

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.

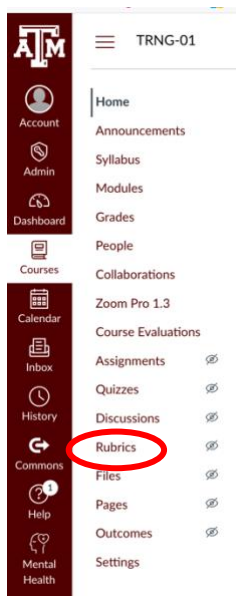
Once the Outcomes have been added to your Canvas course, you can build one rubric that can be reused and shared with other courses, eliminating the need to rebuild the same rubric for different sections of the same course, for a different course, and even for the same course in a different semester. 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 benefit for choosing both is that grading the assignment for the course and assessment can be 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 and 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:

The screenshot shows the Canvas interface with the Rubrics window open. The left sidebar contains navigation options like Home, Announcements, Syllabus, Modules, Grades, People, Collaborations, Zoom Pro 1.3, Course Evaluations, Assignments, Quizzes, Discussions, Rubrics, Files, Pages, Outcomes, and Settings. The Rubrics window is titled 'Rubrics' and contains the following text: 'Communicate grading expectations', 'Rubrics can show students your expectations for assignment quality and how they'll be scored accordingly. Rubrics can be associated with assignments, discussions, and quizzes. Use a rubric solely for grading, or create a non-scoring rubric specifically for assessment-based and outcome-based grading without points. Outcomes can be added as criteria items in rubrics.', and a list of links: 'How do I add a rubric in a course?', 'How do I manage rubrics in a course?', 'How do I align an outcome with a rubric in a course?', and 'How do I add a rubric to an assignment?'. There is also a 'See more in Canvas Guides' link and a 'Don't Show Again' button. Three callout boxes with red arrows point to the 'Close' button, the window title, and the links.

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:

The screenshot shows the Canvas Rubric creation form. The 'Title' field is highlighted with a red circle and contains the text 'Some Rubric'. Below the title field is a table with three columns: 'Criteria', 'Ratings', and 'Pts'. The 'Criteria' column has a 'Description of criterion' field with a 'Range' dropdown. The 'Ratings' column has a '5 pts Full Marks' field and a '0 pts No Marks' field. The 'Pts' column has a '5 pts' field. There is a '+ Criterion' button and a 'Find Outcome' search field. At the bottom, there are 'Cancel' and 'Create Rubric' buttons. A callout box with a red arrow points to the pencil icon in the 'Criteria' column, with the text 'Click on the pencil to edit the criterion name.'

Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks	0 pts No Marks
		5 pts

+ Criterion Find Outcome Total Points: 5



Cancel Create Rubric

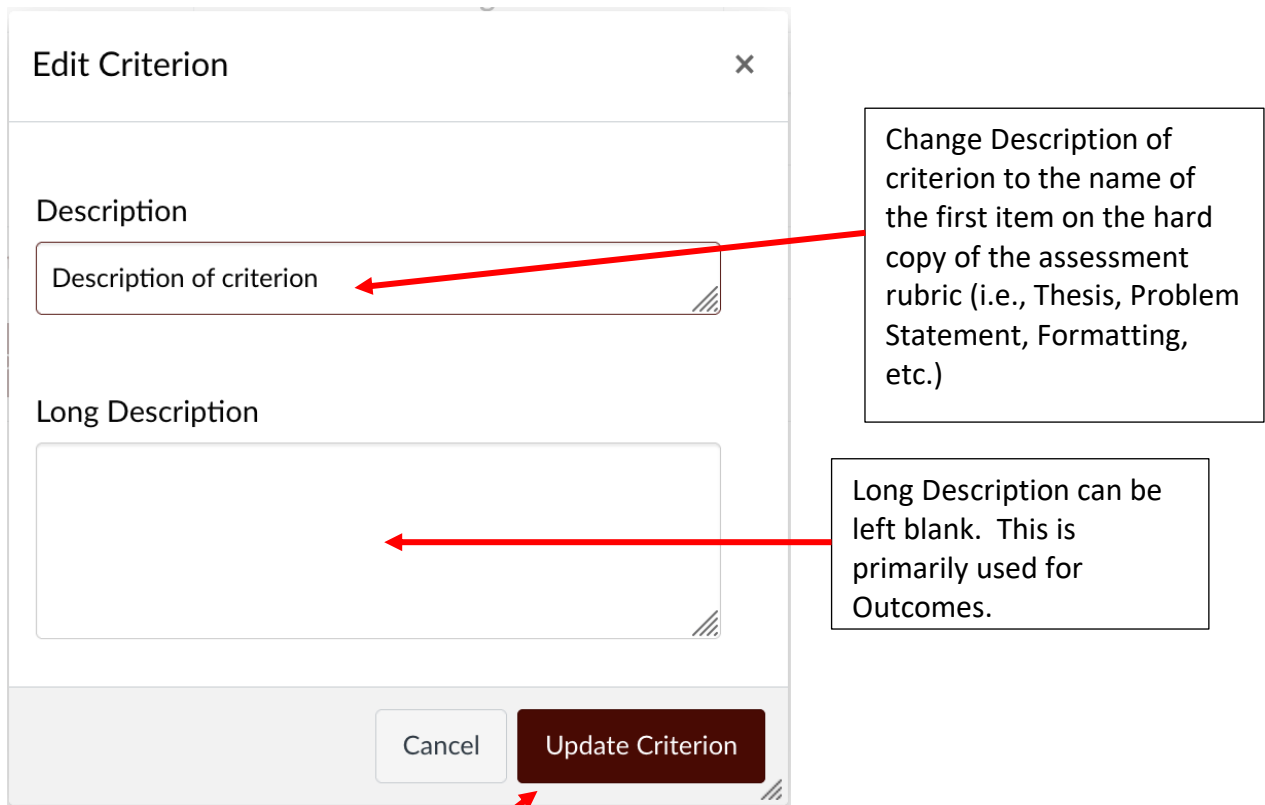
Click on the pencil to edit the criterion name.

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 [X]

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.

The screenshot shows the Canvas Rubric creation interface. At the top, the 'Title' field is labeled 'Rubric Name' and contains the text 'Research Paper Assessment Rubri'. Below this is a table with three columns: 'Criteria', 'Ratings', and 'Pts'. The first row shows a criterion named 'Thesis/Focus Range' with a rating of '5 pts Full Marks' and a point value of '5 pts'. The second row shows a rating of '0 pts No Marks'. At the bottom right, it indicates 'Total Points: 5'. Callout boxes highlight the 'Rubric Name', the '5 pts Full Marks' rating (labeled 'Default Point Value and Ratings Title'), and the 'Thesis/Focus Range' criterion (labeled 'New Criterion Name').

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 'Edit Rating' window is shown with the following fields and callouts:

- Thesis/Focus:** A text input field that is currently empty.
- Rating Score:** A numeric input field containing '5' followed by 'pts'. A callout box states: "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:** A text input field containing 'Full Marks'. A callout box states: "Change the Rating Title to what you use for grading A work (i.e., Very Good, Exemplary, etc.)"
- Rating Description:** A large text area that is currently empty. A callout box states: "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.**"


At the bottom of the window are 'Cancel' and 'Update Rating' buttons.

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.

Title: Research Paper Assessment Rubri			
Criteria	Ratings		Pts
Thesis/Focus Range <input type="checkbox"/>	10 pts Exemplary Develops fresh insight that challenges the reader's thinking.	0 pts No Marks	<input type="text" value="10"/> pts
+ Criterion <input type="text" value="Find Outcome"/>			Total Points: 10
<input type="button" value="Cancel"/> <input type="button" value="Create Rubric"/>			

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.

Title: Research Paper Assessment Rubri			
Criteria	Ratings		Pts
Thesis/ Focus Range <input type="checkbox"/>	10 pts Exemplary Develops fresh insight that challenges the reader's thinking.	7 pts Proficient Thesis is somewhat organized.	0 pts No Marks
+ Criterion <input type="text" value="Find Outcome"/>			Total Points: 10
<input type="button" value="Cancel"/> <input type="button" value="Create Rubric"/>			

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:

Title: Research Paper Assessment Rubri						
Criteria	Ratings					Pts
Thesis/ Focus Range <input type="checkbox"/>	10 pts Exemplary Develops fresh insight that challenges the reader's thinking.	7 pts Proficient Thesis is somewhat organized.	4 pts Developing Thesis is unimaginative and needs detail.	2 pts Unsatisfactory Thesis is vague or overly simple.	0 pts No Marks	<input type="text" value="10"/> pts
+ Criterion 🔍 Find Outcome						Total Points: 10
<input type="button" value="Cancel"/> <input type="button" value="Create Rubric"/>						

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

New Criterion

Duplicate

Thesis/Focus

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.

