Building a Rubric for Assessment Purposes in Canvas

For Outcomes data to be collected in Canvas, the Rubrics feature must be used. Keep in mind that rubrics cannot be fully built until the Outcomes (assessment rubric criteria) have been added to your course.
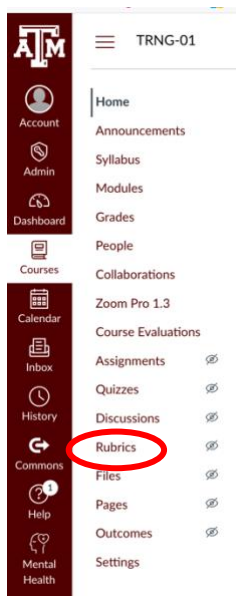
Once the Outcomes have been added to your Canvas course, you can build one rubric that can be reused and shared with other courses, eliminating the need to rebuild the same rubric for different sections of the same course, for a different course, and even for the same course in a different semester. This is a nice feature of Canvas.

First Step:

The instructor must decide if they want to use the rubric for the students' grade in the course, just for assessment, or both. The <u>benefit for choosing both</u> is that grading the assignment for the course and assessment can done at the same time. Faculty do not need to go to a separation program to do the assessment. Additionally, as soon as they are done grading, the assessment data is immediately available. However, some F2F faculty still prefer to hand grade assignments and give physical paper back to students. If this is the case, they may only opt to do the assessment in Canvas. When this occurs, you will only build an assessment rubric in Canvas.

Building a Rubric for both the course grade <u>and</u> assessment purposes:

Go to the course in Canvas. Select Rubrics from the Course Navigation menu.

Please note that you may need to scroll down to see the Rubrics option.

The Rubrics window will open:

To close the Help window

Help window for Rubrics.

Links to the Canvas Community for help with building Rubrics

The Help window for Rubrics provides links to the Canvas Community/Canvas Guides that provide step-by-step instructions on how to build rubrics. You'll want to close the Help window to start building a Rubric. This window can be turned off.

Once you close the Help window, the **+ Add Rubric** button is visible. Click it to build a new Rubric. When you do, Canvas will start a Rubric for you. It will look like this:
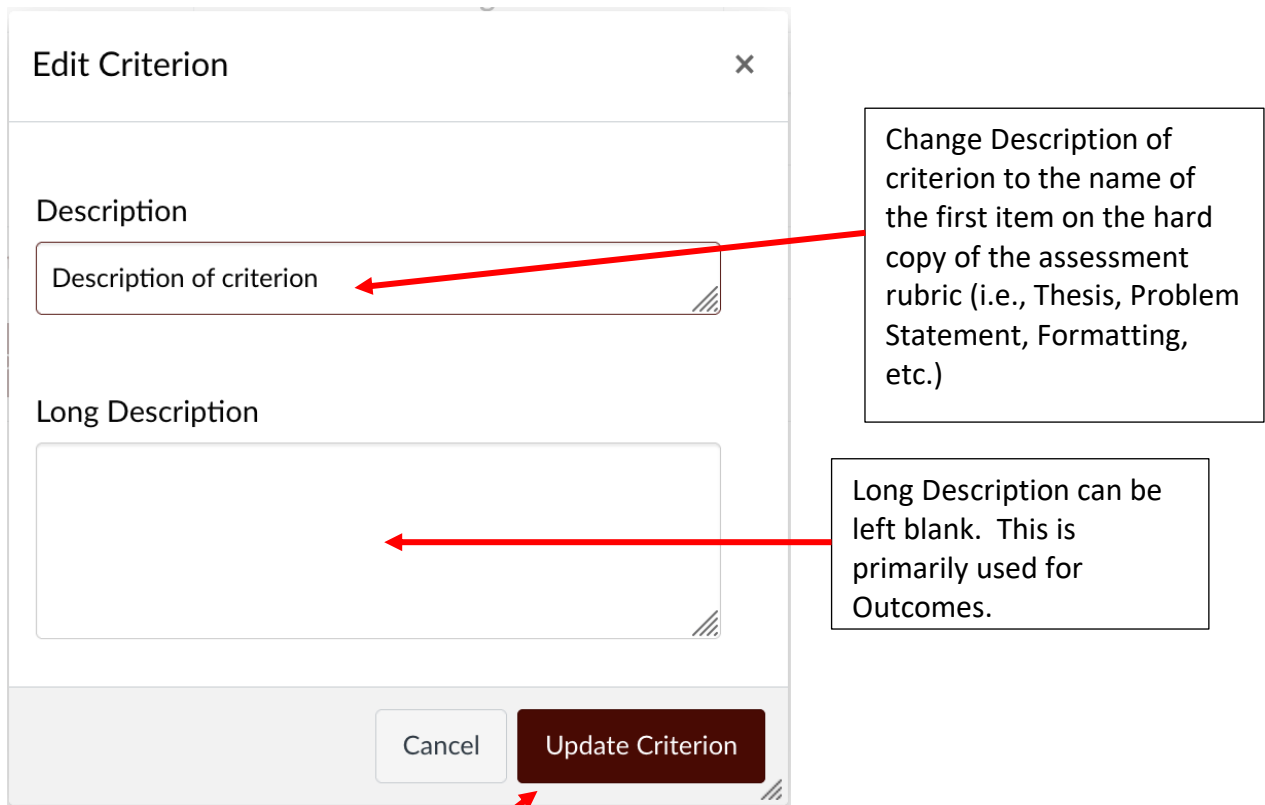
Click on the pencil to edit the criterion name.

