Instructions for Completing Assignment Information Template

Complete the following steps for **all gold colored tabs** in the template
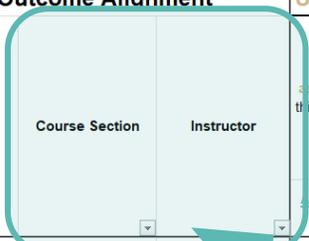

Step 1: Filter to Your Course Section(s)

In the upper left corner of the worksheet, use the **Course Section** and/or **Instructor** column filters to view only the rows applicable to you. To view the filtering options, select the filter arrow in the bottom right corner of the column header.

Step 2: Confirm Use of Canvas

For each applicable row, indicate whether students' assessment scores will be documented in Canvas.

If scores will **not** be documented in Canvas, open the link provided in the template and download a copy to complete and send to ipa@fsu.edu.

Step 3: Select One Method for Documenting Assessment Scores in Canvas

Columns F – L cover the four different options for documenting assessment scores in Canvas. Only One option should be selected per row. Complete only the columns associated with the option you choose.

Option 1: Canvas Gradebook (columns F, G, & H)

Complete this section if you are using a) existing assignment columns (overall scores) or b) **columns created specifically to record assessment scores.**

- Column F: type the name of the assignments.
- Column G: type the assignment id. **Instructions to locate Assignment IDs.**
- Column H: select whether overall or partial score.

Overall Score

Partial Score

	B	C	D	E	F	G	H
						Computer Science (Bach	
	rse Section Info & Outcome Alignment			**Use of Canvas**	**Gradebook**		
ning)	**ABET Outcome**	**Course Section**	**Instructor**	Will students' **assessment scores** for this SLO be documented in **Canvas**?	If you are using the Canvas Gradebook to document students' assessment scores, please list the **assignment name(s)**.	Please list the **assignment ID(s)** for the assignment(s) listed in column F. ID(s) will only be available if the assignment already exists in Canvas.	Will students' assessment scores in the assignment(s) listed in column F reflect their **overall score** on the assignment(s) or **only part(s)**?
				Alternative to Canvas Template	*If using more than one assignment, use a semicolon ; to separate.*	**Locating Assignment IDs in Canvas**	**Documenting only part(s) of an overall score in Canvas**
are ng	**ABET (2) – Software Engineering**	CEN4090L-0001	Christopher Mills	Yes	SLO Software Engineering	3049585	rtial Score
l tion en tion	**ABET (3) – Communication**	CEN4020-0001	Christopher Mills				
		CEN4020-0001	Christopher Mills				
Vork	**ABET (5) – Teamwork**	CEN4090L-0001	Christopher Mills				

Option 2: Rubrics Created and Scored Within Canvas (columns I & J)

Complete this section if a rubric is used to score the assignment directly in Canvas (via SpeedGrader) and only a subset of the rubric criteria specifically assesses the outcome.

- Column I: type the name of the rubric.
- Column J: type the name(s) of the criterion assessing the outcome.

	B	C	D	G	H	I	J
				Computer Science (Bachelors)			
	rse Section Info & Outcome Alignment			**Gradebook**		**Rubric**	
ning)	**ABET Outcome**	**Course Section**	**Instructor**	Please list the **assignment ID(s)** for the assignment(s) listed in column F. ID(s) will only be available if the assignment already exists in Canvas.	Will students' assessment scores in the assignment(s) listed in column F reflect the **overall score** on the assignment(s) or **only part(s)**?	If you are using a Rubric in Canvas, what is the **name** of the **rubric** and/or assignment it is associated with?	Please list the **name(s)** of the **criteria** on the rubric listed in column I that will be specifically assessing this SLO.
				Locating Assignment IDs in Canvas	**Documenting only part(s) of an overall score in Canvas**	*Rubric IDs not available from user interface*	*Criteria long descriptions not required.*
are g	**ABET (2) – Software Engineering**	CEN4090L-0001	Christopher Mills	3049585	Partial Score		
l tion en tion	**ABET (3) – Communication**	CEN4020-0001	Christopher Mills			Project 2 Rubric	Problem Analysis; Implementation Accuracy; Code Quality & Maintainability
		CEN4020-0001	Christopher Mills				
Vork	**ABET (5) – Teamwork**	CEN4090L-0001	Christopher Mills				

Option 3: Quizzes Administered and Scored Within Canvas (Column K)

Complete this section if a quiz is created and administered directly in Canvas (Quizzes tab) and only a subset of the quiz questions specifically assess the outcome.

- Column K: type the quiz question id(s). **Instructions to locate Quiz Question IDs**.

