



## USING CANVAS FOR PROGRAM ASSESSMENT

Canvas allows institutions to easily collect and manage program assessment data. Using Canvas instead of manually collecting the data has the following benefits:

- Allows instructors to assess program and IGE objectives directly within a course, avoiding duplication of effort from grading student products twice (once for a grade, once for program objectives)
- Assessment data can be aggregated across programs, departments, schools and the institution to create meaningful insights at all levels
- Assessment data can be combined with other data sources, like PowerCampus and Starfish, to segment student outcomes by a number of variables

**In Canvas terminology, a learning objective is called an “outcome.”**

### Overview

The steps to set up your Canvas course to capture program assessment data are:

1. Enable the Learning Mastery Gradebook
2. Adding outcomes to the course
3. Associate outcomes with assignments, discussions, or quizzes
4. Grade assignments, discussions, or quizzes
5. View/download data

### Step 1: Enable the Learning Mastery Gradebook

The Learning Mastery Gradebook collects the learning outcome information from the outcome rubrics separately from the assignment scores.

**To enable the Learning Mastery Gradebook:**

1. Click Settings in the course’s left navigation menu
2. Click the Feature Options tab at the top
3. Find Learning Mastery Gradebook, click the red X, select Enable (*Note: You also have the option to enable the Student Learning Mastery Gradebook if you want students to be able to see how they are performing on course and program learning objectives.*)
4. If you want to be able to associate outcomes with Quizzes or Quiz Questions, enable New Quizzes here as well.

## Step 2: Add Outcomes

IGE outcomes have been loaded at the Undergraduate Courses level in the Canvas course hierarchy. Program-level outcomes have been loaded into Canvas at the department level. To use an outcome in your course, you must first import it.



Canvas course organization hierarchy

### To import an IGE or program outcome:

1. In the left navigation menu of the course, click Outcomes.
2. Click Find at the top.
3. Click Account Standards.
4. Select Undergraduate Courses for IGE outcomes or the department name for program outcomes.
5. Drill down in the folders to the outcome level; select the outcome you want to import.
6. Click Import.
7. Repeat for each IGE or program outcome you wish to assess in your course.

*Reminder:* IGE and program outcomes, and any rubrics and calculation methods associated with them, are fixed. You will not be able to make any changes to them – changes must be made by the departments or CSC.

## Step 3: Associate Outcomes with Assessments

To collect data on student achievement of learning objectives using an assignment, discussion, or quiz, the outcome must be associated with it. Outcomes are associated with assignments and discussions using a rubric. Outcomes are associated with quizzes either with a rubric or by associating the outcomes with individual quiz questions. Outcomes can be associated with existing rubrics or you can create a new rubric. (*Note: You must first create course-level outcomes or import IGE or program outcomes before you can build a rubric.*)

**To create a new rubric:**

1. In the left navigation menu of the course, click Rubrics.
2. At the top right, click +Add Rubric.
3. Enter a title.
4. Edit or delete the placeholder outcome.
5. Click Find Outcome to add course, IGE, or program outcomes. Click Import. Repeat for additional outcomes.
6. Select options by checking the boxes. *(Note: To be able to collect assessment data, you must check the 'Use this rubric for assignment grading' box.)*
7. Click Create Rubric.

**To add outcomes to an existing rubric:**

*(Note: To be able to add an IGE or program outcome to an existing rubric, the 'I'll write free-form comments when assessing students' must be unchecked when adding a rubric to an assignment.)*

1. In the left navigation menu of the course, click Rubrics.
2. Click the name of the rubric you want to add outcomes to.
3. Click Edit Rubric at the top right.
4. Click Find Outcome and navigate to the desired outcome. Click Import.
5. Click Update Rubric.

*(Note: When adding IGE or program outcomes to a rubric, you may want to leave the 'Use this criterion for scoring' box unchecked if you don't want the students' grades to reflect scoring for the outcome.)*

**To associate a rubric with an Assignment:**

*(Note: You can only add a rubric to assignments that use the Online, On Paper, or No Submission submission types.)*

1. In the left navigation menu of the course, click Assignments.
2. Click the name of the assignment.
3. Click + Rubric.
4. To find an existing rubric, click Find a Rubric at the top right. Navigate to the desired rubric and click Use This Rubric. *(Note: You can find rubrics that were created in previous assignments as well as rubrics created in other courses where you have an instructor role.)* You can also create a new rubric here.

**To associate a rubric with an Assignment that uses Turnitin:**

1. Follow the steps above but choose the "no submission" option.
2. Go back and edit the assignment and, this time, select the "external tool" submission option. Select Turnitin from the list.

**To associate a rubric with a Discussion:**

1. In the left navigation menu of the course, click Discussions.
2. Click the name of the discussion.
3. At the top right, click the three dots.
4. Select Add Rubric.

