Building a Rubric for Assessment Purposes in Canvas

For data to be collected for assessment purposes in Canvas, the Rubrics feature must be used. Keep in mind that rubrics cannot be fully built until the Outcomes (assessment rubric) have been added to your course.

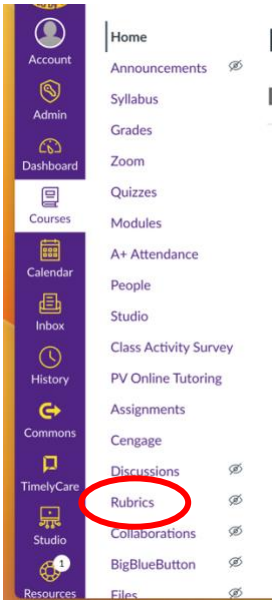
Once the rubric has been added as Outcomes to Canvas, you can build one rubric that can be reused and shared with other courses, eliminating the need to rebuild the same rubric for different sections of the same course, for a different course, and even for the same course in a different semester. This 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. They will use it for both when teaching online courses but may not for F2F courses. The benefit for choosing both is that grading for the course and assessment is done at the same time. Faculty do not need to go to a separation program (i.e., Taskstream) 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.

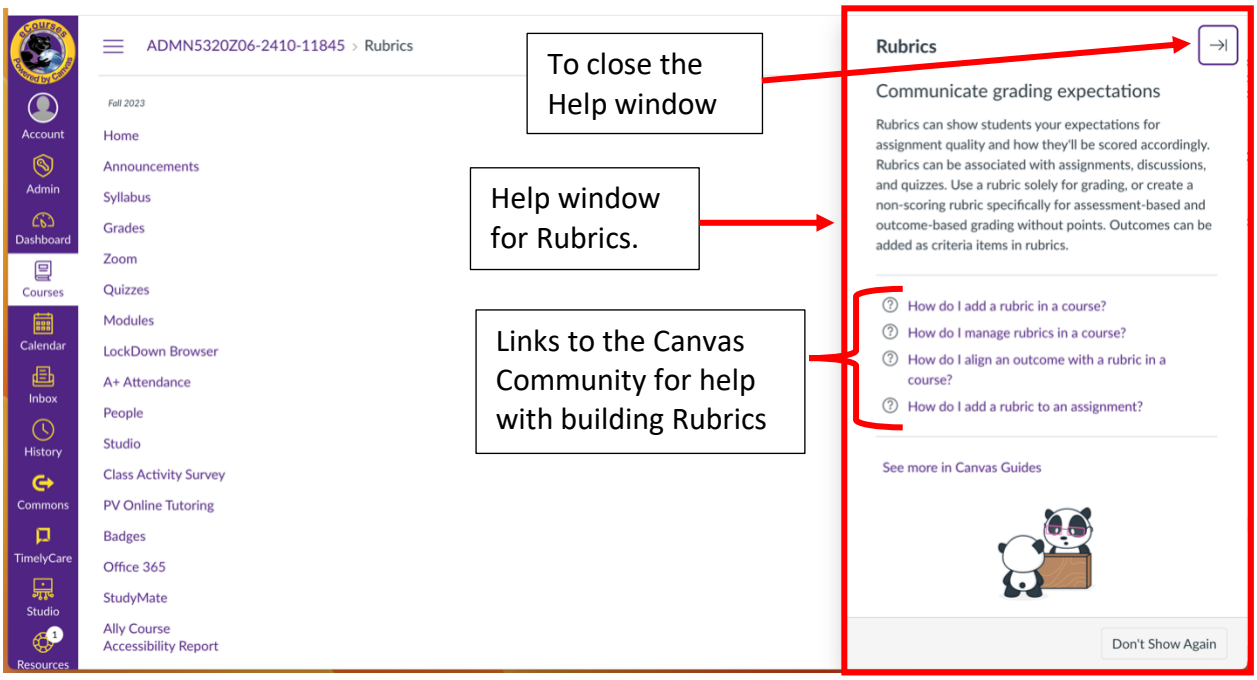
Building a Rubric for both the course grade and assessment purposes:

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



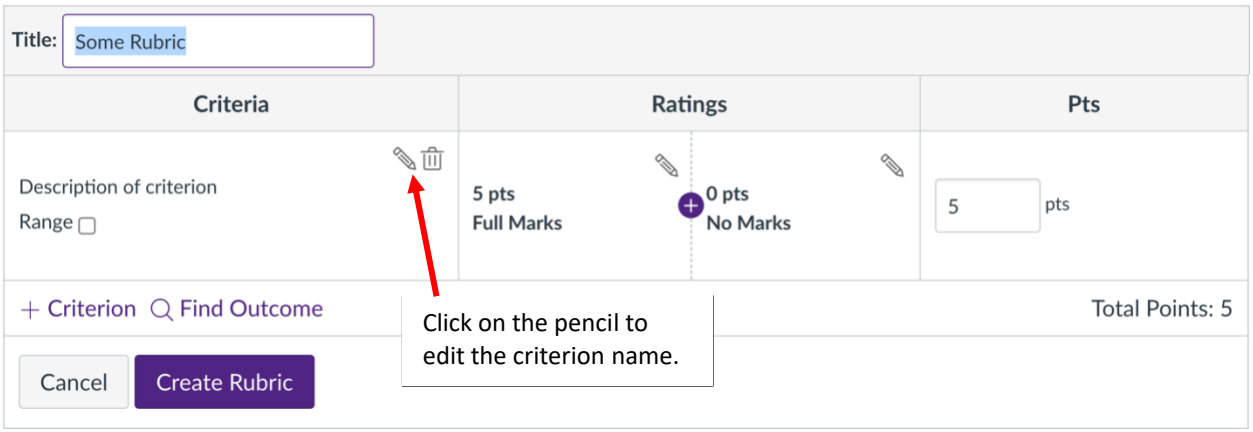
Please note that you may need to scroll down to see the Rubrics option.

The Rubrics window will open:



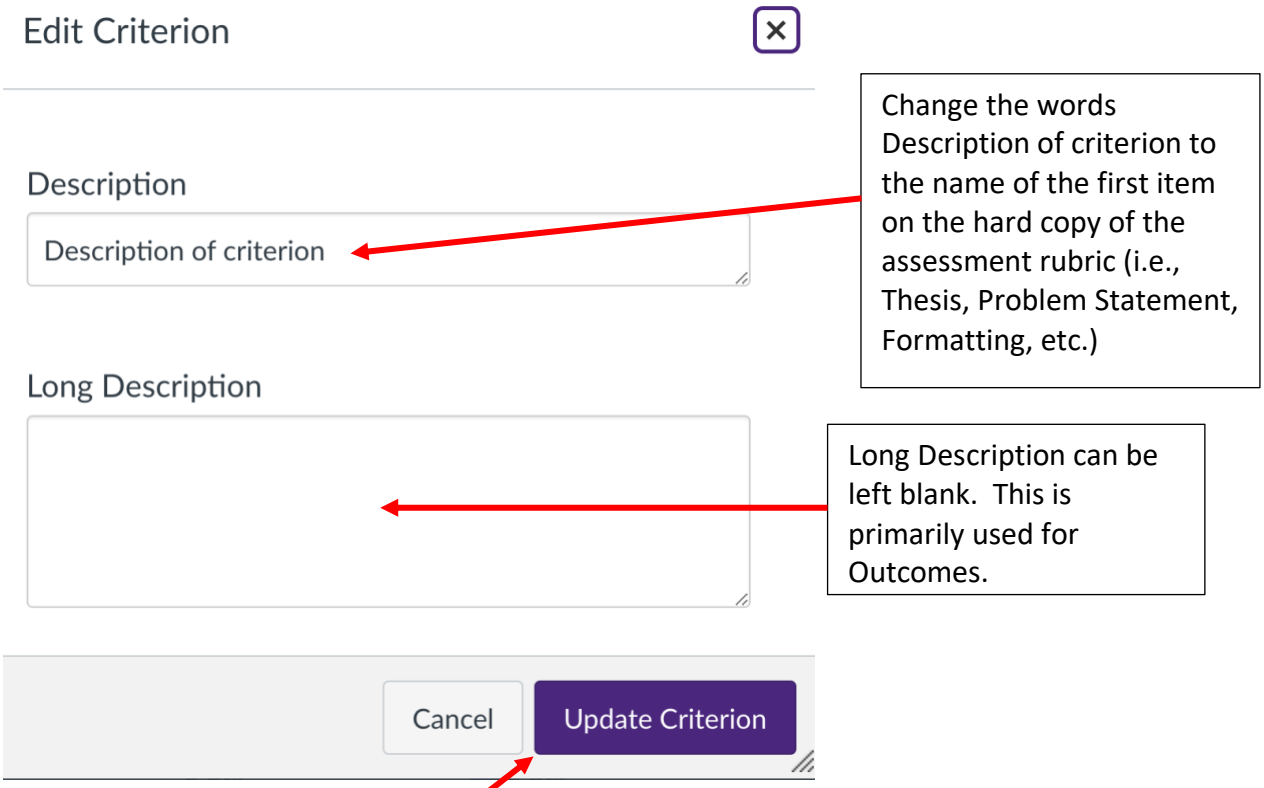
The Help window for Rubrics provides links to the Canvas Community/Canvas Guides that provide step-by-step instructions on how to build rubrics. You'll want to close the Help window to start building a Rubric.