The title is highlighted. In this box, type the name of the rubric. Give it a name that is meaningful to you (i.e., Assessment Rubric, Research Paper Assessment Rubric, Final Project

Assessment Rubric, etc.). The title is seen only by people in the course. It is not included in the Outcomes reports.

To build a rubric for the course grade and assessment purposes, the top portion will be the instructor's criteria for the course grade. The bottom portion will include the Outcomes for assessment purposes.

Each row of the Rubric is called a criterion. Canvas provides a template to follow. In the box under Criteria, click on ✎ next to the 🗑. This will allow you to edit the name of the criterion.

Edit Criterion ✕

Description

Description of criterion

Long Description

Cancel   **Update Criterion**

Change Description of criterion to the name of the first item on the hard copy of the assessment rubric (i.e., Thesis, Problem Statement, Formatting, etc.)

Long Description can be left blank. This is primarily used for Outcomes.

Click Update Criterion when finished.

For the example below, I used Research Paper Assessment Rubric for the title of the Rubric, and Thesis/Focus for the first criterion. You'll want to enter the instructor's first criterion for the course grade.

- **Rubric Name** pointing to Title: "Research Paper Assessment Rubr"
- **Default Point Value and Ratings Title** pointing to the circled "5 pts Full Marks" box
- **New Criterion Name** pointing to "Thesis/Focus"
- Criteria / Ratings / Pts columns with "5 pts Full Marks", "0 pts No Marks", "5 pts", Total Points: 5
- Buttons: Cancel, Create Rubric; links: + Criterion, Find Outcome

Once you've entered the name of the first criterion, you want to assign it a point value. By default, Canvas provides a ratings value (point value) of 5 points with a Ratings title of Full Marks. You'll want to change this to fit your grading schema. To edit this value and title, click on ✎ in the box with 5 pts and Full Marks in it. This will open the Edit Ratings window:

The image shows the Edit Rating window with annotations:
- **Edit Rating** window for **Thesis/Focus**
- Rating Score: 5 pts — **Default Rating Score (grade points) is 5. Change to the value of the criterion you use for the students' grade in the course.**
- Rating Title: Full Marks — **Change the Rating Title to what you use for grading A work (i.e., Very Good, Exemplary, etc.)**
- Rating Description: (empty box) — **Include specific, detailed information in the Rating Description that describes your expectations of student work to get an "A" for this criterion. Example: Develops fresh insight that challenges the reader's thinking. This is a required field.**
- Buttons: Cancel, Update Rating

Enter:
- Rating score: The grade points for this criterion.

