Rubrics Training Session   Bettina Tate Pedersen

Selecting a Rubric

1. Choose (or create) a discussion board or assignment.
2. If your discussion board does not have a rubric, you may click the three dots in the upper right to see **SHOW RUBRIC** to select one and add it to your discussion board. If your assignment does not have a rubric, you will see the **ADD RUBRIC** button at the bottom left under your assignment window, click it to search for rubrics; if your assignment already has a rubric and you want to see or change it, click the three dots upper right where you will see the **SHOW RUBRIC** option instead and proceed to make your edits.
3. Select a rubric. There are many! *(Donna will tell you more about what rubrics are available, where to find them, how to have them added to your courses)*
4. Click **USE THIS RUBRIC** box.
5. Once you've done so, you'll be able to see your rubric and edit it, if needed.
6. Once edited (or just viewed) you must select the **USE THIS RUBRIC** box underneath the rubric itself for the scores to automatically be added in Speed Grader when you click on a cell in the rubric. If you don't check this box, your scores will not be added automatically to the score box.
7. Close the rubric window and refresh your discussion board or assignment page.
8. Now click the three dots upper right where you will now see the **SHOW RUBRIC** option; you'll want to do this to make sure your rubric is set up correctly. You can also just go to Speed Grader, and if you see a **VIEW RUBRIC** button underneath the score box, you'll know you've added your rubric successfully.
   a. If you do not see it, don't worry; you can go back and try these steps again.
   b. If you spot an additional edit to make or error to correct, again don't worry. You can correct errors pretty easily and efficiently even if you've already started grading with the rubric.

Editing or Creating a Rubric

1. Choose the numerical schema you want.
2. Decide whether or not you want range within numerical categories.
3. Click on the pencil to edit and begin with your ideal (top numerical category) assignment and the key attributes of that assignment that would indicate mastery:
   a. in my example: <u>engagement</u>—respond to the prompt and/or response; <u>follow guidelines</u> (esp. word count, naming their peers in their responses, and correct MLA citation of textual evidence)
4. Move to the next level of achievement and change descriptors from the ideal to a degree less than that, repeat for each numerical value.
5. Use as similar a wording as possible for each gradation of mastery.
6. Click **USE THIS RUBRIC** button when you have completed the edits to your rubric.
7. Be certain to click *blue button* **UPDATE RUBRIC** at bottom to save all your edits!

Other Important Items & Tips

1. Change name of rubric to help keep track of different versions (Canvas seems to have its own numbering system for multiple copies of rubrics which can be confusing.)
2. Clean up/organize your rubrics list course by course *(Donna and Eddie will have shown us how to do this.)*
3. Rubrics are located in the course where you created them or had them imported.
4. Staff can support requests to import or delete (clean up) your rubrics, course by course. ☺
5. Strange things do happen in Canvas sometimes, so don't hesitate to reach out to our fantastic OIT professionals! They are amazing!