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:



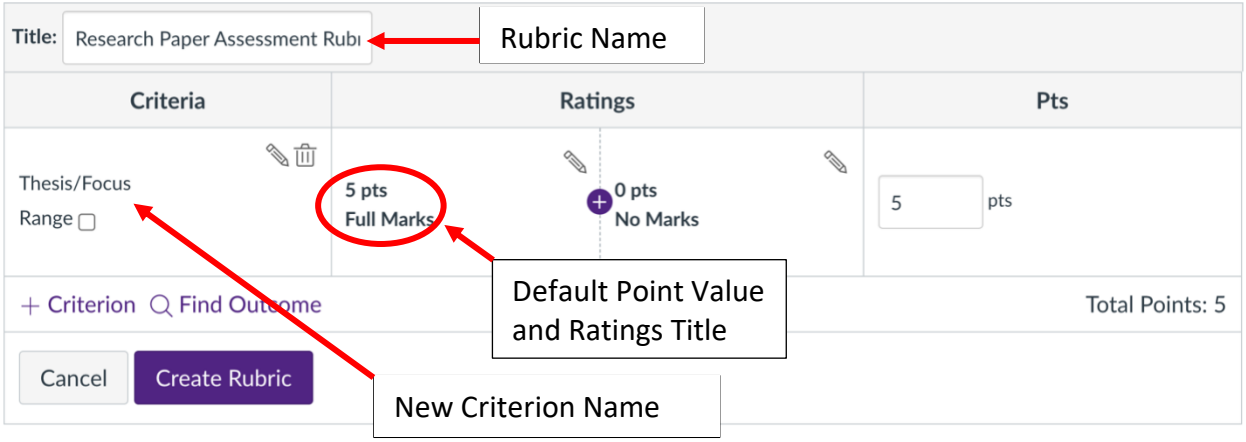
The title is highlighted. In this box, type the name of the rubric. Give it a name that is meaningful to you (i.e., Assessment Rubric, Research Paper Assessment Rubric, Final Project Assessment Rubric, etc.).

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.



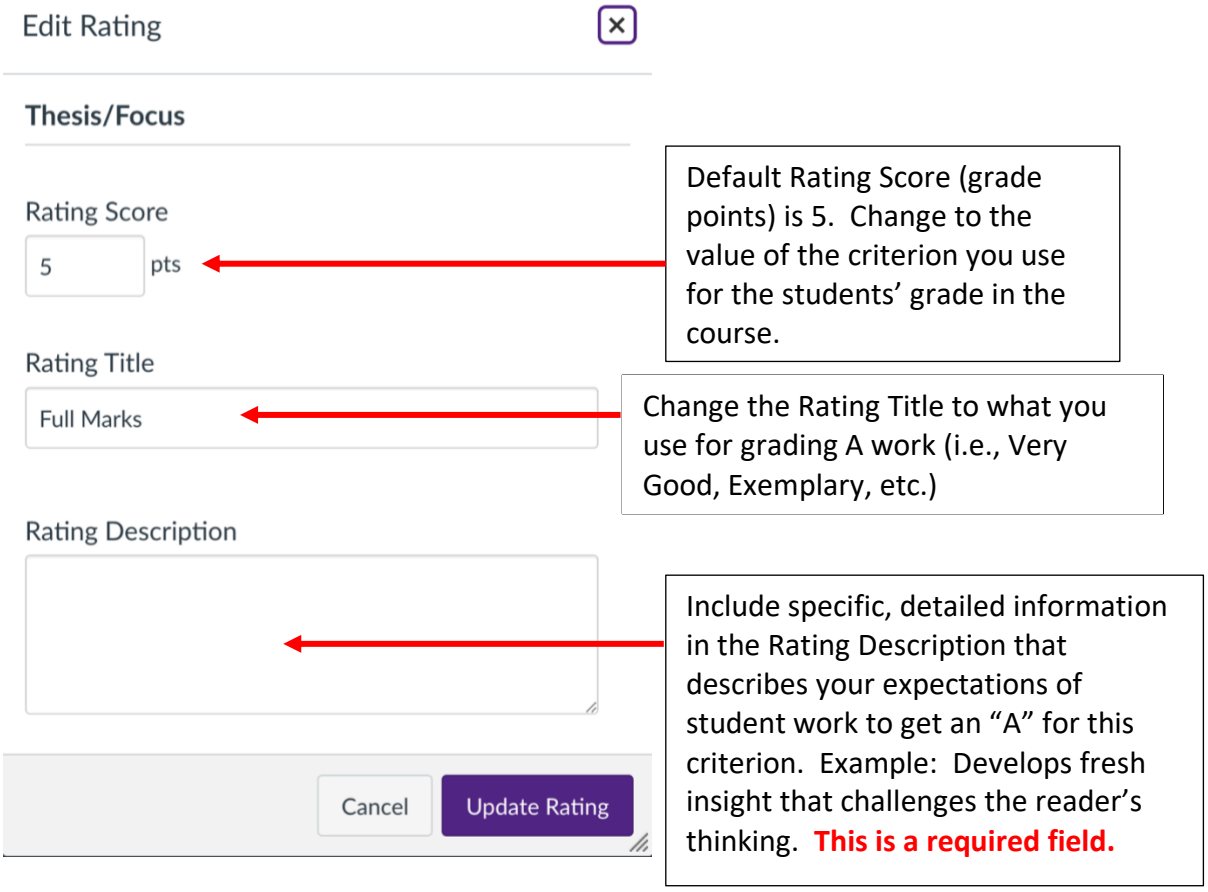
Click Update Criterion when finished.

For the Example below, I used Research Paper Assessment Rubric for the title of the Rubric, and Thesis/Focus for the first criterion.



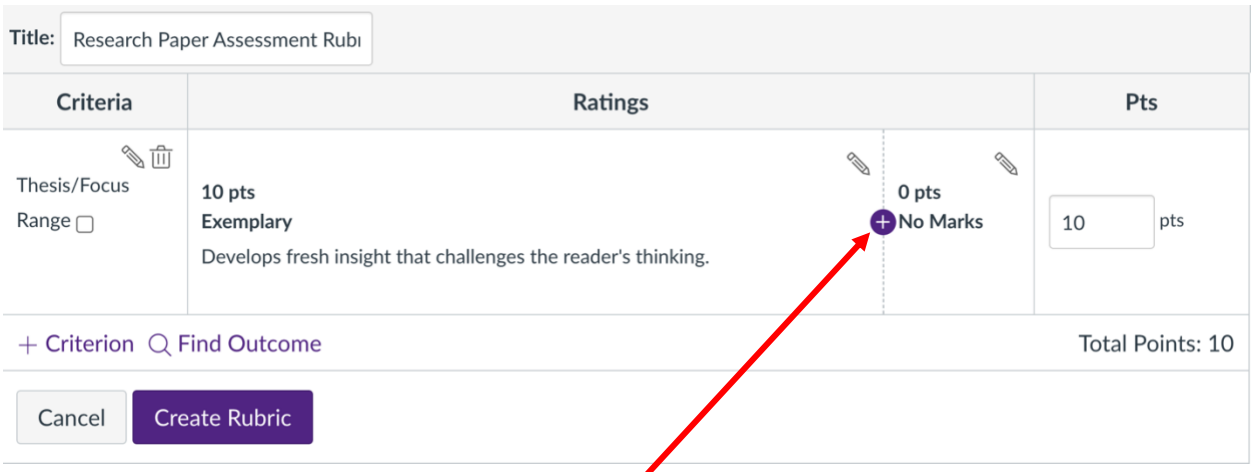
Once you've entered the name of the first criterion, you want to assign it a point value. By default, Canvas provides a ratings value (point value) of 5 points with a Ratings title of Full

