

## Instructor Tutorial: Canvas Rubrics

This overview will cover how to create a rubric, how to add one to an assignment, discussion forum, or quiz, how to grade with a rubric, and where you students can view their grades based on the rubric.

### Creating Rubrics

- Click *Outcomes* in the left course menu.
- Click *Manage Rubrics* in the top left.
- Click *+ Add Rubric* in the top right.
- Title the Rubric.
- Edit the criterion.
- Add a description and then click *Update Criterion*.
- Edit the Ratings.
- Edit Rating with rating score, title, and description.
- When complete, click *Update Rating*.
- **Note:** You can also add a range for the rating score by clicking the range checkmark in the criteria box.
- To add the next rating, click the blue *+* sign.
- Click *+ Criterion* to add the next criterion.
- Once complete, click *Create Rubric*.

### Add a Rubric to an Assignment

- Open the assignment and click *+Rubric* at the bottom.
- Create a new rubric or use the *Find a Rubric* link to navigate to a rubric already created.
- Navigate to the rubric.
- Click *Use this Rubric*.
- The rubric has successfully been added to the assignment.
- Click the Edit (pencil) icon to select the rubric settings.
- Select the settings you prefer at the bottom.
- When complete, click *Update Rubric*.

### Add a Rubric to Discussion Forum

- Open the discussion forum and click the more options icon in the top right.
- Click *Add Rubric*.
- Create a new rubric or click *Find a Rubric* to navigate to a rubric that has already been created.
- Select the rubric settings by clicking the edit (pencil) icon.

### Add a Rubric to a Quiz

- Open the Quiz and Click the more options icon in the top right.
- Click *Show Rubric*.
- Click *Add Rubric*.
- Create a new rubric or *Find a Rubric* that has already been created.

- Click the Edit (pencil) icon to select the rubric settings.

## Grading with a Rubric

- Open the Assignment.
- Open *Speed Grader*.
- Click *View Rubric* on the right.
- Expand the rubric.
- Click on the Ratings as needed.
- Add Comments as necessary by clicking the comment icon.
- Add a comment in the comment box.
- Click *Save*.
- Click *Submit* to save grade to the gradebook.

## Student View

- In the student gradebook, the student will click the Rubric icon next to their grade.

## See It in Action with Canvas

[Creating Rubrics in a Course](#)

[Adding a Rubric to an Assignment](#)

[Adding a Rubric to Discussion Forum](#)

[Adding a Rubric to a Quiz](#)