

How to Use Canvas Lesson 4: Grading and Learning Standards

In this lesson you'll learn how to create grading scales, learning standards, rubrics, and question banks for users in your account. The items you create in this lesson standardize learning expectations for student growth and learning measurements. Instructors, course designers, and others who manage course content in your account will have access to these items for use in their courses.

Lesson 4 Quick Links

[Grading Schemes](#)

[Outcomes](#)

[Rubrics](#)

[Question Banks](#)

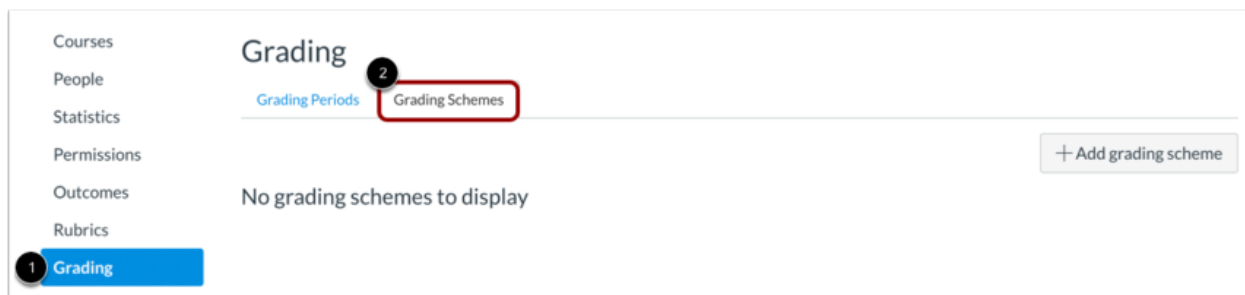
[Additional Resources](#)

Grading Schemes

What is a grading scheme?

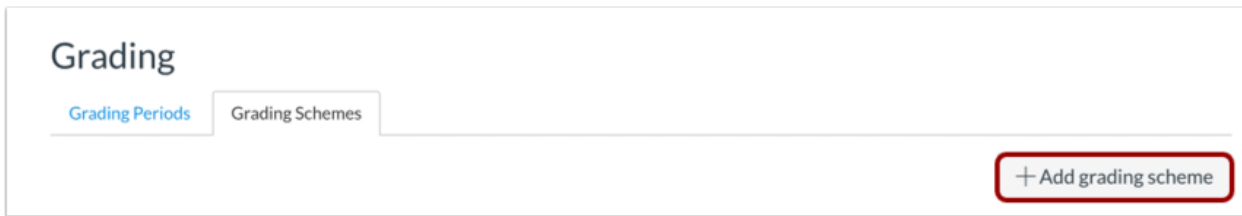
A grading scheme is a set of criteria used to measure student achievement in a course. Without a grading scheme, student scores are not measured against a specific standard.