- Rating Title: The ratings title you use for "A" work. Feel free to use your own grading schema. Examples: Exemplary, Proficient, Satisfactory, Developing, Unsatisfactory, etc.
- Rating Description: Detailed information about your expectations for students to receive this rating for this criterion. **This is a required field.**
- Click Update Rating when all fields are completed.

To add another Rating for "B" work, click on ⊕ between the Exemplary Rating and No Marks Rating. This will open another Edit Rating window with the default Rating Score of ½ of the point value between the highest rating and 0. In this example, the default Rating Score is 5. Enter:

- Rating score: The grade points for this criterion.
- Rating Title: The ratings title you use for "B" work.
- Rating Description: Detailed information about your expectations for students to receive this rate for this criterion. **This is a required field.**
- Click Update Rating when all fields are completed.

To add another Rating for "C" work, click on ⊕ between Proficient and No Marks. This will open another Edit Rating window with the default Rating score of ½ of the points remaining between the Proficient ("B") work and 0.

Enter:
- Rating score: The grade points for this criterion.
- Rating Title: The ratings title you use for "C" work.
- Rating Description: Detailed information about your expectations for students to get a "C" on this criterion. **This is a required field.**
- Click Update Rating when all fields are completed.

You will continue to add Ratings Points, Ratings Titles and Ratings Descriptions for "D" and "F" work for this criterion. Here is an example of one criterion that has complete ratings:

To add another criterion (another row from the printed rubric), click on + Criterion.

Select New Criterion when the Ratings points and descriptions are different (**used most often**).

Select Duplicate when the Ratings points and descriptions are similar to an already added criterion. This option will duplicate the selected Criterion, and open the Edit Criterion window, allowing you to change the name of the Criterion.

Select New Criterion. This will open the Add Criterion window.

Enter the name of the next criterion in the Description field.

Leave the Long Description blank.

Click Create Criterion.

This will add a Criterion below your first one. In the example below the name of the Criterion added is Organization.

From here follow the steps listed above to edit the Ratings Points, Ratings Title, and Ratings Descriptions for this criterion.

Continue adding Criteria using the **+ Criterion** button until you have added all the criteria from this assignment for the course grade. If you are building a rubric for the course grade only, click on **Create Rubric** at the bottom on the Rubric.

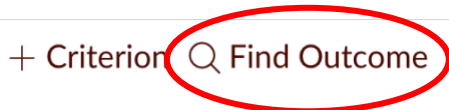Here is an example of a completed rubric, used only for the students' grade in the course:

Research Paper Assessment Rubric

Criteria	Ratings					Pts
Thesis/Focus	10 pts **Exemplary** Develops fresh insight that challenges the reader's thinking.	7 pts **Proficient** Thesis is somewhat originzl	4 pts **Developing** These may be obvious or unimaginative	3 pts **Unsatisfactory** Thesis is vague or overly simple.	0 pts **No Marks** Thesis is missing.	10 pts
Organization	20 pts **Exemplary** Fully and imaginatively supports thesis and purpose. Sequence of ideas is effective. Transitions are effective.	15 pts **Proficient** Organization supports thesis and purpose. Transitions are mostly appropriate. Sequence of ideas could be improved.	10 pts **Developing** Some signs of logical organization. May have abrupt or illogical shifts and ineffective flow of ideas.	5 pts **Unsatisfactory** Unclear organization or organization plan is inappropriate to thesis. No transitions.	0 pts **No Marks**	20 pts
Spelling & Grammar	10 pts **Exemplary** The writing is essentially error-free in terms of spelling and grammar.	8 pts **Proficient** While there may be minor errors, the writing follows normal conventions of spelling and grammar throughout and has been carefully proofread.	6 pts **Developing** Frequent erros in spelling and grammar.	4 pts **Unsatisfactory** Writing contains numerous errors in spelling and grammar which interfere with comprehension.	0 pts **No Marks**	10 pts
Use of Sources	10 pts **Exemplary** Uses sources to support, extend, and inform, but not substitute writer's own development of idea. Combines material from a variety of sources, including personal observation, scientific data, authoritative testimony. Doesn't overuse quotes.	8 pts **Proficient** Uses sources to support, extend, and inform, but not substitute writer's own development of idea. Doesn't overuse quotes, but may not always conform to required style manual.	6 pts **Developing** Uses relevant sources but lacks in variety of sources and/or the skillful combination of sources. Quotations & paraphrases may be too long and/or inconsistently referenced.	4 pts **Unsatisfactory** Neglects important sources. Overuse of quotations or paraphrase to substitute writer's own ideas. Possibly uses source material without acknowledgement.	0 pts **No Marks**	10 pts
Purpose	50 pts **Exemplary** The writer's decision about focus, organization, style, and content fully elucidate the purpose and keep the purpose at the center of the piece.	40 pts **Proficient** The writer has made good decisions about focus, organization, style, and content so as to achieve the purpose of the writing.	30 pts **Developing** The writer's decision about focus, organization, style, and content sometimes interfere with the purpose of the writing.	15 pts **Unsatisfactory** The purpose and focus of the writing are not clear to the reader.	0 pts **No Marks**	50 pts

