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Canvas: Grading Assignments using a Rubric Samantha Starr - 2025-07-29 - OwlMed and Canvas

## How to Grade Canvas Assignments using a Rubric

- 1. Log into Canvas (web version)
- 2. Select the course

Home

Grades

## Quizzes

Assignments

Modules

- 3. Navigate to Assignments
- 4. Select the desired assignment

- 5. Open Speedgrader
- 6. Locate student submissions by clicking the dropdown



7. Once you have selected the student submission, click View Rubric



8. To resize the rubric window, click and drag the sizing column horizontally. You may need to scroll horizontally and vertically to view the entire rubric.

Criteria	Ratings			Pts		
Follows Instructions	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	/ 5 pts		
Correct Length	5 to >3 pts Full Marks	3 to >0 pts	0 pts No Marks	/ 5 pts		
Grammar	5 to >3 pts Full Marks	3 to >0 pts Meets Expectations	0 pts No Marks	/ 5 pts		
Writing Prompt Outcome view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts		
1.1.d view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts		
1.1.b view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts		
			Total Po	oints: 0 out		

9. Complete the rubric by selecting point ratings

Criteria	Ratings			Pts
Follows Instructions	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	2 5 / 5 pts
Correct Length	5 to >3 pts Full Marks Your essay is pages.	3 to >0 pts	0 pts No Marks	3 / 5 pts
Grammar	5 to >3 pts Full Marks	3 to >0 pts Meets Expectations	0 pts No Marks	3 / 5 pts
Writing Prompt Outcome view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.d view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.b view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
	$\bullet$		Total Poi	nts: 26 out o

- [1] Rating field
- [2] Criterion **Points** total
- [3] Selected Points

[4] Type the value into the **Points** (pts) field [4]. You can manually enter points

above the criterion maximum point value. Each criterion value adds to the student's total points

[5] Overall total points

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[6] To deselect a rating and revert the point value assigned, click the rating assigned

[7] You can also add a comment for each rubric criterion by clicking the **Comment** icon



10. Click **Save** in the rubric once ratings are selected.