Account Grading Schemes

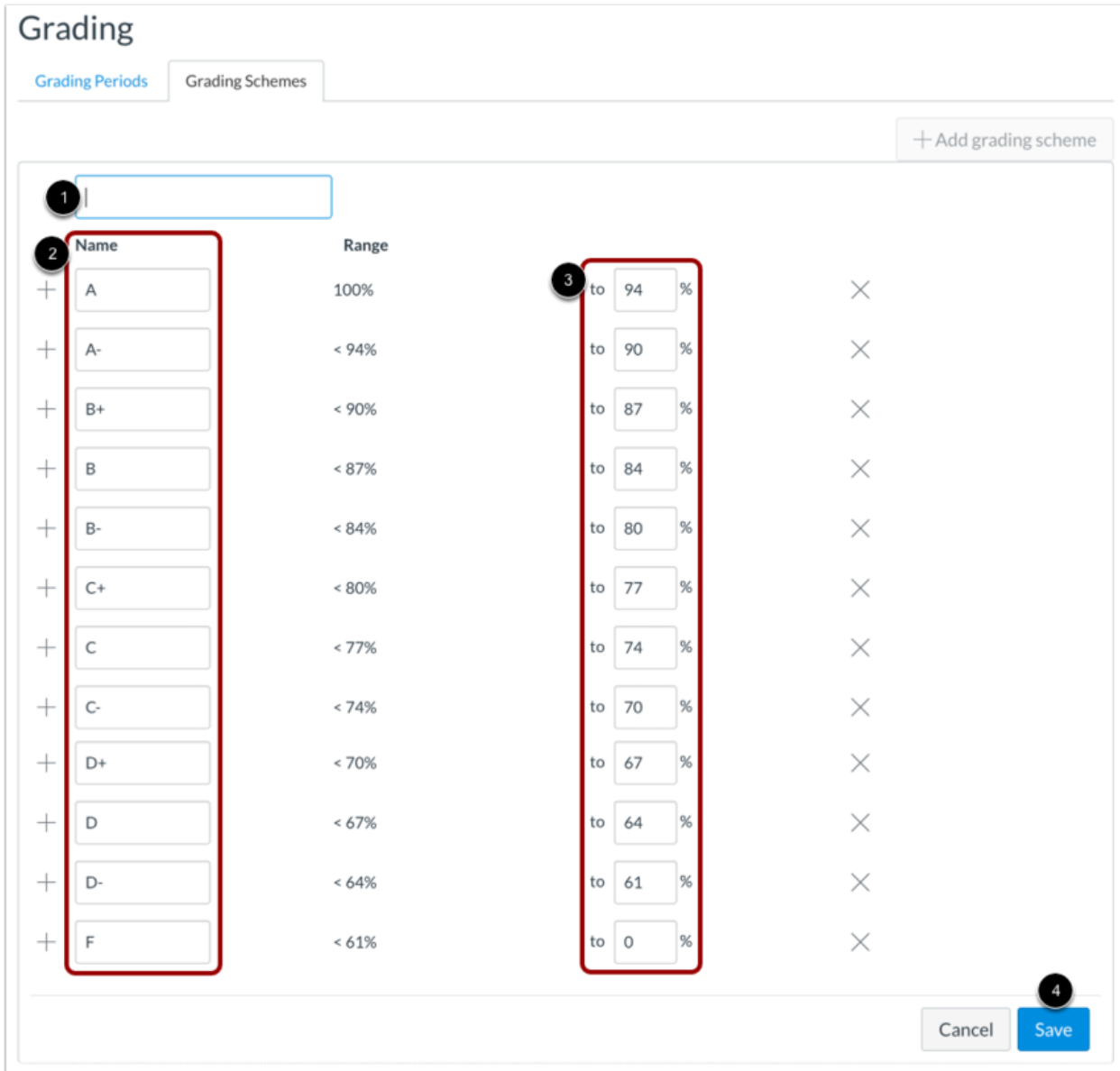


To access your account grading schemes page, click the **Grading** link in Account Navigation [1]. Then click the **Grading Schemes** tab [2].

Create a Grading Scheme



To add a grading scheme, click the **Add grading scheme** button.



Grading schemes are built based on percentage ranges, which are each assigned a name value. To create your grading scheme:

1. Enter a name for your grading scheme
2. Edit the name for each percentage range
3. Edit the percentage range for each item

4. Click the **Save** button

Once a grading scheme is created for your account, it can be linked to courses. However, once a grading scheme has been used to assess a student, the scheme cannot be edited.

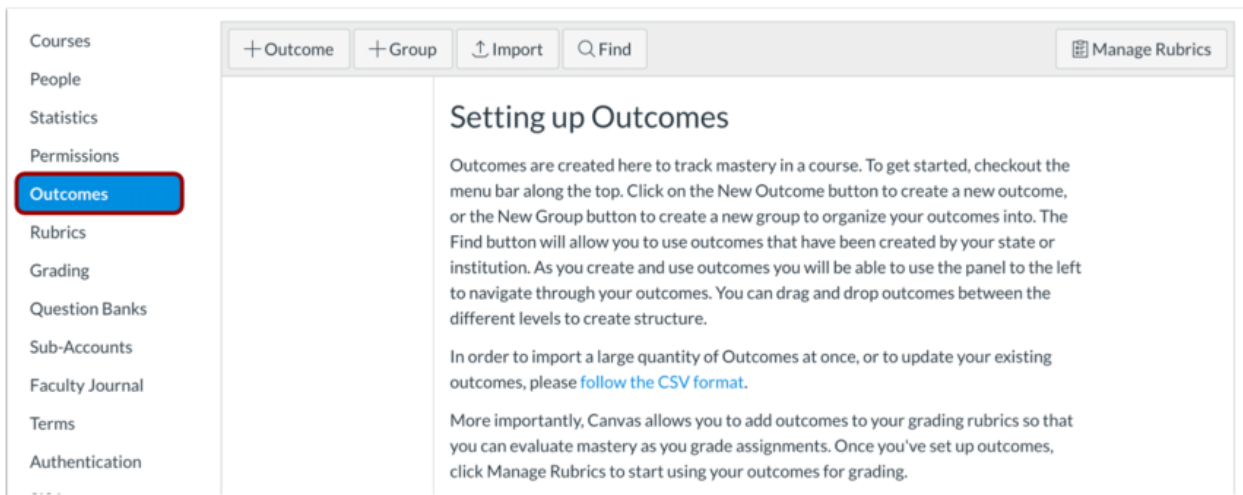
Learn more about [adding grading schemes](#) and [managing grading schemes](#) in an account.

