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Canvas: Grading Assignments using a Rubric

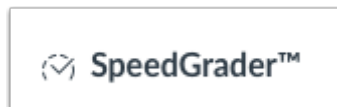
Samantha Starr - 2026-05-14 - [OwlMed and Canvas](#)

How to Grade Canvas Assignments using a Rubric

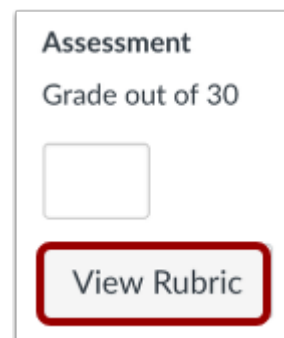
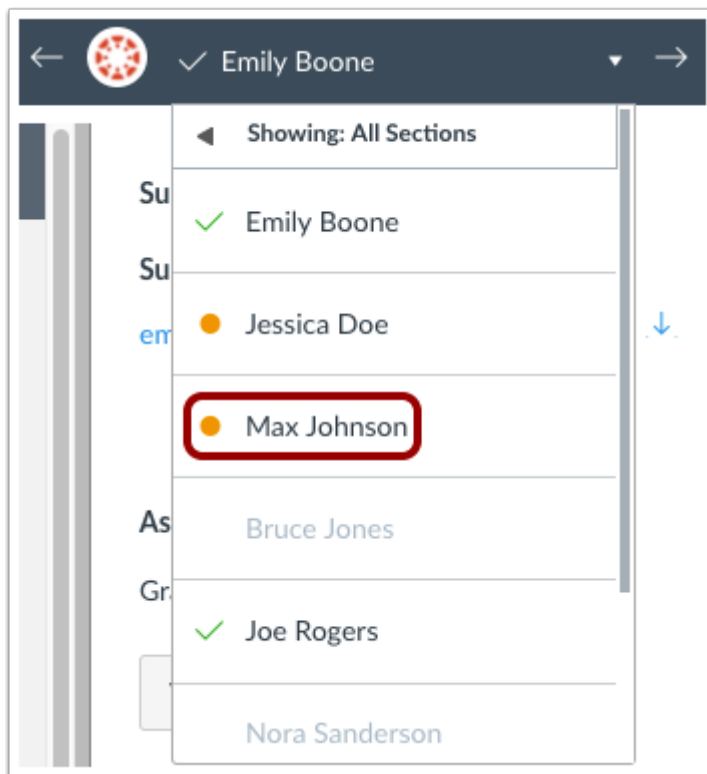
1. Log into Canvas.fau.edu (web version)
2. Select the course

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.

Writing Prompt Rubric				
Criteria	Ratings			Pts
Follows Instructions	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	<input type="text"/> / 5 pts
Correct Length	5 to >3 pts Full Marks	3 to >0 pts	0 pts No Marks	<input type="text"/> / 5 pts
Grammar	5 to >3 pts Full Marks	3 to >0 pts Meets Expectations	0 pts No Marks	<input type="text"/> / 5 pts
Writing Prompt Outcome view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	<input type="text"/> / 5 pts
1.1.d view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	<input type="text"/> / 5 pts
1.1.b view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	<input type="text"/> / 5 pts
				Total Points: 0 out of 30
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

9. Complete the rubric by selecting point ratings

Writing Prompt Rubric				
Criteria	Ratings			Pts
Follows Instructions	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	5 / 5 pts
Correct Length	5 to >3 pts Full Marks	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	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.d	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.b	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
Total Points: 26 out of 30				

Save Cancel

1.

2. [1] **Rating** field

[2] Criterion **Points** total

[3] Selected Points

[4] Type the value into the **Points** (pts) field. 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

[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.

