

Quick Start Guide

Canvas – Create a Scoring Rubric

Introduction:

This guide will cover how to create a scoring rubric in Canvas using the Rubric Tool. Once created, scoring rubrics can be shared between courses and assignments. Scoring rubrics in Canvas allow for extreme flexibility in scoring and establishment of criteria and ratings.


This guide covers creation of rubrics for existing assignments, creation of new rubrics, and application of rubrics from other courses.

Please note that rubrics must be attached to assignments or activities in Canvas for students to see them. Instructors have access to a course main navigation item named “Rubrics”. Students can only access rubrics that are attached an assignment or activity.

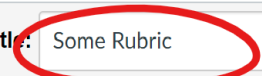

Creating Rubric After Assignment Created:

- 1) Login to [UNT Dallas Canvas](#) with your EUID / Password.
- 2) Access the course and assignment you want to create a rubric for.
- 3) Scroll to the bottom of the assignment and click the “+ Rubric” button.

Due	For	Available from	Until
-	Everyone	-	-





- 4) Give the rubric a descriptive name.

Title:   [Find a Rubric](#)

- 5) Create your first criteria. Click the “Pencil” to enter a short description and long description.

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

- 6) If you want to use a range as opposed fixed values for scoring, check the “Range” box under the criteria description.

NOTE: The range option allows you to enter values between established ratings. So, if you have scores of 0, 1, 2, 3, 4, and 5. You could enter 3.5 with the range option selected.

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7) Edit rating values and descriptions by clicking the “Edit” button for the rating.

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

8) Add additional ratings by clicking the “Add Rating Button”.

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

9) If overall criteria points need to be adjusted, click in the Pts column and adjust. The Ratings will adjust proportionately.

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

10) To add additional criteria, click the “+ Criteria” button below.

Title: <input type="text" value="Some Rubric"/>		Find a Rubric
Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	10 pts Full Marks	10 pts
	0 pts No Marks	

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

NOTE: All criteria are NOT required to have the same number of ratings.

11) Check the box for “Use this rubric for assignment grading”.

12) Click “Create Rubric”.

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Creating Rubric Before Assignment Created:

- 1) Login to [UNT Dallas Canvas](#) with your EUID / Password.
- 2) Access the course you want to create a rubric for.
- 3) Click “Rubrics” in the left course navigation.
- 4) Click “+ Add Rubric” in the top-right of the screen.
- 5) Give the rubric a descriptive name.

Title: <input type="text" value="Some Rubric"/>	Find a Rubric
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- 6) Create your first criteria. Click the “Pencil” to enter a short description and long description.

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

- 7) If you want to use a range as opposed fixed values for scoring, check the “Range” box under the criteria description.

NOTE: The range option allows you to enter values between established ratings. So, if you have scores of 0, 1, 2, 3, 4, and 5. You could enter 3.5 with the range option selected.

- 8) Edit rating values and descriptions by clicking the “Edit” button for the rating.

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

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9) Add additional ratings by clicking the “Add Rating Button”.

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

Note: A red circle highlights the blue plus sign in the Ratings column, with a red arrow pointing to it.

10) If overall criteria points need to be adjusted, click in the Pts column and adjust. The Ratings will adjust proportionately.

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

Note: A red circle highlights the '5 pts' value in the Pts column, with a red arrow pointing to it.

11) To add additional criteria, click the “+ Criteria” button below.

Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	10 pts Full Marks	0 pts No Marks

Note: A red circle highlights the "+ Criterion" button at the bottom left, with a red arrow pointing to it.

NOTE: All criteria are NOT required to have the same number of ratings.

12) Check the box for “Use this rubric for assignment grading”.

13) Click “Create Rubric”.

Attaching an Existing Rubric to an Assignment:

You can attach a rubric you have created before the assignment as outlined above or attach a rubric from another course.

- 1) Login to [UNT Dallas Canvas](#) with your EUID / Password.
- 2) Access the course and assignment you want to create a rubric for.

