

How to Create Rubrics in Canvas

1. Create assignment. (See document called “How to Create an Assignment in Canvas.”)
2. Find assignment. Find the assignment that you will use the rubric to evaluate by clicking on Assignments on the left-hand navigation menu. And then click on the name of the assignment.

Assignments: Jill Kern (sandbox) x Google Chrome Web Browser x EWU | EWU Access Home x +

https://canvas.ewu.edu/courses/1186354/assignments

Apps Gmail EWU | EWU Home Assessment & Accreditation Dashboard < Institutional Research Sharepoint NWCCU Main Direct PLO Checklist for Review Institutional Research

Sandbox Search for Assignment + Group + Assignment

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Papers 0% of Total +

- Sample Assignment Due Oct 12 at 11:59pm | 35 pts
- Self Reflection Paper 74 pts
- GE Assignment Closed | Due Sep 11 at 11:59pm | 12 pts

Quizzes 5% of Total +

3. Click on the “+ Rubric” button.

Sample Assignment x Google Chrome Web Browser x EWU | EWU Access Home x +

https://canvas.ewu.edu/courses/1186354/assignments/4400655

Apps Gmail EWU | EWU Home Assessment & Accreditation Dashboard < Institutional Research Sharepoint NWCCU Main Direct PLO Checklist for Review Institutional Research Other bookmarks

Jill Kern (sandbox) > Assignments > Sample Assignment

Sandbox

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Quizzes

Modules

Conferences

Sample Assignment Published Edit

Related Items

SpeedGrader™

No Content

Points 35

Submitting a text entry box or a file upload

File Types doc and pdf

Due	For	Available from	Until
Oct 12	Everyone	-	-

+ Rubric

https://canvas.ewu.edu/courses/1186354/gradebook/speed_grader?assignment_id...

Type here to search 10:59 AM 9/20/2018

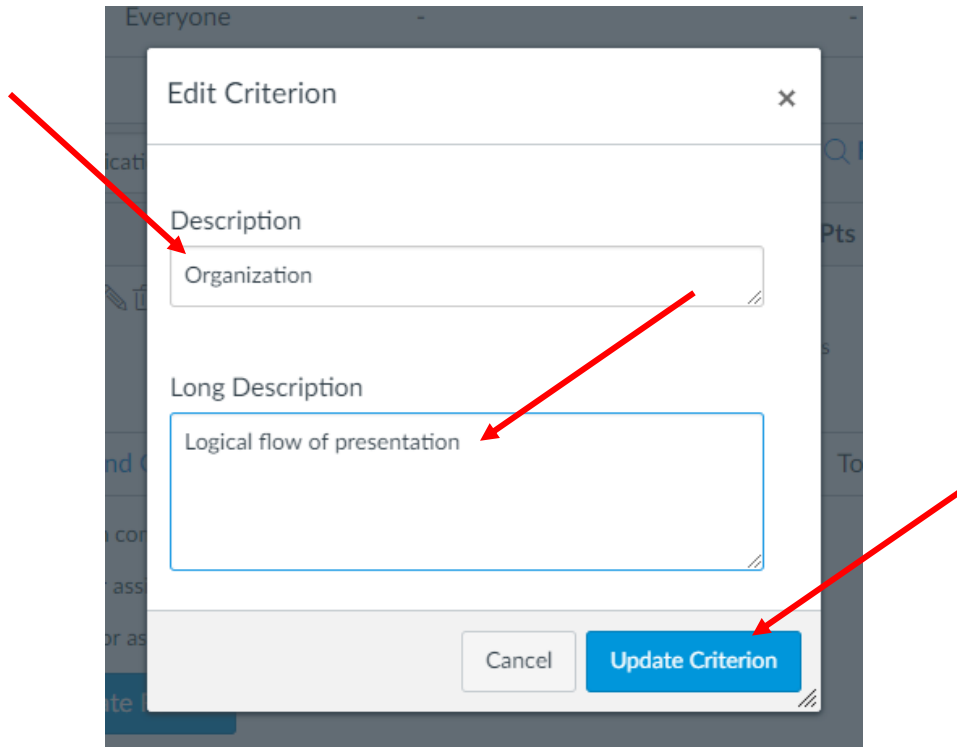
4. Give the rubric a name, which you type into the white bar next to Title. (In this example, we're calling the rubric "Oral Communication.")

