

HOW TO CREATE A RUBRIC IN CANVAS

1. If you have not already done so, go to <http://learn.maricopa.edu> log in.
2. Select your course, and then click the “Assignments” button.

IF YOU ALREADY HAVE AN ASSIGNMENT TO WHICH YOU WOULD LIKE TO ADD A RUBRIC, proceed to step 5.

IF YOU DO NOT YET HAVE AN ASSIGNMENT, you will need to create one (it is possible to create a rubric by going through “Outcomes” even if you do not have an assignment, but for most people it makes more sense to create the rubric *while* you are working on the assignment).

3. Click the “Add Assignment” link on the right-hand side of the assignments page.



4. Edit the initial details of your assignment (title, type of assignment, due date, point value), then click “Update”:



5. Select the desired assignment:



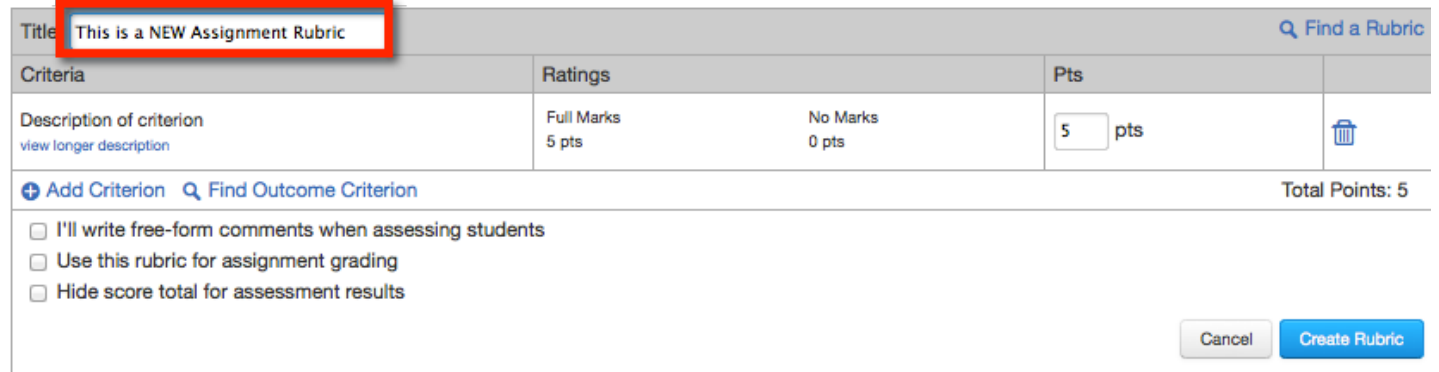
Then click “Add Rubric”:



HOW TO...

Edit Rubric title

Just type the name of your rubric into the "Title" field.



The screenshot shows a form for creating a new rubric. The title field is highlighted with a red box and contains the text "This is a NEW Assignment Rubric". The form includes a table for criteria and ratings, and several checkboxes for additional options.

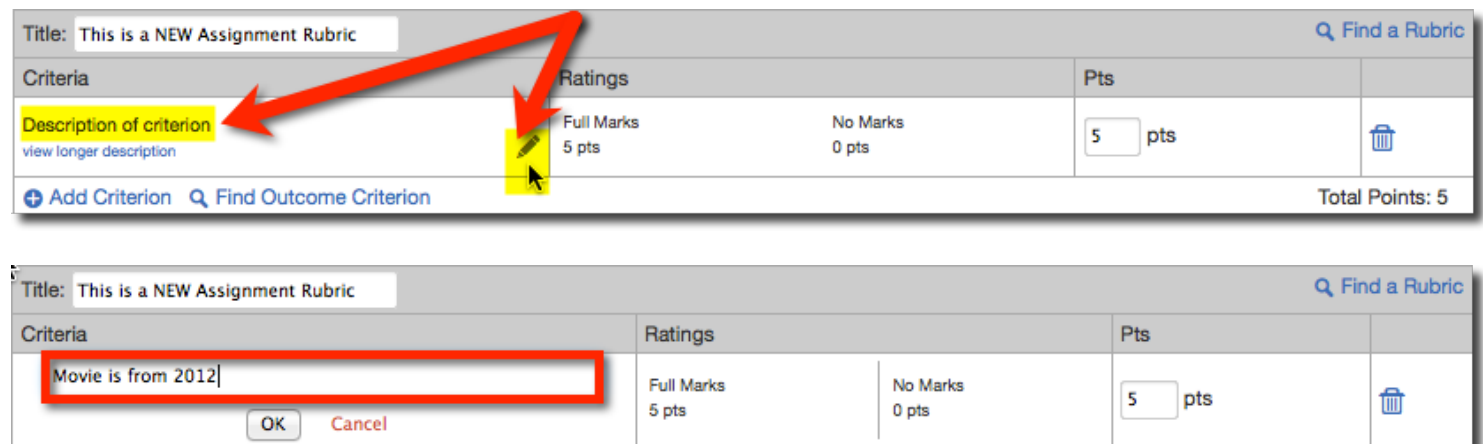
Criteria	Ratings	Pts	
Description of criterion view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 5