Marks. You'll want to change this to fit your grading criteria. 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:



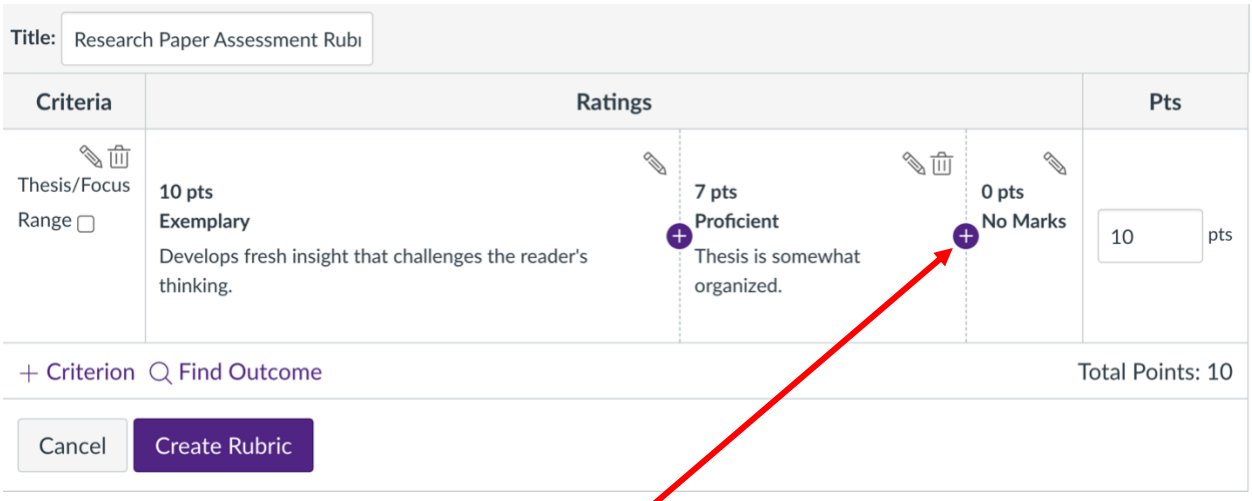
Enter:

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



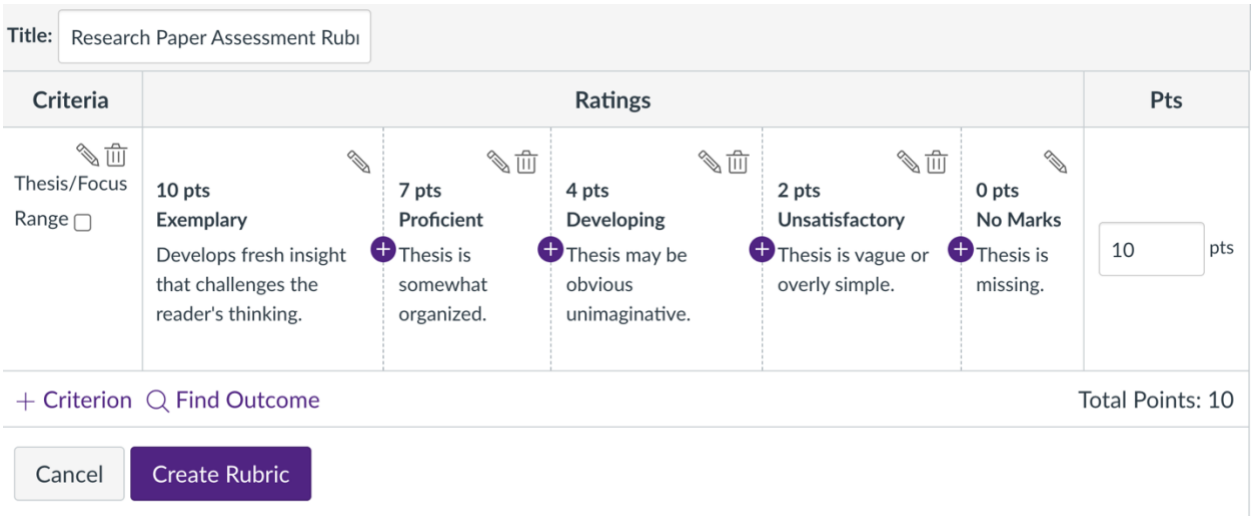
To add another Rating for "C" work, click on ⊕ between Proficient and No Marks. This will open another Edit Rating window with the default Rating score of ½ of the points remaining between the Proficient ("B") work and 0.

Enter:

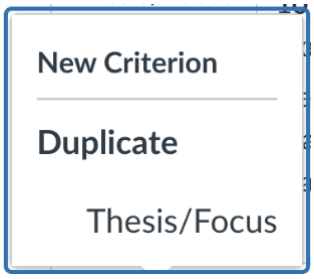
- Rating score: The grade points for this criterion.
- Rating Title: The ratings title you use for "C" work.

- 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 for "D" and "F" work for this criterion. Here is an example of one criterion that has complete ratings:



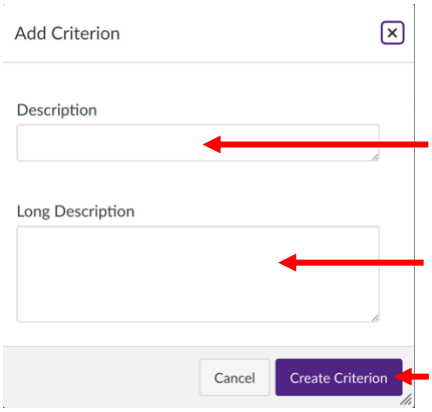
To add another criterion (another row from the printed rubric), click on + Criterion.



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

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

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

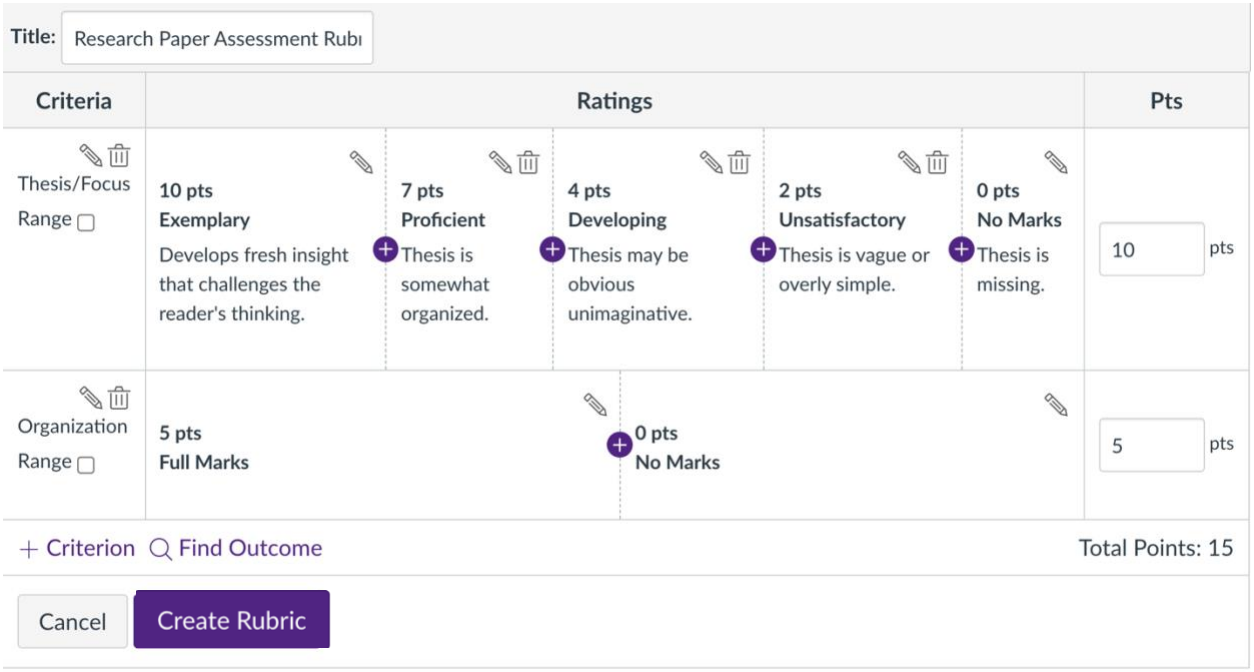


Enter the name of the next criterion in the Description field.