5. Click Add Rubric.
6. Create a new rubric or click Find a Rubric to use a pre-existing one.

**To associate an outcome with a Question Bank in Classic Quizzes:**

1. In the left navigation menu of the course, click Quizzes.
2. At the top right, click the three dots. Select Manage Question Banks.
3. Click the name of the question bank.
4. Click Align Outcome on the right.
5. Find the outcome you want to associate with the question bank and click Import. Repeat for additional outcomes.
6. Click Confirm Alignments.

**To associate an outcome with a New Quiz:**

*(Note: Outcomes scores from New Quizzes can only be viewed in the Outcomes Analysis report in New Quizzes. Outcomes scores cannot be viewed in the Learning Mastery Gradebook.)*

1. In the left navigation menu of the course, click Quizzes.
2. To the right of the quiz name, click the three dots. Select Build.
3. Click Outcomes at the top.
4. Click anywhere in the 'Align Institution outcomes to this quiz' box.
5. Find the outcome(s) you want to associate with the quiz and check the boxes.
6. Click Align Selected.

**To associate an outcome with a New Quiz Question:**

*(Note: Outcomes scores from New Quizzes can only be viewed in the Outcomes Analysis report in New Quizzes. Outcomes scores cannot be viewed in the Learning Mastery Gradebook. Outcomes data for New Quizzes cannot be downloaded from the Outcomes Analysis.)*

1. In the left navigation menu of the course, click Quizzes.
2. To the right of the quiz name, click the three dots. Select Build.
3. Find the question you want to associate with an outcome. Click the pencil icon to edit the question.
4. Click the Align to Outcomes section.
5. Click anywhere in the 'Align Institution outcomes to this question' box.
6. Find the outcome(s) you want to associate with the quiz and check the boxes.
7. Click Confirm Alignments.

**To make New Quiz outcomes data appear in the Learning Mastery Gradebook:**

*(Note: This will allow you to see the outcome scores in the Learning Mastery Gradebook as well as the Outcomes Analysis report.)*

1. Create the quiz and associate outcomes with either the quiz as a whole or with individual questions as described above
2. Click Assignments in the left navigation menu
2. Click on the title of the New Quiz *(Note: New Quizzes have a solid rocket ship icon next to the title; Classic Quizzes have an outline rocket ship icon)*

3. Scroll to the bottom and click on **+Rubric**; add a rubric with the same outcomes as you associated with the quiz; save your changes
3. After students complete the quiz, assign outcomes ratings to it in SpeedGrader. Now two monitors become helpful. Open the New Quiz Outcomes Analysis report on one screen. (*Note: It may take up to 24 hours for outcomes data to appear.*) On the other screen, open the quiz in Speedgrader. Score the rubric based on the Outcomes report in the New Quiz Outcomes Analysis report.

## Step 4: Grade Assessments

To use a rubric for grading Assignments or Discussions, you must use SpeedGrader. Rubrics cannot be used to automatically grade Quizzes but you can attach a rubric to a Quiz and use the rubric in SpeedGrader to manually enter outcomes data.

*Note: By default, outcomes data for New Quizzes appears in the quiz itself, not in the Learning Mastery Gradebook, and no outcomes reports can be downloaded. See instructions above to make New Quizzes outcomes data appear in the Learning Mastery Gradebook.*

## Step 5: View/Download Assessment Data

When you add a rubric to an assignment, discussion, or Classic Quiz question bank, associated outcomes data display in the Learning Mastery Gradebook. When you align outcomes to a New Quiz or a question in a New Quiz, the data are available in the quiz itself.

### To view/download data from the Learning Mastery Gradebook:

1. Click Grades in the left navigation menu
2. Under the Gradebook dropdown menu, select Learning Mastery Gradebook
3. To download the data, click Export Report on the right

### To view data from a New Quiz:

*Note: Outcomes data for New Quizzes can take up to 24 hours to appear after student submission.*

1. In the left navigation menu, click Quizzes
2. To the right of the quiz name, click on the three dots; select Build
3. Click the Reports tab at the top
4. Click Outcomes Analysis

### To view individual student outcome results:

1. In the left navigation menu in a course, click People
2. Click on the name of the student
3. Click the name of the student in the panel on the right
4. Click Outcomes Report on the right

### To view all aligned items and artifacts for a given outcome:

1. Click Outcomes in the left navigation menu
2. Select the outcome
3. Click the title of the outcome – from here you can see all of the items that are aligned to that particular outcome and all of the graded artifacts. To see a list of all outcomes results and artifacts for a particular student, click 'all outcomes results for this student.'

### To download program and IGE assessment data:

*Note: Only program coordinators and department chairs can access and download program-level assessment data.*

Program outcomes data is collected at the department sub-account level. Data can be downloaded using Reports located under the sub-account Settings. Available reports include Outcome Export, Outcome Results, and Student Competency. Data from course-level outcomes created by individual instructors must be accessed within courses using the Learning Mastery Gradebook and New Quizzes Reports.