Add Criterion
✕

Description

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

Long Description

← Leave the Long Description blank.

Cancel
Create Criterion

← Click Create Criterion.

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

Title: Research Paper Assessment Rubri						
Criteria	Ratings				Pts	
Thesis/ Focus Range <input type="checkbox"/>	10 pts Exemplary Develops fresh insight that challenges the reader's thinking.	7 pts Proficient Thesis is somewhat organized.	4 pts Developing Thesis is unimaginative and needs detail.	2 pts Unsatisfactory Thesis is vague or overly simple.	0 pts No Marks	<input style="width: 40px;" type="text" value="10"/> pts
Organization Range <input type="checkbox"/>	5 pts Full Marks	0 pts No Marks			<input style="width: 40px;" type="text" value="5"/> pts	
+ Criterion <input type="text" value="Find Outcome"/>					Total Points: 15	
Cancel Create Rubric						


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:

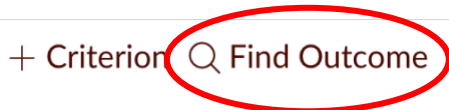
Research Paper Assessment Rubric						
Criteria	Ratings					Pts
Thesis/Focus	10 pts Exemplary Develops fresh insight that challenges the reader's thinking.	7 pts Proficient Thesis is somewhat originzl	4 pts Developing These may be obvious or unimaginative	3 pts Unsatisfactory Thesis is vague or overly 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

 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:




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”** to turn it off. 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  at the bottom right of the window to add it to your Rubric.

Building a Rubric for Assessment Purposes in Canvas

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:

Criteria	Ratings					Pts
Thesis/Focus 10 pts Exemplary Develops fresh insight that challenges the reader's thinking.	7 pts Proficient Thesis is somewhat original	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 to >8.0 pts Exemplary The writing is essentially error-free in terms of spelling and grammar.	8 to >6.0 pts Proficient	6 to >4.0 pts Developing Frequent errors in spelling and grammar.	4 to >0.0 pts Unsatisfactory Writing contains numerous errors in spelling and grammar which interfere with comprehension.		0 pts No Marks	10 pts
Use of Sources 10 to >8.0 pts Exemplary Uses sources to support, extend, and inform development of idea. Combines material from personal observation, scientific data, authoritative testimony, Doesn't overuse quotes, but may not always conform to required style manual.	8 to >6.0 pts Proficient	6 to >4.0 pts Developing Frequent errors in spelling and grammar.	4 to >0.0 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 to >40.0 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 to >30.0 pts Proficient The writer has made good decisions about focus, organization, style, and content so as to achieve the purpose of the writing.	30 to >15.0 pts Developing The writer's decision about focus, organization, style, and content sometimes interfere with the purpose of the writing.	15 to >0.0 pts Unsatisfactory The purpose and focus of the writing are not clear to the reader.		0 pts No Marks	50 pts
Critical Thinking/Evidence Evaluate authoritative sources to develop a clear, comprehensive analysis. 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. 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. 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. 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). 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. 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 process; describes students sense of civic identity and commitment. 4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency		...
Personal Responsibility/Access and Use Information Apply and Legally 4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency		...
Total Points: 100						

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 NOT 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 Assessment Purposes Only:

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.

