

Assessment in Canvas

Step 1: Linking Course Outcomes to Canvas Assignment

1. Consult your pathway Assessment Map to determine class(es) and needed assignments.

- Login to MS Teams and click into your meta-major Assessment space.
- Look on left to the “channels.” These are the individual pathways that are housed within that Meta-major, in alphabetical order. Click on your pathway.
- In the center, near the top, click on the tab titled “Shared.” Next, click on folder titled [Pathway Name] Assessment Forms.
 - Within this folder is an Excel spreadsheet, the Assessment Map.
- Once in Map, determine which core class(es) you are teaching that semester.
- For each class, look down the column to see what assignment(s) will be used to measure various outcomes. Also note the “CLO” for those assignments – this is the course-level outcomes that also tie to that chosen assignment.

2. Go into your Canvas class and choose assignment.

- If you have not created the Assignment space in Canvas yet, consult the Instructure Teacher resource page and follow those steps: [How to Create an Assignment](#).
- Otherwise, click on “Assignments” in your local menu and click on the specific assignment.

3. Create a “rubric” for the assignment (or add to existing rubric).

- **Using Assignment or Quizzes/Exam:** Click into specific assignment, scroll down to the bottom. If you do not have a rubric already linked to the assignment, click the “+Create Rubric” button.

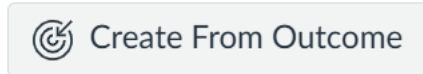
If you have a rubric linked to the assignment, click the pencil icon to Edit the existing rubric:



- **Using Discussion Board:** Click on the specific discussion. In the upper right corner, click the 3 dots, then select “Add Rubric.” In the small window, click “+Create Rubric.” Again, if you have an existing Rubric, click the pencil icon to Edit Rubric.

4. Link outcomes to new/existing rubric space.

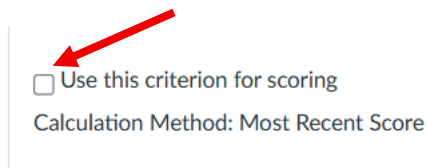
- Within rubric space, click button “Create From Outcome”:



- In the new window, look in upper left corner. You'll see a folder of your master course outcomes. For instance:

 ENG1111 Course Outc...

- Click on this folder for your outcomes to appear in a list. ****Important: If the outcomes folder is missing or empty, contact Brandon Weger (wegerb@iecc.edu).**
- Select the first outcome you need to link. Depending on what your Assessment Map listed (the “CLO” part with the assignment), you may need to link 1 outcome, several outcomes, or even all outcomes.
- Once an outcome is selected, look carefully at the new screen. Canvas will automatically assign points for each outcome. Leave “**Use this criterion for scoring**” **unchecked** so assessment ratings do not affect grades.



- Click “Import” at bottom of screen. ***if you do not see the Import button, Zoom out on your screen (perhaps to 80% or something.)*
- You'll now see the outcome you selected added to the rubric space. You must repeat that series of steps for each outcome you need to link to the assignment.

5. Save your updated rubric.

- Once you've added all needed outcomes to the rubric space, be sure to click “Save Rubric.”

Special Note: Once you link outcomes to an assignment, that link remains. That means if you copy course content from one semester to the next, those outcome links will stay with the assignment (and you don't have to keep doing it each semester)!!