



Rubrics

Rubrics are a great way to set up assessment criteria for scoring student work. They specify the qualities or processes that must be exhibited. In Canvas the rubric rows are used to define the various criteria being used to assess an assignment. The columns are used to define levels of performance for each criterion. Rubrics can be used in assignments, graded discussions, or quizzes to make the grading process easier in Canvas. Once they are created they can be reused for other assignments and in other courses.

Rubrics and assignments

You can add a rubric to an assignment to help students understand expectations for the assignment and how you intend to score their submissions. It can also help assistants and co-instructors to grade in a consistent and fair manner.

Create a new rubric

1. In the Course Navigation Menu, click the **Assignments** link
2. Click the name of the assignment you want to add a Rubric to
3. Click the **+ Rubric** button toward the bottom left of the assignment description

4. In the **Title** field, enter a title for the rubric. This will help you identify the rubric later.

Criteria	Ratings		Pts
Description of criterion view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts
+ Criterion Find Outcome			Total Points: 5

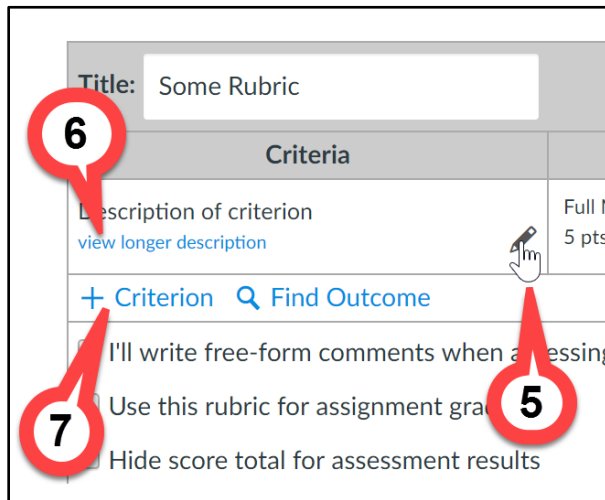
Tips and Notes

TIP: Non-scoring rubrics are now available in Canvas.

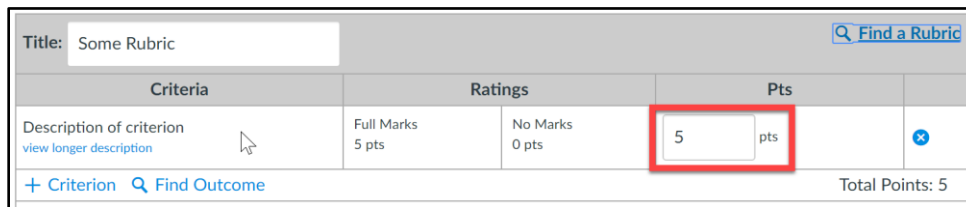
MORE INFO: For a detailed version of non-scoring rubrics please visit: [How do I use a non-scoring rubric to assess submissions in SpeedGrader?](#)

<https://community.canvaslms.com/docs/DOC-15065-4152938189>

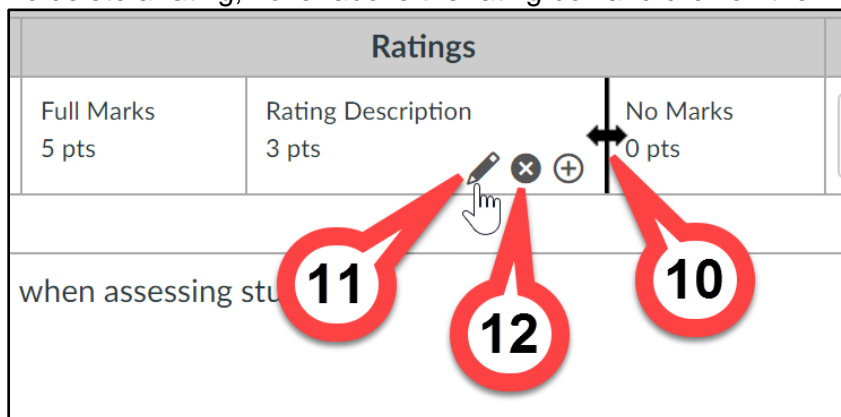
- To add a short criterion description, hover over the criterion and click the **Pencil** icon.
- To add a longer description to the criterion, click the **view longer description** link. The longer description can help students understand more information about the criterion.
- To add a new criterion, click the **+Criterion** button.