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 grade points for this Criterion and add ratings descriptions.

Continue adding Criteria using the + Criterion button until you have added all the criteria from the hard copy of your grading rubric. Once all Criterion are added, click on Create Rubric at the bottom on the Rubric.

Here is an example of a complete 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

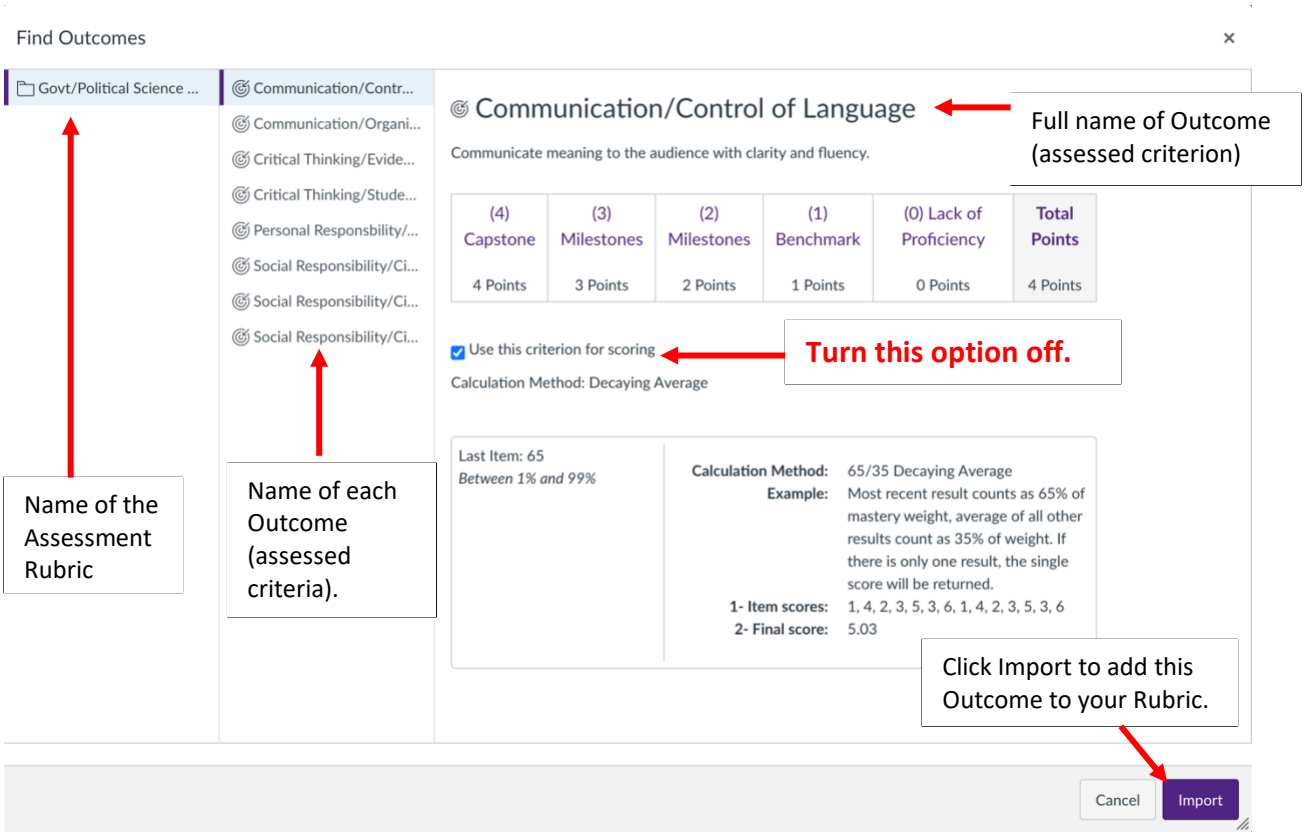
Now you'll need to add the criterion used for assessment purposes. In Canvas, these are called Outcomes.

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. 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 your course. You will not see all the assessed items for the entire University. If you do not see any Outcomes, please contact Dr. Kelley Shaffer (kpshaffer@pvamu.edu, ext. 3284) to have the correct Outcomes/assessment criteria added to your course.

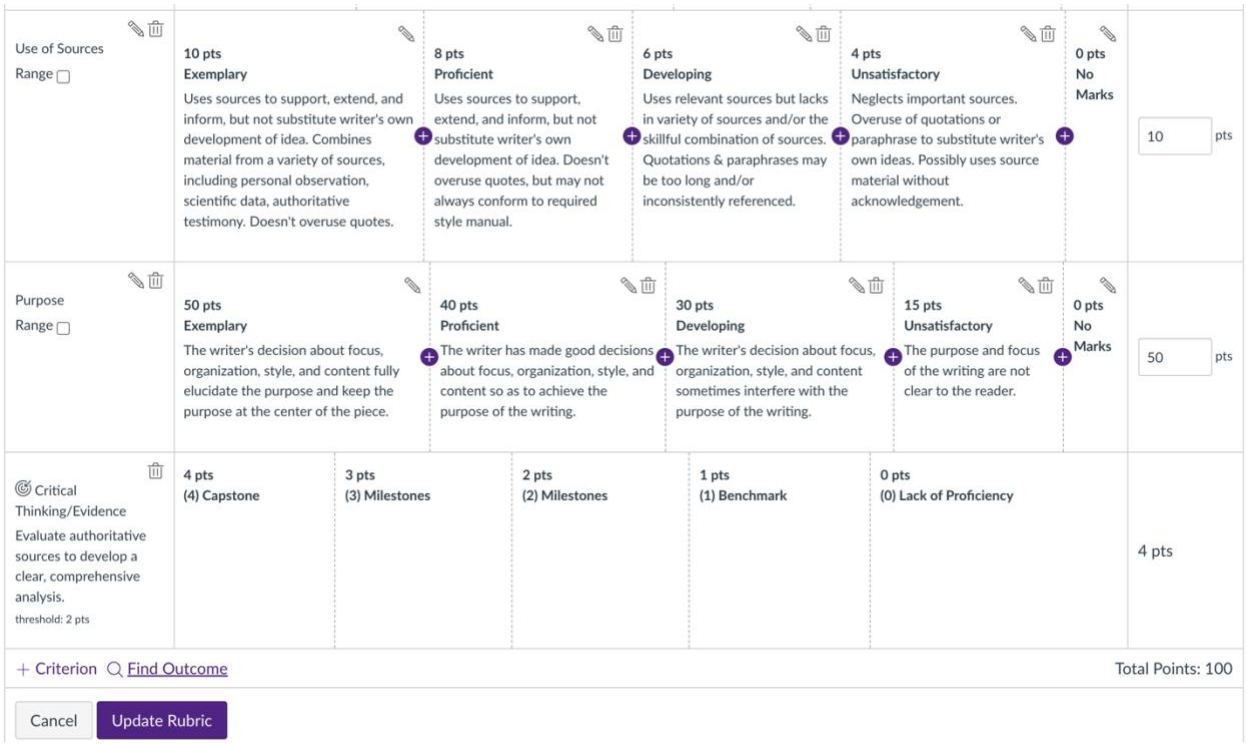


*You may need to click on the folder in the first column to see the Outcomes (assessed criteria).

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. A limitation of Canvas is that we had to pick one Ratings Scale (0-4) and Ratings Name for each point value [(04) Capstone, (3) Milestones, (2) Milestones, (1) Benchmark, and (0) Lack of Proficiency] for the entire University. These cannot be changed and come from the Core Rubrics used by PV.

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' grades and are aggregated in the Outcomes Report that is supplied to your department's Assessment Coordinator.

