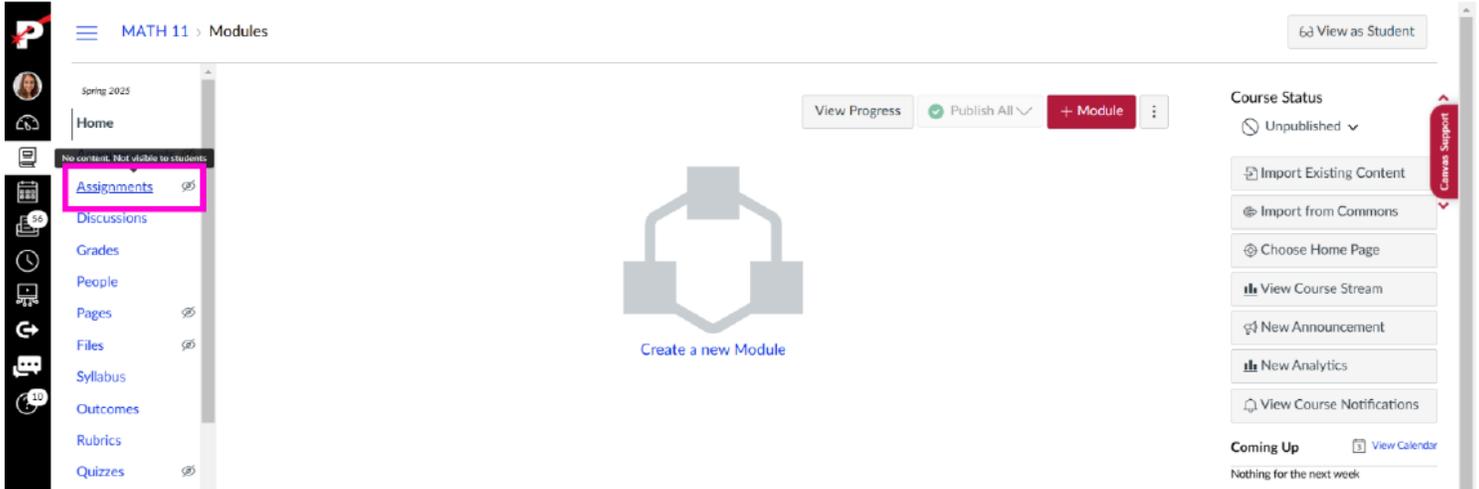


# Adding Canvas Assignments and Creating Rubrics with Outcomes

## Step 1:



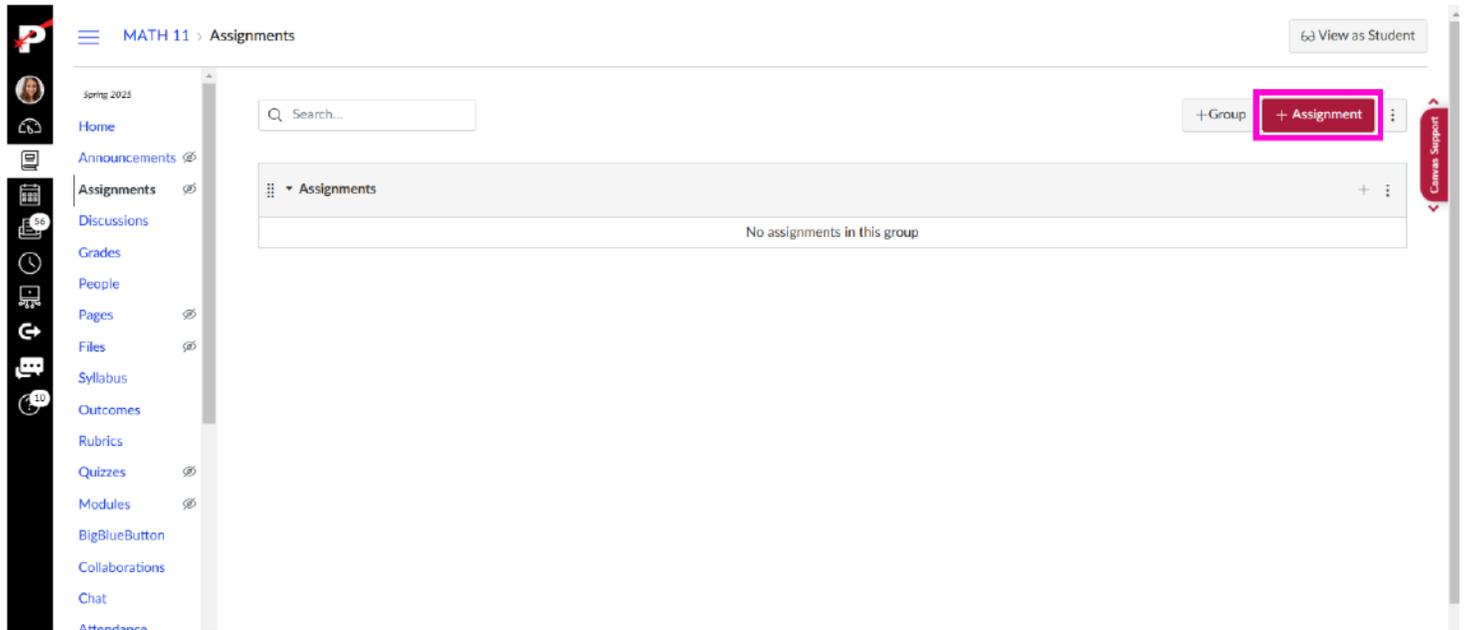
Make sure you are in the course that has the imported Canvas Mastery Outcomes. Once inside the course, the first step is to view the **Dashboard** links in blue and click **Assignments**.



## Step 2:



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



## Step 3:



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

The screenshot shows the Canvas LMS interface for creating a new assignment. The breadcrumb trail is "MATH 11 > Assignments > Create new". The left sidebar contains navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Chat, Attendance, and SCORM. The main content area has a "Not Published" status and a "Canvas Support" link. The "Assignment Name" field is highlighted with a pink border and contains the text "Assignment Name". Below the field is a rich text editor with a toolbar and a large text area. The "Points" field is set to 0.

## Step 4:



Click the **description box**.

The screenshot shows the same Canvas LMS interface. The "Assignment Name" field is now filled with "CLO Assessment - Math 11". The description box below the editor is highlighted with a pink border and contains a single vertical bar "|". The "Points" field remains at 0.



## Step 7:



Click **Add Rubric** at the bottom of the assignment page.

MATH 11 > Assignments > CLO Assessment - Math 11

View as Student Immersive Reader

### CLO Assessment - Math 11

Enter directions here.

