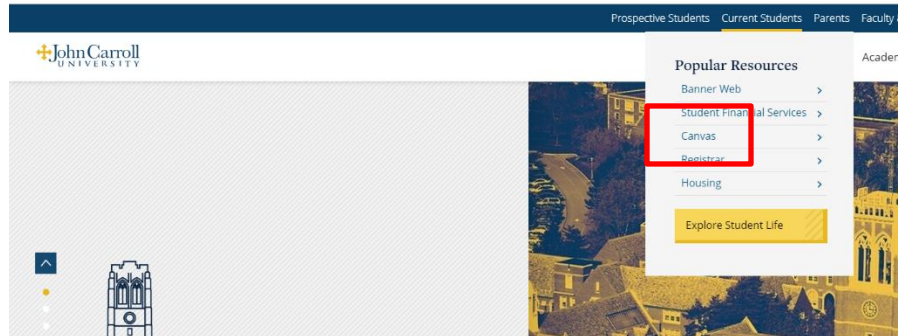


USING CANVAS FOR ASSESSMENT

Part One: Creating an Assignment

STEP ONE: Log into Canvas

Canvas is located at <http://canvas.jcu.edu> and can also be found by going to the JCU homepage and hovering over **Current Students** in the upper right hand corner

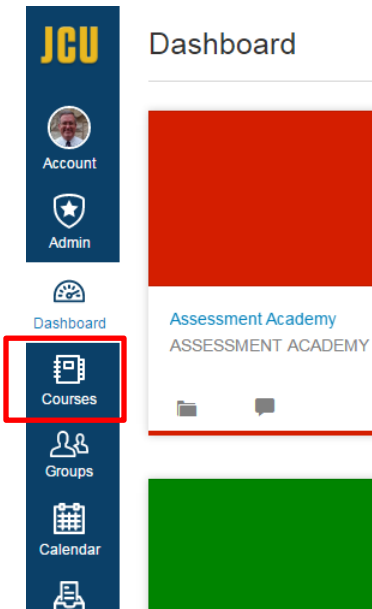


The log-in process used the same username and password as you would use to log-in to any campus computer. The username is the same as your email (without the @jcu.edu part).

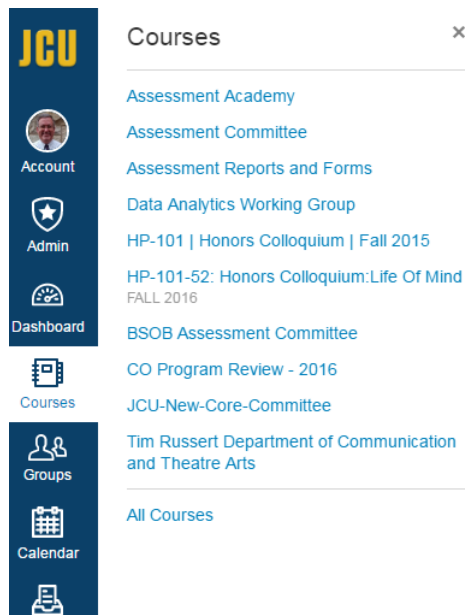
A screenshot of the JCU Canvas login page. The page has a dark blue background with white text. At the top, it says 'JCU CANVAS'. Below that, there are two input fields: 'Campus Account' and 'Password'. There is a checkbox for 'Stay signed in' and a 'Log In' button. Below the login fields, there is a link for 'Forgot Password?'. At the bottom, there are links for 'User Research', 'Help', 'Privacy policy', 'Terms of service', 'Facebook', and 'Twitter'. The text 'BY INSTRUCTURE' is at the very bottom.

STEP TWO: Go to your Class

Once you've logged in to Canvas, you'll see the **Courses** menu on the left-hand side of your screen.

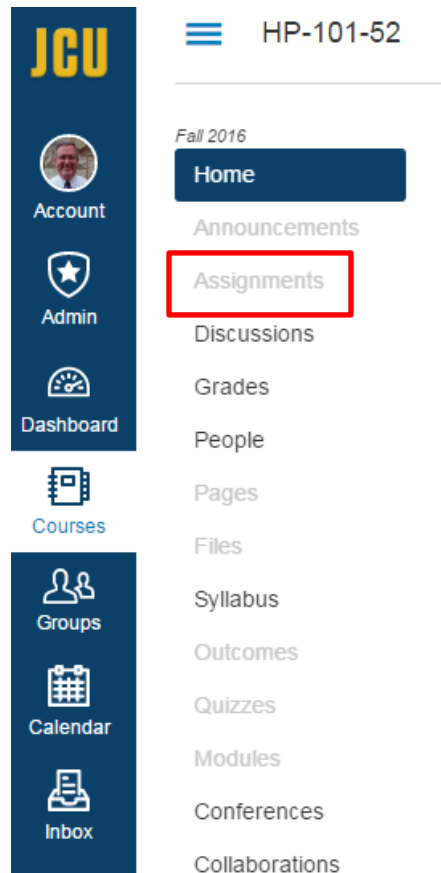


When you click on the word **Courses**, you'll see a list of your classes. Choose your class.