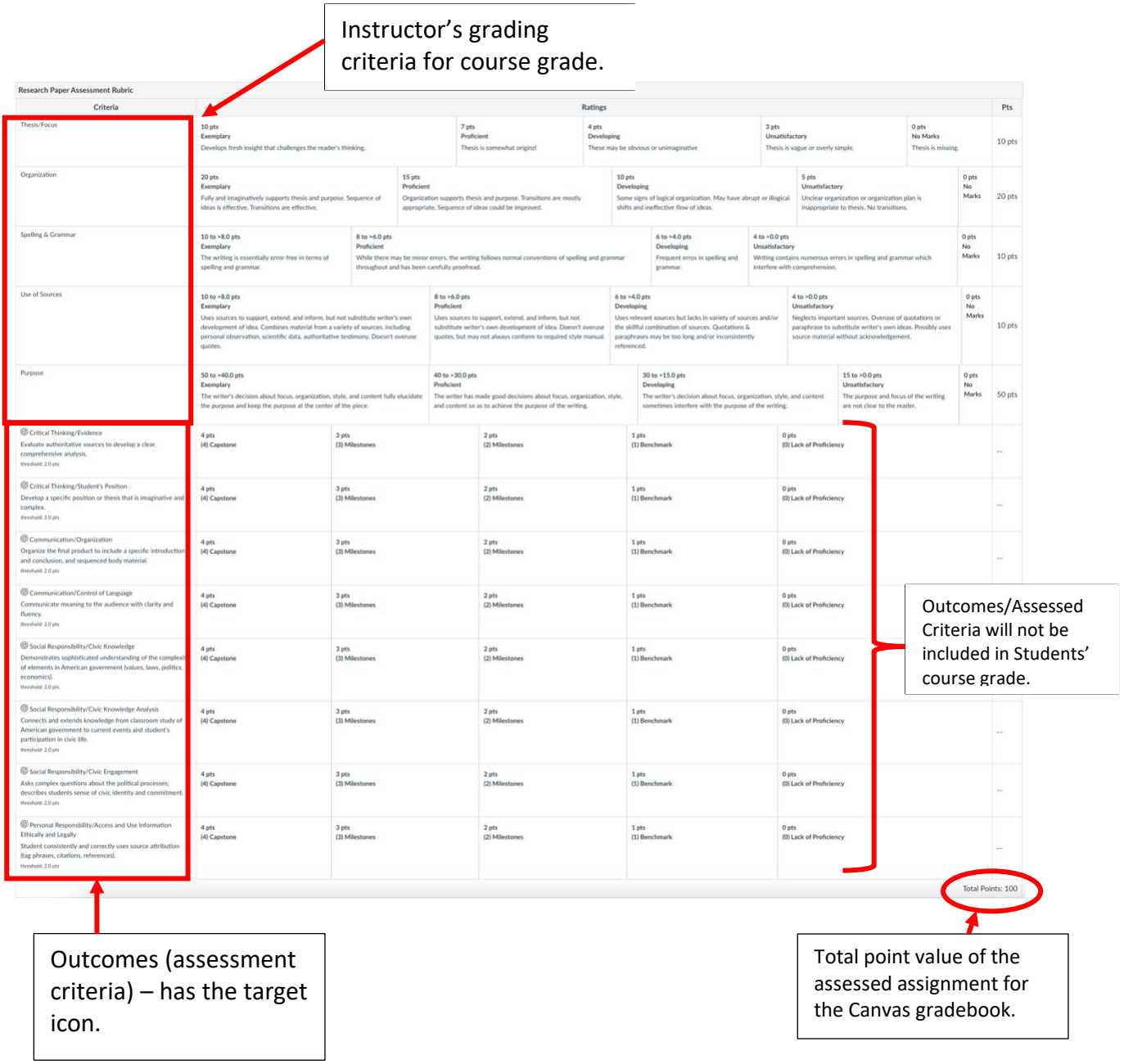
Click on Import at the bottom right of the window to add it to your Rubric.



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.

Your completed rubric will look similar to this:

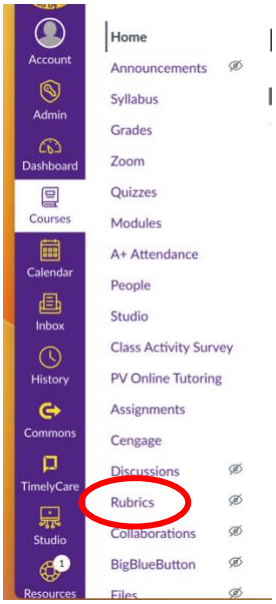


Rubrics can be built anytime. They are not seen by students until they are attached to an assignment unless your Rubrics option is NOT hidden to students on the Course Navigation menu. To attach your Rubric to an assignment, you can skip the next section.

Building a Rubric for Assessment Purposes Only:

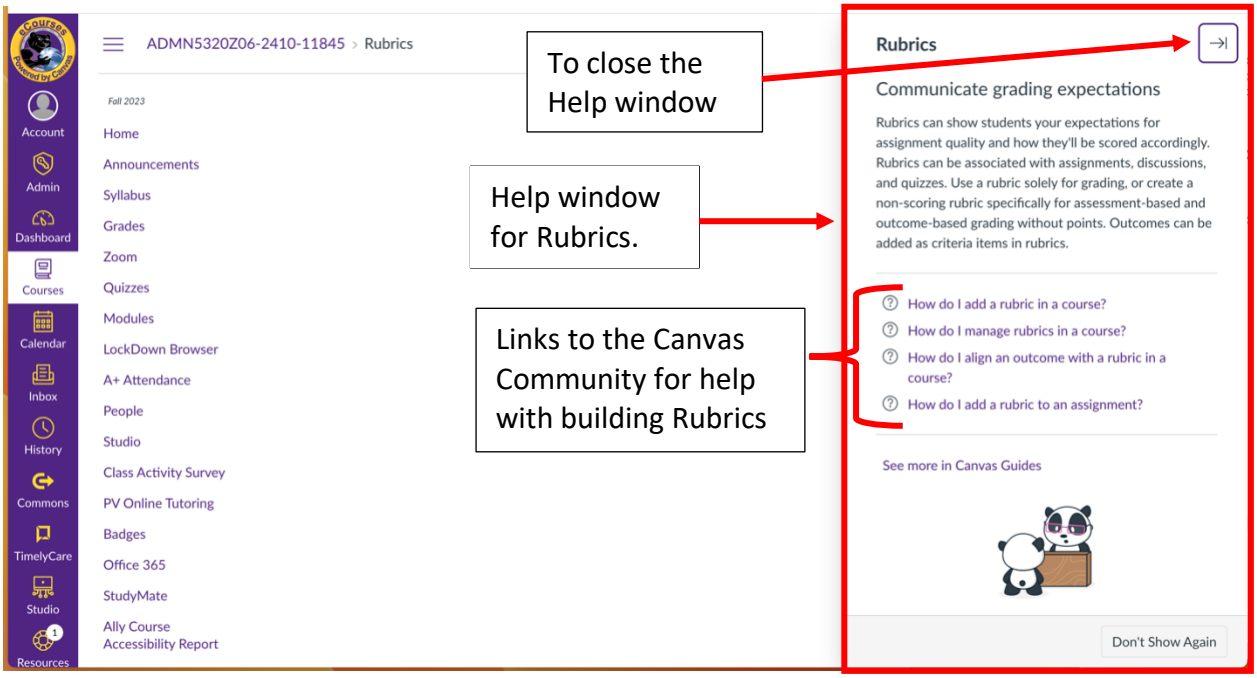
This option will be used for Face-to-Face courses only **and** when you want to continue to hand-grade assignments.