Outcomes

What are outcomes?

Outcomes are statements that describe the knowledge and skills that learners will develop during a course or program. As an admin, you can create outcomes at the account level that instructors may use to measure student progress in a course in your account.

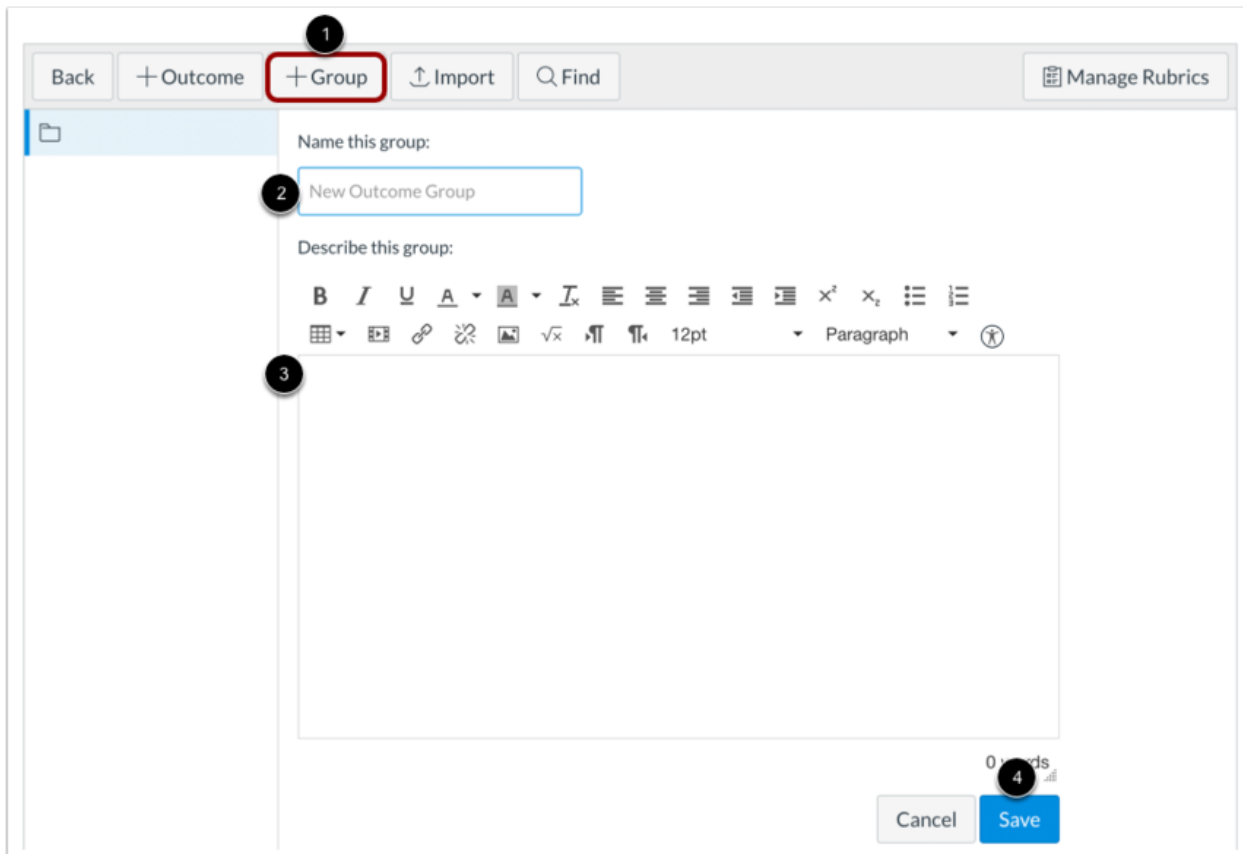
Account Outcomes



The screenshot shows the 'Setting up Outcomes' page in Canvas. On the left is a navigation menu with 'Outcomes' highlighted in blue. The main content area has a title 'Setting up Outcomes' and the following text: 'Outcomes are created here to track mastery in a course. To get started, checkout the menu bar along the top. Click on the New Outcome button to create a new outcome, or the New Group button to create a new group to organize your outcomes into. The Find button will allow you to use outcomes that have been created by your state or institution. As you create and use outcomes you will be able to use the panel to the left to navigate through your outcomes. You can drag and drop outcomes between the different levels to create structure. In order to import a large quantity of Outcomes at once, or to update your existing outcomes, please [follow the CSV format](#). More importantly, Canvas allows you to add outcomes to your grading rubrics so that you can evaluate mastery as you grade assignments. Once you've set up outcomes, click Manage Rubrics to start using your outcomes for grading.'