STEP THREE: Click on Assignments

Just to the right of the left-most menu, there are a number of options. Click on **Assignments**.



The screenshot shows a course management interface. On the left is a dark blue sidebar menu with the JCU logo at the top. Below the logo are icons and labels for 'Account', 'Admin', 'Dashboard', 'Courses', 'Groups', 'Calendar', and 'Inbox'. To the right of the sidebar is a main menu for course 'HP-101-52' in 'Fall 2016'. The main menu items are: Home, Announcements, Assignments (highlighted with a red box), Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, and Collaborations.

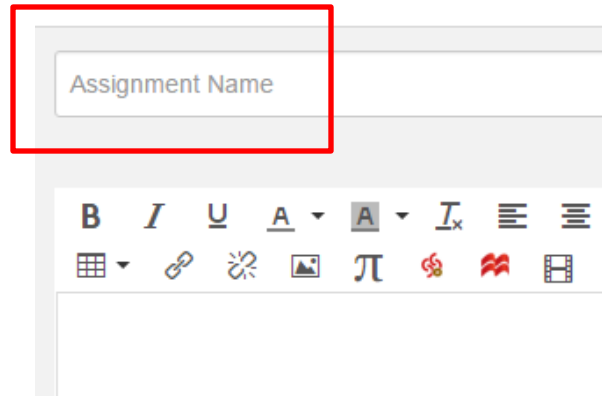
STEP FOUR: Actually Create the Assignment

Click the big blue **+ Assignments** button.

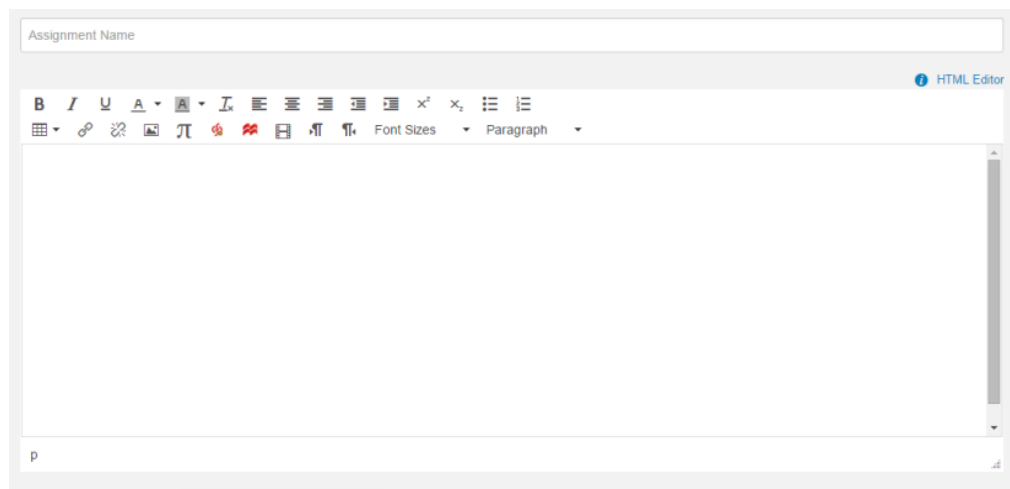


The screenshot shows the 'Assignments' page for course 'EN-125-71'. At the top left is a search bar labeled 'Search for Assignment'. At the top right are buttons for '+ Group', '+ Assignment' (highlighted with a red box), and a settings gear icon.

You must give the assignment a name, which goes in the first box.