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



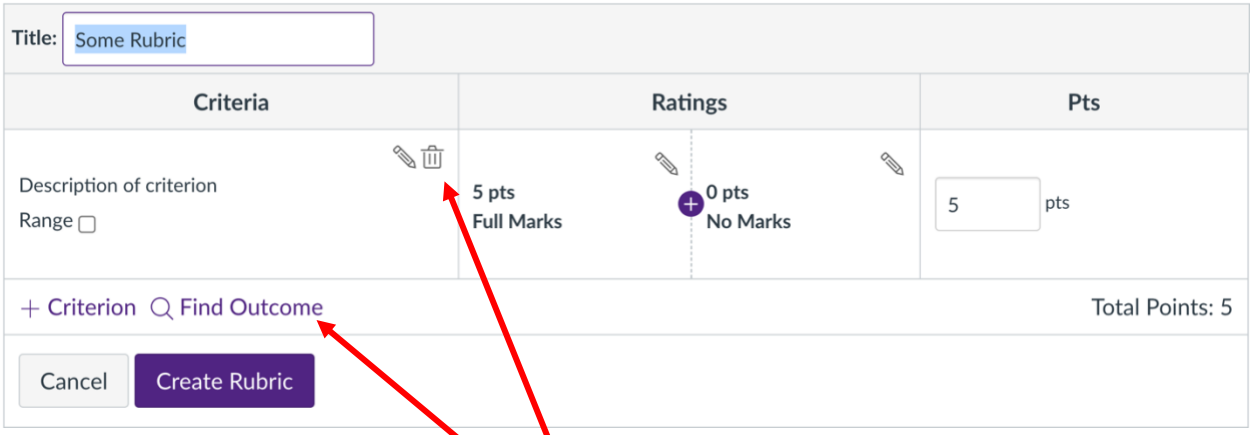
Please note that you may need to scroll down to see the Rubrics option.

The Rubrics window will open:



The 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.

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:

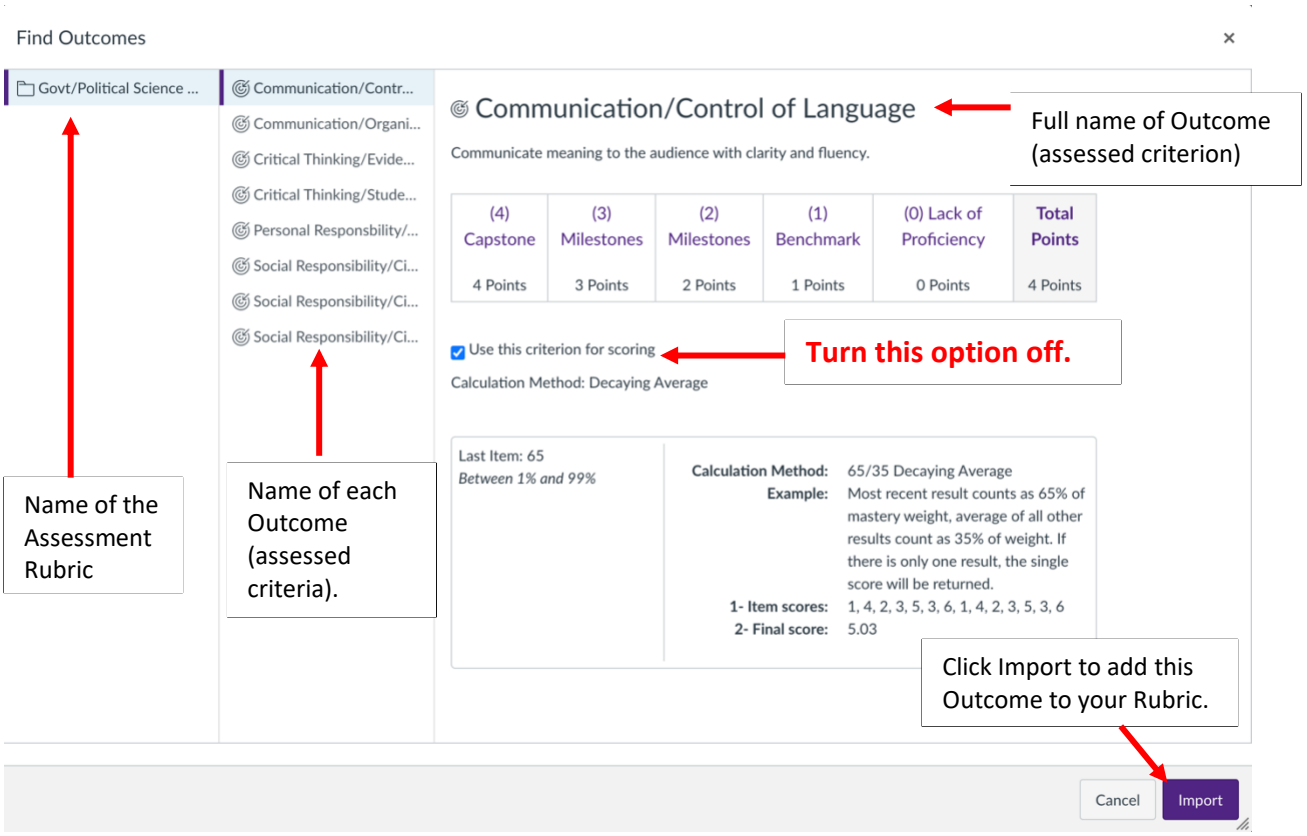


The title is highlighted. In this box, type the name of the rubric. Give it a name that is meaningful to you (i.e., Assessment Rubric, Research Paper Assessment Rubric, Final Project Assessment Rubric, etc.).

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 assessed items for the entire University. If you do not see any Outcomes, please contact Dr. Kelley Shaffer (kpshaffer@pvamu.edu, ext. 3284) to have the correct Outcomes/assessment criteria added to your course.



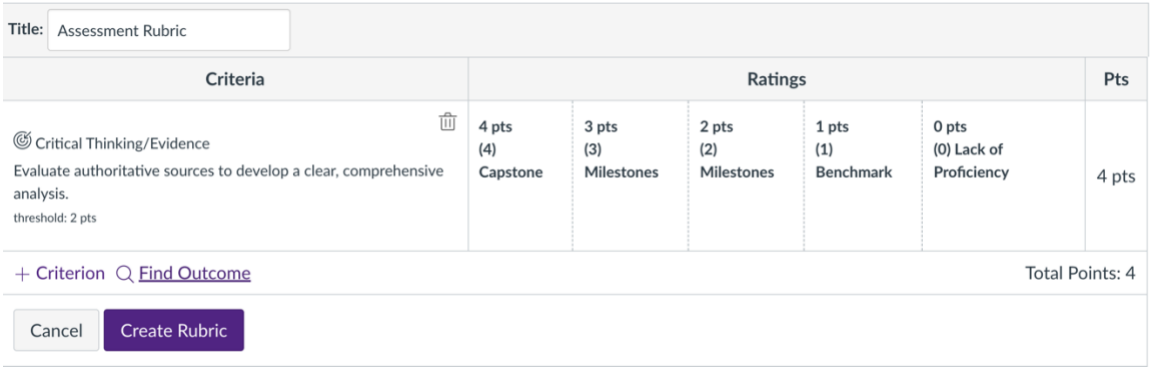
*You may need to click on the folder in the first column to see the Outcomes (assessed criteria).

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. A limitation of Canvas is that we had to pick one Ratings Scale (0-4) and Ratings Name for each point value [(04) Capstone, (3) Milestones, (2) Milestones, (1) Benchmark, and (0) Lack of Proficiency] for the entire University. These cannot be changed and come from the Core Rubrics used by PV.

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 and are aggregated in the Outcomes Report that is supplied to your department's Assessment Coordinator.