To access the Outcomes page, click the **Outcomes** link in Account Navigation.

Create Outcome Groups



To create an outcome group for your account outcomes:

1. Click the **Add Group** button.
2. Type a name for the group in the **New Outcome Group** field.
3. Provide a description for the outcome group in the **Describe this group** field.
4. Click the **Save** button.

Add Outcome

Back **+ Outcome** + Group Import Find Manage Rubrics

Life Sciences

Name this outcome:

Friendly name (optional):

Describe this outcome:

HTML Editor

Criterion ratings: ?

	Insert	Insert	Insert
	Exceeds Expectati	Meets Expectations	Does Not Meet Expectations
	5 pts	3 Points	0 Points
			Total Points
			5 Points

Mastery at:

Calculation Method: Decaying Average

Last Item:
Between 1% and 99%

Calculation Meth... 65/35 Decaying Average
Example: Most recent result counts as 65% of mastery weight, average of all other results count as 35% of weight. If there is only one result, the single score will be returned.
1- Item scores: 1, 4, 2, 3, 5, 3, 6
2- Final score: 4.95

Cancel Save

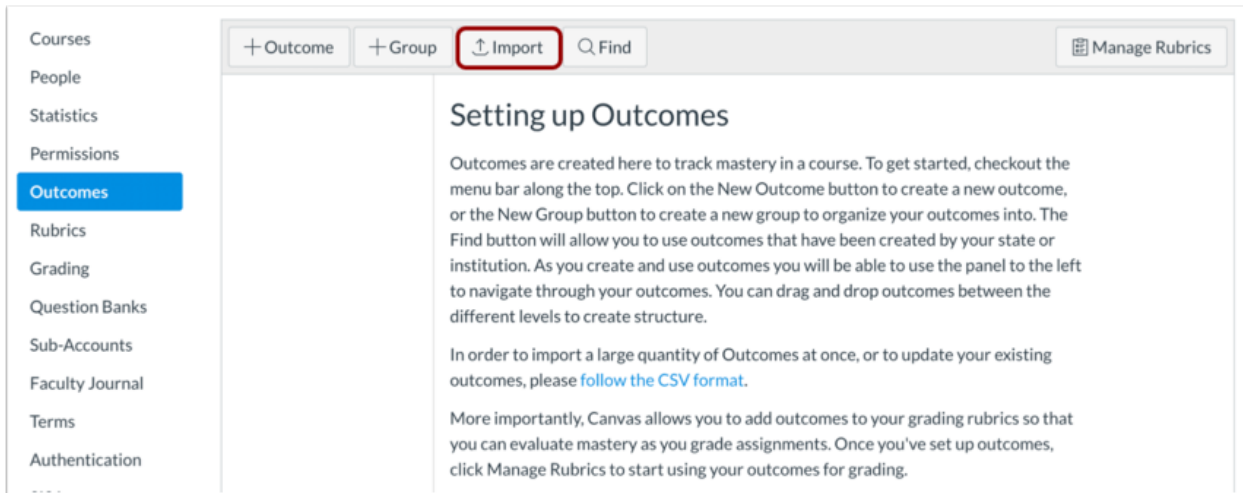
To create an outcome within your outcome group:

1. Click the **Add Outcome** button.
2. Type a name for the outcome in the **New Outcome** field.
3. Type a description for the outcome in the **Describe this outcome** field.
4. Click the **Edit** icon to edit criterion rating names and points.
5. Enter a **Mastery at** value.
6. Set **Calculation method** options.

