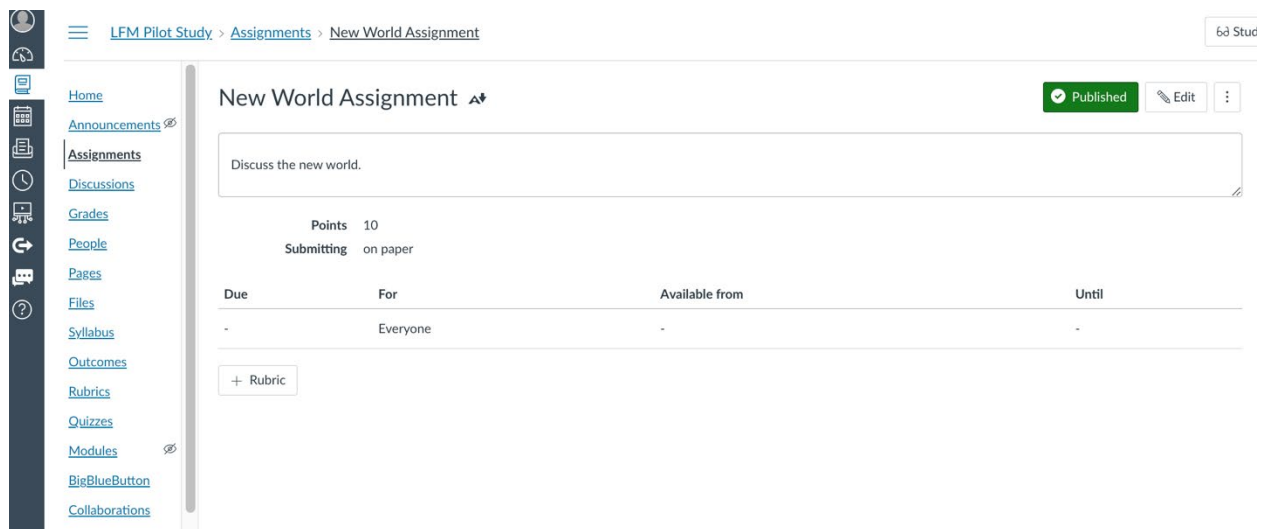


## How to Link Student Learning Outcomes to an Existing Assignment:

1. Once you have an assignment set up in Canvas, outcomes can now be linked. To start, find and select the assignment in Canvas. The assignment details page should appear as shown in the image below.



### Note:

- Do not do this if you are working in a Canvas Master Development Shell; you will want to wait until you are working in an actual course.
- Quizzes at this time are not encouraged to be used for Norco College Assessment purposes.
- If you are unsure how to set up an assignment, follow [this link](#) to the Distance Education Committee's page for faculty resources.

## 2. Select the “+ Create Rubric” icon.

The screenshot shows the Canvas LMS interface. On the left is a dark red sidebar with navigation links. The main content area has a header with a text box containing a reminder: **REMEMBER:** Be a critical thinker and be creative. This project may challenge you. The answer to the question - Who are you? It is not always as easy as it seems, so please get started early. How does our identity impact our actions, communication, and interpersonal relationships? Probe beyond the surface!

Below the header, the assignment details are shown: Points 50, Submitting Nothing. A table lists the due date (Oct 7 at 11:10am), for whom (Everyone), available from, and until. At the bottom, there are two buttons: '+ Create Rubric' and 'Find Rubric'. The '+ Create Rubric' button is highlighted with a red rectangular box.

Due	For	Available from	Until
Oct 7 at 11:10am	Everyone	-	-

## 3. Select the “Create From Outcome” icon.

### Create Rubric

The screenshot shows the 'Create Rubric' form. At the top, there are four dropdown menus: 'Type' (Scale), 'Rating Display' (Level), 'Rating Order' (High < Low), and 'Scoring' (Scored). Below these are two checkboxes: 'Don't post to Learning Mastery Gradebook' and 'Use this rubric for assignment grading'. The 'Criteria Builder' section is titled '0 Points Possible' and contains a list of criteria. The first criterion is '1. Draft New Criterion'. To its right is a button labeled 'Create From Outcome', which is highlighted with a red rectangular box.

