

Instructions for Completing Assignment Information 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 assignment.
- Column G: type the assignment id. [Instructions to locate Assignment IDs](#).
- Column H: select whether overall or partial score.

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.

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](#).

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.

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.