- To edit the total number of points for a criterion, enter the number in the **Pts** column



- To add more ratings and have Canvas automatically divide the points for you, click the double-ended arrow between two ratings.
- To edit the name of a rating, for example, “exceeds expectations” or “meets expectations”, hover above the rating box and click on the pencil button.
- To delete a rating, hover above the rating box and click on the **X** button.



Tips and Notes

TIP: The long description does not display directly in the rubric but can be accessed by users.

TIP: Criterion cannot be reordered after they are added to a rubric. If you want to display criterion in a specific order, make sure you create them in the order that you prefer.

TIP: Criterion can be duplicated by clicking **+Criterion** and then selecting the Criteria you want.

TIP: Rubric ratings default to 5 points with 2 ratings, full marks with 5 points and no marks with 0 points.

TIP: You can also add more ratings by hovering over the rating and clicking the **+** button.

MORE INFO: For a detailed version of these steps please visit: [How do I create a rubric in a course?](https://community.canvaslms.com/docs/DOC-2897)
<https://community.canvaslms.com/docs/DOC-2897>

Use an existing rubric

In addition to creating new rubrics you can also reuse rubrics from other assignments or even other Canvas courses that you are an instructor of. To find an existing rubric:

1. Click the **Find a Rubric** link.

Criteria	Ratings	Pts
Description of criterion view longer description	Full Marks 5 pts	No Marks 0 pts

Total Points: 5

I'll write free-form comments when assessing students

Use this rubric for assignment grading

Hide score total for assessment results

2. In the first column, select a course.
3. In the second column, locate and click the name of a rubric.
4. You can view the criteria and points in each rubric. To select a rubric for the assignment, scroll to the bottom of the rubric and click the **Use This Rubric** button.

Find Existing Rubric

Find a Rubric

- ahmed10_test_02 (3 rubrics)
- can-demo-101 (6 rubrics)
- template-can-intro (5 rubrics)
- can-demo-102 (6 rubrics)
- wksp_intro_2016_07_20 (5 rubrics)
- wksp_cct_intro_2016_07_27 (5 rubrics)
- wksp_booth_intro_2016_10_17 (5 rubrics)

Final Essay Rubric (3 criteria, 100 points possible)

Mid Term Essay (2 criteria, 50 points possible)

Some Rubric (1) (3 criteria, 100 points possible)

Criteria	Assessment
Testing 1	Full Marks Rating Description No Marks / 50 pts
Testing 2	Full Marks No Marks / 25 pts
Testing 3	Full Marks ...

Use This Rubric

Rubrics and graded discussions

You can add a rubric to a graded discussion to help students understand expectations for the discussion and how you intend to score their replies.

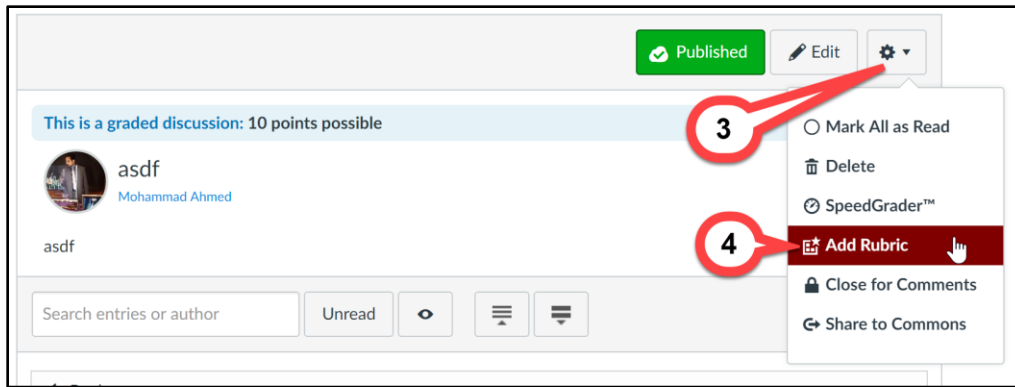
Create a new rubric

1. In the Course Navigation Menu, click the **Discussions** link.
2. Click the name of the graded discussion you want to add a rubric to.
3. Click the **Settings** icon.
4. Select the **Add Rubric** option.

Tips and Notes

WARNING: Rubrics cannot be edited once they have been added to more than one assignment. However, you can create a copy of a rubric and make any changes when adding a rubric to an assignment.

