

Recommended Instruction
by Assignment Type and Submission Modality

Outcome linking instructions vary by assignment type. See chart below for guidance on which instruction to follow.

Instruction Title:	Canvas Assignments X In-Person	Canvas Assignments X Online	Quizzes X Online	External Tools X Online
Assignment Type:	Paper Exams/Quizzes, Scantrons, Speeches, Performances, Practicals, Workbooks, Demonstrations	Text Entries, Website URLs, Media Recordings, Student Annotations, File Uploads	Exams/Quizzes w/ Canvas "Old" Quizzes	External Software w/ Canvas, Cengage, Person, Wiley, etc.
Submission Modality:	In-Person	Online	Online	Online

Link Outcomes X Canvas Assignments X In-Person

Overview: This process will demonstrate how to link outcomes in Canvas for assignments completed in-person. Examples of assignment types include: Paper Exams/Quizzes, Scantrons, Speeches, Clickers, Performances, Practicals, Workbooks, and Demonstrations.

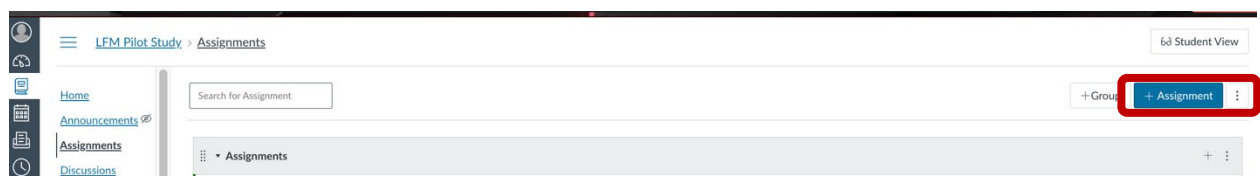
Note: If linking to an existing Canvas Assignment, skip to Step 7.

Assignment Setup:

1. Start by creating a new assignment in Canvas. Starting from the course “Home Screen” find the tab towards the left of the screen labeled “Assignments” and left click to select it.



2. Next, find and select + Assignment towards the upper right.



3. Customize the Assignment by entering the appropriate information into each field.
 - a. Assignment Name
 - b. Description
 - c. Points
 - d. Assignment Group
 - e. Display Grade as

The screenshot shows the assignment creation interface. On the left is a navigation menu with links: Home, Announcements, **Assignments**, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, 3C Media, NetTutor, Chat, Attendance, College Library 24-7 Access, and Online Student Resource Tutorials. The main area contains a form with the following fields highlighted by red boxes:

- Assignment Name:** A text input field containing "Assignment Name".
- Description:** A large text area for entering the assignment description.
- Points:** A text input field containing "10".
- Assignment Group:** A dropdown menu with "Assignments" selected.
- Display Grade as:** A dropdown menu with "Points" selected.

4. When you get to the "Submission Type" field, Select "On Paper."

The screenshot shows the "Submission Type" dropdown menu. The "Display Grade as" field is set to "Points". The "Submission Type" dropdown is open, showing the following options:

- Do not count this assignment towards the final grade
- No Submission
- Online
- On Paper
- External Tool

5. Continue customizing the assignment by entering the appropriate information into the remaining fields.
 - a. Group Assignment
 - b. Peer Reviews
 - c. Assign
 - d. Notify Users

The screenshot shows the Canvas assignment configuration interface. On the left is a sidebar with navigation links: Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, 3C Media, NetTutor, Chat, Attendance, College Library 24-7 Access, Online Student Readiness Tutorials, Students: Canvas Intro, How to get HELP & more!, and StudyMate. The main content area contains four sections, each highlighted with a red box: 1. 'Group Assignment' with a checkbox 'This is a Group Assignment'. 2. 'Peer Reviews' with a checkbox 'Require Peer Reviews'. 3. 'Assign' with a dropdown menu set to 'Everyone', a 'Due' date field, and 'Available from' and 'Until' date fields. 4. 'Notify users that this content has changed' with a checkbox. At the bottom right are buttons for 'Cancel', 'Save & Publish', and 'Save'.

6. To finish creating the assignment, check accessibility, make needed changes, and select “Save” or “Save and Publish” to finalize.

This screenshot is identical to the one above, showing the Canvas assignment configuration interface. The red boxes in this image highlight the 'Save & Publish' and 'Save' buttons at the bottom right of the interface.

