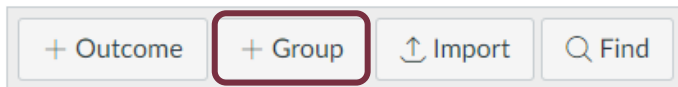


## USER GUIDE FOR COURSE-LEVEL CANVAS OUTCOMES

### Creating Outcomes

#### Outcome Groups (optional)

1. In the Course Navigation menu, click **Outcomes**.
2. Click the **+Group** button.



3. Type a Learning Outcome group name in the **Name this Group** field.
4. Enter a description of the outcome group.
5. Click the **Save** button.

Name this group:

3

Describe this group:

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U **A** **✎** **T<sup>2</sup>** | :

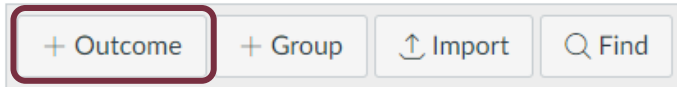
4

p 0 words </> ↻

5

## New Outcomes

- In the Course Navigation menu, click **Outcomes**.
- If you decide to use Outcome Groups, select the group, then choose **+Outcome**. If you are not using the Outcome Groups, click **+Outcome** on the main page.



- Enter a name for the outcome in the **Name this Outcome** field.
- If you allow students to view Learning Mastery scores on the Grades page, students will see the name of the outcome. You can customize the name students see in the **Friendly Name** field (optional).
- Enter a description of the outcome. Save time by copying the appropriate SLO description from the [IE Portal](#)

8 Name this outcome:

9 Friendly name (optional):





Describe this outcome:

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U A   $T^2$  | :

10

p

  | 0 words | `</>`  

## Criterion Ratings

11. Scroll down to the outcome settings. By default, Canvas provides three criteria levels worth a maximum of 5 points.
12. Click the **pencil icon** to edit the criterion rating.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
5 Points	3 Points	0 Points	5 Points

Insert                      Insert                      Insert

- a. You can change the existing name for the criterion in the **Criterion Name** field
- b. Set the criterion point value by typing in the **Points** field
- c. To save the criterion, click the **OK** button
- d. To remove the criterion completely, click the **Delete** button
- e. To add additional criterion ratings, click the **Insert** links

(A)	(B)	Meets Expectations	Does Not Meet Expectations	Total Points
	pts	3 Points	0 Points	3 Points
(D)	Delete	Ok		

(C)

Insert                      Insert                      (E)  
Insert

13. Indicate criterion for Mastery in **Mastery at:** field

Mastery at:

### Calculation Method

14. Scroll down to select the calculation method that will be used to determine outcome mastery for the course. Four options are available:

- a. The default method is **Decaying Average**, which averages all assessment items and weights the most recent item at a higher percentage. By default, the last item the student completes will be weighted at 65% with the earlier items being weighted at 35%
- b. **N Number of Times**, specifies the number of times that mastery must be met or exceeded along with the total number of opportunities for outcome mastery
- c. The **Most Recent Score** always selects the score for the most recent assessment item.
- d. The **Highest Score** method always selects the highest score from amongst all of the assessment items.

15. Click the **Save** button to create the Outcome

Calculation Method:

Last Item: <input type="text" value="65"/> <i>Between 1% and 99%</i>	<b>Calculation Meth...</b> 65/35 Decaying Average <b>Example:</b> Most recent result counts as 65% of mastery weight, average of all other results count as 35% of weight. If there is only one result, the single score will be returned. <b>1- Item scores:</b> 1, 4, 2, 3, 5, 3, 6 <b>2- Final score:</b> 4.95
---	--



Cancel

Save















## Aligning Outcomes with Assignments/Assessments

1. Open an existing assignment rubric with which you wish to associate the outcome.
2. Enable edit mode by clicking on the **pencil icon** at the top of the rubric.

Oral Presentation Rubric  						
Criteria	Ratings					Pts
Compelling Visuals	5 pts Outstanding	4 pts Good	3 pts Satisfactory	2 pts Needs Improvement	1 pts No Submission	5 pts
Total Points: 5						

3. At the bottom of the rubric, click **Find Outcome** to open your course outcomes folder containing all previously imported material.

Title: Oral Presentation Rubric  						
Criteria	Ratings					Pts
Compelling Visuals Range <input type="checkbox"/>	5 pts Outstanding  	4 pts Good  	3 pts Satisfactory  	2 pts Needs Improvement  	1 pts No Submission  	5 pts
+ Criterion	<input type="text" value="Find Outcome"/>					Total Points: 5

4. Navigate to the desired outcome.
5. Check the appropriate box, if you wish to use the outcome as part of the points for the assignment. You'll need to use the same point value each time the outcome is used.
6. Click the **Import** button on the lower right corner.

Find Outcomes

Studio Art (Bachelors or...
Defending the Efficacy ...

4

Understanding of Cont...

### Understanding of Contemporary Art

Students' understanding of contemporary art will be assessed in the Contemporary Art Foundations course (ART2204C), a required course taught every semester. In this course, students complete three tests that assess their ability to identify artists, their bodies of work, the artistic movements they are associated with, and the historical and cultural context they work within. We plan to use the students' scoring averages to assess this outcome.

Exceeds Expectations	Above Average	Meets Expectations	Below Average	Does Not Meet Expectations	Total Points
5 Points	4 Points	3 Points	2 Points	1 Points	5 Points

6

5  Use this criterion for scoring

Calculation Method: Highest Score

Cancel **Import**

7. The outcome will appear in your rubric with a target icon. If you have chosen to use the item for scoring, those points will be added to the total.
8. Click **Update Rubric** to finalize changes.