MORE INFO: For a detailed version of these steps please visit: *How do I add a rubric to an assignment?*
<https://community.canvaslms.com/docs/DOC-2870>



5. Repeat steps 5-12 on page 2 for creating a rubric.

Use a existing rubric

To find an existing rubric,

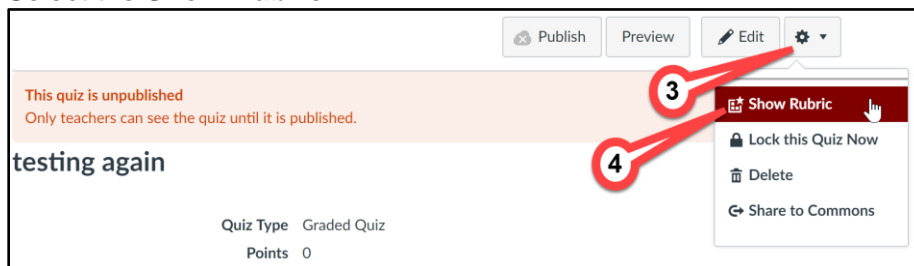
1. Click the name of the graded discussion you want to add a rubric to
2. Click the **Settings** icon
3. Select the **Add Rubric** option
4. Repeat steps 1-4 on page 3 for use an existing rubric

Adding a rubric to a quiz

You can add a rubric to a quiz to help students understand expectations for the quiz and how you intend to score the text responses. However, you cannot use a rubric for grading in quizzes, since quiz scores are calculated based on the number of points assigned to each quiz question.

Create a new rubric

1. In Course Navigation, click the **Quizzes** link.
2. Click the name of the quiz.
3. Click the **Settings** icon
4. Select the **Show Rubric** link



5. Click the **Add Rubric** button.
6. Repeat steps 5-12 on page 2 for create a rubric.

Use an existing rubric

To find an existing rubric,

1. Click the name of the quiz
2. Click the **Settings** icon
3. Select the **Show Rubric** link
4. Click the **Add Rubric** button.

Tips and Notes

MORE INFO: For a detailed version of these steps please visit: *How do I add a rubric to a graded discussion?*
<https://community.canvaslms.com/docs/DOC-2899>

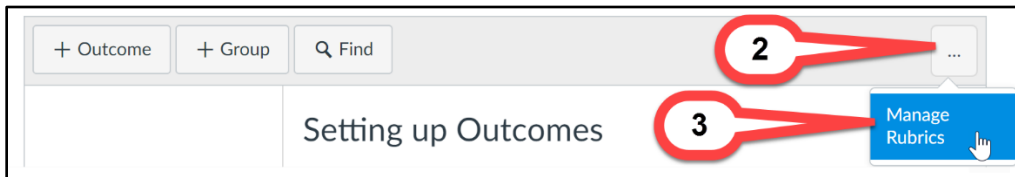
MORE INFO: For a detailed version of these steps please visit: *How do I add a rubric to a quiz?*
<https://community.canvaslms.com/docs/DOC-2901>

5. Repeat steps 1-4 on page 3 for use an existing rubric

Managing your rubrics

As an instructor, you can create, edit, and delete rubrics in your course

1. In Course Navigation, click the **Outcomes** link.
2. Click the **Rubrics** menu
3. Then click the **Manage Rubrics** link



In the Manage Rubrics page, you can view all existing rubrics in your course.

1. To add a new rubric, click the **Add Rubric** button
2. To view an individual rubric, click the name of the rubric.
3. To edit the rubric, click the **Edit Rubric** button.
4. To delete a rubric, click the **Delete Rubric** button.

The screenshot shows the 'Declaration Rubric' page. On the left is a table with columns for 'Criteria', 'Ratings', and 'Pts'. On the right are two buttons: 'Edit Rubric' and 'Delete Rubric', both highlighted with red boxes.

Declaration Rubric				
Criteria	Ratings			Pts
Writing Quality	Full Marks 10.0 pts	Rating Description 6.0 pts	No Marks 0.0 pts	10.0 pts
Required Length	Full Marks 15.0 pts	No Marks 0.0 pts		15.0 pts
Grammar	Full Marks 10.0 pts	Rating Description 3.0 pts	No Marks 0.0 pts	10.0 pts
Content	Full Marks 15.0 pts	No Marks 0.0 pts		15.0 pts
Total Points: 50.0				

Tips and Notes

MORE INFO: For a detailed version of these steps please visit: *How do I edit a rubric in a course?*
<https://community.canvaslms.com/docs/DOC-2911>

TIP: Please note that rubrics cannot be edited once they have been added to more than one assignment. Also, when you delete a rubric, any course assignment currently associated with the rubric will still have access to the rubric, but it will no longer be available for future assignments in the Rubrics list.