

# Quick Start Guide

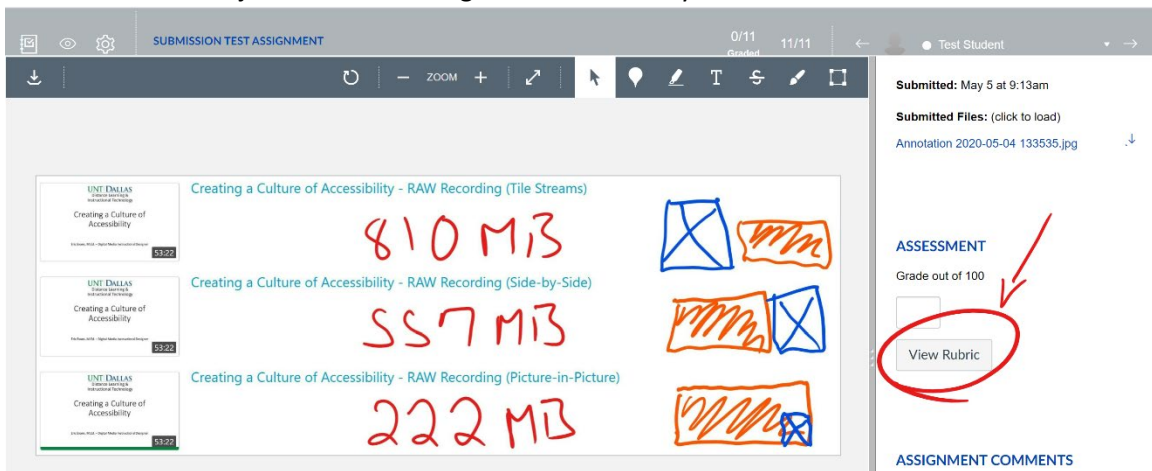
## Canvas – Using a Scoring Rubric

### Introduction:

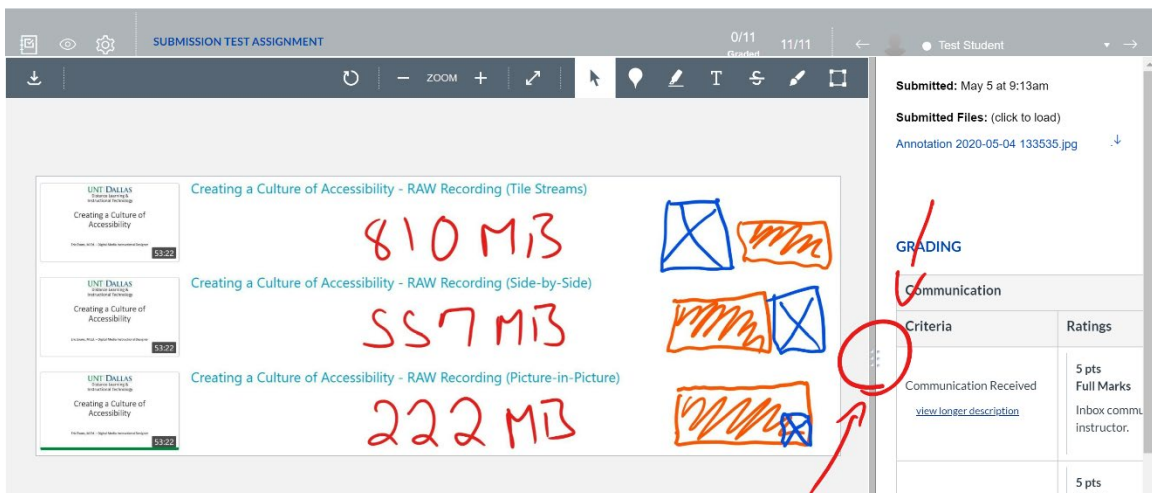
This guide will cover how to use a scoring rubric in Canvas to score student submissions and provide feedback to students about assignment performance.

### Accessing Rubric:

- 1) Access [UNT Dallas Canvas](#) and login using EUID / Password
- 2) Navigate to the course and assignment you wish to score.  
NOTE: The rubric should have already been created and attached to the assignment.
- 3) Click on “SpeedGrader™” in the top-right corner to launch the SpeedGrader™.
- 4) Click “View Rubric” just below the assignment score entry box.





