

# Quick Start Guide to Assessment in canvas

BY INSTRUCTURE

Canvas offers several assessment tools you can use to track and improve student learning in your courses. By following the steps outlined below, you will enable the full functionality of student learning assessment in Canvas, allowing you to monitor student progress across outcomes and target pedagogical interventions to improve student learning.

## ADD YOUR OUTCOMES

- 1
  - **Set up Outcomes** in a course before students are assessed with any assignments to ensure complete data tracking.
  - **Enter your course learning objectives/outcomes** into your Canvas course using the **Outcomes tool**.
    - **Set your criterion** for student achievement—when you align an outcome with an assignment, you decide whether the criterion point values will be used for grading or just for tracking student learning.
    - **Set the mastery level**—this is used to track whether students have achieved “proficiency” for a given outcome. You and/or your students can track outcome mastery in the learning mastery gradebook, if enabled.
  - **Import institutional or student learning outcomes**—ILOs and general education SLOs have been added to Canvas and can be imported using the “Find” option in the Outcomes tool. Program level outcomes, for sharing across courses, can be added by contacting the Educational Technology office.
    - Only import an ILO or SLO if your course is used for program reporting of student achievement on that particular learning outcome.

## ALIGN OUTCOMES WITH ASSIGNMENTS

- 2
  - Align outcomes with a **rubric** or **question bank** so they can be assessed with an assignment.
  - **Use a rubric** to assess outcomes on a manual/offline assignment, discussion, or quiz (for essay questions).
    - To **align an outcome with a rubric**, edit a rubric and click “Find Outcome Criterion”. Select the outcome you want to align. Aligned outcomes are denoted with a yellow flag.
    - **Rubrics can also be added at the program level** for easy sharing across courses—contact the Education Technology office to get these set up.
    - **AAC&U VALUE Rubrics** are added to Canvas and can be imported into your courses and edited to suit your needs using the “Find a Rubric” button.
  - **Use a question bank** to assess outcomes on multiple-choice type assignments.
    - To **align a question bank with an outcome**, select a question bank, click “Align Outcome”, and select the outcome—then use questions from that question bank in quizzes (exams, tests, etc.).

## TRACK & IMPROVE STUDENT LEARNING

- 3
  - Enable the **Learning Mastery Gradebook** in the “Feature Options” tab of course settings to track student achievement on each outcome.
    - The learning mastery gradebook allows you to **monitor how individual students and the class as a whole are performing by outcome**—the number after the slash is the “mastery level” for the outcome.
    - If an outcome is assessed more than once in a course, the **student’s best score is reported**.
    - Use the learning mastery gradebook to **improve instruction for the whole class or identify students that may need individualized attention**.
    - **Export the learning mastery gradebook as a .csv file** for quick and easy reporting of student learning outcomes that contribute to program assessment.
  - Enable the **Student Learning Mastery Gradebook** to allow students to see how they are progressing on each outcome, giving them the ability to focus their studies on the particular areas that need improvement.

