Canvas: Grading Assignments using a Rubric

Samantha Starr - 2025-07-29 - OwlMed and Canvas

How to Grade Canvas Assignments using a Rubric

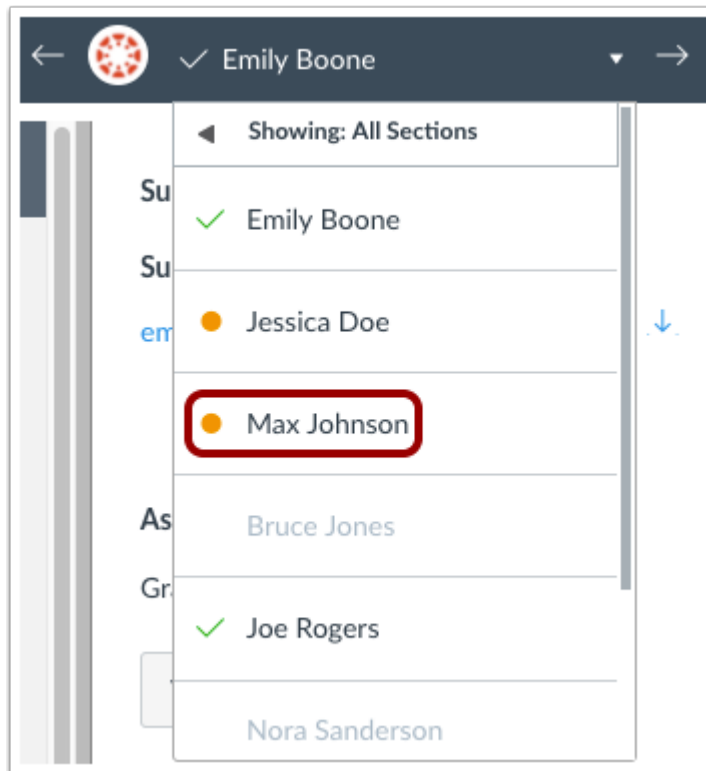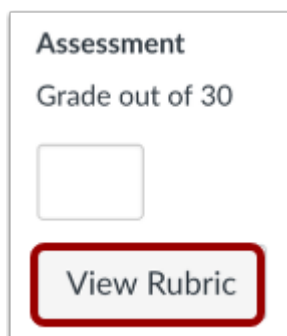1. Log into Canvas (web version)

2. Select the course

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	/ 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 Points: 0 out of 30

Save   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
		Your essay is missing two of the required five pages.		
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 💬
			Total Points: 26 out of 30	

Save   Cancel

[1] **Rating** field

[2] Criterion **Points** total
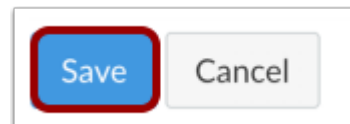
[3] Selected Points

[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.