iorad Adding Canvas Assignments and Creating Rubrics with Outcomes

Step 1:

Make sure you are in the course that has the imported Canvas Mastery Outcomes. Once inside the course, the first step is to view the **Dashboard** links in blue and click **Assignments**.



Step 2:

Click Add Assignment in the upper right corner of the page.

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Step 3:

Type Assignment Name. I named this assignment CLO Assessment - Math 11. Click into the cell, type Assignment.

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Step 4:

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Step 5:

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Type **assignment directions here** enter on your keyboard to proceed.



Step 6:

Scroll down and click Save

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Step 7:

Click Add Rubric at the bottom of the assignment page.

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Step 8:

The rubric populates with a sample rubric item Click **delete using the trashcan icon to** remove unnecessary criterion.

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Step 9:

To start adding the Canvas Mastery Outcome, you need to click Find Outcome.

										Related Items	
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Step 10:

A window will pop up, then click Academic Year 2025.

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Step 11:

Click on the an outcome you plan to add to this assignment. Click on MATH 11 - Analyze and Solve.

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Step 12:

Click **Import** in the bottom right corner of the page. After clicking **Import** this page will close and go back to the rubric.

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Assignments		MATH 11 - Graphing	Analyze and solve	a precalculus leve	i problem using analyti	c methods.		
Discussions			Met:	Met with	Not Met but	Not Met:	No	
Grades			Demonstrated	Minor Errors:	Demonstrates	Not enough	Participation:	
			mastery with clear.	Demonstrated	Some Learning: Some relevant	work to determine	Student was absent, did	
	Due		complete, and	without	work, but with a	mastery,	not	
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Step 13:

To add additional Canvas Mastery Outcomes, click **Find Outcome** again.

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Quizzes	ø	Analyze and Solve Analyze and	Demonstrated mastery with clear, complete, and	Demonstrated mastery without fundamental errors, but may have	Some Learning: Some relevant work, but with a fundamental error or misunderstanding.	to determine mastery, unclear and/or inconsistent work, or	Student was absent, did not participate in any part of the assessment.	
Modules	Ø	solve a	correct work.	some unclear,	Work that shows promise but	student participated in	or no longer	4 pt
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Step 14:

Click MATH 11 - Graphing to add a different outcome.

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	Outcomes Rubrics Quizzes Modules BigBlueButton Collaborations Chat	Ø Ø	MA Analyz Solve Analyz solve a precak proble analyti threshal + Cri			incomplete, and/or incorrect work.	promise but is incomplete.	student participated in assessment but did not submit work pertaining to the specified skill.	or no longer participating — in the course.
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Step 15:

Click **Import** to finalize adding the outcome to the rubric.

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6	Assignments				@ MATH 11 - Graphing	Sketch the graph of	of a precalculus lev	el problem using skills l	beyond plotting	a table of points.	
			Due			Met:	Met with	Not Met but	Not Met:	No	
	Grades					Demonstrated	Minor Errors:	Demonstrates	Not enough	Participation:	
			-			mastery with clear,	Demonstrated mastery	Some Learning: Some relevant	work to determine	Student was absent, did	
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Step 16:

Once you finished adding all the rubrics you want for this assignment, you can choose to Use this rubric for assignment grading.

		Criteria	Ratings					
Sering 2025 Home Announcement Assignments Discussions Grades	s 90	MATH 11 - Analyze and Solve Analyze and Solve a precalculus level problem using analytic methods. threshold: 3 pts	4 pts Met: Demonstrated mastery with clear, complete, and correct work.	3 pts Met with Minor Errors: Demonstrated mastery without fundamental errors, but may have some unclear, incomplete, and/or incorrect work.	2 pts Not Met but Demonstrates Some Learning: Some relevant work, but with a fundamental error or misunderstanding. Work that shows promise but is incomplete.	1 pts Not Met: Not enough work to determine mastery, unclear and/or inconsistent work, or student participated in assessment but did not submit work pertaining to the specified skill.	O pts No Participation: Student was absent, did not participate in any part of the assessment, or no longer participating in the course.	4 pts
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ogle Drive								

Step 17:

When Use this rubric for assignment grading is checked, you do not have to enter a score for the assignment. If you do not want the rubric to affect the grading make sure Use this rubric for assignment grading is NOT checked.

