



Documenting Student Learning Outcomes Assessment in Canvas as an Unweighted/Hidden Assignment Score

1. Navigate to the course in which assessment of your program's Student Learning Outcome(s) 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 using this assignment (e.g., "SLO #1", "SLO – Communication Skills"). 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 assignment.

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'.

Points 10

Assignment Group Student Learning Outcomes

Display Grade as Points

Do not count this assignment towards the final grade

Submission Type No Submission

5. In **Display Grade as** dropdown, select the option that best matches your scoring approach (do not select 'Not Graded').
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.

SLO #4 Out of 10 ...

Sort by >

SpeedGrader

Message Students Who

Curve Grades

Set Default Grade

Post grades

All grades hidden

Enter Grades as >

Grade Posting Policy