

## Assess Course Outcomes with Canvas

### STEP 1: ADD OUTCOMES (SLOs) TO CANVAS COURSE

All Palomar course SLOs have been added to Canvas and can be imported using the “Find” option in the Canvas Outcomes tool.

1. Go to the course where you’d like to add the SLO and select **Outcomes** from the left hand navigation. Then make the following selections/clicks:
  - a. Find (button)
  - b. Account Standards (folder)
  - c. Palomar (folder)
  - d. 2018 (folder)
  - e. Find the course outcome, starting by your division, in the Spring 2018 folder.
  - f. Then, select import.
2. The SLO will download into your course with this standard rubric.
  - a. [Click here for descriptions of the outcome criteria.](#)

Meets Outcome	Outcome Nearly Met	Outcome Not Met	No Submission	Total Points
5 Points	3 Points	1 Points	0 Points	5 Points

---

### STEP 2: ADD OUTCOME TO AN ASSIGNMENT

Add an outcome to a rubric and attach to the rubric to an assignment, discussion, quiz, or a paper/offline assignment.

3. Create a rubric and attach it to an assignment, discussion or quiz in Canvas.
4. Add the outcome that you’d like to assess to the rubric by clicking on “find outcome.”
  - a. Before adding the outcome to the rubric, uncheck the “Use this criterion for scoring” box if you don’t the outcomes points (0-5) added to the students grade.
5. If you would like to add an outcome to an automatically grade quiz, you can create a question bank for the quiz and then align an outcome(s) to the question bank. Complete instructions coming soon.

---

### STEP 3: ASSESS STUDENT LEARNING

6. As you grade each student’s assignment, you’ll indicate whether they’ve met the outcome using the outcome rubric that you downloaded.
  - a. Other instructors can do the same thing using the same outcome/rubric in their course(s). Instructors can use the same assignment or different assignments.

## STEP 4: VIEW ASSESSMENT RESULTS

7. After grading/assessment is complete, there are a few ways to view student assessment results. The first two reports require course instructors to enable the “Learning Mastery Gradebook” and “Student Learning Mastery” features in Canvas. Do this by visiting the “Features Options” tab in the Course Settings.
    - a. **Course Instructor Reports.** The Learning Mastery Gradebook allows course instructors to view how individual students as well as the class as a whole are performing by outcome. Instructors may export outcome results from the Learning Mastery Gradebook as a .csv file.
    - b. **Student Report.** The Student Learning Mastery Gradebook allows students to view how they are progressing on each outcome.
    - c. **Report for Multiple Canvas Courses.** For faculty assessing an outcome using multiple Canvas courses, Academic Technology can run one report showing the results for all Canvas courses that assessed using the same outcome. Reports are available upon request. [Click here to view a sample report.](#)
- 

## STEP 5 (OPTIONAL): ASSESS OUTCOME ACROSS COURSE SECTIONS

8. A course outcome may be added to multiple sections of a course or multiple courses. To do this, the instructor for each course needs to find and add the outcome to their course and to a specific assignment (steps 1-3 above).

This set of instructions was adapted from the Kansas State University, [Quick Start Guide to Assessment in Canvas](#)

For assistance, contact [learningoutcomeshelp@palomar.edu](mailto:learningoutcomeshelp@palomar.edu)