https://www.norcocollege.edu/committees/assess/Pages/index.aspx

NORCO COLLEGE

BECOME A STUDENT   CURRENT STUDENTS   ACADEMICS & TRAINING   STUDENT SERVICES   WEBADVISOR   ABOUT   **START HERE**

assessments completed in Nuventive or entered in the
form. SLOs assessed in Canvas are not included.

How-To Guides and Resources

Canvas Outcomes Resources

- Assessment Phase One At-A-Glance
- How to Import Outcomes in Canvas
- How to Link Outcomes to Assignments
- How to View Assessment Results in Canvas
- Calculation Method Guidance
- Rubrics Guidance

Faculty Resources

- National Institute for Learning Outcomes Assessment
- NILOA Glossary
- Norco College New Faculty Assessment Overview

Student Services and Other Non-Instruction Resources

- Assessment Overview for Student Services
- Outcome Development Tool
- Outcome SMART Rubric
- Blooms Levels of Cognitive Behaviors

ASSESSMENT PHASE 1 AT-A-GLANCE

01 Process Overview

1. Import
2. Link
3. Evaluate Learning
4. Adjust

Training & Support 02

Link to Training Materials

03 Implementation Plan

~Guideline- Setup one new course per semester.
~Plan with Discipline to ensure proper scheduling and coverage of all courses.
~Need data for comprehensive program review coming up.

Outcomes Maintenance Process 04

Outcomes will be updated each summer after they are released for public view by RCCD.

05 Calculation Method Update Process

Link to Guidance Document

Import Outcomes Instruction

Overview: In order to use your Course Canvas for Student Learning Outcomes Assessment you must first add (import) the course outcomes.

1) Starting from the course "Home Screen" find the tab towards the left of the screen labeled "Outcomes" and left click to select it.

2) When the "Outcomes" screen appears, locate and select the "Find" icon which should be towards the upper right side of your screen.
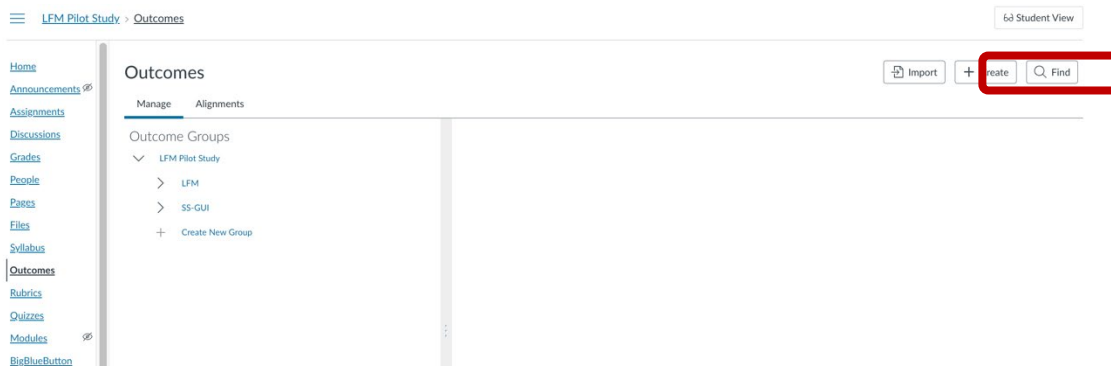
3) On the next screen locate and select the "Account Standards" dropdown menu towards the upper left.

Add Outcomes to Course

> Account Standards

4) Then find and select the dropdown menu labeled with the course discipline. Example: An ENE course would be labeled "Engineering".

