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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

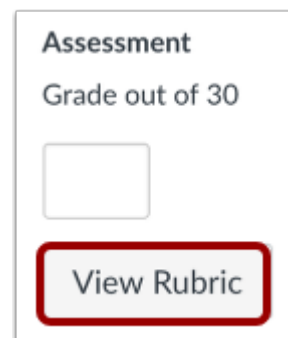
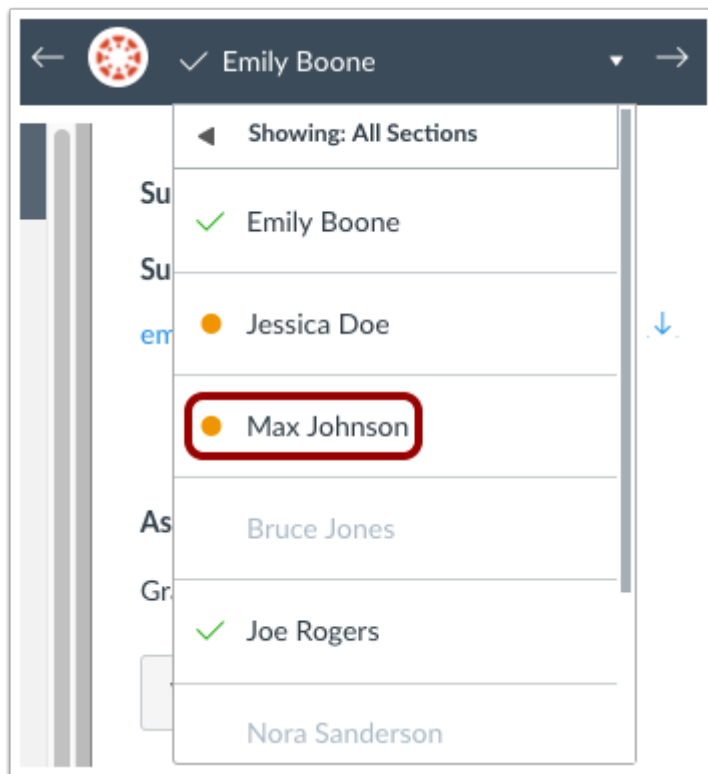
Modules

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












SpeedGrader™










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 <a href="#">view longer description</a> threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	<input type="text"/> / 5 pts 
 1.1.d <a href="#">view longer description</a> threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	<input type="text"/> / 5 pts 
 1.1.b <a href="#">view longer description</a> 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				

9. Complete the rubric by selecting point ratings

Writing Prompt Rubric				
Criteria	Ratings			Pts
Follows Instructions	<div>5 pts Full Marks</div> 	3 pts Meets Expectations	0 pts No Marks	<div>5</div> <div>/ 5 pts</div>
Correct Length	<div>5 to &gt;3 pts Full Marks</div>	<div>3 to &gt;0 pts</div> 	0 pts No Marks	<div>3</div> <div>/ 5 pts</div>
Your essay is missing two of the required five pages.				
Grammar	<div>5 to &gt;3 pts Full Marks</div>	<div>3 to &gt;0 pts Meets Expectations</div> 	0 pts No Marks	<div>3</div> <div>/ 5 pts</div>
 Writing Prompt Outcome <a href="#">view longer description</a> threshold: 3	<div>5 pts Exceeds Expectations</div> 	3 pts Meets Expectations	0 pts Does Not Meet Expectations	<div>5</div> <div>/ 5 pts</div>
 1.1.d <a href="#">view longer description</a> threshold: 3	<div>5 pts Exceeds Expectations</div> 	3 pts Meets Expectations	0 pts Does Not Meet Expectations	<div>5</div> <div>/ 5 pts</div>
 1.1.b <a href="#">view longer description</a> threshold: 3	<div>5 pts Exceeds Expectations</div> 	3 pts Meets Expectations	0 pts Does Not Meet Expectations	<div>5</div> <div>/ 5 pts</div>
Total Points: 26 out of 30				<div>5</div>
<div>Save</div> <div>Cancel</div>				

[1] **Rating** field

[2] Criterion **Points** total

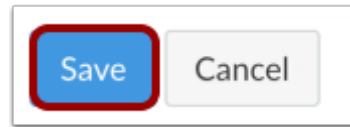
[3] Selected Points

[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

[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.