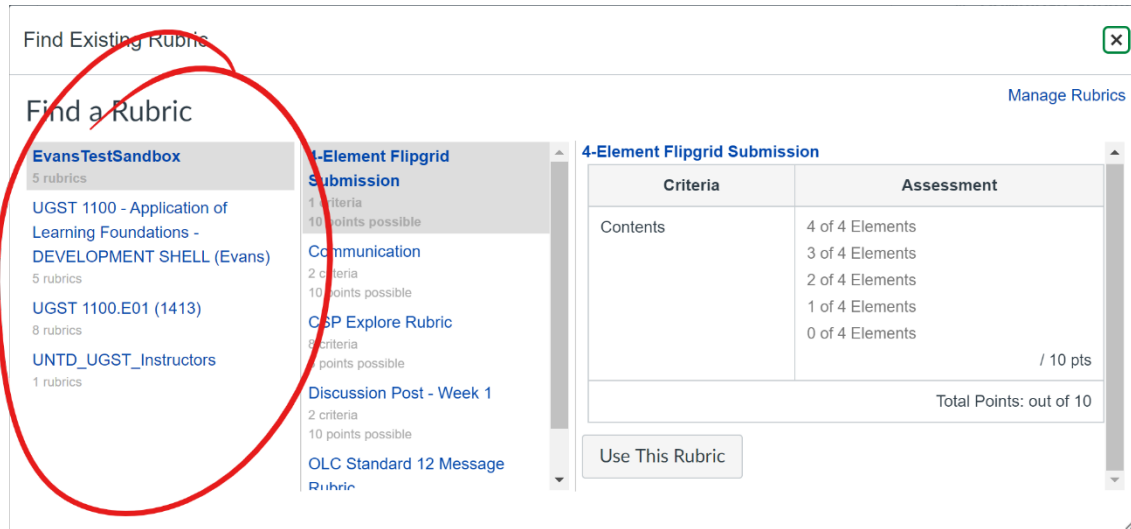
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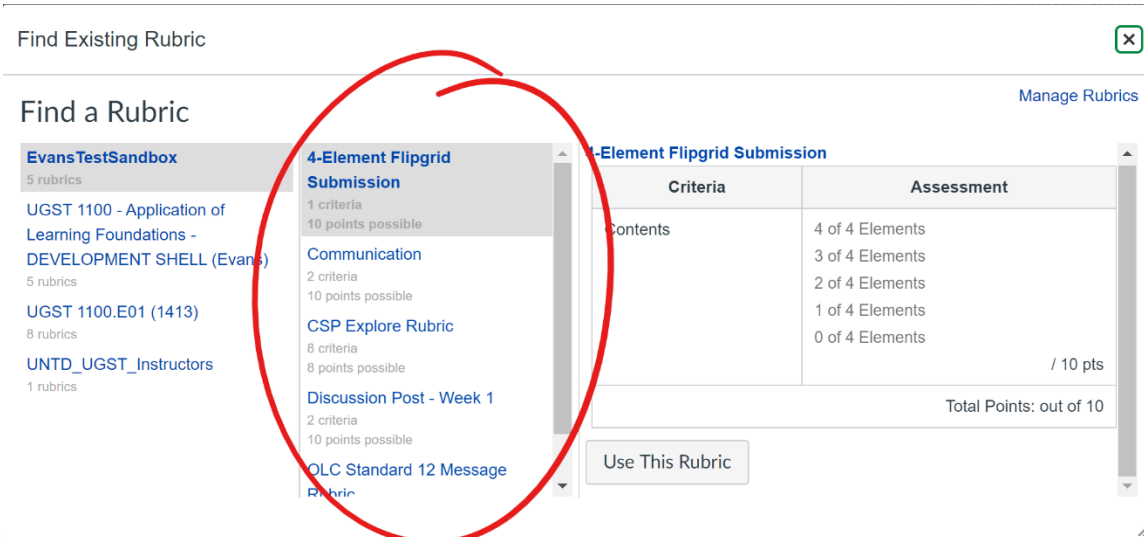
- 3) Scroll to the bottom of the assignment and click the “+ Rubric” button.



- 4) Select the course the rubric is located in from the first column.



- 5) Select the rubric you want to view from the second column. A preview will be displayed to the right to verify it is the intended rubric.



- 6) Click “Use This Rubric” when done.