Points 0  
Submitting a text entry box

Due	For	Available from	Until
-	Everyone	-	-

**+ Rubric**

## Step 8:



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

MATH 11 > Assignments > CLO Assessment - Math 11

View as Student Immersive Reader

### CLO Assessment - Math 11

Enter directions here.

Points 0  
Submitting a text entry box

Due	For	Available from	Until
-	Everyone	-	-

Title:  [Find a Rubric](#)

Criteria	Ratings	Pts
Description of criterion Range <input type="text"/>	5 pts Full Marks 0 pts No Marks	5 pts

[+ Criterion](#) [Find Outcome](#) Total Points: 5

I'll write free-form comments when assessing students  
 Remove points from rubric

## Step 9:

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

The screenshot shows the Canvas LMS interface for a 'CLO Assessment - Math 11'. The left sidebar contains navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Chat, Attendance, SCORM, Office 365, and Google Drive. The main content area displays the assessment details, including a text entry box for directions, a points section showing 0 points, and a table with columns for Due, For, Available from, and Until. Below the table is a rubric editor with a 'Find Outcome' button highlighted in pink. The rubric editor also includes a title field, a table with columns for Criteria, Ratings, and Pts, and several checkboxes for settings like 'I'll write free-form comments when assessing students' and 'Remove points from rubric'. A 'Cancel' button and an 'Update Rubric' button are at the bottom of the rubric editor.