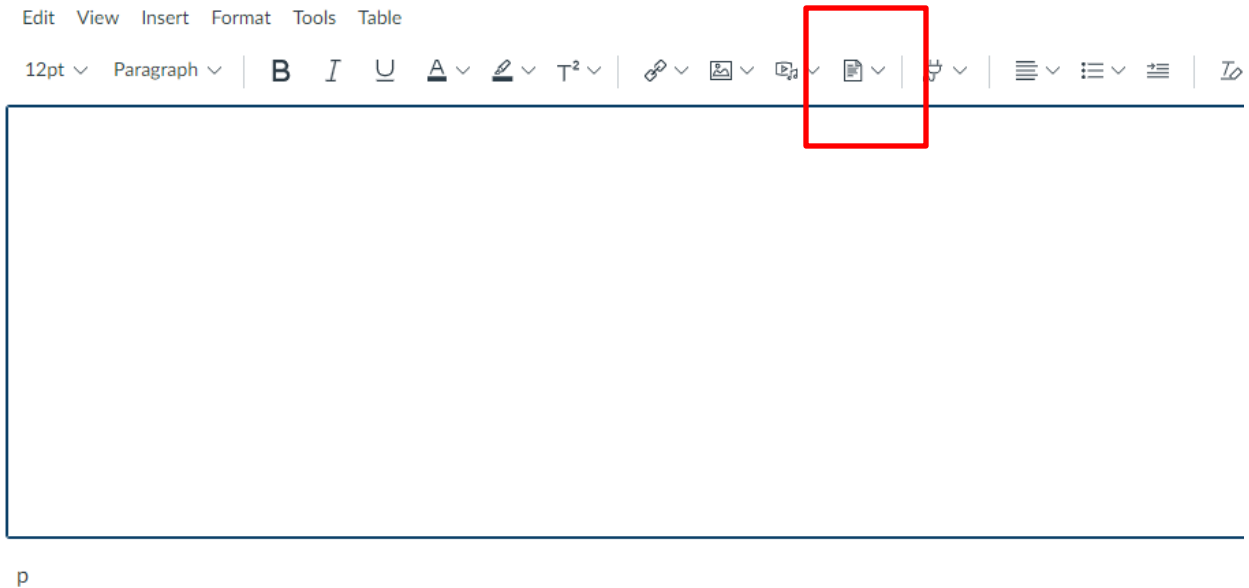


The big box (below the name box) is a place where you can type your assignment description or paste it in from another document. It has a decent selection of formatting options.

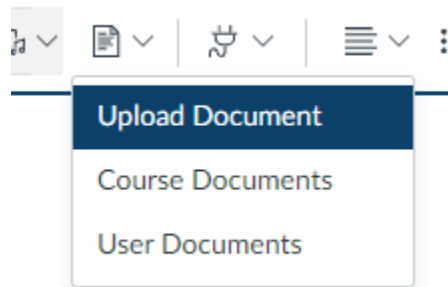


Those who actually assess student work from your course (core subcommittee members, for example) have requested a copy of the assignment students are given. Once the set-up is completed, I will be able to access the text you put in this box, so please include the assignment description here.

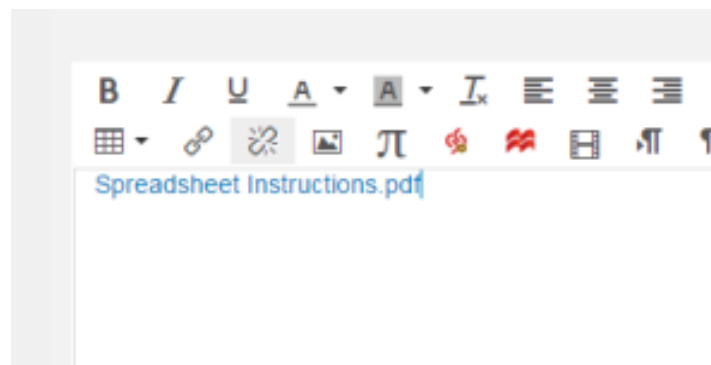
You can also use the Documents menu above the big box to insert a link to an uploaded document (a reading, or the assignment description, etc.).



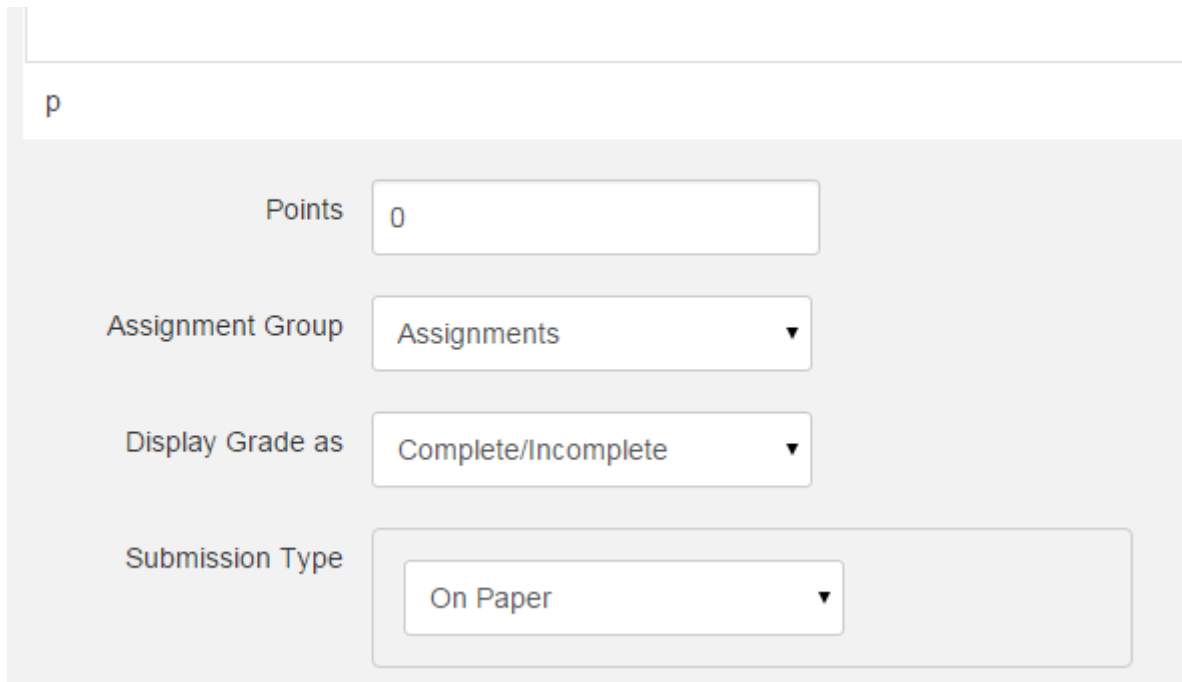
You'll choose Upload Document if it's not already in your Canvas course or Course Documents if it is.



