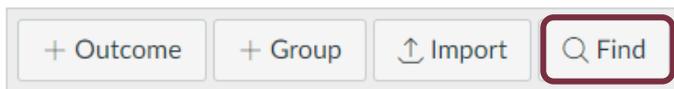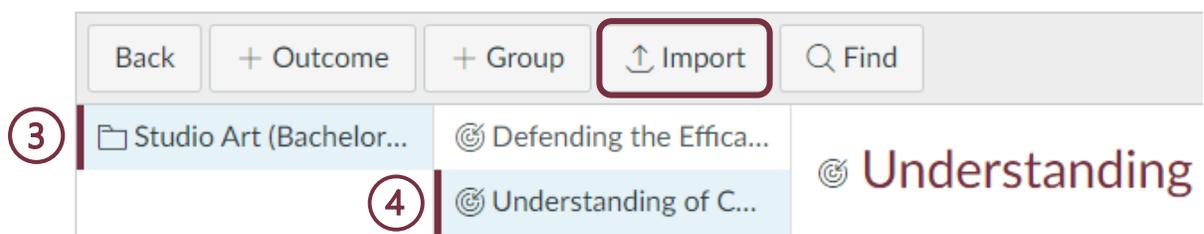# USER GUIDE FOR IMPORTED CANVAS OUTCOMES

## Importing Outcomes into your Canvas Course

1.  In the course Navigation menu, click **Outcomes**.

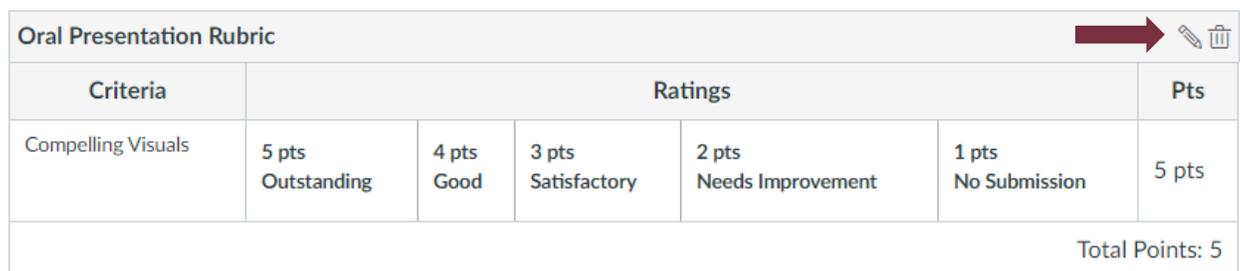2.  Click the **Find** button.



3.  Select the name of an outcome group to view available outcomes. You can also view outcome groups within other outcome groups.

4.  Select the outcome or outcome group you wish to import.

5.  Click the **Import** button.



## 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.



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

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.



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.

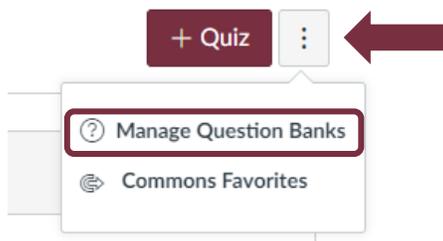8. Click **Update Rubric** to finalize changes.

## 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.

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.



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



## 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.



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

7. Click the Gradebook menu and select Learning Mastery.

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.