7. Click the **Save** button.

Learn more about [creating an outcome](#).

Import Outcomes



The screenshot shows the 'Setting up Outcomes' page in the Canvas LMS interface. On the left is a navigation menu with 'Outcomes' selected. The top navigation bar contains buttons for '+ Outcome', '+ Group', 'Import' (highlighted with a red box), and 'Find'. The main content area is titled 'Setting up Outcomes' and contains the following text:

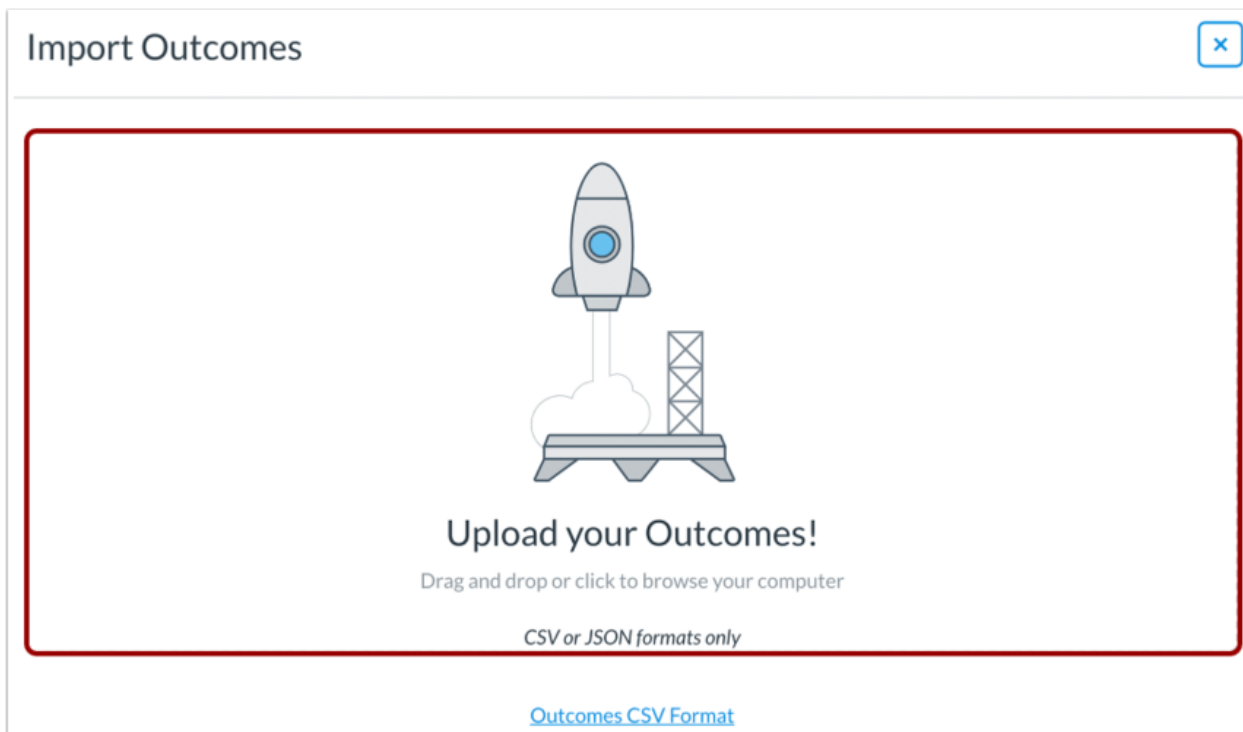
Outcomes are created here to track mastery in a course. To get started, checkout the menu bar along the top. Click on the New Outcome button to create a new outcome, or the New Group button to create a new group to organize your outcomes into. The Find button will allow you to use outcomes that have been created by your state or institution. As you create and use outcomes you will be able to use the panel to the left to navigate through your outcomes. You can drag and drop outcomes between the different levels to create structure.

In order to import a large quantity of Outcomes at once, or to update your existing outcomes, please [follow the CSV format](#).

