

How do I add a rubric in a course using Enhanced Rubrics?

If you cannot find a rubric you want to use in your course, you can create a new rubric. Once you create a rubric, the rubric is saved in your course for future use. You can [add the rubric to an assignment](#) and use the rubric for grading and adding comments. You can manage created rubrics in the [Rubrics page](#).

This lesson shows how to create a rubric in the Rubrics page. You can also create a rubric directly when adding a rubric to an assignment, and the process is the same.

Rubric criteria can include a point range or an individual point value.

Notes:

- This lesson describes rubrics with Enhanced Rubrics feature option enabled. If the steps in this lesson do not match what is displayed in your account, learn how to [add a rubric in the Classic Rubric interface](#).
- When a rubric is created, you can [bulk download rubric assessments](#) and [import updated rubric assessments](#).

Open Rubrics

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In Course Navigation, click the **Rubrics** link.

Create New Rubric

Create New Rubric

Click the **Create New Rubric** button.

Add Title

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Enter a name in the **Rubric Name** field. This name identifies the rubric so it can be easily associated with an assignment, graded discussion, or quiz.

Select Rating Order

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In the **Rating Order** drop-down menu, you can select either the rating order to be High to Low or Low to High.

Select Type

Select Type

To select the rubric type, click the **Type** drop-down menu [1]. Then select **Scale** or **Written Feedback** [2].

Note: If you select Written Feedback, you will not be able to edit the default points or enable a point range.

Draft New Criterion

Draft New Criterion

The rubric includes one default criterion entry. To draft a new criterion, click the **Draft New Criterion** button [1].

You can also [create the criterion from an outcome](#) [2].

Enter Descriptions

Enter Descriptions

Enter a name for the criterion in the **Criterion Name** field [1].

To add a longer description to the criterion, enter a description in the **Criterion Description** field [2]. The longer description provides students with more information about the criterion.

You can update the **Rating Name** [3] or add a **Rating Description** [4].

If you selected the Scale rubric type, you can enable a point range [5] or change the default **Points** [6].

Click the **Save Criterion** button [7].

Edit Total Point Value

Edit Total Point Value

Rubric ratings default to 4 points, awarding 4 points for full rubric marks and 0 points for no rubric marks.

If you want to adjust the total point value of the criterion, enter the number of points in the **Points** field [1] or use the up or down arrows to change the total point value [2].

Select Range

Select Range

By default, rubric ratings are created as individual point values. If you want to create a point range instead, click the **Enable Range** checkbox [1]. Ranges allow you to assign a rating for a range of point options instead of just one point value.

When ranges are enabled, the first rating (full marks) shows the total point value in a range format [2]. Each rating displays a maximum and minimum point value. For each rating, the maximum value is assigned as the point value.

Except for the range value display, criterion ranges function the same way as individual point ratings. For instance, a range that includes a maximum of five points and a minimum of three points is assigned the full point value of five points.

Add Ratings

Add Ratings

To add a new rating for the criterion, hover your mouse between the current ratings and click the **Add Rating** icon.

Update Rating

Update Rating

By default, the new rating points field displays the point value between the two existing ranges [1]. To change the point value for the rating score, enter the new point value in the Rating Score field. Points can be whole (1, 5, 10) or decimal (0.3, 0.5, 2.75) numbers.

Enter a name for the rating in the **Rating Name** field [2].

Enter a description for the rating in the **Rating Description** field [3].

Update Range Rating

Update Range Rating

When ranges are enabled [1], the Point Range field displays the point value between the two existing ranges [2]. To change the point value for the rating score, enter the new point value in the **Point Range** fields.

Reorder Ratings

Reorder Ratings

You can use the drag and drop option to reorder rubric ratings. Click the **Move** icon [1]. Drag and drop the rubric rating into the desired location.

To delete a criterion, click the **Delete** icon [2].

Click the **Save Criterion** button [3].

Add Criterion

Add Criterion

To add another criterion, click the **Draft New Criterion** button [1].

To [create a rubric from an outcome](#), click the **Create From Outcome** button [2].

Note: Outcomes cannot be edited directly in a rubric.

Save Rubric

Save Rubric

To preview the rubric, click the **Preview Rubric** link [1].

To save and publish the rubric, click the **Save Rubric** button [2].

View Rubric

View Rubric

View the rubric on the Rubrics page.

Manage Rubric

Manage Rubric

To manage a rubric, click the **Options** link [1].

To edit a rubric, click the **Edit** link [2].

To duplicate a rubric, click the **Duplicate** link [3].

To copy a rubric to a different course, click the **Copy To** link [4].

To archive a rubric, click the **Archive** link [5].

To delete a rubric, click the **Delete** link [6].

[Learn more about managing rubrics.](#)

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-in-a-course-using-Enhanced-Rubrics/ta-p/609339>]

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