The screenshot shows a sidebar on the left with navigation icons for Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, LockDown Browser, Panopto Recordings, Office 365, Chat, Badges, and Settings. The main content area displays a table with columns: Due (Oct 12), For (Everyone), Available from, and Until (-). Below the table is a rubric creation form. The 'Title' field is highlighted with a red arrow and contains the text 'Oral Communication'. The form includes a table with columns: Criteria, Ratings, and Pts. The 'Criteria' column contains 'Description of criterion'. The 'Ratings' column shows '5 pts Full Marks' and '0 pts No Marks'. The 'Pts' column shows '5 pts'. Below the table are options: '+ Criterion', 'Find Outcome', and 'Total Points: 5'. There are also checkboxes for 'I'll write free-form comments when assessing students', 'Use this rubric for assignment grading', and 'Hide score total for assessment results'. At the bottom are 'Cancel' and 'Create Rubric' buttons.

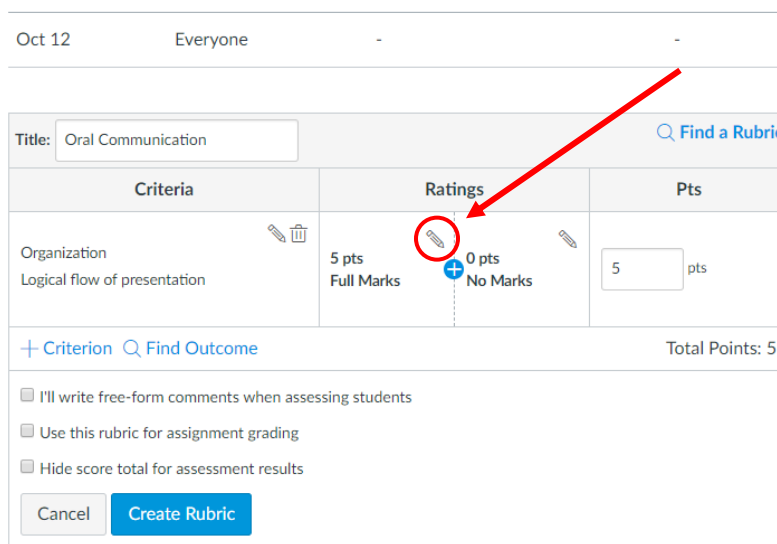
5. Click on the phrase "Description of criterion."

This screenshot is identical to the one above, but the red arrow now points to the text 'Description of criterion' in the 'Criteria' column of the rubric table.

6. Give a name to the first criterion you will use to grade students' assignment and type it in the Description white bar. Then, if you want, elaborate on what that criterion means in the Long Description white bar. Then, click on the blue Update Criterion button. (In this example, we've called the criterion "Organization" and provided a long description that describes what organization means (i.e., Logical flow of presentation).) Click on the Update Criterion blue button.



7. Click on the little pencil in the left-hand box under ratings to edit the ratings. Ratings refers to the number of points to be given for student performance on the criterion.



8. Indicate how many points you want to give a student for full credit. (In this example, a perfect score is 5 points.) Type that into the Rating Score white bar. Then, give that rating a name, like “Exemplary” or “Excellent.” Then, if you want, describe in the Rating Description white bar what students’ assignments need to do to earn full credit for that criterion (e.g., Presentation is clear, logical, and organized. Listener can follow line of reasoning). Last, click on the blue Update Rating button.

Edit Rating [x]

Organization

Rating Score: 5 pts

Rating Title: Excellent

Rating Description: Presentation is clear, logical, and organized. Listener can follow line of reasoning.

Cancel Update Rating

9. Click on the blue plus sign to add a second rating level.

Oct 12 Everyone

Title: Oral Communication [Find a Rubric](#)

Criteria	Ratings	Pts
Organization Logical flow of presentation	5 pts Full Marks + 0 pts No Marks	5 pts

[+ Criterion](#) [Find Outcome](#) Total Points: 5

I'll write free-form comments when assessing students
 Use this rubric for assignment grading
 Hide score total for assessment results

Cancel Create Rubric

Type here to search

10. Type in the number of points you want to give the second highest rating. (In this example, the second highest rating is worth 3 points.) Give a name to the rating (e.g., Proficient, Satisfactory, Very Good). Then, if you want, describe the characteristics of an assignment that would get the second highest rating. Last, click on the blue Update Rating button.