The name of the file will appear as a blue link in the assignment description box. Students will be able to download your file by clicking on it.



Below the big description box are a number of other options. The first allows you to set how many points the assignment is worth. If you are only using Canvas for assessment, feel free to set this to **0** and set **Display Grade** to **Complete/Incomplete**. **Points**, **Assignment Group**, and **Display Grade** all have no impact on assessment at all.



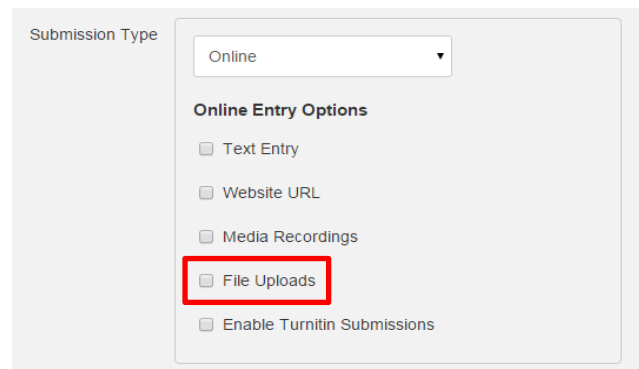
A screenshot of a Canvas assignment settings form. The form is light gray and contains four rows of settings. Each row has a label on the left and a control on the right. The controls are: a text input field for 'Points' containing '0', a dropdown menu for 'Assignment Group' with 'Assignments' selected, a dropdown menu for 'Display Grade as' with 'Complete/Incomplete' selected, and a dropdown menu for 'Submission Type' with 'On Paper' selected. The 'Submission Type' dropdown is enclosed in a larger rounded rectangular box.

Points	<input type="text" value="0"/>
Assignment Group	<input type="text" value="Assignments"/>
Display Grade as	<input type="text" value="Complete/Incomplete"/>
Submission Type	<input type="text" value="On Paper"/>

Submission Type is important. Students will only be able to upload their work if you set it to Online¹.

¹ For CAPA and QA and other areas where student work cannot be uploaded to Canvas, set this to On Paper or No Submission.

Once you've selected Online, you also must also tell it what type of online entry to allow. **File Upload** is the most likely. It allows students to upload a file. **Text Entry** gives them a box in which to type their answer with some limited formatting choices. **Website URL** allows them to provide a link to a website (for e-portfolios, for example). **Media Recordings** is for video or audio files.