Add Outcomes to Course

Outcome Groups

∨   Account Standards

>   Bus, Engineering, & Info Tech

>   Engineering

>   Norco College

>   Riverside Community College District

5) Next, you should see the list of course outcomes. Outcomes contain unique titles (Course Number_SLO-X) to help with identification. Search for desired outcomes using the search bar or by scrolling through the list then select the "Add" icon to import it into the course. Continue this process until all outcomes for the course have been added, then select the "Done" icon to the lower right of the screen. Note: Course outcomes will be updated annually during Summer before the start of the Fall Semester.
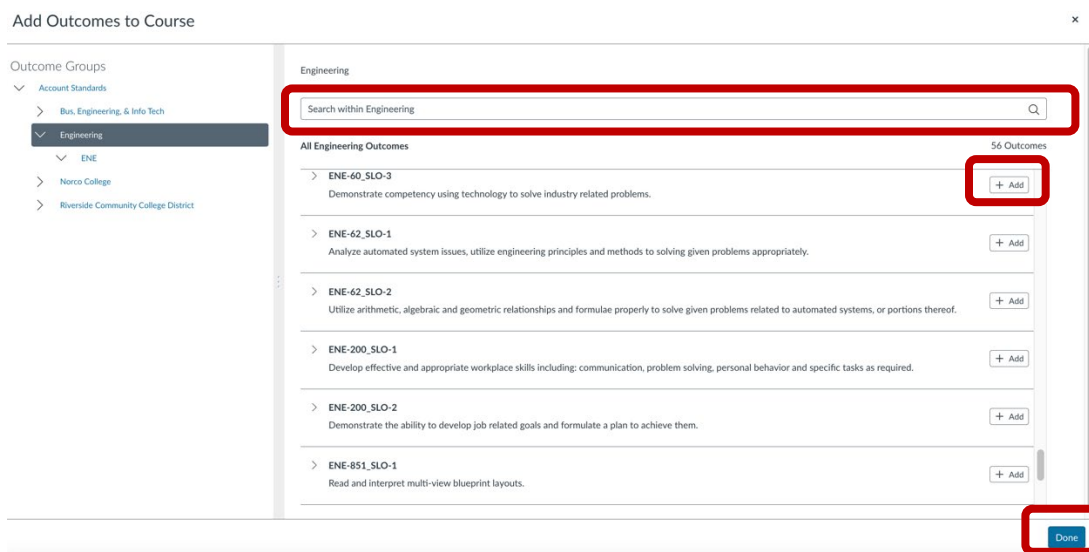
6) Your course outcomes have now been added and your Canvas is now setup. Next, see part 2 for guidance on Assessment Method Selection and Outcome Linking.

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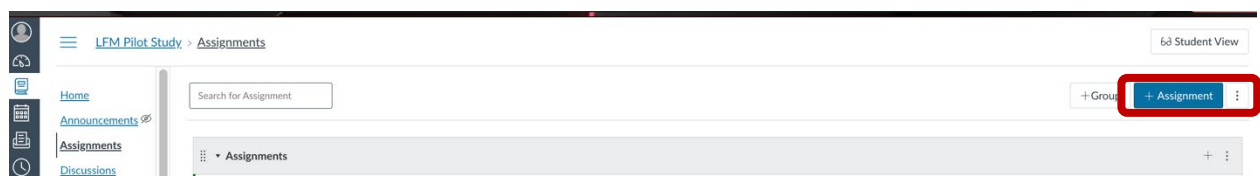
Note: If linking to an existing Canvas Assignment, skip to Step 7.

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

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

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

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

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.

8. Select the "+Rubric" icon.

9. Select the "Find Outcome" icon.

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

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

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

Unselected>> ☐ Use this criterion for scoring

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

Selected>> ☑ Use this criterion for scoring

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

☐ 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

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

Cancel   Import

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

13. For the options towards the bottom:
    a. <u>Do NOT select:</u> "I'll write free-form comments when assessing students," because it will remove the common 0-4 rubric scale.
    b. <u>Do NOT select:</u> "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. <u>Do NOT select:</u> "Hide score total from assessment results," because it will remove the common 0-4 rubric scale.

14. Select the "Create Rubric" icon to finalize and save.

+ Criterion 🔍 Find Outcome

☐ 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**

<u>Viewing Assessment Results in Canvas</u>

In order to view assessment results (not disaggregated) on your Canvas page you must complete two main tasks. These results will not be disaggregated but can be viewed in real time once assessment scoring has been completed.

