creating a rubric. At the top right, a blue link with a magnifying glass icon and the text "Find a Rubric" is highlighted with a red rectangle. Below this is a table with columns for "Criteria", "Ratings", and "Pts". The "Ratings" column has a sub-column for "Full Marks" (5 pts) and another for "No Marks" (0 pts). A text input field with the number "5" is in the "Pts" column. Below the table are several checkboxes for options like "I'll write free-form comments when assessing students". At the bottom right, there are "Cancel" and "Create Rubric" buttons.

Clicking the link brings up the **Find Existing Rubric** menu. You can drag on the bottom right-hand corner to make it bigger.

A screenshot of a "Find Existing Rubric" modal window. It features a search bar at the top and a list of search results on the left. The results include categories like "EN-125-71" and "John Carroll University". The "Diagnostic Essay" result is selected and expanded to show a table with "Criteria" and "Assessment" columns. The "Assessment" column lists levels from "Level 3" to "Below Level 1" for two criteria. A "Use This Rubric" button is located below the table. A red circle highlights the bottom right corner of the modal window, indicating a drag handle.

This window has three parts. The left-hand section tells you where the various rubrics live in Canvas (Canvas calls these Accounts). In the example window, I can choose rubrics from four of my courses (EN-125-71, EN-111-68, EN 114-51, and Composition & Rhetoric 2), from a faculty course (Faculty Learning Community in Area Studies), or from “John Carroll University.” You will only be able to see your own courses, the department offering the course, and “John Carroll University.” Since this is from an English class, if there were English departmental rubrics in Canvas, I would see English as an option, too. Most of the rubrics used for program, Core, or institutional assessment will either be in your department or in “John Carroll University.” The highlighted item tells you which Account you are browsing. In this case, it’s EN-125-71.

Find Existing Rubric ×

Find a Rubric [Manage Rubrics](#)

EN-125-71
3 rubrics

John Carroll University
13 rubrics

Composition & Rhetoric 2
1 rubrics

EN-111-68
3 rubrics

Faculty Learning Community in Area Studies
1 rubrics

EN-114-51
2 rubrics

Diagnostic Essay
5 criteria
15 points possible

Foundational Writing Rubric
5 criteria
15 points possible

Project 4 Class-Made Rubric
14 criteria
160 points possible

Diagnostic Essay

Criteria	Assessment
Selection and Development of Topic	Level 3 Level 2 Level 1 Below Level 1 / 3 pts
Context of and Purpose for Writing	Level 3 Level 2 Level 1 Below Level 1

IMPORTANT NOTE: At the bottom of the webpage where you found this document are notes for each of the Core Components. Those notes will explain which rubrics you need and in which account you’ll find them.

The middle section will list the rubrics available in that particular Account. There are three here. The highlighted one is previewed in the right-hand section.

Find Existing Rubric ×

Find a Rubric Manage Rubrics

EN-125-71
3 rubrics

[John Carroll University](#)
13 rubrics

[Composition & Rhetoric 2](#)
1 rubrics

EN-111-68
3 rubrics

[Faculty Learning Community in Area Studies](#)
1 rubrics

EN-114-51
2 rubrics

Diagnostic Essay
5 criteria
15 points possible

[Foundational Writing Rubric](#)
5 criteria
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[Project 4 Class-Made Rubric](#)
14 criteria
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Diagnostic Essay

Criteria	Assessment
Selection and Development of Topic	Level 3
	Level 2
	Level 1
	Below Level 1
/ 3 pts	
Context of and Purpose for Writing	Level 3
	Level 2
	Level 1
	Below Level 1

Use This Rubric

Once you've selected the rubric you want, click **Use This Rubric**.