Total Points: 100

Now you'll need to add the criterion used for assessment purposes. In Canvas, these are called Outcomes. If you clicked on the Create button before adding the Outcomes, you'll need to go back to the Rubrics repository and select the Rubric you just created, then click on **✎ Edit Rubric** near the top right of your screen. Scroll to the bottom of your Rubric.

(If you didn't click Create button you will continue here)
Just above the Update Rubric button you'll see two options:

+ Criterion **Q Find Outcome**

Click on Find Outcome.

This will open the Find Outcomes window. **Please note**: Your screen will look different because you will only see the Outcomes (assessed criteria) that have been added to this course. You will not see all the Outcomes for the entire University. If you do not see any Outcomes, please contact your Academic Liaison or Instructional Designer to have the correct Outcomes/assessment criteria added to your course.

*You may need to click on the folder in the first column to see the Outcomes (assessed criteria).

The second column will list all the Outcomes for this Outcomes Group. If you single-click any criterion, the third column will open and provide a preview showing the full name of the Outcome and the ratings scale.

PLEASE NOTE: Click on the checkbox "Use this criterion for scoring" <u>to turn it off</u>. If you leave it on (the default setting), it will be included in the students' course grade in addition to the instructor's grading criteria. When turned off, the Outcomes are not included in the students' course grade but are aggregated in the Outcomes Report generated by Canvas.

Click on [Import] at the bottom right of the window to add it to your Rubric.

Each Outcome must be added one at-a-time to your Rubric. Once you've added all the Outcomes that you will assess this semester, click on [Update Rubric] if you are updating a rubric or [Create Rubric] to complete a new rubric.

Your completed rubric will look similar to this:

Instructor's grading criteria for course grade.

Outcomes/Assessed Criteria will not be included in Students' course grade.

Outcomes (assessment criteria) – has the target icon.

Total point value of the assessed assignment for the Canvas gradebook.

Rubrics can be built anytime. They are not seen by students in your course until it is attached to an assignment unless the Rubrics option is <u>NOT</u> hidden to students on the Course Navigation menu. To attach this Rubric to an assignment, skip to the section "Attaching the Rubric to the Assessed Assignment."

Building a Rubric for <u>Assessment Purposes Only</u>:

This option is used primarily for Face-to-Face courses that would like to do the assessment in Canvas.

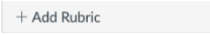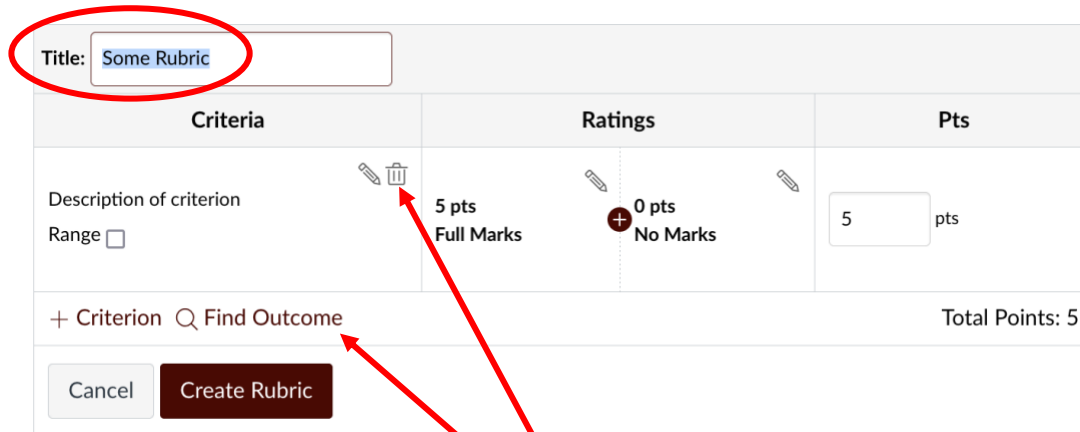Go to the course in Canvas. Select Rubrics from the Course Navigation menu.