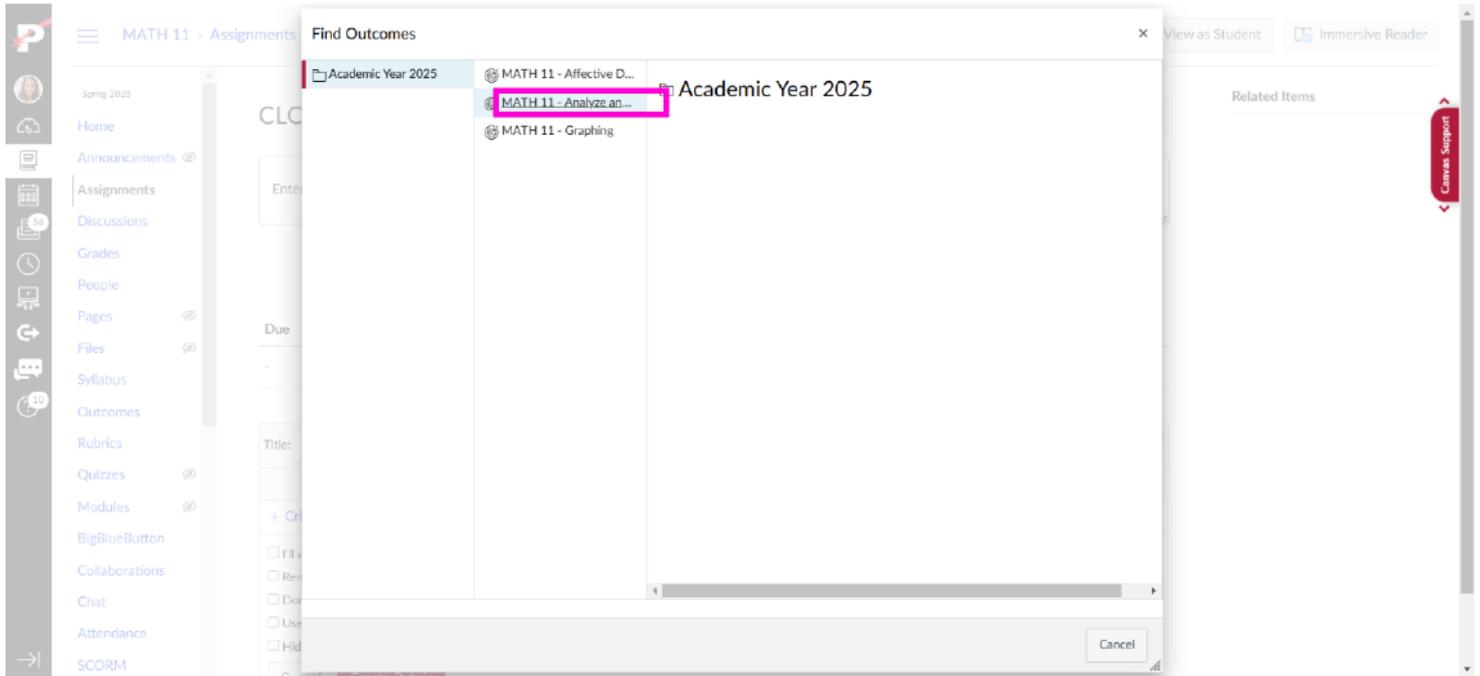
## Step 10:

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

The screenshot shows the Canvas LMS interface with a 'Find Outcomes' modal window open. The modal window has a search bar and a list of results. The first result, 'Academic Year 2025', is highlighted in pink. The modal window also has a 'Cancel' button at the bottom right. The background shows the same assessment details as in Step 9, but they are partially obscured by the modal window.