Note: To request a copy of the disaggregated assessment results for your course specifically Contact Charise Allingham in the Department of Institutional Effectiveness at: Charise.Allingham@norcocollege.edu

<u>Task 1:</u> Enable the Learning Mastery Gradebook (must only be done once). The Learning Mastery Gradebook is where assessment results are stored in Canvas. This task adds the Learning Mastery Gradebook feature to your Canvas page.
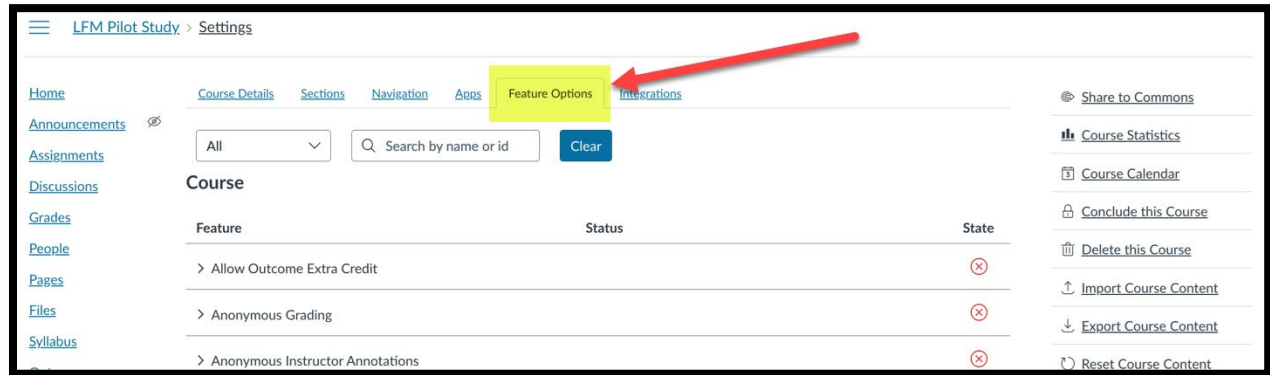
<u>Task 2:</u> Locate and view assessment results in the Learning Mastery Gradebook (done as often as desired to review assessment results).

<u>Task 1 Instructions: Enable the Learning Mastery Gradebook</u>
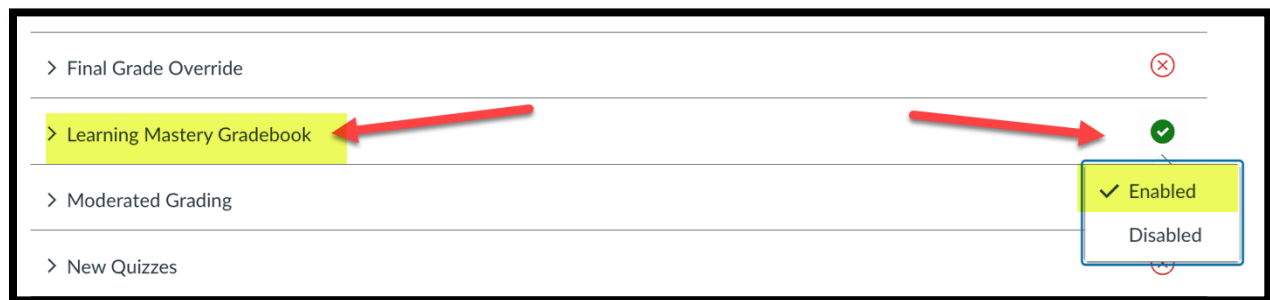
1. Open settings at the far bottom.
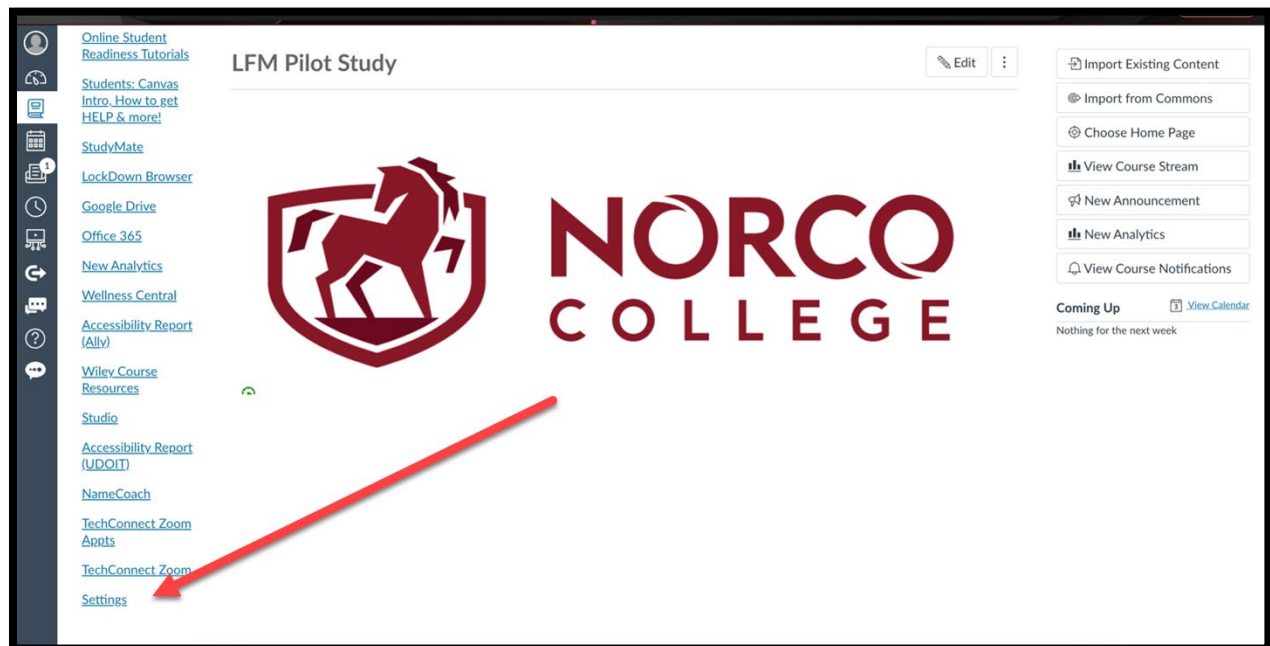
2. Select the Feature Options tab.