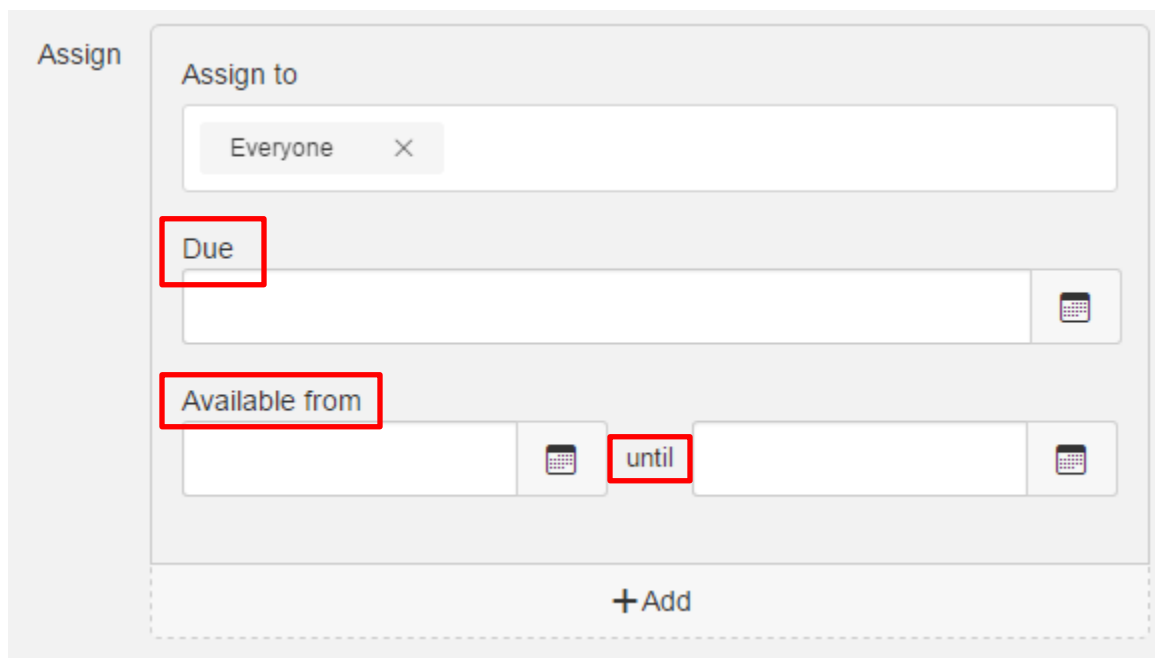
Submission Type

Online

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- File Uploads
- Enable Turnitin Submissions

Near the bottom of the page, there is a **Due Date** box. Filling in this field will make the assignment show up on students' Canvas calendar and will automatically mark their work late if it is submitted after the due date. (The **Available from** and **until** boxes, when filled in, keep the assignment invisible to students until the date/time in the **Available from** box and then make it vanish on the date/time in the **until** box.)



Assign

Assign to

Everyone X

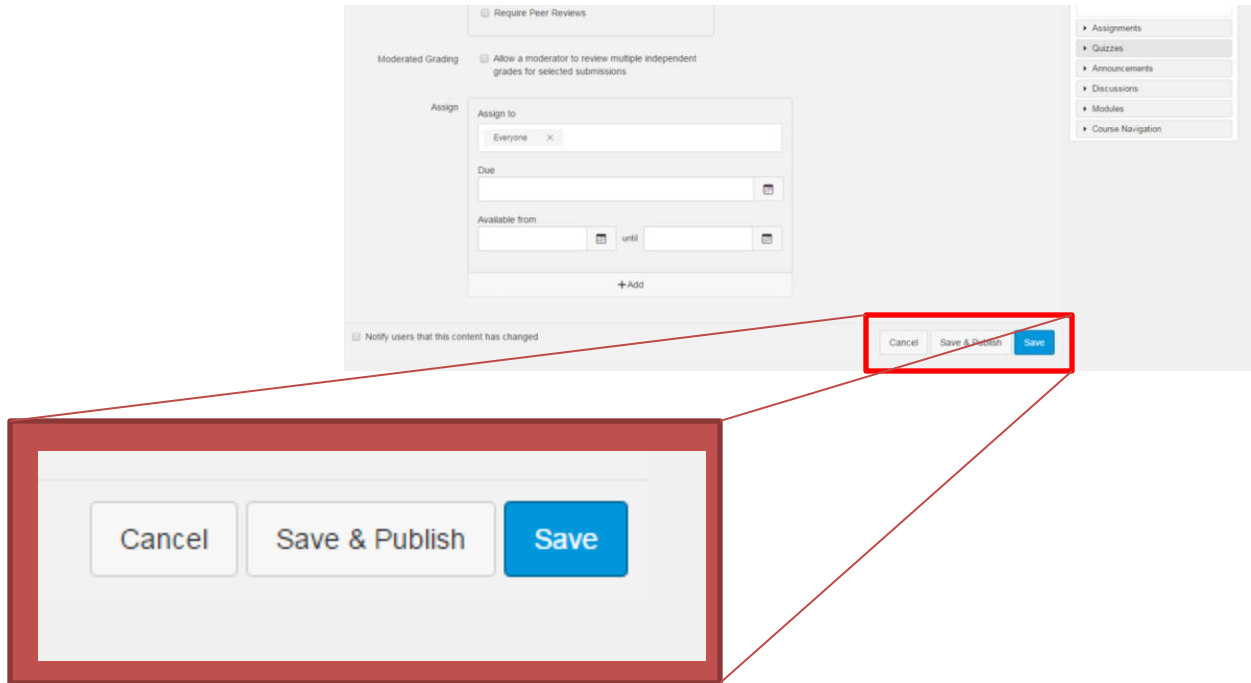
Due

Available from

until

+ Add

Finally, you'll need to **Save** the Assignment. You have two options. The blue **Save** button adds the assignment to your Assignments page, but the students will not be able to view the assignment until it is separately published. **Save & Publish** adds the Assignment to your Assignments page and makes it visible to the students in one action.