More importantly, Canvas allows you to add outcomes to your grading rubrics so that you can evaluate mastery as you grade assignments. Once you've set up outcomes, click Manage Rubrics to start using your outcomes for grading.

You can also import outcomes to your account using a CSV file upload. View the required [Outcomes CSV format](#).

Once your CSV file is correctly configured, click the **Import** button.



The screenshot shows the 'Import Outcomes' dialog box. The title bar reads 'Import Outcomes' with a close button. The main content area is enclosed in a red border and contains an illustration of a rocket launching. Below the illustration, the text reads: 'Upload your Outcomes! Drag and drop or click to browse your computer'. At the bottom of the dialog, it says 'CSV or JSON formats only' and includes a link to 'Outcomes CSV Format'.

Drag and drop your CSV file to the upload area or click in the upload area to choose a file from your computer.

Learn more about [importing outcomes to your account](#).

Rubrics

What is a rubric?

A rubric is an assessment tool for communicating expectations and measuring student mastery on a course assignment or assessment. Rubrics are typically comprised of rows and columns. Assessed criteria are defined in rows. Columns are used to define levels of performance for each criterion.

Account Rubrics

The screenshot shows the 'Account Outcomes' page. On the left, a navigation menu has 'Outcomes' highlighted with a '1' callout. At the top right, a 'Manage Rubrics' button is circled with a '2' callout. The main content area is titled 'Setting up Outcomes' and contains the following text:

Outcomes are created here to track mastery in a course. To get started, checkout the menu bar along the top. Click on the New Outcome button to create a new outcome, or the New Group button to create a new group to organize your outcomes into. The Find button will allow you to use outcomes that have been created by your state or institution. As you create and use outcomes you will be able to use the panel to the left to navigate through your outcomes. You can drag and drop outcomes between the different levels to create structure.

In order to import a large quantity of Outcomes at once, or to update your existing outcomes, please [follow the CSV format](#).

More importantly, Canvas allows you to add outcomes to your grading rubrics so that you can evaluate mastery as you grade assignments. Once you've set up outcomes, click Manage Rubrics to start using your outcomes for grading.

To access the rubrics page in your account, click the **Outcomes** link in Account Navigation [1]. Then click the **Manage Rubrics** button [2].

Create Rubric

The screenshot shows the 'Create Rubric' form. At the top right, a '+ Add Rubric' button is circled with a '1' callout. Below it, a 'Title' field contains 'Some Rubric' with a '2' callout. The main table has three columns: 'Criteria', 'Ratings', and 'Pts'. The 'Criteria' column has a 'Description of criterion' field with a '4' callout. The 'Ratings' column has a '5 pts Full Marks' field with a '3' callout and a '0 pts No Marks' field with a '5' callout. At the bottom left, a '+ Criterion' button is circled with a '4' callout and a 'Find Outcome' button is circled with a '5' callout. At the bottom center, a 'Create Rubric' button is circled with a '6' callout. The 'Total Points: 5' is displayed at the bottom right.

To create a rubric:

1. Click the **Add Rubric** button.
2. Enter a title in the **Title** field.
3. Click the **Edit** icon to edit criteria names and ratings
4. Click the **Add Criterion** link to add new criterion or duplicate existing criterion in the rubric.
5. Click the **Find Outcome** link to add outcomes to the rubric.
6. When done, click the **Create Rubric** button.

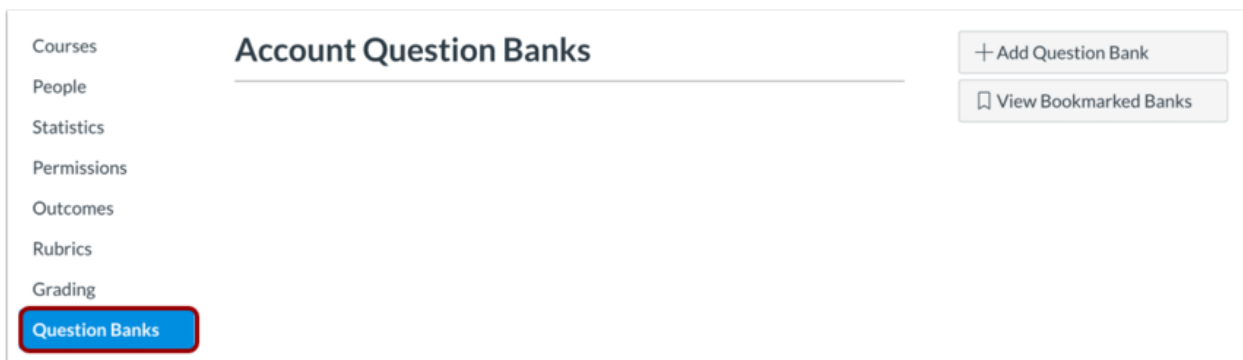
Learn more about [creating rubrics](#) and [managing rubrics](#) in your account.

