

# PADLET: ADD A RUBRIC TO AN EXISTING PADLET ASSIGNMENT IN CANVAS

Audience

## BACKGROUND

Canvas does not allow you to add a Rubric *directly* to an assignment with an External Tool (like Padlet).

The workaround to add a rubric to a Padlet Canvas assignment is done in three steps:

- CHANGE the **Submission Type** (for example: *Online > Text Entry*);
- ADD the **desired rubric**;
- RESTORE the **Submission Type** back to *External Tool > Padlet* and ADD Padlet back in.

Yes, this is inconvenient! We are hopeful Canvas will simplify this process at some point in the future!

## ADD A RUBRIC TO AN EXISTING PADLET ASSIGNMENT IN CANVAS

You must have a Padlet Instructor account to proceed. For instructions, use this [link](#).

1. SELECT **Assignments** from the Canvas Menu.
2. SELECT the **Assignment** (Padlet) to which you want to add a Rubric.
3. SELECT **Edit Assignment Settings**.
4. SELECT **Submission Type > Online**.
5. SELECT **Text Entry**.

Submission Type

Online

Online Entry Options

Text Entry

Website URL

Media Recordings

Student Annotation

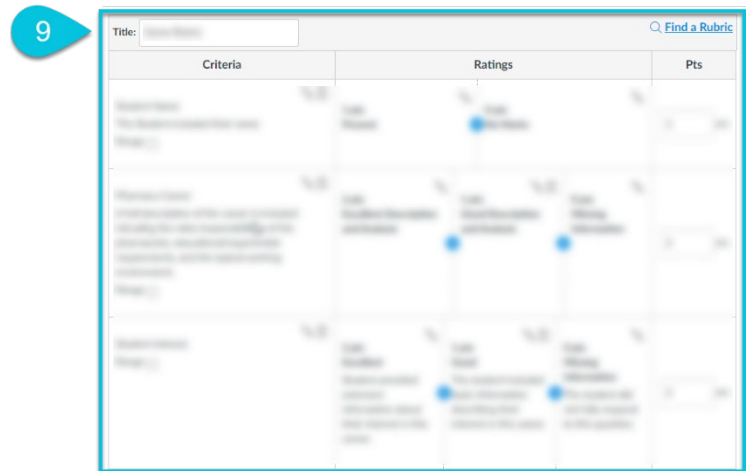
File Uploads

6. SELECT **Save** at the bottom right corner.
7. SCROLL DOWN and SELECT the **Add Rubric** button.
8. SELECT an **existing Rubric** or CREATE a **New Rubric**.

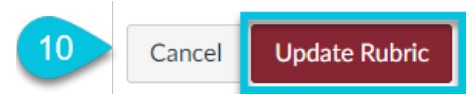
Save

+ Rubric

9. EDIT or CREATE the **Rubric** according to needs.



10. SELECT **Update Rubric**.



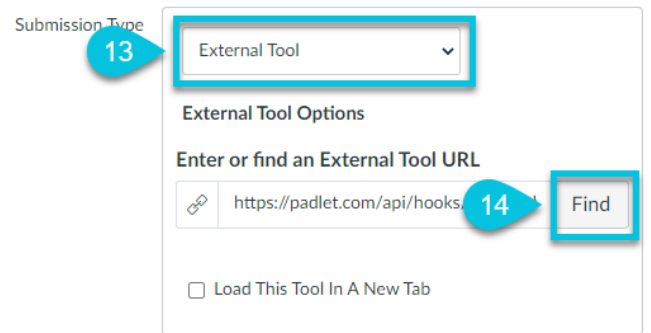
11. SELECT **Edit**.



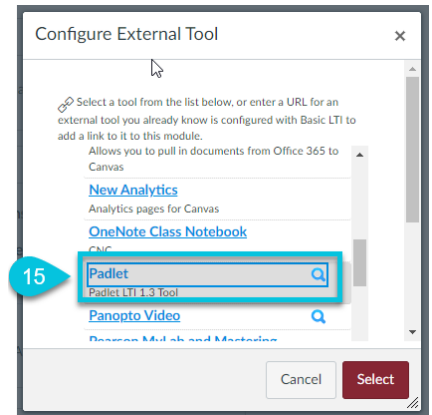
12. SCROLL to **Submission Type**.

13. SELECT **External Tool**.

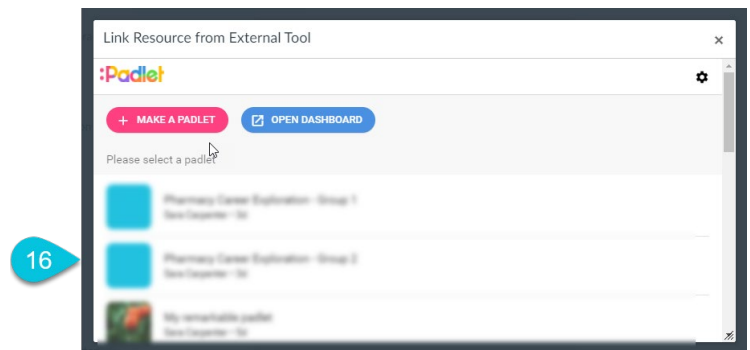
14. SELECT **Find**.



15. SCROLL and SELECT **Padlet**.



16. SELECT the **desired Padlet** for this assignment.



17. SELECT **Save** at the bottom right corner.



18. SELECT **Publish** to publish this **Assignment**.

19. SELECT **Speed Grader** and SELECT **View Rubric** to grade the student work.