Note: Remember to add the assignment to the appropriate module if using that Canvas feature.

Link Outcomes:

7. Outcomes can now be linked since assignment setup is complete. To start, find and select the assignment in Canvas. The assignment details page should appear as shown in the image below.

Note: This page should be shown automatically when immediately following step 6 of this instruction.

The screenshot shows the Canvas LMS interface for a new assignment. The breadcrumb trail is 'LFM Pilot Study > Assignments > New World Assignment'. The assignment title is 'New World Assignment' with a 'Published' status and an 'Edit' button. The description is 'Discuss the new world.'. The assignment is worth 10 points and is submitted on paper. The table below shows the due date as '-', the audience as 'Everyone', and the availability as '-'. A '+ Rubric' button is located at the bottom left of the assignment details area.

Due	For	Available from	Until
-	Everyone	-	-

8. Select the “+Rubric” icon.

This screenshot is identical to the previous one, but with a red rectangular box highlighting the '+ Rubric' button at the bottom left of the assignment details area.

9. Select the “Find Outcome” icon.

Title: [Find a Rubric](#)

Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks	0 pts No Marks
+ Criterion Find Outcome		5 pts

Total Points: 5

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

10. Identify the appropriate outcome by searching the list.
- a. ONLY select outcomes that are titled using the correct form. Any other outcomes listed will not be managed/updated by IE, and may not have the correct rubric.
 - i. Correct Title Form:
 - 1. XXX-YY_SLO-Z
 - 2. Where: XXX=Discipline, YY=Course Number, Z=SLO Number

Find Outcomes

Find Outcomes

- LFM
- SS-GUI
- LFM-ENG-1A_SLO-1**
- LFM-ENG-1A_SLO-2

LFM-ENG-1A_SLO-1

Write texts using diverse rhetorical or multimodal strategies.

Advanced	Proficient	Fundamental	Emergent	Novice	Total Points
4 Points	3 Points	2 Points	1 Points	0 Points	4 Points

Use this criterion for scoring
Calculation Method: Decaying Average

- b. Review the outcome statement to verify alignment with the assignment content.
- i. Best Practice: Assignment type should appropriately measure the outcome's Action/Level of Understanding.
 1. Example: Outcome "write texts" should link to a writing assignment of some sort.
 - ii. Best Practice: If selecting multiple outcomes for a single assignment label portions of the assignment with the outcome title in the assignment description (step 3b).

Find Outcomes ×

LFM	LFM-ENG-1A_SLO-1
SS-GUI	Write texts using diverse rhetorical or multimodal strategies.
LFM-ENG-1A_SLO-1	
LFM-ENG-1A_SLO-2	
	Advanced Proficient Fundamental Emergent Novice Total Points

- c. Review the assessment rubric, if needed. The rubric is standardized for all SLOs throughout Norco College and must be used to allocate assessment scores.
- i. Best Practice: Start thinking about your plan to interpret student learning attainment (using the shared 0-4 assessment rubric) based on the Instructor's grading practices.
 - ii. Note: The assessment rubric and outcome scores will be visible to students. Follow the "work-around" as an alternative method to remove from student view:
 1. Work Around: To remove assessment rubric and results from student view first create a mirrored assignment, valued at 0 pts, in an unpublished module. Then link outcome(s) to that assignment instead of the original "graded" version.

2. Work Around-Future Step: Later, when grading the assignment in Speedgrader, open the mirrored assignment/assessment in another window and assign assessment score at the same time.
3. Area of Improvement (FFP-01-I1): In response to Faculty Feedback as described in the Faculty Feedback Plan, NAC is currently in the process of researching an improved method remove assessment results from student view. This work around is the interim solution.

Find Outcomes ×

LFM
SS-GUI
LFM-ENG-1A_SLO-1
LFM-ENG-1A_SLO-2

LFM-ENG-1A_SLO-1
Write texts using diverse rhetorical or multimodal strategies.

Advanced	Proficient	Fundamental	Emergent	Novice	Total Points
4 Points	3 Points	2 Points	1 Points	0 Points	4 Points

- d. Next, decide whether the assessment rubric will be used to allocate assessment scores ONLY or if will also be used to allocate assignment grades.
 - i. The default setting opts to “Use this criterion for scoring.”
 1. If selected, 0-4 points will be awarded towards the assignment grade based on the assessment score result selected on the rubric when grading.
 2. See the **Guidance Document: Rubrics** for details and best practices on the use of Rubrics for assessing and grading, if desired.