Organization

Rating Score

3 pts

Rating Title

Proficient

Rating Description

Presentation is generally clear and well organized. A few minor points may be confusing

Cancel Update Rating

11. Follow the last two steps for as many rating levels as you want for this criterion (i.e., click on the blue plus sign, then complete the Edit Rating box, and be sure to click on the blue Update Rating button at the end.) For the lowest rating on your rubric, click on the little pencil in the right-most box below the word Ratings.

Outcomes

Quizzes

Modules

Conferences

Collaborations

LockDown Browser

Panopto Recordings

Title: Some Rubric [Find a Rubric](#)

Criteria	Ratings	Pts
Description of criterion	5 pts Full Marks 0 pts No Marks	5 pts

+ Criterion Find Outcome

Total Points: 5

Type here to search

- Type in the number of points you want to give the lowest rating (usually 1 or 0 points). Give a name to the rating (e.g., Poor or Absent, Unsatisfactory, Inchoate, Not Yet Proficient). Then, if you want, describe the characteristics of an assignment that would get the lowest highest rating. Last, click on the blue Update Rating button.

Edit Rating

Organization

Rating Score
1.0 pts

Rating Title
Not Yet Proficient

Rating Description
Organization is haphazard; listener can not follow presentation or can only do so with effort. Arguments are not clear.

Cancel Update Rating

- The easiest way to create the second criterion is by duplicating the first one and then editing it. To do this, click on **+Criterion** (which is in blue font) then “Duplicate,” and then the name of the first criterion (in this example, “Organization”).

Outcomes
Quizzes
Modules
Conferences
Collaborations
LockDown Browser
Panopto Recordings
Office 365
Chat
Badges
Settings

Title: Oral Communication [Find a Rubric](#)

Criteria	Ratings	Pts
Organization Logical flow of presentation	5 pts Excellent Presentation is clear, logical, and organized. Listener can follow line of reasoning.	3 pts Proficient Presentation is generally clear and well organized. A few minor points may be confusing.
	1 pts Not Yet Proficient Organization is haphazard; listener can not follow presentation or can only do so with effort. Arguments are not clear.	5 pts

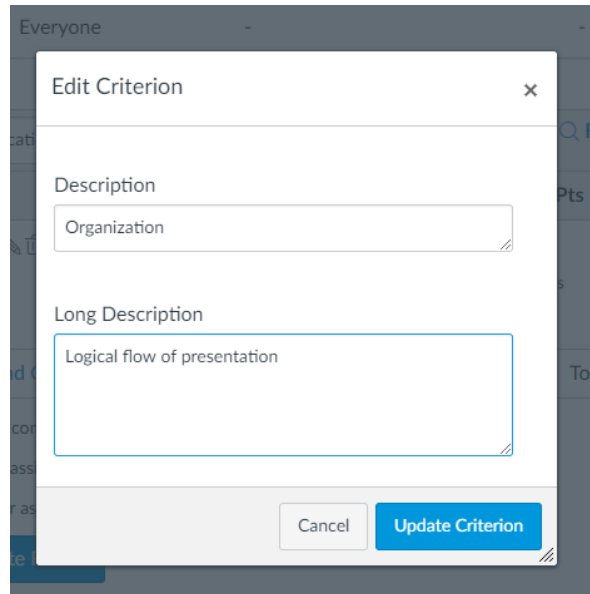
+ Criterion [Find Outcome](#) Total Points: 5