1. Wait until the semester is over to download assessment data
2. Log into the Admin tab and navigate to the appropriate sub-account as needed
3. Select Settings from the left navigation menu
4. Select the Reports tab
5. Click Configure next to the Outcome Results report
6. Select the appropriate term
7. Run the report
8. When you receive an email indicating the report has finished running, return to the Reports page. Click the arrow icon in the Outcome Results item to download the report. Save it as a .xlsx file.

	student name	student id	student sis id	assessment title	assessment id	assessment type	submission date	submission score	learning outcome name	learning outcome id	attempt	outcome score	assessment question	assessment question id	course name	course id	course sis id	section name	section id	section sis id	assignment url	learning outcome friendly name	learning outcome points possible	learning outcome mastery score
Musi	6469 #####	Final	#####	assigr 2020-	29 2.1.1	9710	1	4					Musi #####	#####	MUSI #####	22021https://k-st	4	3	1	Exceeded				
Musi	6469 #####	Final	#####	assigr 2020-	29 2.2.1	9711	1	4					Musi #####	#####	MUSI #####	22021https://k-st	4	3	1	Exceeded				
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Musi	6469 #####	Final	#####	assigr 2020-	29 2.5.2	9714	1	4					Musi #####	#####	MUSI #####	22021https://k-st	4	3	1	Exceeded				
Musi	7416 #####	Oral E	#####	assignment	S.2.a.	#####	1	0					Masti #####	#####	THTR #####	22021https://k-st	4	3	0					
Musi	7416 #####	Oral E	#####	assignment	S.2.b.	#####	1	0					Masti #####	#####	THTR #####	22021https://k-st	4	3	0					
Musi	7416 #####	Oral E	#####	assignment	S.2.c.	#####	1	0					Masti #####	#####	THTR #####	22021https://k-st	4	3	0					
Musi	7416 #####	Oral E	#####	assignment	S.2.d.	#####	1	0					Masti #####	#####	THTR #####	22021https://k-st	4	3	0					
Musi	7416 #####	Oral E	#####	assignment	S.2.e.	#####	1	0					Masti #####	#####	THTR #####	22021https://k-st	4	3	0					
Musi	7416 #####	Masti	#####	assignment	S.3.a.	#####	1	4					Masti #####	#####	THTR #####	22021https://k-st	4	3	1	Uses				
Musi	7416 #####	Masti	#####	assignment	S.3.b.	#####	1	3					Masti #####	#####	THTR #####	22021https://k-st	4	3	1	Writing				
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**To manage assessment data:**

The spreadsheet will contain a unique case for each combination of student and outcome. In other words, if your program is assessing five outcomes, each student will be listed five times – once for each outcome.

1. To pull the most useful information out of the dataset, sort the data by outcome, then copy/paste the data for each outcome into a separate sheet. You can also use formulas to automatically tally the results (see below).
2. While the spreadsheet will contain data relating to the number of students achieving mastery for each outcome, this is not ideal assessment data. While it tracks student achievement against benchmarks, it seldom points to areas of potential improvement. Instead, you will want the number and percent of students scoring at each performance level for each outcome, allowing you to see the distribution patterns (and note any outcomes for which the distribution skews lower, indicating a potential area of weaker performance). This is typically what is reported as assessment data.

**Using formulas to tally results:**

Sort the data by outcome so that the data in any given column is for only one outcome.

`=COUNT(B1:B20,4)`

This formula counts the number of instances of the score “4” occurring in Column B from row 1 to row 20. To adapt this formula, adjust the cell information to match your spreadsheet.

`=B22/SUM(B22:B26)`

This formula calculates the % of students scoring at a given performance level if B22 is the cell containing the count of students scoring “4”, and each cell from B22 to B26 contains the counts of the other possible scores, resulting in the total count of all scores combined. The formula divides the count of students scoring “4” by the total counts of all scores, resulting in the % of students that scored “4”.

## Comparison of Outcomes Results and Student Competency Reports

Data elements	Outcomes Results	Student Competency
student id	✓	✓
student sis id	✓	✓
assessment title	✓	✓
assessment id	✓	✓
assessment type	✓	
submission date	✓	✓
submission score	✓	✓
learning outcome name	✓	✓
learning outcome id	✓	✓
attempt	✓	✓
outcome score	✓	✓
assessment question	✓	
assessment question id	✓	
course name	✓	✓
course id	✓	✓
course sis id	✓	✓
section name	✓	✓
section id	✓	✓
section sis id	✓	✓
assignment url	✓	✓
learning outcome friendly name	✓	
learning outcome points possible	✓	
learning outcome mastery score	✓	
learning outcome mastered	✓	
learning outcome rating	✓	
learning outcome rating points	✓	
account id	✓	
account name	✓	
enrollment state	✓	