- ii. If the rubric will be used for assessment purposes only (NOT to assign student grades) click to unselect the box near “Use this criterion for scoring.” If the checkmark disappears, the box has been unselected properly and assessment results will not be applied towards student grades.

Find Outcomes

- LFM
- SS-GUI
- LFM-ENG-1A_SLO-1**
- LFM-ENG-1A_SLO-2

LFM-ENG-1A_SLO-1
Write texts using diverse rhetorical or multimodal strategies.

Advanced	Proficient	Fundamental	Emergent	Novice	Total Points
4 Points	3 Points	2 Points	1 Points	0 Points	4 Points

Use this criterion for scoring

Unselected>>

- iii. If the rubric will be used for assignment grading, in addition to assessment, no further action is required as this is the default setting. The box near “Use this criterion for scoring” should be selected with a check mark.

Find Outcomes

- LFM
- SS-GUI
- LFM-ENG-1A_SLO-1**
- LFM-ENG-1A_SLO-2

LFM-ENG-1A_SLO-1
Write texts using diverse rhetorical or multimodal strategies.

Advanced	Proficient	Fundamental	Emergent	Novice	Total Points
4 Points	3 Points	2 Points	1 Points	0 Points	4 Points

Use this criterion for scoring

Selected>>

- e. Next, review the calculation method to verify the desired selection is listed. For guidance on calculation methods see [Guidance Document: Calculation Methods](#)

4 Points	3 Points	2 Points	1 Points	0 Points	4 Points
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Use this criterion for scoring

Calculation Method: Decaying Average

Last Item: 60 Between 1% and 99%	Calculation Method: 60/40 Decaying Average Example: Most recent result counts as 60% of mastery weight, average of all other results count as 40% of weight. If there is only one result, the single score will be returned. 1- Item scores: 1, 4, 2, 3, 5, 3, 6, 1, 4, 2, 3, 5, 3, 6 2- Final score: 4.89
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11. Once the outcome(s) have been identified select the “Import” icon towards the lower right to link with the assignment.

Find Outcomes ×

- LFM
- SS-GUI
- LFM-ENG-1A_SLO-1**
- LFM-ENG-1A_SLO-2

LFM-ENG-1A_SLO-1
Write texts using diverse rhetorical or multimodal strategies.

Advanced	Proficient	Fundamental	Emergent	Novice	Total Points
4 Points	3 Points	2 Points	1 Points	0 Points	4 Points

Use this criterion for scoring

Calculation Method: Decaying Average

Last Item: 60 Between 1% and 99%	Calculation Method: 60/40 Decaying Average Example: Most recent result counts as 60% of mastery weight, average of all other results count as 40% of weight. If there is only one result, the single score will be returned. 1- Item scores: 1, 4, 2, 3, 5, 3, 6, 1, 4, 2, 3, 5, 3, 6 2- Final score: 4.89
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12. Back on the assignment rubric screen finalize the rubric by customizing the remaining options:
 - a. Add a Title
 - b. Delete or Add Additional Rubrics

Criteria	Ratings					Pts
Description of criterion Range <input type="checkbox"/>	Full Marks					5 pts
LFM-ENG-1A_SLO-1 Write texts using diverse rhetorical or multimodal strategies. threshold: 2 pts	4 pts Advanced	3 pts Proficient	2 pts Fundamental	1 pts Emergent	0 pts Novice	4 pts

13. For the options towards the bottom:
 - a. Do NOT select: “I’ll write free-form comments when assessing students,” because it will remove the common 0-4 rubric scale.
 - b. Do NOT select: “Remove points from rubric” because it will remove the common 0-4 rubric scale.
 - c. Select “Don’t post Outcomes results to Learning Mastery Gradebook” if and only if you do not wish to include the assessment in the final assessment results.
 - d. Select “Use the rubric for assignment grading,” if desired.
 - i. Selecting this will auto-populate each student’s grade by clicking a score on the rubric while grading in speed grader.
 - e. Do NOT select: “Hide score total from assessment results,” because it will remove the common 0-4 rubric scale.

+ Criterion

- 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

14. Select the “Create Rubric” icon to finalize and save.

+ Criterion

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