New Criterion
Duplicate
Organization
Cancel Create Rubric

Section: 2

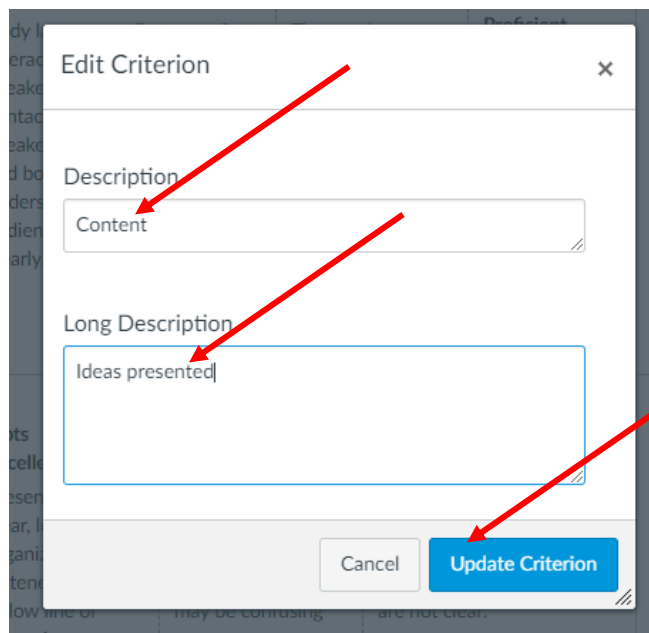
Type here to search

The Edit Criterion box will appear with the information from the first criterion, like so:











The screenshot shows a dialog box titled "Edit Criterion" with a close button (X) in the top right corner. It contains two text input fields: "Description" with the text "Organization" and "Long Description" with the text "Logical flow of presentation". At the bottom, there are two buttons: "Cancel" and "Update Criterion".

14. Type the name of your second criterion into the Description white bar. Then, if you want, elaborate on what that criterion means in the Long Description white bar. Then, click on the blue Update Criterion button.



























This screenshot is similar to the first one, but with red arrows pointing to the "Description" field (containing "Content"), the "Long Description" field (containing "Ideas presented"), and the "Update Criterion" button.

15. If you want to edit the ratings, click on the little pencil in under ratings.

Title: <input type="text" value="Oral Communication"/>		Find a Rubric		
Criteria	Ratings			Pts
Content Ideas presented <small> </small>	5.0 pts Excellent Presentation is clear, logical, and organized. Listener can follow line of reasoning. <small> </small>	3.0 pts Proficient Presentation is generally clear and well organized. A few minor points may be confusing. <small> </small>	1.0 pts Not Yet Proficient Organization is haphazard; listener can not follow presentation or can only do so with effort. Arguments are not clear. <small> </small>	<input type="text" value="5.0"/> pts

16. Repeat Steps 8 -12 to modify the ratings for your second criterion.

17. Repeat Steps 13-16 to create a new criterion. When you're done creating all of your criteria and all of your ratings for each criterion, your rubric might look something like the following:

Title: <input type="text" value="Oral Communication"/>		Find a Rubric		
Criteria	Ratings			Pts
Organization Logical flow of presentation <small> </small>	5 pts Excellent Presentation is clear, logical, and organized. Listener can follow line of reasoning. <small> </small>	3 pts Proficient Presentation is generally clear and well organized. A few minor points may be confusing. <small> </small>	1 pts Not Yet Proficient Organization is haphazard; listener can not follow presentation or can only do so with effort. Arguments are not clear. <small> </small>	<input type="text" value="5"/> pts
Content Ideas presented <small> </small>	5 pts Excellent Speaker provides accurate and complete explanations of key concepts and theories, drawing on relevant literature. Applications of theory illuminate issues. Listeners gain insights. <small> </small>	3 pts Proficient For the most part, explanations of concepts and theories are accurate and complete. Some helpful applications are included. <small> </small>	1 pts Not Yet Proficient Explanations of concepts and/or theories are inaccurate or incomplete. Little attempt is made to tie theory to practice. Listeners gain little from the presentation. <small> </small>	<input type="text" value="5"/> pts
Body Language Nonverbal communication <small> </small>	5 pts Excellent Body language reflects comfort interacting with audience. The speaker makes consistent eye contact with the audience. The speaker uses his or her voice and body movements to underscore key points. The audience can hear the speaker clearly. <small> </small>	3 pts Proficient The speaker seems a little ill at ease. He or she makes some eye contact with the audience but not consistently. The audience can hear the speaker clearly. <small> </small>	1 pts Not Yet Proficient Body language is stiff or off-putting. The speaker does not make eye contact with the audience. The speaker's voice is hard to hear. <small> </small>	<input type="text" value="5"/> pts

18. When you're done creating your rubric, click on the second of the three boxes below the rubric—that is, "Use this rubric for assignment grading." Do not select the top button ("I'll write free-form comments when assessing students when assessing students."). You will be able to write free-form comments when you assess/grade students' assignments even if you don't select this button. Once you check the second box, the third box will disappear as the picture on top of the following page shows.

