



## Documenting General Education Student Learning Outcome Assessment in Canvas as an Unweighted/ Hidden Assignment Score

1. 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"). You do not need to enter an assignment description.
3. In the **Points** field, enter the maximum number of points possible for a student to score on the assessment.

4. In the **Assignment Group** dropdown, choose the 'Assignments' option. Alternatively, you are welcome to create a new group and call it 'Student Learning Outcomes'.
5. In **Display Grade as** dropdown, select the option that best matches your scoring approach (do not select 'Not Graded').

The screenshot shows a form for creating an assignment. It includes the following fields and options:

- Points:** A text input field containing the number "10".
- Assignment Group:** A dropdown menu with "Student Learning Outcomes" selected.
- Display Grade as:** A dropdown menu with "Points" selected.
- Do not count this assignment towards the final grade:** A checked checkbox.
- Submission Type:** A dropdown menu with "No Submission" selected.

6. Place a checkmark in the box **Do not count this assignment towards the final grade** and select 'No Submission' as the **Submission Type**.
7. Do not select the options for a group assignment or peer review and keep the default option to **Assign to** 'Everyone'.
8. In the bottom left corner, click on the **Save & Publish** icon, then use the left side menu to navigate to the **Grades** page.

9. 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**.
10. Now, you can enter the scores students received into the gradebook without them being notified or able to view the score.

The screenshot shows a pop-up menu for the 'Grade Posting Policy' of an assignment. The menu items are:

- Sort by >
- SpeedGrader
- Message Students Who
- Curve Grades
- Set Default Grade
- Post grades
- All grades hidden
- Enter Grades as >
- Grade Posting Policy** (highlighted with a red box)

*If you have any further questions, please contact the Office of Institutional Performance and Assessment at [ipa@fsu.edu](mailto:ipa@fsu.edu).*