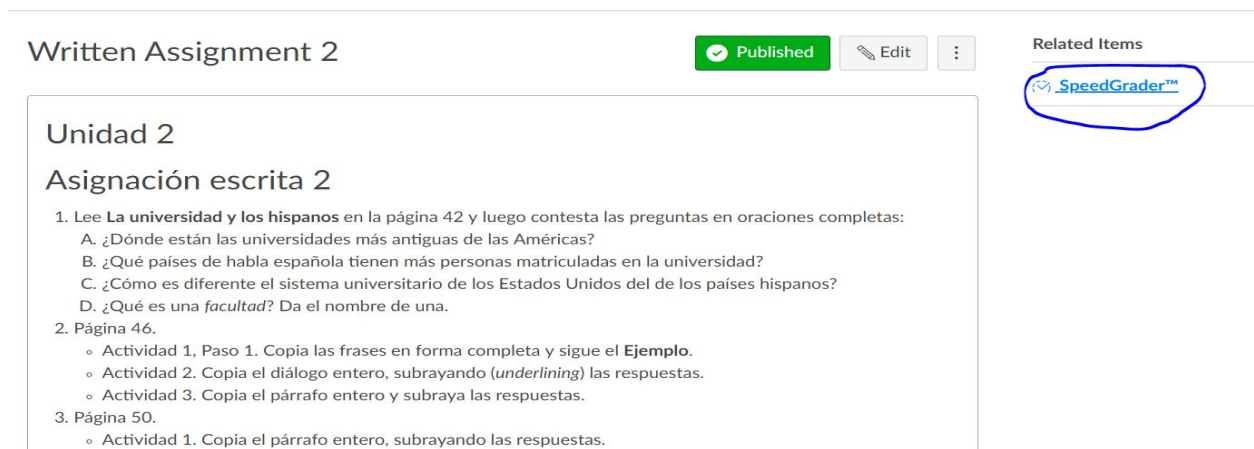# How to Grade Using Rubrics in Canvas

If your Canvas course has rubrics assigned to different activities, you can quickly assess your students' assignments. Here's how:

Step 1: Log in to Canvas.

Step 2: Open SpeedGrader by clicking on the assignment or quiz and then clicking "SpeedGrader" which is circled below.

Step 3: SpeedGrader will open and you should click on "View Rubric" (circled below).

Step 4: The rubric will open and you will have to resize it in order to make your selections. Do this by pulling the arrows (circled below) to the left until you can see all the cells in the table.

Grading

Written Assignment Rubric

Criteria	Ratings	
Composition and Short Answer Questions: Grammar view longer description	**20 to >17.5 pts** **Exceeds Expectations** Flawless grammar, spelling, and accentuation.	**17.5 to >15** **Above Expectation** Some minor errors in grammar, spelling, or accentuatio that do not impact comprehens
Composition and Short Answer Questions: Vocabulary Usage view longer description	**15 to >13 pts** **Exceeds Expectations** Writing demonstrates excellent command of the vocabulary in this lesson. The student has carefully selected the	**13 to >11.5** **Above Expectation** Vocabulary used correc the majority the time.

Here is an example of an entire rubric. Note that you will still have to scroll up and down to see all the cells.

Grading

Written Assignment Rubric

Criteria	Ratings				Pts
Composition and Short Answer Questions: Grammar view longer description	**20 to >17.5 pts** **Exceeds Expectations** Flawless grammar, spelling, and accentuation.	**17.5 to >15.5 pts** **Above Expectations** Some minor errors in grammar, spelling, or accentuation that do not impact comprehension.	**15.5 to >14 pts** **Meets Minimum Requirements** Errors in grammar, spelling, or accentuation sometimes impact comprehension.	**14 to >0 pts** **Above Expectations** Errors in grammar, spelling, or accentuation greatly impact comprehension. No proofreading is evident.	/ 20 pts
Composition and Short Answer Questions: Vocabulary Usage view longer description	**15 to >13 pts** **Exceeds Expectations** Writing demonstrates excellent command of the vocabulary in this lesson. The student has carefully selected the appropriate word to convey thoughts accurately.	**13 to >11.5 pts** **Above Expectations** Vocabulary is used correctly the majority of the time.	**11.5 to >10 pts** **Meets Minimum Requirements** There are vocabulary errors that require further study, but some effort was made to use the words from the unit correctly.	**10 to >0 pts** **Does Not Meet Minimum Requirements** No effort was made to use vocabulary correctly.	/ 15 pts
Composition and Short Answer Questions: Command of the	**5 to >4.5 pts** **Exceeds Expectations.** Writing demonstrates excellent command of the material in this	**4.5 to >4 pts** **Above Expectations** Solid understanding of the material in this lesson even if few or	**4 to >3 pts** **Meets Minimum Requirements** Some errors reveal the need for further study	**3 to >0 pts** **Does Not Meet Minimum Requirements** Major errors throughout the composition.	/ 5 pts

Step 5: Now you can make your selections by simply clicking on the correct rating. The cell will turn color when it is selected (see below).