+ Criterion Find Outcome Total Points: 27

I'll write free-form comments when assessing students

Use this rubric for assignment grading

Hide score total for assessment results

Cancel Update Rubric

19. Last, be sure to click on the "Create Rubric" blue button to save your work.

	or reasoning.	comparing	not clear.	
Content Ideas presented	5 pts Excellent Speaker provides accurate and complete explanations of key concepts and theories, drawing on relevant literature. Applications of theory illuminate issues. Listeners gain insights.	3 pts Proficient For the most part, explanations of concepts and theories are accurate and complete. Some helpful applications are included.	1 pts Not Yet Proficient Explanations of concepts and/or theories are inaccurate or incomplete. Little attempt is made to tie theory to practice. Listeners gain little from the presentation.	5 pts
Body Language Nonverbal communication	5 pts Excellent Body language reflects comfort interacting with audience. The speaker makes consistent eye contact with the audience. The speaker uses his or her voice and body movements to underscore key points. The audience can hear the speaker clearly.	3 pts Proficient The speaker seems a little ill at ease. He or she makes some eye contact with the audience but not consistently. The audience can hear the speaker clearly.	1 pts Not Yet Proficient Body language is stiff or off-putting. The speaker does not make eye contact with the audience. The speaker's voice is hard to hear.	5 pts

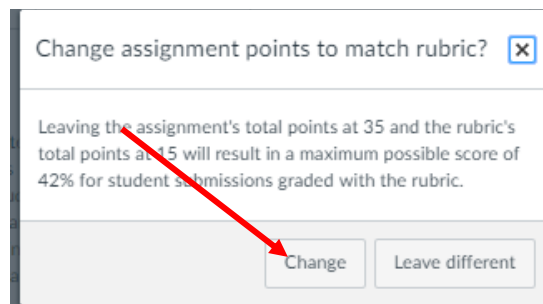
+ Criterion Find Outcome Total Points: 15

I'll write free-form comments when assessing students

Use this rubric for assignment grading

Cancel Create Rubric

20. If there is a discrepancy between the number of points in your rubric and the number of points you gave to the assignment when you created the assignment, you will get the following message. Be sure to click “change,” and then accord the assignment the number of points that matches the rubric.



21. You’re done!

When you go to Assignments (on the left-hand navigation menu), scroll down, and click on the assignment name (e.g., “Sample Assignment”), it will take you to this rubric. Students will see the rubric below the assignment in Canvas. You are encouraged to point this out to them in your written assignment directions so that they can create their assignment in accordance with the criteria on which you will be evaluating them.

22. If you want to edit the rubric at any time, click on the little pencil at the top. Then, you can edit the rubric however you’d like.

Oral Communication				
Criteria	Ratings			Pts
Organization Logical flow of presentation	5 pts Excellent Presentation is clear, logical, and organized. Listener can follow line of reasoning.	3 pts Proficient Presentation is generally clear and well organized. A few minor points may be confusing	1 pts Not Yet Proficient Organization is haphazard; listener can not follow presentation or can only do so with effort. Arguments are not clear.	5 pts
Content Ideas presented	5 pts Excellent Speaker provides accurate and complete explanations of key concepts and theories, drawing on relevant literature. Applications of theory illuminate issues. Listeners gain insights.	3 pts Proficient For the most part, explanations of concepts and theories are accurate and complete. Some helpful applications are included.	1 pts Not Yet Proficient Explanations of concepts and/or theories are inaccurate or incomplete. Little attempt is made to tie theory to practice. Listeners gain little from the presentation.	5 pts
Body Language Nonverbal communication	5 pts Excellent Body language reflects comfort interacting with audience. The speaker makes consistent eye contact with the audience. The speaker uses his or her voice and body movements to underscore key points. The audience can hear the speaker clearly.	3 pts Proficient The speaker seems a little ill at ease. He or she makes some eye contact with the audience but not consistently. The audience can hear the speaker clearly.	1 pts Not Yet Proficient Body language is stiff or off-putting. The speaker does not make eye contact with the audience. The speaker's voice is hard to hear.	5 pts
Total Points: 15				