

# BUILDING AND MAINTAINING RUBRICS IN CANVAS

## INTRODUCTION

Canvas rubrics can facilitate the grading process and clarify communications to students. This tip sheet shows you how to build and maintain rubrics in Canvas (which can be a little tricky).

## A CLOSER LOOK

### Building Rubrics

1. Get to the rubric via the **Rubrics** tab in the left navigation bar.
2. Click the **+Add Rubric** button at the top right of the new page.
3. In the rubric creation window, enter a title, then click the edit icon (the pencil) to begin filling in the info. Click **+Criterion** to add multiple criteria. You can either start from scratch or duplicate another criterion and make edits later. The latter can be an efficient approach if your criteria are all similar (i.e., same titles, point values, etc.).
4. To add a new level, click the **+** bubble between existing performance levels. You will have to name the new level.
5. Change the point value of the criterion by changing the number in the points column to the right.
6. To make a criterion cover a range of points, check the box marked **Range** and enter the appropriate numbers.
7. To edit any of the individual boxes, click the pencil icon in the top-right corner of that box.
8. To edit the name of a criterion, click the pencil icon in the top-right corner of the box in the left column ("Criterion"). To delete the criterion, click the trash icon in the same box.
9. When finished, click the red **Update Rubric** button at the bottom.

A few notes:

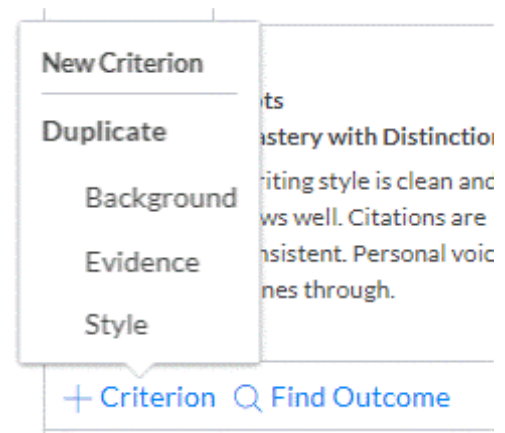
- You cannot change the order of the criteria. They will always be formatted as first-created on top to last-created at bottom.
- Criteria can have different ranges of numbers for different performance levels.
- To keep track of the total points value of the rubric, check the window at the bottom right.
- You should refresh the page each time you create a rubric.

### Maintaining Rubrics

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

Editing rubrics can be a tricky undertaking. If your rubric is only attached to one assignment (or none), proceed as follows:

1. Go to the rubric via the **Rubrics** tab in the main navigation bar.
2. Click the rubric you'd like to edit, then click **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.



Edit Rating
✕

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**Evidence**

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Rating Score

5

 pts

Rating Title

Exceeds Expectations

Rating Description

At least four sources from peer-reviewed sources are used. Evidence strongly supports the argument.

Cancel

Update Rating

If the rubric you want to edit is attached to more than one assignment, you must first detach the rubric from each of the assignments:

1. Navigate to an assignment with a linked rubric.
2. Scroll to the bottom and click the trash icon at the top right of the rubric.
3. When you have unlinked all of the assignments, 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

To add a criterion:

1. Click **+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.

*Remember:* To get the full benefit of any rubric, you may want to engage the **Use this rubric for assignment grading** setting in each assignment. To do this, go to the assignment and scroll to the bottom to find the rubric, then click the pencil icon on the rubric to edit. Then, near the bottom of the rubric, check the **Use this rubric for assignment grading** box. Save the setting by clicking **Update Rubric**.

### Project Part 1 Rubric

Title: Project Part 1 Rubric
✎ 🗑

Criteria	Ratings	Pts
✎ 🗑 Background Range <input type="text"/> 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.
✎ 🗑 Evidence Range <input type="text"/> 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.
✎ 🗑 Style Range <input type="text"/> 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.

[+ Criterion](#) [Find Outcome](#)
Total Points: 15

Cancel
Update Rubric

## ADDITIONAL RESOURCES

- [Tips for Writing a Strong Rubric](#) by Quick Rubric
- [Rubrics](#) by Canvas
- [Rubric Gallery](#) by RCampus