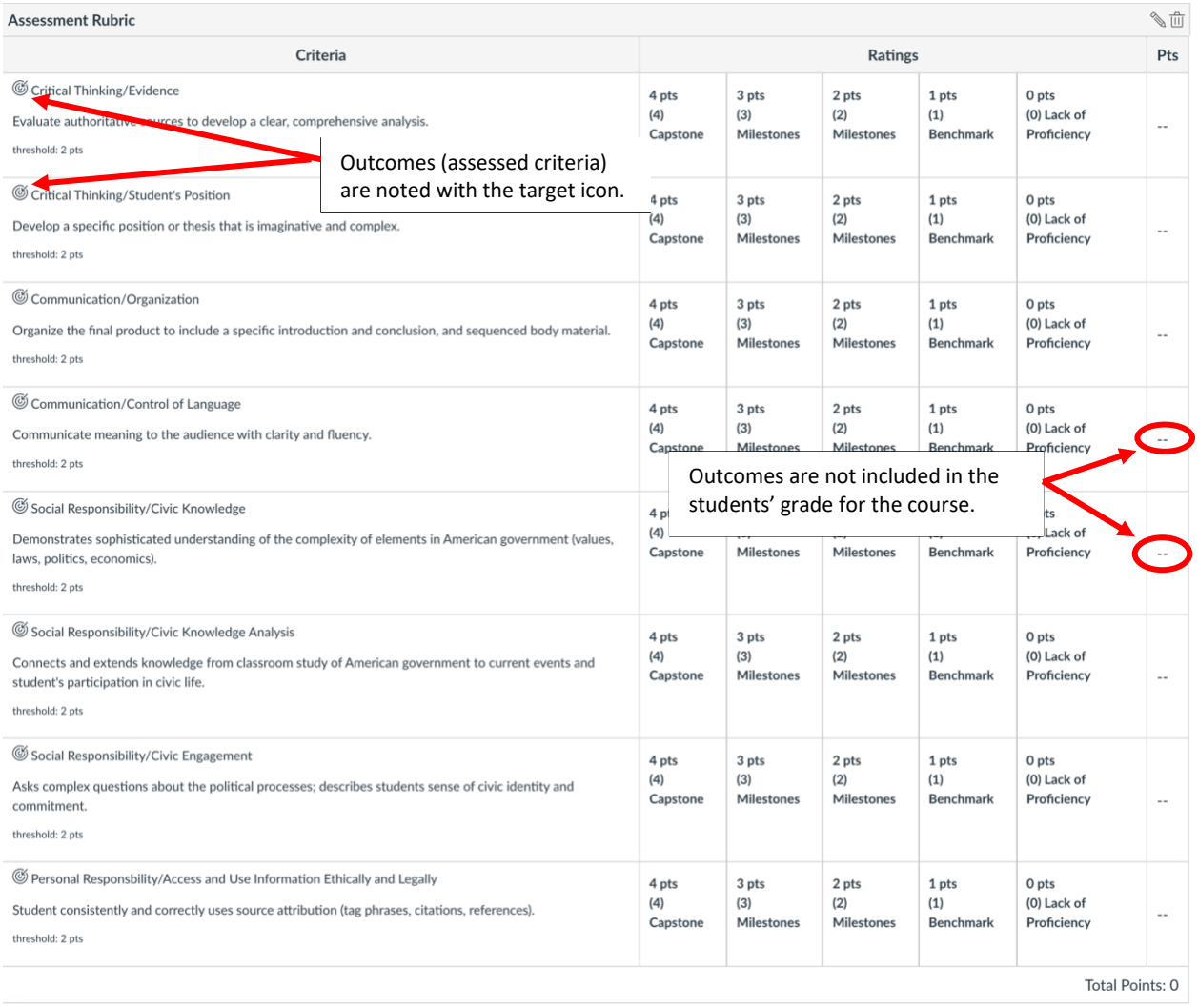
Click on Import at the bottom right of the window to add it to your Rubric.

Your Rubric will look like this:



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:

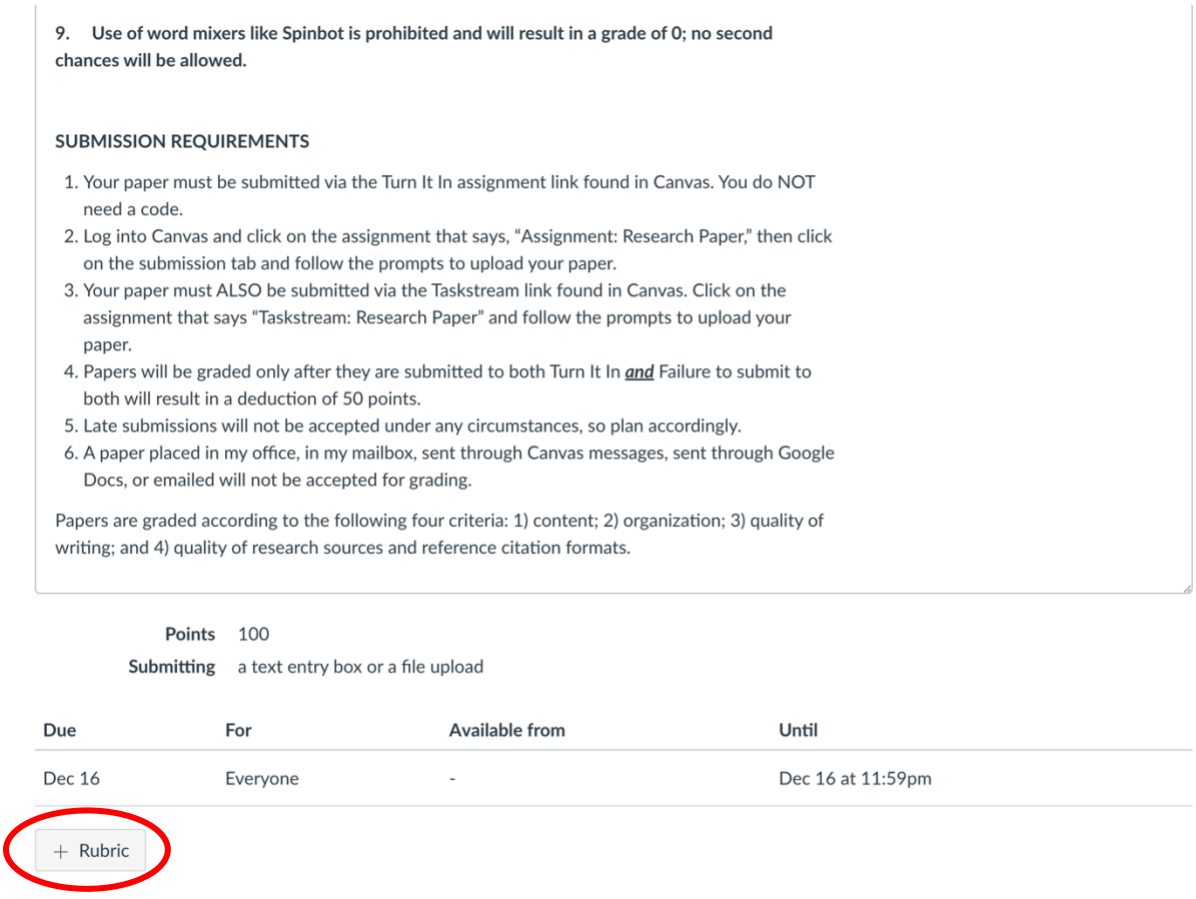


Attaching the Rubric to the Assessed Assignment:

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 the student 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.

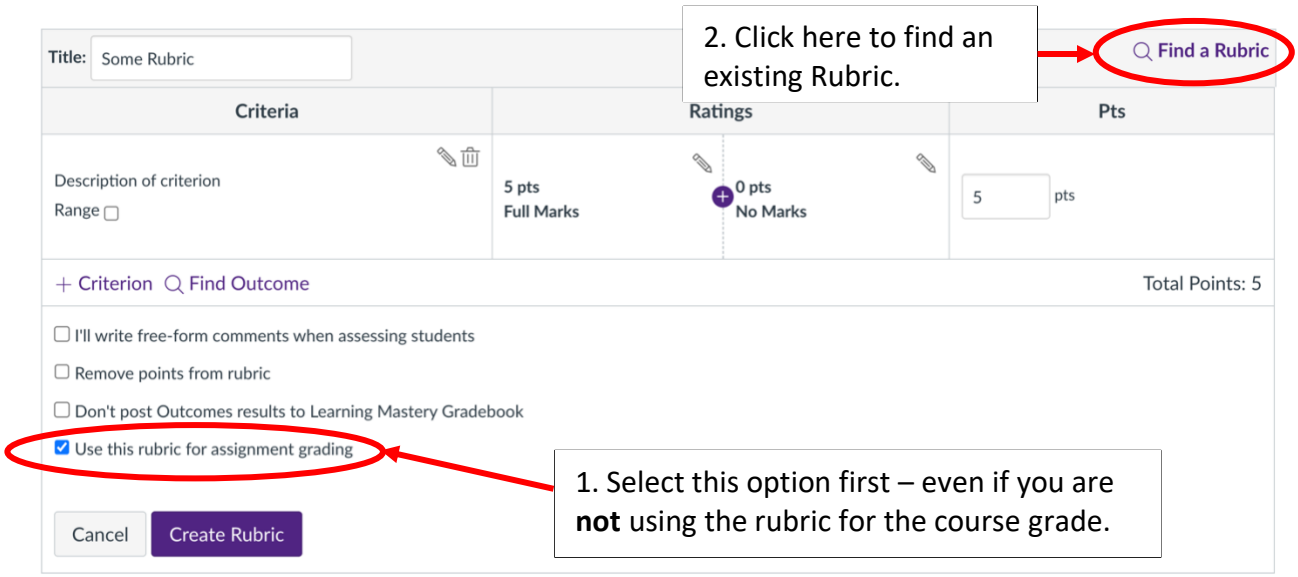
Papers are graded according to the following four criteria: 1) content; 2) organization; 3) quality of writing; and 4) quality of research sources and reference citation formats.