<	-	Criteria			Ratings			Pts
Announceme Assignments Discussions Grades	nts Ø	MATH 11 - Analyze and Solve Analyze and Solve a precalculus level problem using analytic methods. threshot: 3 ps	4 pts Met: Demonstrated mastery with clear, complete, and correct work.	3 pts Met with Minor Errors: Demonstrated mastery without fundamental errors, but may have some unclear, incomplete, and/or incorrect work.	2 pts Not Met but Demonstrates Some Learning: Some relevant work, but with a fundamental error or misunderstanding. Work that shows promise but Is incomplete.	1 pts Not Met: Not enough work to determine mastery, unclear and/or inconsistent work, or student participated in assessment but did not submit work pertaining to the specified skill.	O pts No Participation: Student was absent, did not participate in any part of the assessment, or no longer participating in the course.	4 pts
People Pages Files Syllabus Outcomes Rubrics Quizzes	ø	MATH 11 - Graphing Sketch the graph of a precalculus level problem using skills beyond plotting a table of points. threshold: 3 gts	4 pts Met: Demonstrated mastery with clear, complete, and correct work.	3 pts Met with Minor Errors: Demonstrated mastery without fundamental errors, but may have some unclear, incomplete, and/or incorrect work.	2 pts Not Met but Demonstrates Some Learning: Some relevant work, but with a fundamental error or misunderstanding. Work that shows promise but is incomplete.	1 pts Not Met: Not enough work to determine mastery, unclear and/or inconsistent work, or student participated in assessment but did not submit work pertaining to the specified skill.	0 pts No Participation: Student was absent, did not participate in any part of the assessment, or no longer participating in the course.	4 pts
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Step 18: Click Create Rubric

2025	Criteria		Ratings								
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Quizzes 90 Modules 00	+ Criterion Q F	ind Outcome				Total P	oints: 8				
BigBlueButton Collaborations Chat Attendance SCORM Office 365	Il write free-form comments when assessing students Remove points from rubric Don't post Outcomes results to Learning Mastery Gradebook Use this rubric for assignment grading Hide score total for assessment results Cancel Create Rubric										

Step 19:

If you need to edit click on the **Pencil icon** or to delete the rubric click on the **Trash icon**.

Home		Due	For		Available from		Until	
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Assignments								
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People		Criteria			Ratings			Pts
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Files \$	Ø	Analyze and solve a precalculus level	Demonstrated mastery with clear,	Demonstrated mastery without fundamental	Some Learning: Some relevant work, but with a fundamental	work to determine mastery, unclear and/or	Student was absent, did not participate in	
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Quizzes \$	Ð							
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Collaborations		problem using skills	complete, and	errors, but may have	error or misunderstanding.	inconsistent work, or	any part of the	4 pts
Chat		table of points.	correct work.	incomplete, and/or	is incomplete.	assessment but did not	longer participating in	
Attendance		threshold: 3 pts		incorrect work.		submit work pertaining to the specified skill.	the course.	
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Step 20:

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You're done with the tutorial. Go try it!

Congratulations on finishing this tutorial on adding Canvas Outcomes to a course to asses Course Learning Outcomes (CLOs).

Your next step in the CLO Assessment process is to Assess the Outcomes using Canvas Rubrics after students have completed the assessment. Below are links for how to accomplish this next step.

- 1. Interactive Tutorial: A step-by-step guide for Assessing Outcomes using Canvas Rubrics
- 2. PDF: A downloadable PDF with instructions.

For assistance, email LearningOutcomesHelp@palomar.edu