Question Banks

What are question banks?

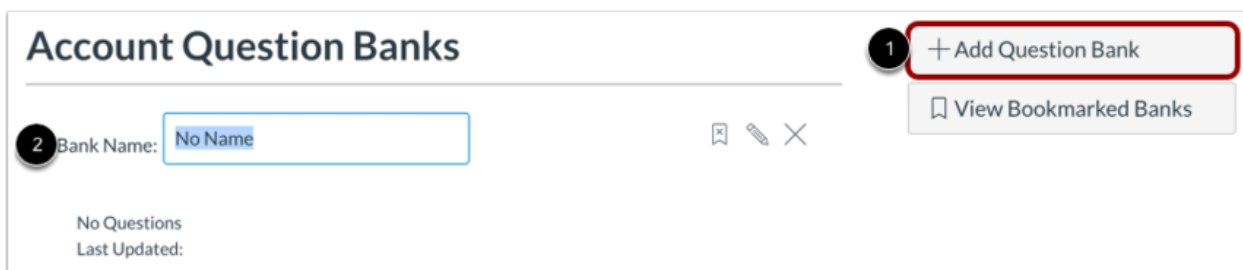
Question banks are quiz question repositories. When creating a quiz, users can access question bank questions, making it easier to offer the same quiz questions to students in different courses.

Account Question Banks



To access the Question Banks page in your course, click the **Question Banks** link in Account Navigation.

Add Question Bank






You must create a new question bank before creating quiz questions.

1. Click the **Add Question Bank** button.
2. Enter a name in the **Bank Name** field.
3. Press Enter on your PC or Return on your Mac.

Add Questions to Question Bank

Account Question Banks

[Biology Benchmark Test Questions 1](#)   

No Questions
Last Updated: Jun 3 at 1:38pm

[+ Add Question Bank](#)

[View Bookmarked Banks](#)

To add a question to your question bank, click the bank name.

Biology Benchmark Test Questions 1

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

Show Question Details

Question Multiple Choice pts: 1

Enter your question and multiple answers, then select the one correct answer.

Question: [HTML Editor](#)

Answers: 0 words

Correct Answer

Possible Answer

Possible Answer ✎ ✕

[+ Add Another Answer](#)

-
-
-
-
-

Aligned Outcomes

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From the question bank details page:

1. Click the **Add a question** button in the sidebar.
2. Enter question details.
3. When done, click the **Update Question** button.

Learn more about [creating a question bank](#).

Learn more about [managing account level question banks](#).

Additional Resources

Canvas Guides

For more in-depth information about the topics covered in this chapter, check out the Canvas Admin Guides chapters on [Terms](#) and [Grading](#).

You can also watch the Canvas Admin overview videos about [Terms](#) and [Grading Periods](#).

Canvas Community

The [Canvas Community](#) is an online community of Canvas users from around the world. It houses a space for [Questions and Answers](#) about Canvas and a variety of groups, including the [Canvas Administration group](#).

Up Next in Lesson 5: My Account's Brand and Functionality

In [the next lesson](#), you'll learn about how you can customize the look and functionality of your account for all users.

Custom Branding

- Canvas can be customized to the look and feel of your institution.
- Using the Canvas Theme Editor, you can give Canvas the facelift it needs to fit in with your institution either by manually updating branding themes or with CSS or JS uploads.

Canvas Feature Options

- Each institution is unique, and Canvas functionality should match the needs of your institution.
- You can enable Canvas feature options for accounts and courses at your institution.

Eternal Tools

- Canvas can integrate with a variety of specialized teaching and learning tools to make education more fun, interesting, applicable, and memorable.
- You can enable external tools for your entire account.