STEP FIVE: Publish the Assignment

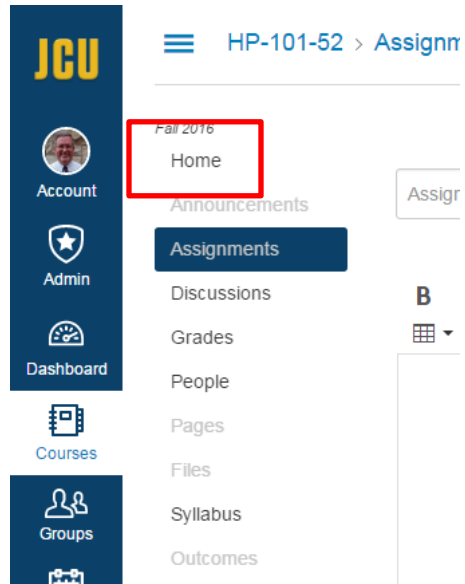
If you didn't **Save & Publish** in Step Four, then on your Assignments page, find your assignment. On the right hand side of its box you'll find a small gray "no" icon.



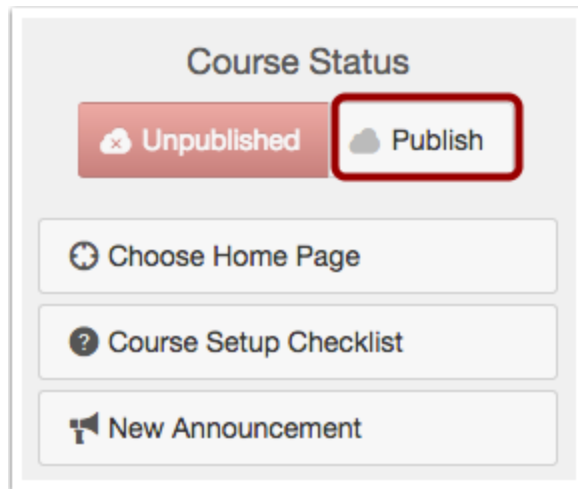
Click the icon. It will turn green and the symbol will change to a green circle with a check mark.



Finally, if you haven't already, you will need to **Publish** your course. Click **Home** on the left hand menu.



On the far right, you'll see this:



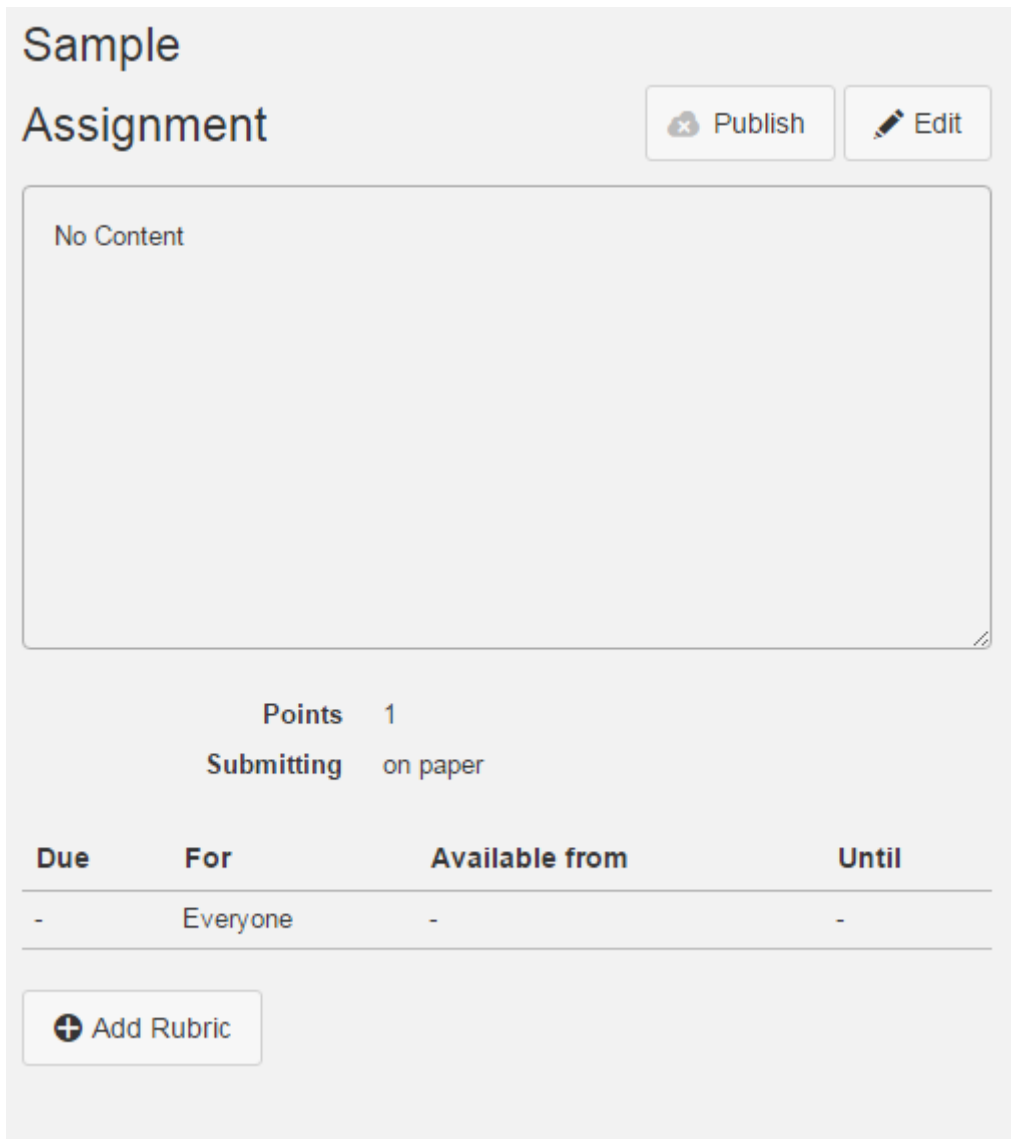
Click **Publish!**

Part Two: Linking a Rubric

STEP ONE: Go to the Assignment Page in your Canvas Course

STEP TWO: Click on the Assignment

Find the Assignment you want to link a rubric to and click on it. Your screen should look something like this:



The screenshot shows the Canvas interface for an assignment. At the top, it says "Sample Assignment". To the right of the title are two buttons: "Publish" (with a cloud icon) and "Edit" (with a pencil icon). Below the title is a large rectangular area containing the text "No Content". Underneath this area, the assignment details are listed: "Points 1" and "Submitting on paper". Below these details is a table with four columns: "Due", "For", "Available from", and "Until". The "Due" column contains a hyphen "-", the "For" column contains "Everyone", the "Available from" column contains a hyphen "-", and the "Until" column contains a hyphen "-". At the bottom of the page, there is a button labeled "Add Rubric" with a plus sign icon.

Due	For	Available from	Until
-	Everyone	-	-

STEP THREE: Click on Add Rubric

The button looks like this.

+ Rubric

STEP FOUR: Click on Find a Rubric

The system automatically gives you a starter rubric. In the upper right hand corner, click on the **Find a Rubric** link beside the magnifying class icon.

Title:

[Find a Rubric](#)

Criteria	Ratings		Pts	
Description of criterion <small>view longer description</small>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	+

[+ Add Criterion](#) [Find Outcome](#) Total Points: 5

I'll write free-form comments when assessing students
 Use this rubric for assignment grading
 Hide score total for assessment results

Clicking the link brings up the **Find Existing Rubric** menu. You should drag on the bottom right-hand corner to make it bigger (at least until you can see the Use This Rubric button on the right).

Find Existing Rubric x

[Manage Rubrics](#)

Find a Rubric

EN-125-71
3 rubrics

John Carroll University
13 rubrics

Composition & Rhetoric 2
1 rubrics

EN-111-68
3 rubrics

Faculty Learning Community in Area Studies
1 rubrics

EN-114-51
2 rubrics

Diagnostic Essay
5 criteria
15 points possible

Foundational Writing Rubric
5 criteria
15 points possible

Project 4 Class-Made Rubric
14 criteria
160 points possible

Diagnostic Essay

Criteria	Assessment
Selection and Development of Topic	Level 3 Level 2 Level 1 Below Level 1 / 3 pts
Context of and Purpose for Writing	Level 3 Level 2 Level 1 Below Level 1

This window has three parts. The left-hand section tells you where the various rubrics live in Canvas (Canvas calls these Accounts). In the example window, I can choose rubrics from four of my courses (EN-125-71, EN-111-68, EN 114-51, and Composition & Rhetoric 2), from a faculty course (Faculty Learning Community in Area Studies), or from “John Carroll University.” You will only be able to see your own courses, the department offering the course, and “John Carroll University.” Since this is from an English class, if there were English departmental rubrics in Canvas, I would see English as an option, too. Most of the rubrics used for program, Core, or institutional assessment will either be in your department or in “John Carroll University.” The highlighted item tells you which Account you are browsing. In this case, it’s EN-125-71.

Find Existing Rubric
✕

[Manage Rubrics](#)

Find a Rubric

EN-125-71
3 rubrics

John Carroll University
13 rubrics

Composition & Rhetoric 2
1 rubrics

EN-111-68
3 rubrics

Faculty Learning Community in Area Studies
1 rubrics

EN-114-51
2 rubrics

Diagnostic Essay
5 criteria
15 points possible

Foundational Writing Rubric
5 criteria
15 points possible

Project 4 Class-Made Rubric
14 criteria
160 points possible

Diagnostic Essay

Criteria	Assessment
Selection and Development of Topic	Level 3
	Level 2
	Level 1
	Below Level 1
/ 3 pts	
Context of and Purpose for Writing	Level 3
	Level 2
	Level 1
	Below Level 1

Use This Rubric

The middle section will list the rubrics available in that particular Account. There are three here. The highlighted one is previewed in the right-hand section.

