

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

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").
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.

5. 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').
7. 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'.

9. 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.

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