

Canvas Rubrics in SpeedGrader

One-Page Workflow Checklist

- ☐ Open the correct assignment or graded discussion in SpeedGrader.
- ☐ Open or expand the attached rubric.
- ☐ Select the intended rating or scale level for each criterion.
- ☐ Enter a criterion score when the interface permits it.
- ☐ Add concise criterion-level comments.
- ☐ Review the rubric total or assessment result.
- ☐ Save the rubric assessment.
- ☐ Verify the assignment grade field before moving on.
- ☐ Revise one criterion if needed and save again.
- ☐ Confirm the student can see ratings, comments, and the intended score information.
- ☐ Do not assume the rubric total and assignment grade are synchronized without testing.

Final check

Rubric saved? Assignment grade verified? Student feedback visible?

Observable completion evidence: the setting or SpeedGrader action is selected, tested, and documented in the participant workflow check.