	B	C	D	J	K	L
rse Section Info & Outcome Alignment				**Rubric**	**Quiz**	**Outcomes Tool**
...ning	**ABET Outcome**	**Course Section**	**Instructor**	...sing a ...anvas, ...he **rubric** ...nent it is ...with? / ...available ...erface	Please list the **name(s)** of the **criteria** on the rubric listed in column I that will be specifically assessing this SLO. / *Criteria long descriptions not required.*	If you are using a **Quiz** that is administered directly in Canvas, what are the **question ID(s)** for the question(s) specifically assessing this SLO ? / *If using overall score on all quiz questions, fill out columns F-H instead.* / Locating Quiz Question IDs in Canvas	...you are using the Canvas **Outcomes Tool** to document students' ...assessment scores, please list the **Outcome Name.** / How do I create Outcomes in my Canvas site?
...are ...g	**ABET (2) - Software Engineering**	CEN4090L-0001	Christopher Mills			
...ion	**ABET (3) - Communication**	CEN4020-0001	Christopher Mills	...ubric	Problem Analysis; Implementation Accuracy; Code Quality & Maintainabil...y		
...en ...ion		CEN4020-0001	Christopher Mills			2000001; 2000002; 2000007; 0000010	
...ork	**ABET (5) - Teamwork**	CEN4090L-0001	Christopher Mills				

Option 4: Outcomes Tool

Complete this section if an Outcome is created and aligned with an assignment directly in Canvas (Outcomes tab).

- Column L: type the name of the Outcome.

	B	C	D	J	K	L
rse Section Info & Outcome Alignment				**Rubric**	**Quiz**	**Outcomes Tool**
...ning	**ABET Outcome**	**Course Section**	**Instructor**	...sing a ...anvas, ...he **rubric** ...nent it is ...with? / ...available ...erface	Please list the **name(s)** of the **criteria** on the rubric listed in column I that will be specifically assessing this SLO. / *Criteria long descriptions not required.*	If you are using a **Quiz** that is administered directly in Canvas, wha... are the **question ID(s)** for the question(s) specifically assessing thi... SLO ? / *If using overall score on all quiz questions, fill out columns F-H instead.* / Locating Quiz Question IDs in Canvas	If you are using the Canvas **Outcomes Tool** to document students' assessment scores, please list the **Outcome Name.** / How do I create Outcomes in my Canvas site?
...are ...g	**ABET (2) - Software Engineering**	CEN4090L-0001	Christopher Mills			
...ion	**ABET (3) - Communication**	CEN4020-0001	Christopher Mills	...ubric	Problem Analysis; Implementation Accuracy; Code Quality & Maintainability		
...en ...ion		CEN4020-0001	Christopher Mills			2000001; 2000002; 2000007;	
...ork	**ABET (5) - Teamwork**	CEN4090L-0001	Christopher Mills				Team Work

Step 4: Provide Additional Context

Document any information that may be important to note about the assessment scores in Canvas. If the total points possible will be set to zero in Canvas, please indicate the value that should be used for calculating students scores as percentages in this column.

	A	B	C	D	K	L	M
	Course Section Info & Outcome Alignment				**Quiz**	**Outcomes Tool**	**Instructor Comment(s):**
	Student Learning Outcome (IE Portal)	**ABET Outcome**	**Course Section**	**Instructor**	If you are using a **Quiz** that is administered directly in Canvas, what are the **question ID(s)** for the question(s) specifically assessing this SLO ? / *If using overall score on all quiz questions, fill out columns F-H instead.* / Locating Quiz Question IDs in Canvas	If you are using the Canvas **Outcomes Tool** to document students' assessment scores, please list the **Outcome Name.** / How do I create Outcomes in my Canvas site?	1. If the total points possible for the assignment(s) will be zero (e.g., **extra-credit**), please indicate the # points that should be used when calculating students' scores as a percentage. / 2. Please provide any additional information that may be important for assessment of SLO(s) in your course section. / Contact the IPA Office at ipa.fsu.edu for additional support.
31	SLO - Software Engineering	**ABET (2) - Software Engineering**	CEN4090L-0001	Christopher Mills			Total points possible = 10. Will be set to zero in Canvas Gradebook.
34	SLO - Oral Communication	**ABET (3) - Communication**	CEN4020-0001	Christopher Mills			Three rubric criteria directly assess this SLO.
38	SLO - Written Communication		CEN4020-0001	Christopher Mills	2000001; 2000002; 2000007; 0000010		Four quiz questions directly assess this SLO.
48	SLO - Team Work	**ABET (5) - Teamwork**	CEN4090L-0001	Christopher Mills		Team Work	Outcome is aligned with a quiz question bank.