Criteria	Ratings				Pts
Composition and Short Answer Questions: Grammar view longer description	20 to >17.5 pts **Exceeds Expectations** Flawless grammar, spelling, and accentuation.	17.5 to >15.5 pts **Above Expectations** Some minor errors in grammar, spelling, or accentuation that do not impact comprehension.	15.5 to >14 pts **Meets Minimum Requirements** Errors in grammar, spelling, or accentuation sometimes impact comprehension.	14 to >0 pts **Above Expectations** Errors in grammar, spelling, or accentuation greatly impact comprehension. No proofreading is evident.	20 / 20 pts
Composition and Short Answer Questions: Vocabulary Usage view longer description	15 to >13 pts **Exceeds Expectations** Writing demonstrates excellent command of the vocabulary in this lesson. The student has carefully selected the appropriate word to convey thoughts accurately.	13 to >11.5 pts **Above Expectations** Vocabulary is used correctly the majority of the time.	11.5 to >10 pts **Meets Minimum Requirements** There are vocabulary errors that require further study, but some effort was made to use the words from the unit correctly.	10 to >0 pts **Does Not Meet Minimum Requirements** No effort was made to use vocabulary correctly.	13 / 15 pts
Composition and Short Answer Questions: Command of the Lesson Material view longer description	5 to >4.5 pts **Exceeds Expectations.** Writing demonstrates excellent command of the material in this lesson. Questions are answered thoughtfully and with great attention to detail.	4.5 to >4 pts **Above Expectations** Solid understanding of the material in this lesson even if few or minimal errors exist.	4 to >3 pts **Meets Minimum Requirements** Some errors reveal the need for further study of the material in this lesson.	3 to >0 pts **Does Not Meet Minimum Requirements** Major errors throughout the composition.	4 / 5 pts

Notice how this particular rubric for Spanish 226 has point ranges. If your rubric has ranges, it is good to know that the highest number of points will automatically be selected for each cell. If you wish to change the score to a different number within that range, you can do so by clicking on the corresponding box in the Pts column (circled below).

Criteria	Ratings				Pts
Composition and Short Answer Questions: Grammar view longer description	20 to >17.5 pts **Exceeds Expectations** Flawless grammar, spelling, and accentuation.	17.5 to >15.5 pts **Above Expectations** Some minor errors in grammar, spelling, or accentuation that do not impact comprehension.	15.5 to >14 pts **Meets Minimum Requirements** Errors in grammar, spelling, or accentuation sometimes impact comprehension.	14 to >0 pts **Above Expectations** Errors in grammar, spelling, or accentuation greatly impact comprehension. No proofreading is evident.	20 / 20 pts
Composition and Short Answer Questions: Vocabulary Usage view longer description	15 to >13 pts **Exceeds Expectations** Writing demonstrates excellent command of the vocabulary in this lesson. The student has carefully selected the appropriate word to convey thoughts accurately.	13 to >11.5 pts **Above Expectations** Vocabulary is used correctly the majority of the time.	11.5 to >10 pts **Meets Minimum Requirements** There are vocabulary errors that require further study, but some effort was made to use the words from the unit correctly.	10 to >0 pts **Does Not Meet Minimum Requirements** No effort was made to use vocabulary correctly.	13 / 15 pts
Composition and Short Answer Questions: Command of the Lesson Material view longer description	5 to >4.5 pts **Exceeds Expectations.** Writing demonstrates excellent command of the material in this lesson. Questions are answered thoughtfully and with great attention to detail.	4.5 to >4 pts **Above Expectations** Solid understanding of the material in this lesson even if few or minimal errors exist.	4 to >3 pts **Meets Minimum Requirements** Some errors reveal the need for further study of the material in this lesson.	3 to >0 pts **Does Not Meet Minimum Requirements** Major errors throughout the composition.	4 / 5 pts

Step 6: You can leave feedback on each criterion by clicking the text bubble in the Pts column. See example below.

Criteria	Ratings				Pts
Composition and Short Answer Questions: Grammar view longer description	20 to >17.5 pts **Exceeds Expectations** Flawless grammar, spelling, and accentuation.	17.5 to >15.5 pts **Above Expectations** Some minor errors in grammar, spelling, or accentuation that do not impact comprehension.	15.5 to >14 pts **Meets Minimum Requirements** Errors in grammar, spelling, or accentuation sometimes impact comprehension.	14 to >0 pts **Above Expectations** Errors in grammar, spelling, or accentuation greatly impact comprehension. No proofreading is evident.	20 / 20 pts
Composition and Short Answer Questions: Vocabulary Usage view longer description	15 to >13 pts **Exceeds Expectations** Writing demonstrates excellent command of the vocabulary in this lesson. The student has carefully selected the appropriate word to convey thoughts accurately.	13 to >11.5 pts **Above Expectations** Vocabulary is used correctly the majority of the time.	11.5 to >10 pts **Meets Minimum Requirements** There are vocabulary errors that require further study, but some effort was made to use the words from the unit correctly.	10 to >0 pts **Does Not Meet Minimum Requirements** No effort was made to use vocabulary correctly.	13 / 15 pts

Once you click on the text bubble icon, you will see this:

Additional Comments
Composition and Short Answer Questions: Vocabulary Usage
×

Comments

| |

Cancel   **Update Comment**

Composition and Short
5 to >4.5 pts
Exceeds Expectations.
4.5 to >4 pts
Above Expectations
4 to >3 pts
Meets Minimum

Click "Update Comment" to save your feedback.

Step 7: Make all of your selections and leave feedback in the rubric text bubbles. When finished, scroll down and click "Save" (see below).

Step 8: If you do not wish to leave detailed feedback on each criterion, you don't have to. You can leave holistic comments in the "Additional Comments" section and then press "Submit" when you are finished. Both the rubric selections you made and the comments will then be available for the student to view. See below.

Step 9: Depending on how your rubric was originally set up, you may have to enter the grade from the rubric in the assessment score bubble. Once you hit "Save" on the rubric you will be able to see if the score populated or not. If it did not, then enter it and the grade will automatically be added (you don't have to click save or submit). Example:

Assessment

Grade out of 100