Please note that you may need to scroll down to see the Rubrics option.

The Rubrics window will open:

To close the Help window

Links to the Canvas Community for help with building Rubrics

Help window for Rubrics.

The Help window for Rubrics provides links to the Canvas Community/Canvas Guides that provide step-by-step instructions on how to build rubrics. You'll want to close the Help window to start building a Rubric. This window can be turned off.

Once you close the Help window, the [+ Add Rubric] is visible. Click it to build a new Rubric. When you do, Canvas will start a Rubric for you. It will look like this:

The title is highlighted. In this box, type the name of the rubric. Give it a name that is meaningful to you (i.e., Assessment Rubric, Research Paper Assessment Rubric, Final Project Assessment Rubric, etc.). It does not appear on the Outcomes report generated by Canvas.

Since this Rubric is for assessment purposes only, you will not add grading Criteria. You'll want to remove the first Criterion. To do this, click on 🗑 in the first row of the Rubric (box that reads "Description of criterion").

To add the first Outcome (first assessed criterion), click on **Find Outcome**.

This will open the Find Outcomes window. **Please note**: Your screen will look different because you will only see the Outcomes (assessed criteria) that have been added to your course. You will not see all the Outcomes for the entire University. If you do not see any Outcomes, please contact your Academic Liaison or Instructional Designer to have the correct Outcomes/assessment criteria added to your course.

*You may need to click on the folder in the first column to see the Outcomes (assessed criteria)

The second column will list all the Outcomes for this Outcomes Group. If you single-click any criterion, the third column will open and provide a preview showing the full name of the Outcome and the ratings scale.

PLEASE NOTE: Click on the checkbox Use this criterion for scoring <u>to turn it off</u>. If you leave it on (the default setting), it will be included in the students' course grade. When turned off, the Outcomes are not included in the students' grades but are aggregated in the Outcomes Report that is generated by Canvas.

Click on [Import] at the bottom right of the window to add it to your Rubric.

Your Rubric will look like this:

Title:	Assessment Rubric						
Criteria		**Ratings**					**Pts**
◎ Critical Thinking/Evidence Evaluate authoritative sources to develop a clear, comprehensive analysis. threshold: 2 pts	🗑	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	4 pts

+ Criterion 🔍 Find Outcome   Total Points: 4

[Cancel] [**Create Rubric**]

Outcomes can only be added one at-a-time, so you will need to follow the above steps to add each additional Outcome that you will assess this semester.

Once you've added the appropriate Outcomes, click on [Create Rubric].
Here's an example of a Rubric used for Assessment Purposes only:

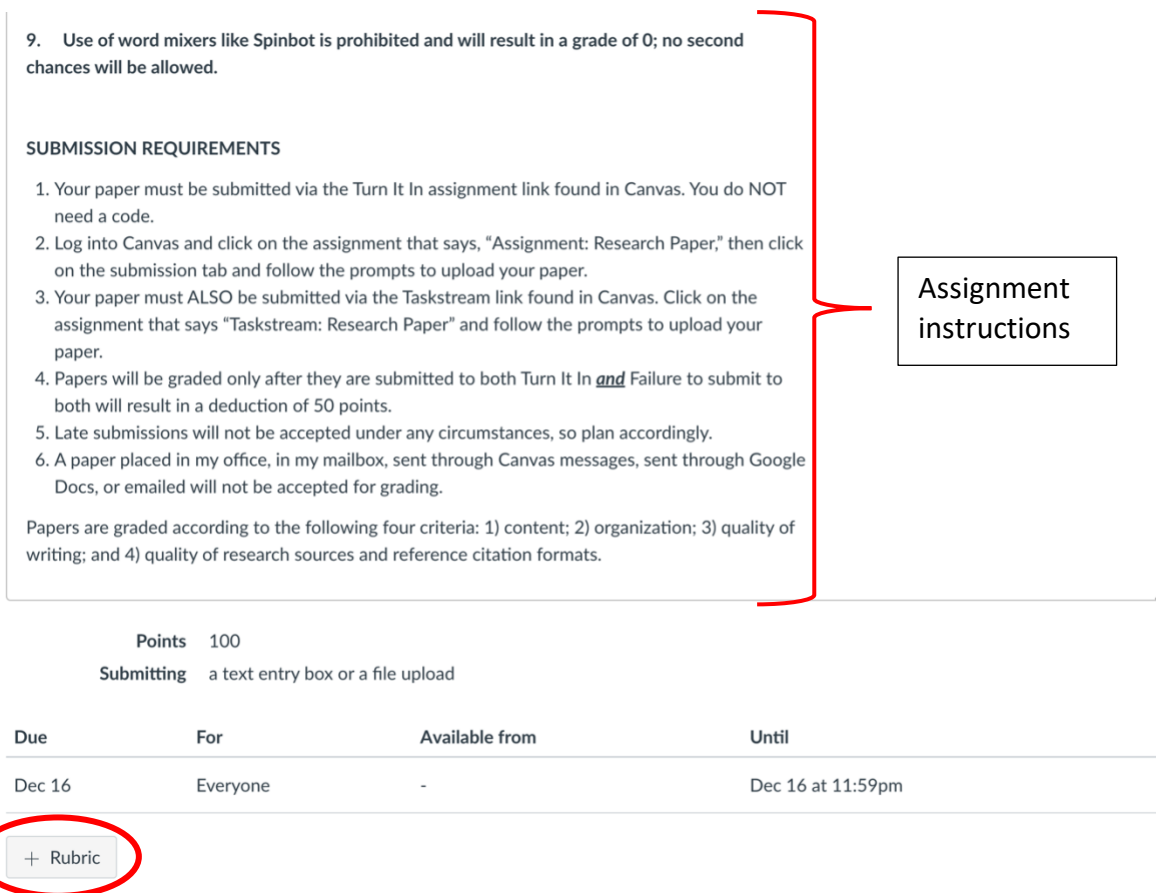| Assessment Rubric						✎ 🗑
Criteria	**Ratings**					**Pts**
◎ Critical Thinking/Evidence Evaluate authoritative sources to develop a clear, comprehensive analysis. threshold: 2 pts	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	--
◎ Critical Thinking/Student's Position Develop a specific position or thesis that is imaginative and complex. threshold: 2 pts	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	--
◎ Communication/Organization Organize the final product to include a specific introduction and conclusion, and sequenced body material. threshold: 2 pts	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	--
◎ Communication/Control of Language Communicate meaning to the audience with clarity and fluency. threshold: 2 pts	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	--
◎ Social Responsibility/Civic Knowledge Demonstrates sophisticated understanding of the complexity of elements in American government (values, laws, politics, economics). threshold: 2 pts	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	--
◎ Social Responsibility/Civic Knowledge Analysis Connects and extends knowledge from classroom study of American government to current events and student's participation in civic life. threshold: 2 pts	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	--
◎ Social Responsibility/Civic Engagement Asks complex questions about the political processes; describes students sense of civic identity and commitment. threshold: 2 pts	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	--
◎ Personal Responsbility/Access and Use Information Ethically and Legally Student consistently and correctly uses source attribution (tag phrases, citations, references). threshold: 2 pts	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	--

Total Points: 0

Outcomes (assessed criteria) are noted with the target icon.

Outcomes are not included in the students' grade for the course.

