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](Image)

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

![Find a Rubric button](Image)
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.

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 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

- Where can instructors find accessibility statements for approved campus technology?
- How do I request captions to a Kaltura video?
- What Canvas Guides are available for the new Gradebook?
- Why am I getting an error message about cookies when trying to review a Kaltura video in Canvas?
- How do I create an In-Video Quiz in a YouTube Video using Kaltura?