I'll write free-form comments when assessing students
 Use this rubric for assignment grading
 Hide score total for assessment results

Edit Criterion Description

To edit the title of the criterion, you can click either the pencil icon or "Description of Criterion." Enter your description, and then click "OK."



The first screenshot shows the rubric form with the "Description of criterion" text highlighted in yellow and a pencil icon highlighted with a yellow box. A red arrow points from the pencil icon to the description text. The second screenshot shows the same form with a text input field containing "Movie is from 2012" highlighted with a red box. Below the input field are "OK" and "Cancel" buttons.

Criteria	Ratings	Pts	
Description of criterion view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 5

Criteria	Ratings	Pts	
Movie is from 2012	Full Marks 5 pts	No Marks 0 pts	5 pts

Edit Criterion Longer Description

Click the “view longer description,” enter your description, and then click “Update Description.”

Title: This is a NEW Assignment Rubric				Find a Rubric
Criteria	Ratings		Pts	
Movie is from 2012 view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts	

Criterion Long Description

Movie is from 2012

The movie must be a film that was released in 2012.

Update Description Cancel

Add Rubric Ratings

Hover over the divider between two of the cells in the rubric to insert a new cell. You can split the ratings area into as many cells as you need.

Title: This is a NEW Assignment Rubric				Find a Rubric
Criteria	Ratings		Pts	
Movie is from 2012 view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts	

Title: This is a NEW Assignment Rubric				Find a Rubric
Criteria	Ratings		Pts	
Movie is from 2012 view longer description	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	5 pts

Now there are three ratings!

Edit Rubric Rating

Hover over the Rubric rating that you wish to edit – the pencil icon is used to edit the rating; the “x” will delete the rating.



Edit Criterion Point Value

Just enter the number of points!



Delete Criterion

Use the Trash icon to delete a criterion.



Add Criterion

Click the "Add Criterion" link.

Title: This is a NEW Assignment Rubric [Find a Rubric](#)

Criteria	Ratings	Pts
Movie is from 2012 view longer description	Full Marks 5 pts	Movie released in 2011, but carried over to 2012. 3 pts
	No Marks 0 pts	5 pts

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 5

Title: This is a NEW Assignment Rubric [Find a Rubric](#)

Criteria	Ratings	Pts
Movie is from 2012 view longer description	Full Marks 5 pts	Movie released in 2011, but carried over to 2012. 3 pts
Not a slasher flick view longer description	Full Marks 5 pts	No Marks 0 pts

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 10

Just a few final details...

Be sure to check the appropriate boxes for using the grading rubric. Don't forget to click the "Create Rubric" button!

Title: This is a NEW Assignment Rubric [Find a Rubric](#)

Criteria	Ratings	Pts
Movie is from 2012 view longer description	Full Marks 5 pts	Movie released in 2011, but carried over to 2012. 3 pts
Not a slasher flick view longer description	Full Marks 5 pts	As much blood as a slasher flick - like a Quentin Tarantino film. 3 pts

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 10

- I'll write free-form comments when assessing students
- Use this rubric for assignment grading
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I'll write free-form comments when assessing students
 Use this rubric for assignment grading
 Hide score total for assessment results

[Cancel](#) [Create Rubric](#)