- 5) Many users will need to resize the window so they can see more of the rubric. Use the panel resize handles to resize the rubric window.





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- 6) Simply click on the rating you want to give for each criteria. The points will calculate automatically.

Communication							
Criteria	Ratings						Pts
Communication Received <a href="#">view longer description</a>	<b>5 pts</b> Full Marks Inbox communication was received by the instructor.			<b>0 pts</b> No Marks No Inbox communication was received by the instructor.			<input type="text" value="5"/> / 5 pts 
Assigned Questions <a href="#">view longer description</a>	<b>5 pts</b> 5 of 5 5/5 Questions Answered	<b>4 pts</b> 4 of 5 4/5 Questions Answered	<b>3 pts</b> 3 of 5 3/5 Questions Answered	<b>2 pts</b> 2 of 5 2/5 Questions Answered	<b>1 pts</b> 1 of 5 1/5 Question Answered	<b>0 pts</b> 0 of 5 No Questions Answered	<input type="text" value="3"/> / 5 pts 
Total Points: 8 out of 10							

- 7) Click the “Comments” button to enter a scoring comment or note for any criteria.

Communication							
Criteria	Ratings						Pts
Communication Received <a href="#">view longer description</a>	<b>5 pts</b> Full Marks Inbox communication was received by the instructor.			<b>0 pts</b> No Marks No Inbox communication was received by the instructor.			<input type="text" value="5"/> / 5 pts 
Assigned Questions <a href="#">view longer description</a>	<b>5 pts</b> 5 of 5 5/5 Questions Answered	<b>4 pts</b> 4 of 5 4/5 Questions Answered	<b>3 pts</b> 3 of 5 3/5 Questions Answered	<b>2 pts</b> 2 of 5 2/5 Questions Answered	<b>1 pts</b> 1 of 5 1/5 Question Answered	<b>0 pts</b> 0 of 5 No Questions Answered	<input type="text" value="3"/> / 5 pts 
Total Points: 8 out of 10							

- 8) Press “Save” button to save the score and comments.

Assigned Questions <a href="#">view longer description</a>	<b>5 pts</b> 5 of 5 5/5 Questions Answered	<b>4 pts</b> 4 of 5 4/5 Questions Answered	<b>3 pts</b> 3 of 5 3/5 Questions Answered	<b>2 pts</b> 2 of 5 2/5 Questions Answered	<b>1 pts</b> 1 of 5 1/5 Question Answered	<b>0 pts</b> 0 of 5 No Questions Answered	<input type="text" value="3"/> / 5 pts
<div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">           Your answers were well thought-out and well-crafted. However, you only answered 3 of the 5 questions. Please refer to the assignment to see which ones you missed.         </div>							
Total Points: 8 out of 10							
<div style="display: flex; gap: 10px;"> <span style="background-color: #5cb85c; color: white; padding: 5px 15px; border-radius: 3px;">Save</span> <span style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 3px;">Cancel</span> </div>							

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- 9) Points may have to be manually entered if the rubric does not total to the number of points for the assignment.

For example, this rubric totals to 10 points. However, the assignment was created to be valued at 100 points in Canvas.

The screenshot shows the Canvas 'SUBMISSION TEST ASSIGNMENT' interface. At the top, it says 'ASSESSMENT' and 'Grade out of 100'. A red circle highlights the 'Grade out of 100' text and the empty input box below it. Below this is a 'View Rubric' button. The main content area is titled 'Communication' and contains a table with two columns: 'Criteria' and 'Ratings'.

Criteria	Ratings
Communication Received <a href="#">view longer description</a>	<b>Full Marks</b> Inbox communication was received by the instructor.  5 / 5 pts
Assigned Questions <a href="#">view longer description</a>	<b>3 of 5</b> 3/5 Questions Answered <b>Comments</b> Your answers were well thought-out and well-crafted. However, you only answered 3 of the 5 questions. Please refer to the assignment to see which ones you missed.  3 / 5 pts
Total Points: 8	

Below the table is the 'ASSIGNMENT COMMENTS' section.