

Creating and Using Rubrics

Faculty Handout

Rubrics can be used in MyClasses Canvas to set up custom or Outcome-based assessment criteria for scoring. They communicate the expectations of an assignment to students and can be viewed when grading an assignment to see if submissions align with the rubric guidelines.

Account-level rubrics are rubrics that are created at the account (example, Salisbury University) or sub-account level (example, Seidel School) and can be used by any course within that account. The steps to create a rubric at the course-level or the account-level are the same.

To create a rubric:

1. From the *Course* or the *Account* Navigation menu, click the Outcomes link
2. Click the Manage Rubrics button
3. Click the Add Rubric button located at the top-right

4. Edit the rubric title by typing in the Title field.

5. Hover to the right of the Criteria-3(e)]Tf1 0 0 1 130.82 n 0.048 T.1 0 0 1 124.82 420.07 Tm.82 420.07 Tm

- The Ratings section creates categories for how well a student adheres to the criteria guidelines. To add a rubric rating, mouse over a cell wall and click on 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.
- Click the Plus icon to add an additional rating.
- Click the pencil icon to edit the name and/or the point value of an entire criterion by typing in the Points field.



- Click the Delete icon to delete the criterion.
- Click the Add Criterion link to add a new criterion to the rubric.
- Click the Find Outcome link to align course or account level outcomes with the rubric.
- Click the Create Rubric button.



Using Rubrics:

Once a rubric has been created, faculty can attach the rubrics to an assignment, discussion or other areas within Canvas. To attach a rubric to an assignment:

- Click on the title of the assignment.
- At the bottom of the page, click Add Rubric.
- Click Find Rubric.
- Search through the list of available rubrics in your course or at the account level (i.e. Social Work). Select the desired rubric.
- Click Use this rubric.