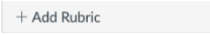


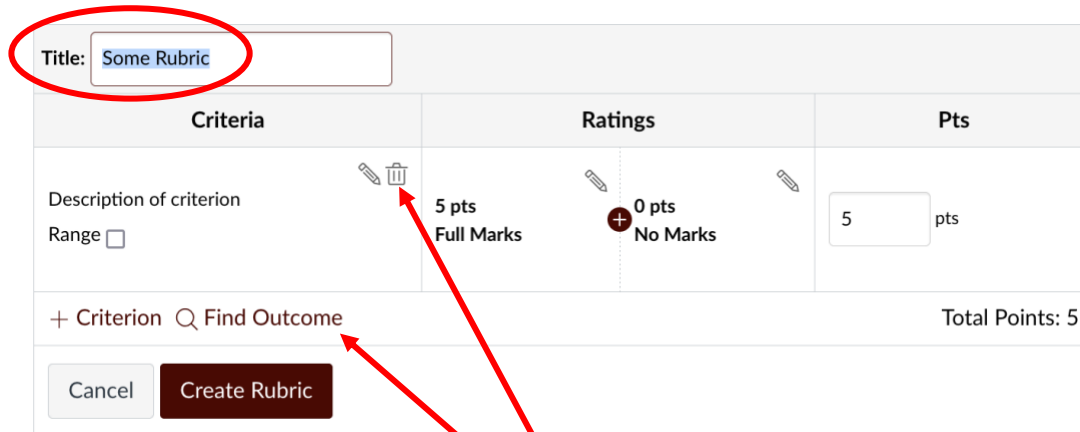
Please note that you may need to scroll down to see the Rubrics option.

The Rubrics window will open:

A screenshot of the Canvas Rubrics window. The window title is 'Rubrics'. It contains the following text: 'Communicate grading expectations', 'Rubrics can show students your expectations for assignment quality and how they'll be scored accordingly. Rubrics can be associated with assignments, discussions, and quizzes. Use a rubric solely for grading, or create a non-scoring rubric specifically for assessment-based and outcome-based grading without points. Outcomes can be added as criteria items in rubrics.', a list of four help links: 'How do I add a rubric in a course?', 'How do I manage rubrics in a course?', 'How do I align an outcome with a rubric in a course?', and 'How do I add a rubric to an assignment?'. Below the links is a section titled 'See more in Canvas Guides' with a cartoon panda character. At the bottom right is a 'Don't Show Again' button. Three callout boxes with red arrows point to specific elements: 'To close the Help window' points to the close button in the top right; 'Links to the Canvas Community for help with building Rubrics' points to the list of help links; and 'Help window for Rubrics.' points to the 'See more in Canvas Guides' section.


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  is visible. Click it to build a new Rubric. When you do, Canvas will start a Rubric for you. It will look like this:



Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks	0 pts No Marks
+ Criterion <input type="text"/> Find Outcome		Total Points: 5
Cancel <input type="button" value="Create Rubric"/>		

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.

Building a Rubric for Assessment Purposes in Canvas

Find Outcomes x

Govt/Political Science ...

Communication/Contr...

Communication/Contr...

Critical Thinking/Evide...

Critical Thinking/Stude...

Personal Responsibility/...

Social Responsibility/Ci...

Social Responsibility/Ci...

Social Responsibility/Ci...

Social Responsibility/Ci...

Communication/Control of Language

Communicate meaning to the audience with clarity and fluency.

(4) Capstone	(3) Milestones	(2) Milestones	(1) Benchmark	(0) Lack of Proficiency	Total Points
4 Points	3 Points	2 Points	1 Points	0 Points	4 Points

Use this criterion for scoring

Calculation Method: Decaying Average

Turn this option off.

Last Item: 65
Between 1% and 99%

Calculation Method: 65/35 Decaying Average
Example: Most recent result counts as 65% of mastery weight, average of all other results count as 35% of weight. If there is only one result, the single score will be returned.
1- Item scores: 1, 4, 2, 3, 5, 3, 6, 1, 4, 2, 3, 5, 3, 6
2- Final score: 5.03


Click Import to add this Outcome to your Rubric.

Cancel Import

*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 to turn it off**. 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  at the bottom right of the window to add it to your Rubric.