Find Existing Rubric ×

Find a Rubric Manage Rubrics

EN-125-71
3 rubrics

John Carroll University
13 rubrics

Composition & Rhetoric 2
1 rubrics

EN-111-68
3 rubrics

Faculty Learning Community in Area Studies
1 rubrics

EN-114-51
2 rubrics

Diagnostic Essay
5 criteria
15 points possible

Foundational Writing Rubric
5 criteria
15 points possible

Project 4 Class-Made Rubric
14 criteria
160 points possible

Criteria	Assessment
Selection and Development of Topic	Level 3
	Level 2
	Level 1
	Below Level 1
/ 3 pts	
Context of and Purpose for Writing	Level 3
	Level 2
	Level 1
	Below Level 1

WHICH RUBRIC DO I NEED? All rubrics are in the “John Carroll University” account unless noted below.

- Unless noted below, the rubric’s name starts with CORE and is followed by the name of the category:
- Engaging the Global Community: *CORE Global Community*
- Philosophy: *Either the Knowledge and Reality or Values and Society Rubric, both in the “Philosophy” account.*
- Issues in Social Justice: *CORE Social Justice*
- Creative and Performing Arts: *CORE Creative and Performing Arts Aesthetic Analysis*

Once you've selected the rubric you want, click **Use This Rubric**.

Find Existing Rubric ×

Find a Rubric [Manage Rubrics](#)

EN-125-71
3 rubrics

[John Carroll University](#)
13 rubrics

[Composition & Rhetoric 2](#)
1 rubrics

[EN-111-68](#)
3 rubrics

[Faculty Learning Community in Area Studies](#)
1 rubrics

[EN-114-51](#)
2 rubrics

Diagnostic Essay
5 criteria
15 points possible

[Foundational Writing Rubric](#)
5 criteria
15 points possible

[Project 4 Class-Made Rubric](#)
14 criteria
160 points possible

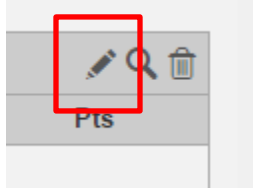
Diagnostic Essay

Criteria	Assessment
Selection and Development of Topic	Level 3
	Level 2
	Level 1
	Below Level 1
/ 3 pts	
Context of and Purpose for Writing	Level 3
	Level 2
	Level 1
	Below Level 1

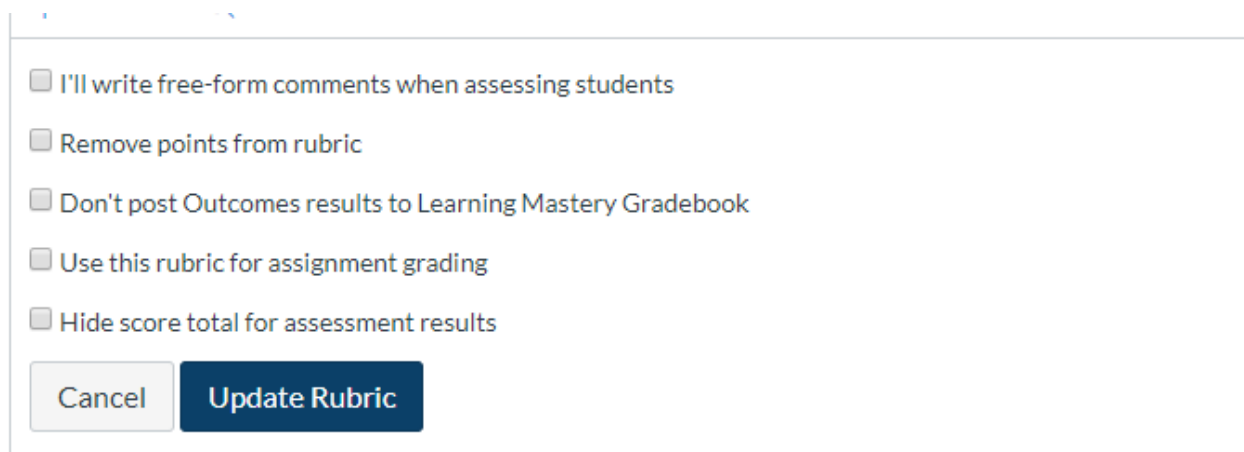
Use This Rubric

STEP FIVE: Check the Settings

Once you've clicked **Use This Rubric**, you'll be returned to the Assignment screen, which will now have the rubric at the bottom. In the upper-hand corner of the rubric, you'll see three icons. Click on the pencil icon.



You can now change the rubric's name, if you want. You also will see some checkboxes below the rubric:

A screenshot of a settings form for a rubric. It contains five checkboxes, each followed by a text label: 'I'll write free-form comments when assessing students', 'Remove points from rubric', 'Don't post Outcomes results to Learning Mastery Gradebook', 'Use this rubric for assignment grading', and 'Hide score total for assessment results'. At the bottom of the form are two buttons: a light gray 'Cancel' button and a dark blue 'Update Rubric' button.

Leave the **free-form comments** box empty and click the **Remove points from rubric box**. Some of the options will disappear (as they are no longer relevant). Now click the **Update Rubric** button.

You have successfully linked the rubric to the assignment!