Title:

Criteria	Ratings	Pts
Compelling Visuals Range <input type="checkbox"/>	5 pts Outstanding            4 pts Good            3 pts Satisfactory            2 pts Needs Improvement            1 pts No Submission	5 pts
Understanding of Contemporary Art threshold: 3 pts	5 pts Exceeds Expectations           4 pts Above Average           3 pts Meets Expectations           2 pts Below Average           1 pts Does Not Meet Expectations	5 pts

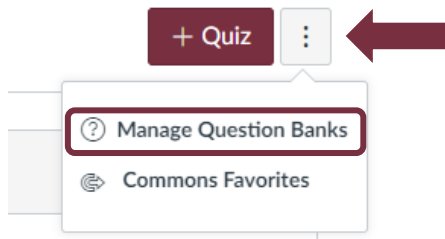
+ Criterion  Total Points: 10

Cancel

**Update Rubric**

## Aligning Outcomes to a Question Bank

1. In the course Navigation menu, click **Quizzes**.
2. Click the icon in the upper right corner to open a dropdown box and select **Manage Question Banks**.



3. Select the desired question bank.
4. Choose **Align Outcomes** from the menu to the right.

### Week 5 Quiz

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

Show Question Details

Question	1 pts
Which of the following statements is true?	
<small>move/copy question to another bank</small>	

- + Add a Question
- Edit Bank Details
- Move Multiple Questions
- × Delete Bank
- Bookmark this Bank

#### Aligned Outcomes

Align Outcome

5. Navigate to the desired outcome.
6. You will be asked to “Set mastery for any score at or above \_\_\_\_\_ %”. This means that you need to determine the percentage of test bank questions that a student will need to answer correctly to achieve “Mastery”.
7. Click the **Import** button on the lower right corner.

Find Outcomes x

Studio Art (Bachelors or...

5

Defending the Efficacy ...

Understanding of Cont...

### Understanding of Contemporary Art

Students' understanding of contemporary art will be assessed in the Contemporary Art Foundations course (ART2204C), a required course taught every semester. In this course, students complete three tests that assess their ability to identify artists, their bodies of work, the artistic movements they are associated with, and the historical and cultural context they work within. We plan to use the students' scoring averages to assess this outcome.

Exceeds Expectations	Above Average	Meets Expectations	Below Average	Does Not Meet Expectations	Total Points
5 Points	4 Points	3 Points	2 Points	1 Points	5 Points

6
 Set mastery for any score at or above:  %

Calculation Method: Highest Score

7

↓

Cancel
Import

8. You will see the newly aligned outcome on the sidebar.

Aligned Outcomes

---

Understanding of Contemporary Art

mastery at 60% x

Align Outcomes

### Enabling Learning Mastery Gradebook

1. In the Course Navigation menu, click **Settings**.
2. At the top of the page, click the **Feature Options** tab.
3. Find Learning Mastery Gradebook.
4. Click the feature's **State icon** and select the **Enabled** option.
5. You can allow students to see their outcomes within the Student Learning Mastery Gradebook.



Course Details   Sections   Navigation   Apps   Feature Options ← 2

### Course

Feature	State
> Allow Outcome Extra Credit	⊗
> Anonymous Grading	⊗
> Anonymous Instructor Annotations	⊗
> ePub Exporting	⊗
> External Collaborations Tool	⊗
> Final Grade Override	⊗
3 > Learning Mastery Gradebook	✓
> Mastery Paths	<div style="border: 1px solid gray; padding: 2px;">           4 ✓ Enabled            Disabled         </div>
> Moderated Grading	⊗
> New Course and User Analytics	⊗
> New Quizzes	⊗
5 > Student Learning Mastery Gradebook	✓

6. Once you have enabled the tool, go to **Grades**.

7. Click the Gradebook menu and select Learning Mastery.

Gradebook ▾   View ▾

- Learning Mastery...
- Individual View...
- Gradebook History...

8. In Learning Mastery view:

- a. Student names and sections are on the left.
- b. Each column consists of a course outcome and the outcome grade for each student. Individual student scores within each outcome are based on outcome values. The first number indicates the score the student earned, the second indicates the mastery threshold hold set for the outcome.
- c. A sidebar on the right-hand side shows the outcome levels for the course.
- d. You can filter outcomes or students that have no outcome results.
- e. To download a csv file of the Learning Mastery Gradebook, click **Export Report**. The report contains Student Name, Student ID, the score the student receives based upon the calculation method chosen for the outcome, and the number of points possible for that outcome.

Learning Mastery ▾

Course average ▾	3.44 /3	3.73 /3	3.73 /3	3.44 /3
Learning Outcome	unGraded	fa20UC1	fa20UC2	fa20AC1
Canvas Test 3	3 /3	5 /3	3.83 /3	3 /3
Test Student				
Canvas Test1 A	3 /3	3.25 /3	3.83 /3	2.53 /3
Canvas Test2	3 /3	4.42 /3	4.42 /3	4.3 /3
Canvas Test 4	3 /3	3.25 /3	0 /3	1.95 /3
Canvas Test5 A	3 /3	4.42 /3	4.42 /3	3.47 /3
Canvas Test6	5 /3	4.42 /3	3.83 /3	5 /3
Canvas Test8	3 /3	0 /3	5 /3	1.95 /3
Canvas Test9	3 /3	3.83 /3	3.25 /3	3.95 /3
Canvas Test10				

Legend:

- Exceeds Mastery
- Meets Mastery
- Near Mastery
- Well Below Mastery

Hide outcomes with no results

Hide students with no results

Export report

A

B

C

D

E