

# BUILDING AND MAINTAINING RUBRICS IN CANVAS

## INTRODUCTION

Canvas rubrics facilitate the grading process for you and clarify communications to students. This tip sheet will provide some help in how to build and maintain rubrics in Canvas, as it can be a little tricky.

## A CLOSER LOOK

### Building Rubrics

1. Navigate to the Outcome Tab, then click “Manage Rubrics” in the top-right corner.
2. Click the “+ Add Rubric” button in the top-right corner of the Course Rubrics page.
3. On the bottom of the rubric creation window, click “+ Criterion” to add a unique or local criterion to the rubric. You can either start from scratch or duplicate another criterion and make edits later. The latter can be an efficient tool if your criteria are all similar (same titles, point values, etc.).
4. Click the “+” bubble in between performance levels to add a new level. You will have to name it.
5. Change the point value of the criterion by changing the number in the far-right points column.
6. If you want to make a criterion cover a range of points, check the box marked “Range”.
7. To edit any of the individual boxes, click the pencil icon in the top-right corner of any box.
8. To edit the name of the criterion, click the pencil icon in the top-right corner of the box in the left-most column. You can also click the trash icon there if you want to delete the criterion.
9. When finished, click the red “Create Rubric” button on the bottom.

A few notes:

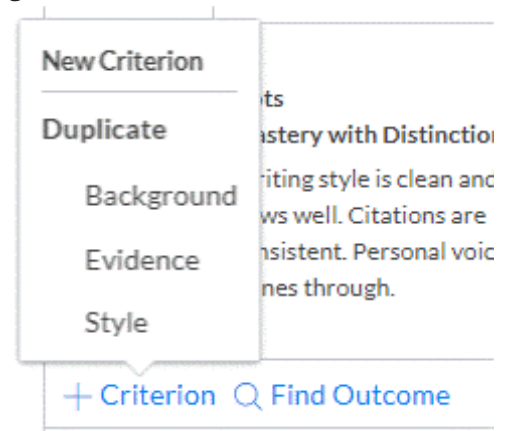
- You cannot change the order of criteria. They will always be formatted as first-created on top to latest on bottom.
- Criteria can have differing numbers of performance levels.
- You can keep track of the total point value of the rubric on the very bottom right corner.
- You should refresh the page each time you create a rubric.

### Maintaining Rubrics

NOTE: If you have used a rubric to grade an assignment, changing a rubric will change the grade.

Editing rubrics are tricky. If your rubric is only attached to one or no assignments, do the following:

1. Go to the Outcomes Tab, then click “Manage Rubrics” in the top-right corner.
2. Click on the rubric you’d like to edit, then click on “Edit Rubric”.
3. Make the edits, then click “Update Rubric” at the bottom.
4. Double-check that the rubric was updated on the linked assignment by checking on the assignment page.

A screenshot of the 'Edit Rating' form in Canvas. The form has fields for Rating Score (5 pts), Rating Title (Exceeds Expectations), and Rating Description (At least four sources from peer-reviewed sources are used. Evidence strongly supports the argument.)

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If your rubric is attached to more than one rubric, you must detach the rubric from the assignments.

1. Navigate to an assignment with a linked rubric.
2. Scroll to the bottom and click the trash icon on the top-right corner of the rubric.
3. When the assignments are unlinked, you can follow the steps above to make edits to the rubrics.
4. When finished, you will have to return to each assignment and reattach the rubric.

## RUBRIC EDITING/BUILDING EXAMPLE

Add a criterion

1. Add a criterion
2. Add a performance level
3. Edit the point value
4. Edit the criterion title
5. Edit the title or description of a box
6. Edit the title of the rubric

### Project Part 1 Rubric

Title: Project Part 1 Rubric				
Criteria	Ratings			Pts
Background Range 5 pts <b>Mastery with Distinction</b> Ample and relevant context and background to the topic is provided. Major terms and concepts are well defined and explained.	3 pts <b>Mastery</b> Some and/or irrelevant context and background is provided. Major terms and concepts are poorly defined and explained.	0 pts <b>Not Yet Mastered</b> Context and background is not provided, or is completely unrelated. Major terms and concepts are not defined, or are completely wrong.	5 pts	
Evidence Range 5 pts <b>Mastery with Distinction</b> At least four sources from peer-reviewed sources are used. Evidence strongly supports the argument.	3 pts <b>Mastery</b> Between two and four sources are from peer-reviewed sources. Evidence somewhat supports the argument.	0 pts <b>Not Yet Mastered</b> Only one or no sources are from peer-reviewed sources. Evidence does not support the argument.	5 pts	
Style Range 5 pts <b>Mastery with Distinction</b> Writing style is clean and flows well. Citations are consistent. Personal voice shines through.	3 pts <b>Mastery</b> Writing style is clean but does not flow well. Citations are mostly consistent. Personal voice is apparent.	0 pts <b>Not Yet Mastered</b> Writing style is neither clean nor does it flow well. Citations are inconsistent. Personal voice is absent.	5 pts	
+ Criterion Find Outcome			Total Points: 15	
Cancel Update Rubric				

## ADDITIONAL RESOURCES

Tips for Writing a Strong Rubric: <https://www.quickrubric.com/about/tips-to-writing-a-strong-rubric>  
 Canvas Rubric Guides: [https://community.canvaslms.com/docs/DOC-10460#jive\\_content\\_id\\_Rubrics](https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Rubrics)  
 A Rubric Warehouse: <https://www.rcampus.com/rubricshelc.cfm?mode=gallery&sms=publicrub>