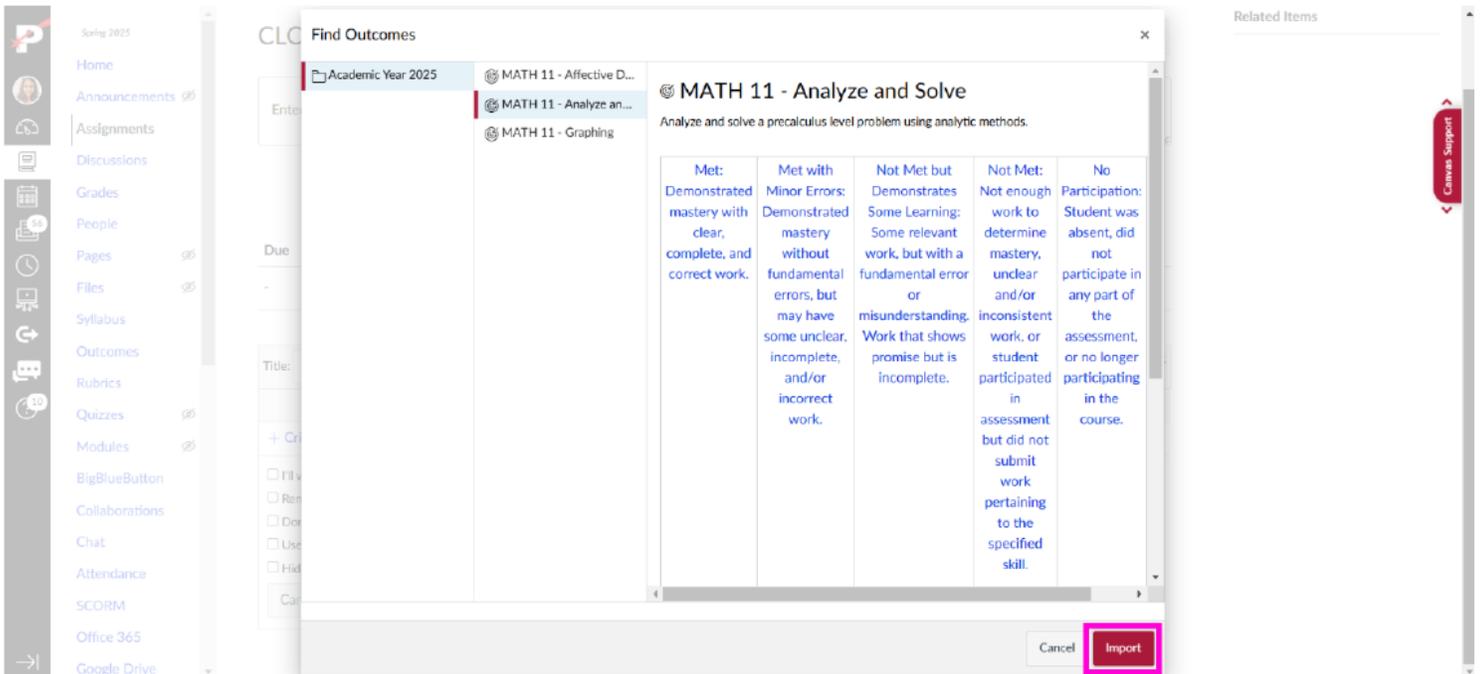
## Step 11:

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



## 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.



## Step 13:



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

The screenshot shows the Canvas LMS interface with a sidebar on the left containing navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Chat, Attendance, SCORM, Office 365, and Google Drive. The main content area displays a rubric editor for a rubric titled "Some Rubric". At the top, there is a text entry box for directions, a points field set to 0, and a "Submitting" button. Below this is a table with columns for "Due", "For", "Available from", and "Until". The "For" column contains "Everyone". A "Find a Rubric" search bar is visible. The main table has columns for "Criteria", "Ratings", and "Pts". The "Criteria" column contains a description: "MATH 11 - Analyze and Solve: Analyze and solve a precalculus level problem using analytic methods, threshold: 3 pts". The "Ratings" column is divided into five columns representing different performance levels: "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.", and "0 pts No Participation: Student was absent, did not participate in any part of the assessment, or no longer participating in the course." The "Pts" column shows "4 pts". A "+ Criterion" button with a "Find Outcome" search bar is highlighted in a pink box. Below the table are several checkboxes: "I'll write free-form comments when assessing students", "Remove points from rubric", "Don't post Outcomes results to Learning Mastery Gradebook", and "Use this rubric for assignment grading".