3. Enable the Learning Mastery Gradebook which allow you to view assessment results (not disaggregated) in your Canvas page.
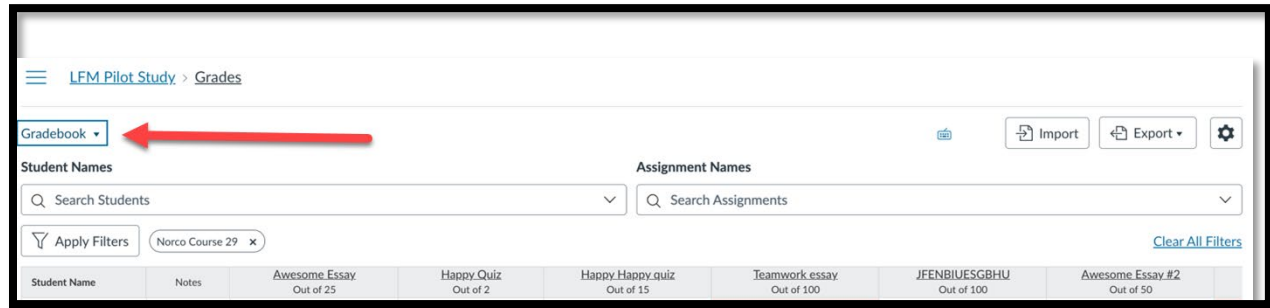

Task 2 Instructions: Locate and view assessment results in the Learning Mastery Gradebook
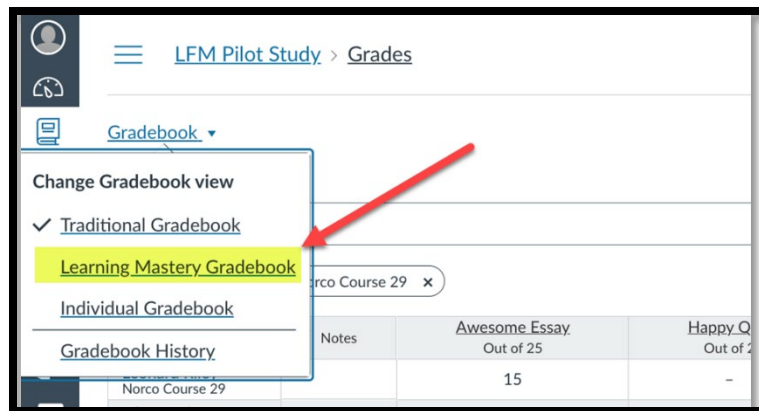
1. Select "Grades"

2. Find the "Gradebook" menu towards the top, then click the down arrow.

3. Select the "Learning Mastery Gradebook" option to change gradebooks.
   Note: Follow the same steps and select "Traditional Gradebook" to return to student grades.