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

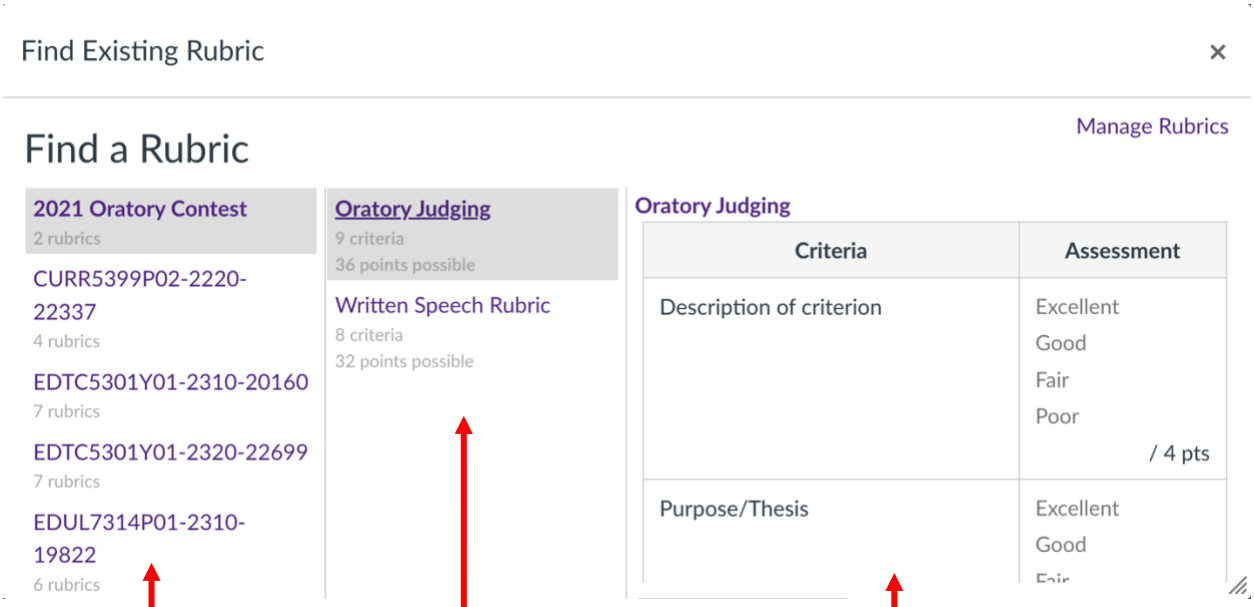
This action will expand the window below your assignment and allow you to build a new rubric **or** attach an existing one.



For this screen, (you must follow this order):

1. Click on the "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.

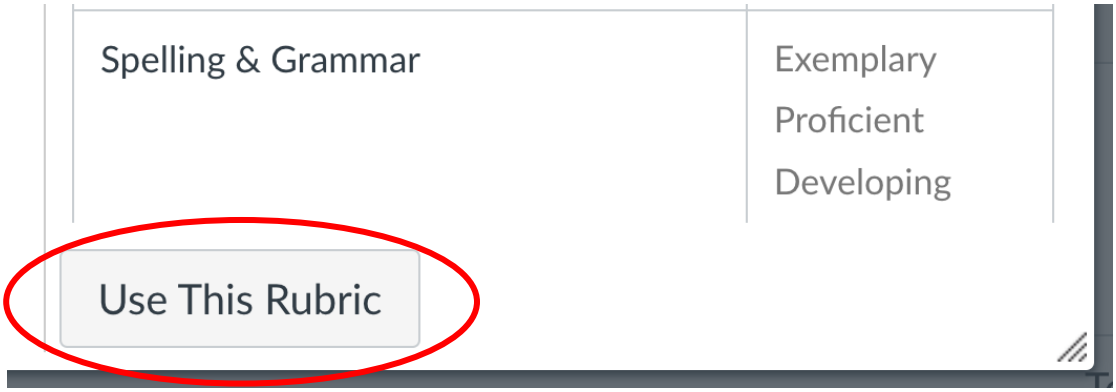


The first column will list all courses you are enrolled in as the Teacher. You may need to scroll down to find the current course.

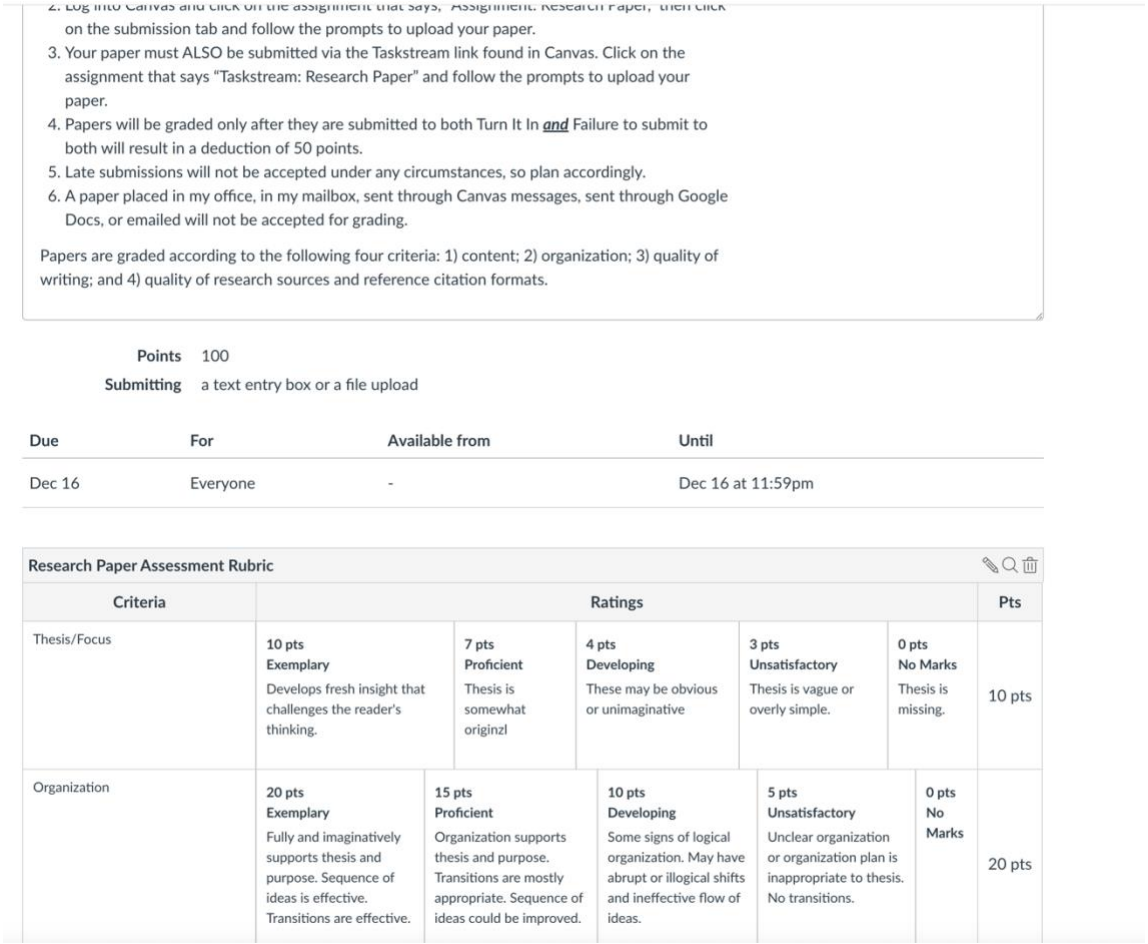
The second column will list the rubrics in the course selected in the first column.

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 current course 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.



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.
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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.

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Points 100
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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 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

The rubric can be attached at any time but must be attached before you grade/assess the assignment. This is done in the Canvas gradebook.

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 a CIITS Instructional Designer.

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