## Step 14:



Click **MATH 11 - Graphing** to add a different outcome.

The screenshot shows the "Find Outcomes" dialog box in the Canvas LMS. The dialog has a search bar at the top with the text "Find Outcomes". Below the search bar, there is a list of search results. The first result is "Academic Year 2025" with a sub-item "MATH 11 - Affective D...". The second result is "MATH 11 - Analyze and Solve" with a sub-item "MATH 11 - Graphing" highlighted in a pink box. The third result is "MATH 11 - Analyze and Solve" with a description: "Analyze and solve a precalculus level problem using analytic methods." Below the search results is a table with columns for "Met:", "Met with Minor Errors:", "Not Met but Demonstrates Some Learning:", "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.", and "No Participation: Student was absent, did not participate in any part of the assessment, or no longer participating in the course." The "Met:" column contains the text: "Demonstrated mastery with clear, complete, and correct work." The "Met with Minor Errors:" column contains the text: "Demonstrated mastery without fundamental errors, but may have some unclear, incomplete, and/or incorrect work." The "Not Met but Demonstrates Some Learning:" column contains the text: "Some relevant work, but with a fundamental error or misunderstanding. Work that shows promise but is incomplete." The "Not Met:" column contains the text: "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." The "No Participation:" column contains the text: "Student was absent, did not participate in any part of the assessment, or no longer participating in the course." At the bottom of the dialog are "Cancel" and "Import" buttons.

## Step 15:



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

The 'Find Outcomes' dialog box displays the following information:

- Academic Year 2025**
- MATH 11 - Graphing**
- Title:** Sketch the graph of a precalculus level problem using skills beyond plotting a table of points.

Met:	Met with Minor Errors:	Not Met but Demonstrates Some Learning:	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.	No Participation:
4 pts Demonstrated mastery with clear, complete, and correct work.	3 pts 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.

Buttons: Cancel, **Import**

## Step 16:



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

The 'Create Rubric' dialog box displays the following information:

Criteria	Ratings					Pts
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.	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
MATH 11 - Graphing Sketch the graph of a precalculus level problem using skills beyond plotting a table of points. 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.	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

Options:

- Fill 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

Buttons: Cancel, **Create Rubric**

Total Points: 8

## 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.

The screenshot shows the Canvas LMS interface with a sidebar on the left containing navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Chat, Attendance, SCORM, Office 365, and Google Drive. The main content area displays a rubric for two criteria: 'MATH 11 - Analyze and Solve' and 'MATH 11 - Graphing'. Each criterion has a table of ratings from 4 pts to 0 pts. Below the rubric table, there are several checkboxes: 'I'll write free-form comments when assessing students', 'Remove points from rubric', 'Don't post Outcomes results to Learning Mastery Gradebook', and 'Use this rubric for assignment grading'. The 'Use this rubric for assignment grading' checkbox is checked. At the bottom, there are 'Cancel' and 'Update Rubric' buttons.

Criteria	Ratings					Pts
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.	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
MATH 11 - Graphing Sketch the graph of a precalculus level problem using skills beyond plotting a table of points. 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.	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

+ Criterion Find Outcome Total Points: 8

I'll 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

Cancel Update Rubric

## Step 18:

Click **Create Rubric**

The screenshot shows the same Canvas LMS interface as in Step 17. The 'Use this rubric for assignment grading' checkbox is now unchecked. The 'Create Rubric' button at the bottom is highlighted with a pink box.

Criteria	Ratings					Pts
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.	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
MATH 11 - Graphing Sketch the graph of a precalculus level problem using skills beyond plotting a table of points. 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.	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

+ Criterion Find Outcome Total Points: 8

I'll 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**.

Submitting a text entry box

Due	For	Available from	Until
-	Everyone	-	-

Criteria	Ratings					Pts
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.	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
MATH 11 - Graphing Sketch the graph of a precalculus level problem using skills beyond plotting a table of points. 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.	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
Total Points: 8						

## Step 20:



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

Congratulations on finishing this tutorial on adding Canvas Outcomes to a course to assess 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](mailto:LearningOutcomesHelp@palomar.edu)