4. Explore your assessment results.

Guidance Document: Calculation Method

Calculation Method: The way in which multiple assessments are combined into a single outcome score (per outcome, per student, per section).

1. There are five different calculation methods to choose from (see Calculation Method Summary below).
2. The default calculation method is Decaying Average.
3. Disciplines select a single calculation method for all outcomes of each course type.
4. Disciplines can select a different calculation method for each course type but all sections of the same course type must contain the same calculation method.
5. Cross-listed courses must have the same calculation method as their cross-listed partners.
6. Calculation method updates will be managed by IE.
7. Requests for updated calculation methods can be made anytime but will be stored until the next update period.
8. Calculation methods will be updated once per year during the update period each summer before the Fall semester.
9. Requests must be made using the request form. The requestor must attach evidence discipline consensus.

Calculation Method Summary:

XX/YY Decaying Average:
Most recent result counts as XX% of mastery weight, average of all other results count as YY% of weight. If there is only one result, the single score will be returned.

Example: 60% /40% Decaying Average
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.

Item Scores: 1, 4, 2, 3, 5, 3, 6, 1, 4, 2, 3, 5, 3, 6
Final Score: 5.03

Average:
Central value in a set of results. Calculated by dividing the sum of all item scores by the number of scores.

Warning: Average is not a good fit for most outcomes-based or mastery-based learning use cases because students may need time to reach mastery of an outcome and early poorer performance can bring down an average.

Example:
Item Scores: 1, 4, 2, 3, 5, 3, 6
Final Score: 3.43

N Number of Times:
Must achieve mastery at least 'n' times. Scores above mastery will be averaged to calculate final score.

Example: 5 Number of Times
Must achieve mastery at least n=5 times. Assume mastery is a 3. Scores above mastery will be averaged to calculate final score.

Item Scores: 1, 4, 2, 3, 5, 3, 6, 1, 4, 2, 3, 5, 3, 6
Final Score: 4.2

Most recent score:
Mastery score reflects the most recent graded assignment or quiz.

Example:
Item Scores: 1, 4, 2, 3
Final Score: 3

Highest Score:
Mastery score reflects the highest score of a graded assignment or quiz.

Example:
Item Scores: 1, 4, 2, 3, 5, 3, 6, 1, 4, 2, 3, 5, 3, 6
Final Score: 6

Guidance Document: Rubrics

1. When using rubrics to grade student work:
   a. It is possible to use multiple rubrics, if desired. One or more rubrics (including the assessment rubric) could be used for grading (allocating grade points to students). Alternatively, the assessment rubric could be used only to allocate assessment scores, and a separate rubric could be used towards student grades.
   b. Keep in mind that the total number of points on all rubrics used to assign student grades should match the assignment's total point value or the Instructor will have to interpret results from one scale to another.
   c. Matching Points Example: No interpretation needed
      i. Rubric: 0-4 points, Assignment Value: 4 points
      ii. Rubric 1: 0-4 points, Rubric 2: 0-96 points, Assignment Value: 100 points
   d. Points Mismatch Example: An interpretation is needed
      i. Rubric: 0-4 points, Assignment Value: 100 points
   e. The assessment rubric could be used to assign course grades, or not. However, if using assessment rubric to assign grades keep in mind it has a point scale of 0-4 points and consider the following options:
      i. Give the assignment a value of 4 pts.
      ii. Include an additional rubric to account for the difference between the assignment point value and assessment rubric point scale 0-4 points.
      iii. Be prepared to interpret assignment grade points based on assessment score 0-4 points.