

How do I add a rubric to a quiz?

You can add a rubric to a quiz to help students understand expectations for the quiz and how you intend to score their replies. Occasionally, rubrics are added to quizzes when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to quizzes, rubrics can also be added to [graded discussions](#) and [assignments](#).

Notes:

- You cannot use a rubric for grading in quizzes, since quiz scores are calculated based on the number of points assigned to each quiz question.
- You cannot add a rubric to a practice quiz or ungraded survey.

Open Quizzes

Open Quizzes

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

Open Quiz

Open Quiz

Click the name of the quiz.

Show Rubric

Show Rubric

Click the **Options** icon [1] and select the **Show Rubric** link [2].

Add Rubric

Add Rubric

Click the **Add Rubric** button.

Find a Rubric

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To find an existing rubric, click the **Find a Rubric** link.

You can find rubrics that were created in previous quizzes as well as rubrics created in other courses where you have an instructor role.

Select Rubric

Select Rubric

In the first column, select a course or account [1]. In the second column, locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the quiz, scroll to the bottom of the rubric and click the **Use This Rubric** button [3].

Edit Rubric

Manage Rubric

To reopen the rubric and select rubric settings, click the **Edit** icon.

Create New Rubric

Create New Rubric

If you can't find an existing rubric to use for the quiz, you can [create a new rubric](#) for your quiz. New rubrics are saved in your course for future use.

Select Rubric Settings

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Once you have added a rubric, you can select several options for the rubric.

If you want to [write free-form comments](#) to students in SpeedGrader, select the **I'll write free-form comments...** checkbox [1]. If this option is selected, no ratings are used to assess the student and criterion values are assigned manually.

If you want to remove points from the rubric, select the **Remove points from rubric** checkbox [2]. If this option is selected, no points are associated with the rubric, but students can still be rated using the rubric criterion.

If you have the Learning Mastery Gradebook enabled but you don't want outcome results posted to the Learning Mastery Gradebook, select the **Don't post Outcomes results to Learning Mastery Gradebook** checkbox [3]. If this option is selected, students will be able to see rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

If you don't want students to see the score total for the rubric, select the **Hide score total for assessment results** checkbox [4]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option applies to students when they view rubrics from the Grades page.

Save Rubric

Save Rubric

Click the **Update Rubric** button.

Note: If you created a new rubric, the assignment will show the **Create Rubric** button.

View Rubric

View Rubric

View the rubric for the assignment.

To edit the rubric, click the **Edit** icon [1]. To replace the rubric with an existing rubric, click the **Search** icon [2]. To delete the rubric from the assignment, click the **Delete** icon [3].

To close the rubric and return to the quiz, click the **Close** icon [4].

Copy Rubric

Copy Rubric

If you try to edit a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can't be edited. This message means that the rubric can't be edited directly, but you can create a copy of the rubric.

To create a copy of the rubric, click the **OK** button. Canvas will create a copied version of the rubric. The edited version will automatically replace the previous rubric in the quiz.

The copied rubric will also be saved in the [course rubrics list](#) for future use.

Student View

[Student View](#)

Students can [view the rubric for the quiz on the Submission Details page](#), which is accessible from the Grades page.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-to-a-quiz/ta-p/1009>]

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