Attaching the Rubric to the Assessed Assignment:

Now that you've built the Rubric, you will need to attach it to the assessed assignment. The assignment must be built in Canvas before this step.

Note: Rubrics cannot be seen by students until you attach them to an assignment unless your Rubrics Repository is <u>NOT</u> hidden from students. Once you attach it to an assignment, students can see the Rubric.

Once the assignment has been built in Canvas, go to the assessed assignment. Below the assignment, you'll see the point value of the assignment, what students are to submit, and the date due. Below this, you'll see [+ Rubric]. Click it.

This action will expand the window below your assignment and allow you to build a new rubric **or** attach an existing one.

Title: Some Rubric

Step 2. Click here to find an existing Rubric.

Find a Rubric

Criteria	Ratings		Pts
Description of criterion ✎ 🗑 Range ☐	5 pts ✎ Full Marks	0 pts ✎ No Marks	5 pts

+ Criterion Find Outcome   Total Points: 5

☐ 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

Step 1. Select this option first – even if you are **not** using the rubric for the course

Cancel   Create Rubric

For this screen, (you must follow this order):
1. Click the check box "Use this rubric for assignment grading," even if you are using it for assessment purposes only.
2. Click on Find a Rubric .

This will open the Find Existing Rubric window.

Find Existing Rubric ✕

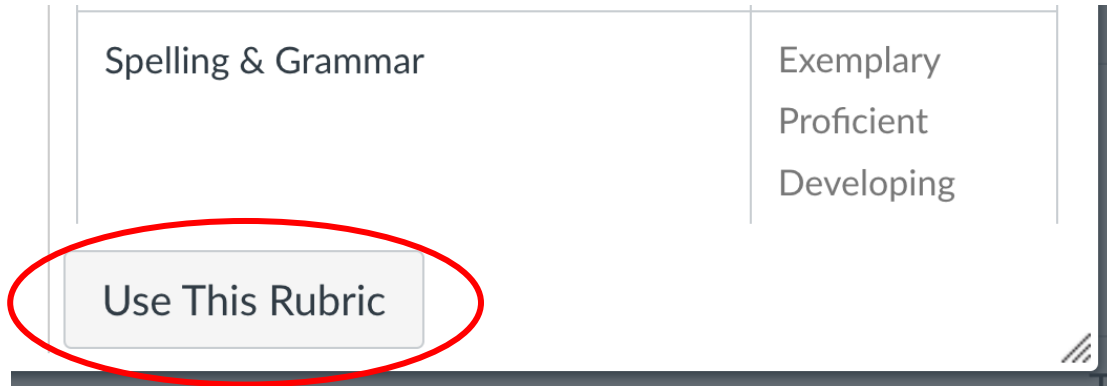**Find a Rubric**   Manage Rubrics

TRNG-01
6 rubrics

Discussion Rubric
3 criteria
15 points possible

Professional Article Summary Rubric
7 criteria
50 points possible

Reflective Journal Entry Rubric
1 criteria
10 points possible

Tech Tools Assignments Rubric
1 criteria
15 points possible

Professional Article Summary Rubric

Criteria	Assessment
Grammar, Punctuation, and Spelling	Exemplary Proficient Developing Unsatisfactory Not Evident / 5 pts
APA Format	Exemplary Proficient

Use This Rubric

The first column will list all courses you are enrolled in as the Teacher. You may need to scroll down to find the current course.

The second column will list the available rubrics in the course selected in the first column.

The third column will show a preview of the rubric selected in the second column.

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Using the column structure, in the first column, locate the course that you added the Rubric to and click it. In the second column, locate the name of the rubric and click it. A preview of the rubric will appear in the third column. Scroll to the bottom of the third column and click on:

The Rubric will then appear below the assessed assignment on the Assignment page and students will be able to see it once you Publish the assignment. The assignment must be published to appear in the Gradebook.

The rubric can be attached at any time but must be attached **before** you grade/assess the assignment. Grading/assessment is done in the Canvas gradebook. Once you grade one student's work, the rubric will be locked and cannot be changed.

For instructions on how to grade/assess the assignment, there are separate instructions on how to do this. If you have any questions, please reach out to your Academic Liaison or Instructional Designer.