Find Existing Rubric ×

Find a Rubric Manage Rubrics

EN-125-71
3 rubrics

[John Carroll University](#)
13 rubrics

[Composition & Rhetoric 2](#)
1 rubrics

EN-111-68
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[Faculty Learning Community in Area Studies](#)
1 rubrics

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Diagnostic Essay
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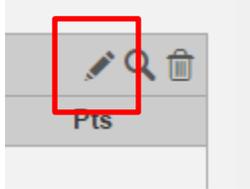
Diagnostic Essay

Criteria	Assessment
Selection and Development of Topic	Level 3
	Level 2
	Level 1
	Below Level 1
/ 3 pts	
Context of and Purpose for Writing	Level 3
	Level 2
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	Below Level 1

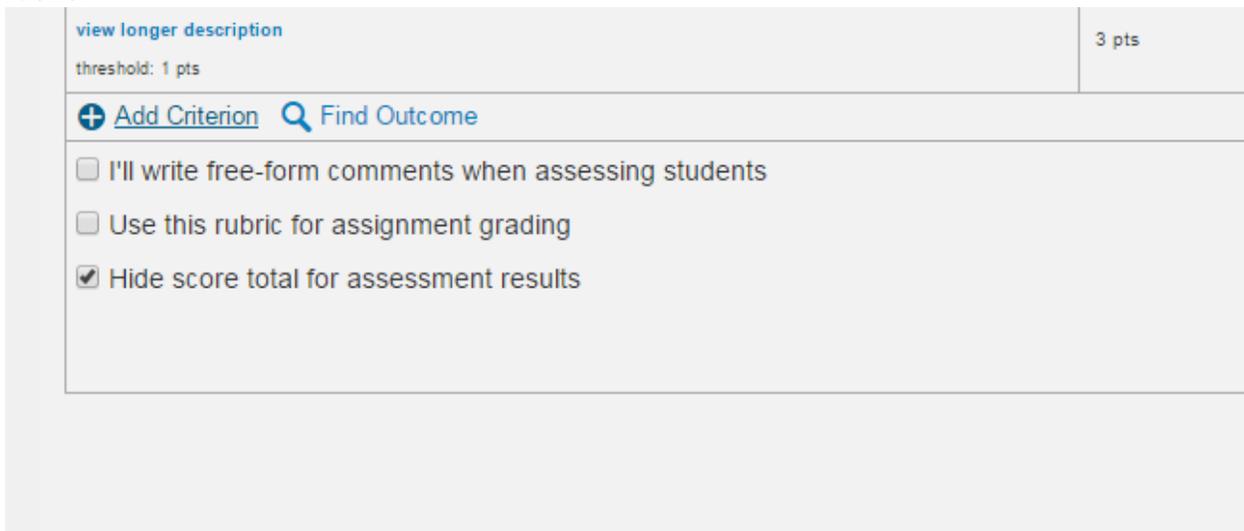
Use This Rubric

STEP FIVE: Check the Settings

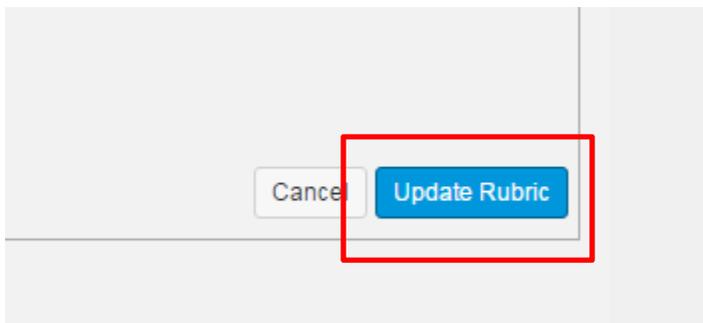
Once you've clicked **Use This Rubric**, you'll be returned to the Assignment screen, which will now have the rubric at the bottom. In the upper-hand corner of the rubric, you'll see three icons. Click on the pencil icon.



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

A screenshot of the rubric settings panel. At the top left, there is a link "view longer description" and a "threshold: 1 pts" indicator. On the right side, there is a "3 pts" score. Below these are two links: "+ Add Criterion" and "Find Outcome". Three checkboxes are listed below: "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 **free-form comments** box and the **Use this rubric for assignment grading** box should be empty, and the **Hide score total for assessment results** box should be checked. Now click the **Update Rubric** button on the right side of the bottom of the rubric.



You have successfully linked the rubric to the assignment!