Your Rubric will look like this:









Building a Rubric for Assessment Purposes in Canvas

Title:

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 <input type="text" value="Find Outcome"/>						Total Points: 4
<input type="button" value="Cancel"/> <input type="button" value="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 . Here's an example of a Rubric used for Assessment Purposes only:

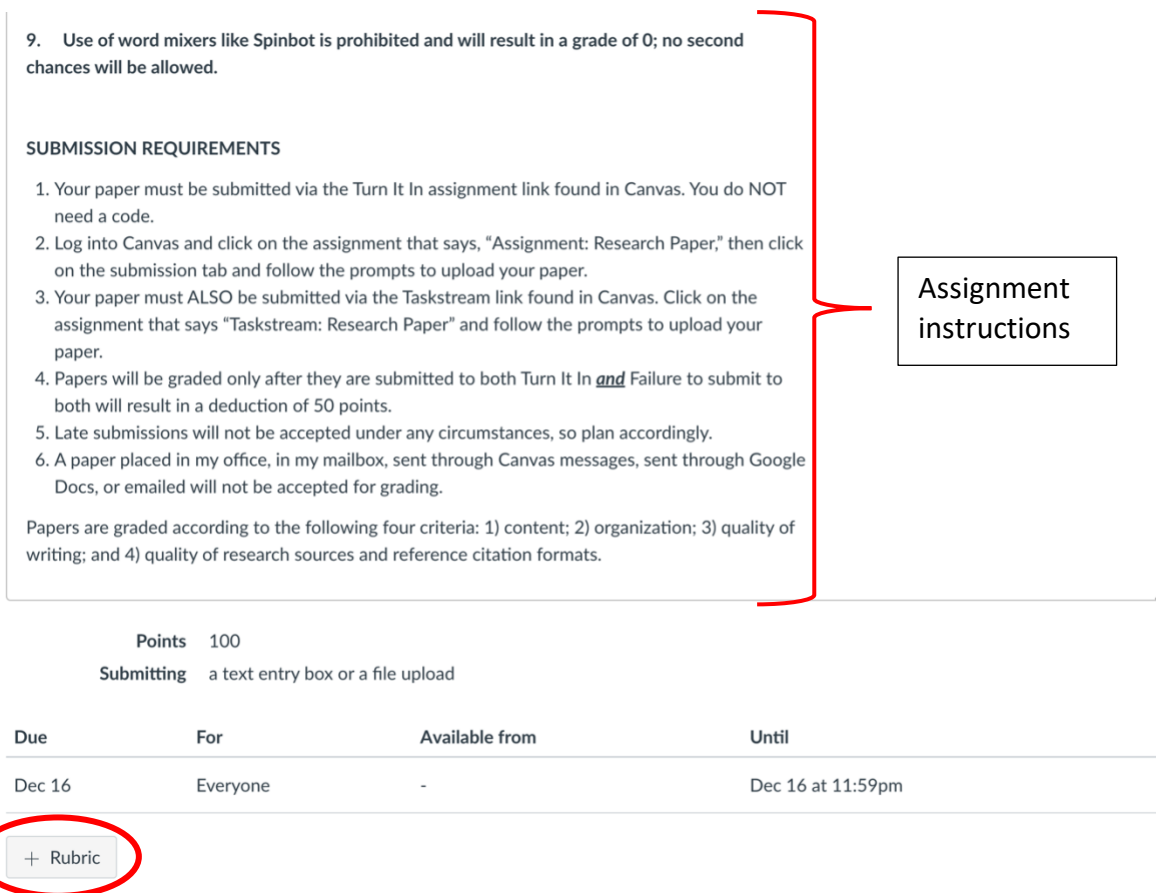
Criteria	Ratings					Pts
 Critical Thinking/Evidence Evaluate authoritative sources to develop a clear, comprehensive analysis. threshold: 2 pts	4 pts (4) Capstone	3 pts (3) Milestones	2 pts (2) Milestones	1 pts (1) Benchmark	0 pts (0) Lack of Proficiency	--
 Critical Thinking/Student's Position Develop 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 Responsibility/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						

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 NOT 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.




9. Use of word mixers like Spinbot is prohibited and will result in a grade of 0; no second chances will be allowed.

SUBMISSION REQUIREMENTS

1. Your paper must be submitted via the Turn It In assignment link found in Canvas. You do NOT need a code.
2. Log into Canvas and click on the assignment that says, "Assignment: Research Paper," then click on the submission tab and follow the prompts to upload your paper.
3. Your paper must ALSO be submitted via the Taskstream link found in Canvas. Click on the assignment that says "Taskstream: Research Paper" and follow the prompts to upload your paper.
4. Papers will be graded only after they are submitted to both Turn It In and Failure to submit to both will result in a deduction of 50 points.
5. Late submissions will not be accepted under any circumstances, so plan accordingly.
6. A paper placed in my office, in my mailbox, sent through Canvas messages, sent through Google Docs, or emailed will not be accepted for grading.

