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

![Rubric button](image1)

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

![Find a Rubric button](image2)
5. Identify the **Account** rubric associated with your college, department, or program

![Find Existing Rubric](image)

The account-level rubric is already aligned to an Outcome

6. Click **Use This Rubric**

![Use This Rubric](image)

7. The added rubric will appear below the assignment

![Assignment Information](image)

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**

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.

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.
Related FAQs

- What external tools are available for Canvas?
- How often are course enrollments updated in Canvas from Banner?
- How do I students log into Canvas and access their courses?
- How do I create a Development, Project, Quality Matters, or Training course?
- How do I link library resources in my Canvas course?