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

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body Language</td>
<td>5 pts</td>
<td>Exemplary: Movements seemed fluid and helped the audience visualize.</td>
<td>5 pts</td>
</tr>
<tr>
<td>Eye Contact</td>
<td>5 pts</td>
<td>Exemplary: Holds attention of entire audience with the use of direct eye contact.</td>
<td>5 pts</td>
</tr>
<tr>
<td>Introduction and Closure</td>
<td>5 pts</td>
<td>Exemplary: Student delivers open and closing remarks that capture the attention of the audience and set the mood</td>
<td>5 pts</td>
</tr>
</tbody>
</table>

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

8. Click the **Pencil** icon to edit the rubric.

### Oral Communication

You've already rated students with this rubric. Any major changes could affect their assessment results.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Highly Developed</th>
<th>Developed</th>
<th>Emerging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Message</td>
<td>Central message is compelling (precisely stated, appropriately repeated, memorable, and strongly supported)</td>
<td>Central message is clear and consistent with the acceptable support and reinforcement.</td>
<td>Central message is basically understandable but is not often repeated and is not memorable.</td>
</tr>
</tbody>
</table>
9. Check the appropriate options to **Hide score total for assessment results** or **Use this rubric for assignment grading**

   - I'll write free-form comments when assessing students
   - Remove points from rubric
   - Don't post Outcomes results to Learning Mastery Gradebook
   - Use this rubric for assignment grading
   - Hide score total for assessment results

   ![Rubric options](image)

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

   ![Criterion options](image)

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

   ![Grading options](image)

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

16. Under the Feature Options tab, turn on Learning Mastery Gradebook, Student Learning Mastery Gradebook, and Gradebook - List Students by Sortable Name

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

![Gradebook Image]

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

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.

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**Related FAQs**

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