**Criteria Builder** 0 Points Possible

1. Draft New Criterion Create From Outcome

4. This will open a new screen. Identify the appropriate outcome by searching the list and then select the SLO you would like to use by clicking on the desired SLO.
- 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. If the outcome/s are not listed or incorrect, please email [charise.allingham@norcocollege.edu](mailto:charise.allingham@norcocollege.edu) to upload or correct the outcome/s.
- i. Correct Title Form:
1. XXX-YY\_SLO-Z
  2. Where: XXX=Discipline, YY=Course Number, Z=SLO Number

#### 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

5. Review the outcome statement to verify alignment with the assignment content.

a. Best Practice: Put the SLO(s) on the assignment.

Find Outcomes x

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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
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b. 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	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
4 Points	3 Points	2 Points	1 Points	0 Points	4 Points

- c. Next, decide whether the assessment rubric will be used to allocate assessment scores ONLY or if it will also be used to allocate assignment grades for students.
  - i. If the rubric will NOT be used to assign student grades, then you will not need to do anything else, and you will move on to the next step.
  - ii. If you WOULD like to use this rubric to assign students grades, then you will need to select that option by selecting the “Use this rubric for assignment grading.” (An image of the box selected for student grading is on the next page for reference.)
    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.

*If you would like the rubric used for assignment grading, check the box by clicking in it, as show below.*

Create Rubric

×

Rating Display

Rating Order

Scoring

Scale

Level

High < Low

Scored

☐ Don't post to Learning Mastery Gradebook

☒ Use this rubric for assignment grading

Criteria Builder

4 Points Possible

1. COMM-9\_SLO-1

4 pts

Demonstrate understanding of interpersonal communication theories and their corresponding research methods.

Threshold: 2 pts

> Rating Scale: 5

2.

Draft New Criterion

Create From Outcome

- d. 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

- Once the outcome(s) have been identified select the “Import” icon towards the lower right to link with the assignment.

Find Outcome ×

COM-PLOs

COMM-9\_SLO-1

**COMM-9\_SLO-2**

**COMM-9\_SLO-2**

Identify and evaluate various applications of communication competencies across a variety of relational contexts.

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: Highest Score

**Calculation Method:** Highest Score

**Example:** Mastery score reflects the highest score of a graded assignment or quiz.

**1- Item scores:** 1, 4, 2, 3

**2- Final score:** 4

Cancel

**Import**

7. Back on the assignment rubric screen finalize the rubric by customizing the remaining options:
  - a. Add a Title
  - b. Add additional criterion to the rubric or “Add other outcomes.”

Create Rubric

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Rubric Name

Sample Rubric

Type

Rating Display

Rating Order

Scoring

Scale

Level

High < Low

Scored

☐ Don't post to Learning Mastery Gradebook ☒ Use this rubric for assignment grading

Criteria Builder 4 Points Possible

1. [COMM-9 SLO-1](#)

Demonstrate understanding of interpersonal communication theories and their corresponding research methods.

Threshold: 2 pts

> Rating Scale: 5

2. [Draft New Criterion](#)

[Create From Outcome](#)

Cancel

Create Rubric

8. Once you have everything you would like on the rubric, select the “Create Rubric” icon to finalize and save.



# Create Rubric



Type	Rating Display	Rating Order	Scoring
Name			
Scale	Level	High < Low	Scored

☐ Don't post to Learning Mastery Gradebook ☒ Use this rubric for assignment grading

## Criteria Builder

4 Points Possible

1. COMM-9\_SLO-1

4 pts

Demonstrate understanding of interpersonal communication theories and their corresponding research methods.

Threshold: 2 pts

> Rating Scale: 5

2. Draft New Criterion Create From Outcome

Cancel

Create Rubric

Preview Rubric

NOTE:

- 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.