Papers are graded according to the following four criteria: 1) content; 2) organization; 3) quality of writing; and 4) quality of research sources and reference citation formats.

Points	100		
Submitting	a text entry box or a file upload		
Due	For	Available from	Until
Dec 16	Everyone	-	Dec 16 at 11:59pm

 Rubric

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

Step 2. Click here to find an existing Rubric.

Find a Rubric

Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks	0 pts No Marks
+ Criterion <input type="checkbox"/> 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

Cancel Create Rubric

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

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

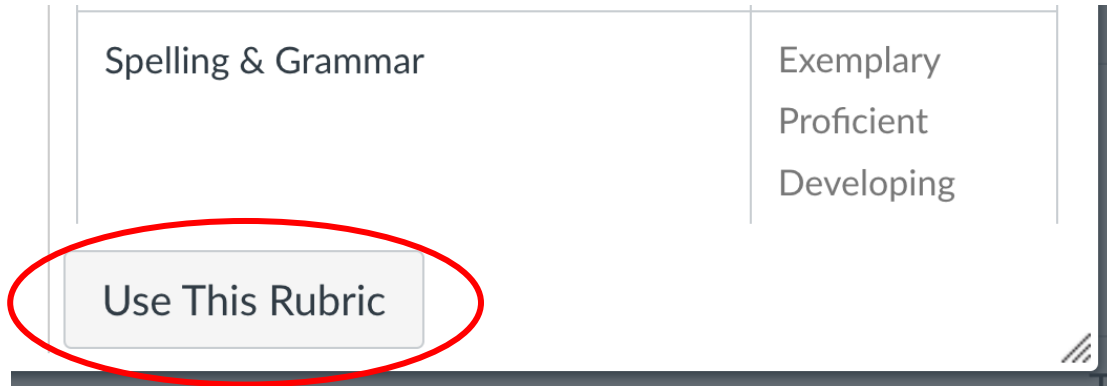
<p>TRNG-01 6 rubrics</p> <p>Discussion Rubric 3 criteria 15 points possible</p> <p>Professional Article Summary Rubric 7 criteria 50 points possible</p> <p>Reflective Journal Entry Rubric 1 criteria 10 points possible</p> <p>Tech Tools Assignments Rubric 1 criteria 15 points possible</p>	<p>Professional Article Summary Rubric</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Assessment</th> </tr> </thead> <tbody> <tr> <td>Grammar, Punctuation, and Spelling</td> <td>Exemplary Proficient Developing Unsatisfactory Not Evident / 5 pts</td> </tr> <tr> <td>APA Format</td> <td>Exemplary Proficient</td> </tr> </tbody> </table> <p>Use This Rubric</p>	Criteria	Assessment	Grammar, Punctuation, and Spelling	Exemplary Proficient Developing Unsatisfactory Not Evident / 5 pts	APA Format	Exemplary Proficient
Criteria	Assessment						
Grammar, Punctuation, and Spelling	Exemplary Proficient Developing Unsatisfactory Not Evident / 5 pts						
APA Format	Exemplary Proficient						

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.

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.

2. Log into Canvas and click on the assignment that says, "Assignment: Research Paper," then click on the submission tab and follow the prompts to upload your paper.

3. Your paper must ALSO be submitted via the Taskstream link found in Canvas. Click on the assignment that says "Taskstream: Research Paper" and follow the prompts to upload your paper.

4. Papers will be graded only after they are submitted to both Turn It In and Failure to submit to both will result in a deduction of 50 points.

5. Late submissions will not be accepted under any circumstances, so plan accordingly.

6. A paper placed in my office, in my mailbox, sent through Canvas messages, sent through Google Docs, or emailed will not be accepted for grading.

Papers are graded according to the following four criteria: 1) content; 2) organization; 3) quality of writing; and 4) quality of research sources and reference citation formats.

Points 100

Submitting a text entry box or a file upload

Due	For	Available from	Until
Dec 16	Everyone	-	Dec 16 at 11:59pm

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 original.	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

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.