Adding General Education Rubrics/Outcomes to Canvas

Regular assessment is important and required for UNO Gen Ed courses. The purpose of this document is to provide step-by-step instructions and videos for adding standard rubrics and/or outcomes to Canvas for purposes of evaluating General Education student learning outcomes (SLOs).

The General Education committee would like to encourage as many faculty as possible who are teaching General Education courses to assess the SLOs using Canvas and the provided common rubrics.  Assessing outcomes in Canvas with common rubrics will provide more detailed student-level assessment data, and is potentially an easier and more sustainable model for many faculty and departments. Departments/courses that choose to move in this direction will also have the option of submitting a more limited assessment report when they are on the General Education assessment cycle.

While a minimum of a single signature assignment should be assessed, an instructor may wish to assess multiple assignments given the ease of integration with Canvas and the increased feedback this provides an instructor.

**Adding GenEd Rubrics to an Assignment in Canvas:**

* After creating an Assignment in Canvas, click the + Rubric button below it
* Click the **Find a Rubric** link
* On the left side scroll until you find **Academic Programs**, and click it
* Choose the rubric you want to use from the middle column, and then scroll down and click the Use This Rubric button

Video: <https://use.vg/NbatCs>

To add a rubric to a discussion it must be set up as a Graded Discussion, and then you find the spot to add the rubric by clicking the 3 dots to the right of the Discussion title.

**Adding GenEd Outcomes to user created rubrics**

1. Import Outcome into Course
	* Click the Outcomes link on the left side of your Canvas course
	* Click the Find button and then select **Account Standards**, **Academic Programs**, **General Education**.
	* Select the folder related to the GenEd outcomes you want to import
	* If you want to import all of them, click the **Import** button. To import just one Outcome, click on it and then click the **Import** button.
2. Adding an Outcome to Rubric
	* Go to the Assignment if no Rubric has been added, click the + Rubric button and add your grading criteria. If a Rubric has already been added, click the Pencil icon to edit it.
	* Click the Find Outcome link and select the Outcome you wish to add to the Rubric.
	* Note: If you want the points from the outcome to be used in the grading with the rubric, leave the box checked. If you just want the outcome to be use for Assessment and not grading the actual assignment, uncheck it.
	* Click the Import button
	* Repeat if you wish to add additional Outcomes to the Rubric and Save the Rubric

Video: <https://use.vg/psTDix>

Viewing overall course results of Gen Ed assessment using Learning Mastery in Canvas

* Make sure that Learning Mastery is enabled in **Settings**
	+ On the left side of the home screen for your course, select the **Settings** option
	+ Click the tab at the top labelled **Feature Options**
	+ Enable the top option for **Learning Mastery Gradebook**
* Click the **Grades** option from the left of your Canvas home screen
* Click the down arrow next to **Gradebook** located at the upper left of the page
* Select **Learning Mastery** from the list of options