

Quick Start Guide

Canvas – Printing Scored Rubrics

Introduction:

This guide will cover how to print a completed/scored assignment rubric from Canvas. Please refer to [QSG \(Canvas – Create a Scoring Rubric\)](#) for information on creating a rubric in Canvas and [QSG \(Canvas – Using a Scoring Rubric\)](#) for information on using a scoring rubric.

This guide assumes that you have created a rubric that is attached to an assignment in Canvas already and you have completed the scoring of student work and need to print a hard-copy of the completed scoring rubric.

Access the Posted Rubric:

- 1) Login to [UNT Dallas Canvas](#) with your EUID/Password.
- 2) Access the Course and Assignment you need to print the rubric for.
- 3) Open the SpeedGrader™ for the assignment.
- 4) Select the student whose rubric you want to print.

NOTE: There is no way to bulk print the scored rubrics. It must be done one student at a time.

- 5) Using the mouse, highlight everything from the line below the “View Rubric” button

ASSESSMENT

Grade out of 25

18

View Rubric

CRED Career Exploration Reflection Paper

Criteria	Ratings
Depth of Reflection and Exploration	Meets Standards Writing demonstrates a general reflection on the selected topic, including 1-2 supporting details and examples. Comments Information presented to sufficient depth with 1 to 2 supporting details for each statement. Can tell the student has researched the requirements for this career field. 3/4 pts

down to the end of the assignment-level comments (if any)

ASSIGNMENT COMMENTS

Overall, a very well-crafted submission. I would suggest taking the list of your existing skills, talents, and interests and a list of the skills you will need to learn and develop in order to enter the career of your choice and develop a long-term goal (e.g. SMART Goal) to accomplish that task.

Eric Evans, Oct 5 at 4:23pm

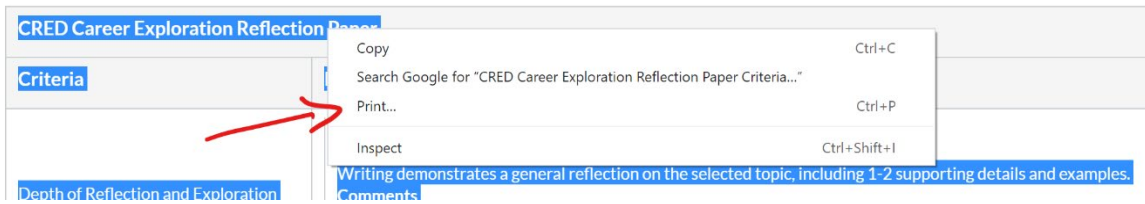
Add a Comment

Submit

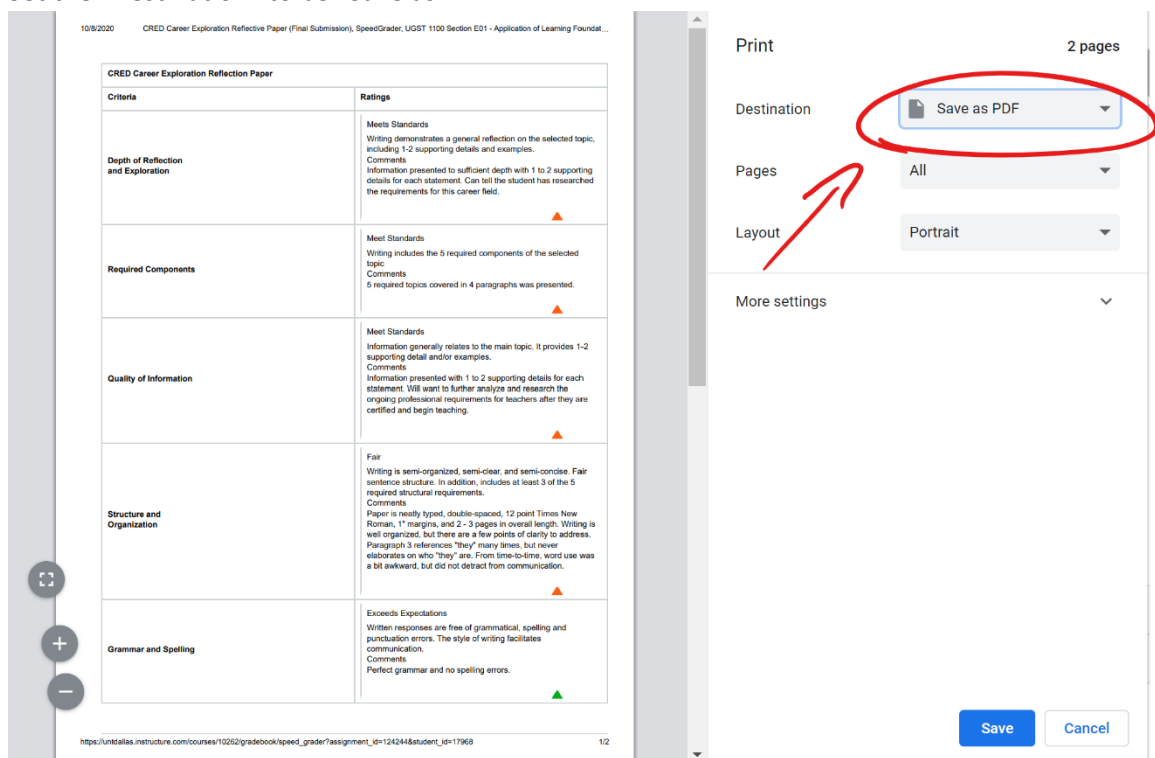
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- 6) Right-click on any text you have highlighted.
- 7) Select “Print” in the context menu.



- 8) Set the “Destination” to be “Save as PDF”.



- 9) Press “Save” button in the lower-right corner.
- 10) Save the file with the assignment name AND student name.

NOTE: The student name does not appear on the scoring rubric unless they were mentioned, by name in the comments in the rubric.