

## Documenting General Education SLO Assessment in Canvas Using Unweighted/ Hidden Assignment Scores

- Navigate to the general education course in which assessment of the Student Learning Outcomes (SLOs) takes place. In the left side menu, click on the **Assignments** option.
  In the upper right corner of the Assignments page, click on the **+Assignment** icon.
- 2. Enter an **Assignment Name** that is indicative of the Student Learning Outcome you will be assessing and documenting students' scores for (e.g., "SLO #5").
- 3. The **Assignment Description** is optional. You are welcome to adapt the following language used by the Statistics department: "Please ignore this assignment. It is a dummy assignment used for teacher's purposes only. No action is required on your part".
- 4. In the **Points** field, enter the maximum number of points possible for a student to score on the assessment.

Points

Student Learning Outcomes

No Submission

Points

Assignment Group

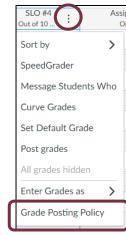
Display Grade as

Submission Type

- In the Assignment Group dropdown, choose the 'Assignments' option. Alternatively, you are welcome to create a new group and call it 'Student Learning Outcomes'.
- 6. In **Display Grade as** dropdown, select the option that best matches your scoring approach (do not select 'Not Graded').
- Place a checkmark in the box Do not count this assignment towards the final grade and select 'No Submission' as the Submission Type.
- 8. Do not select the options for a group assignment or peer review and keep the default option to **Assign to** 'Everyone'.

 In the bottom left corner, click on the Save & Publish icon, then use the left side menu to navigate to the Grades page.

- 10. Locate the unweighted assignment column you just created and hover over the column header. After the three-dot icon becomes visible, click on it and select the bottom option **Grade Posting Policy**. In the pop-up menu on the right, select the option to **Manually** post grades, then click **Save**.
- 11. Now, you can enter the scores students received into the gradebook without them being notified or able to view the score.



Do not count this assignment towards the final grade