How do I add a college-specific rubric to a course assignment?

Tell Me

Faculty will be able to add a college/program/department-level rubric (that is already aligned to an outcome) to an assignment to help students understand expectations for the assignment and how they intend to score their submissions. These college/program/department-level rubrics would have been created for instructors to use across the institution. Instructors can add account-level rubrics to their assignments, graded discussions, and quizzes.

1. In Course Navigation, click the **Assignments** link

2. Click the assignment to open
3. Click the + Rubric button to add a new rubric

Articles of Confederation

Describe the Articles of Confederation, Formally the Articles of Confederation and agreement among the 13 original states of the United States of America that served

Points 25
Submitting a file upload

Due For Available from
Jul 13 Everyone -

4. Click the Find a Rubric button to find account-level rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of criterion</td>
<td>5 pts Full Marks</td>
<td>0 pts No Marks</td>
</tr>
</tbody>
</table>

Total Points: 5
5. Identify the Account rubric associated with your college, department, or program

The account-level rubric is already aligned to an Outcome

6. Click Use This Rubric
7. The added rubric will appear below the assignment

The grade for the rubric must equal the grade for the assignment

8. Click the Pencil icon to edit the rubric
9. Check the appropriate options to Hide score total for assessment results or Use this rubric for assignment grading

10. Click + Criterion to add additional criterion values specific to your course to the account-level rubric

11. Click Update Rubric to accept changes

12. When students have submitted their assignments, Speedgrader will show both the submitted assignment and account-level rubric for grading

13. Click Save when grades or comments in the rubric are completed

14. Click Submit when adding assignment comments
15. To see the grade values (Grades) associated with Outcomes and Rubrics, go to Settings.


The option, Student Learning Mastery Gradebook allows students to see their Outcome values in the Gradebook.
17. The Gradebook will now have two tabs: **Grades** and **Learning Mastery**

![Grades and Learning Mastery tabs](image)

18. The **Learning Mastery** tab will show the **Outcome** values for each assignment

![Learning Mastery tab](image)

A color key is situated on the right-side of the screen showing the **Mastery** values. Also included is an option (**Export report**) to download a ".CSV (Excel) report of the Outcome grade values

**Graded Rubric**

If you try to edit a rubric that has been used to grade an assessment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can’t be edited.

---

**Related FAQs**

- How do I add an Interactive Video Quiz to a Video?
- How do Continuing Ed students log into Canvas?
How do students install Respondus LockDown Browser on a Mac device?

How do students upload their completed video to a Video Assignment in Canvas?

How do instructors export quizzes from Canvas to Respondus Exam?