

How to Score Assessment Outcome Rubric

Norco College Assessment Committee Faculty Resource

Purpose

Once your rubric is created and linked to outcomes, follow these steps to use it for grading and to record assessment results automatically in Canvas.

Step 1: Open the Grading Tool

- Go to the assignment in your Canvas course.
 - Click **SpeedGrader** from the right sidebar.
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Step 2: Open and Apply the Rubric

- In SpeedGrader, click **View Rubric** (or the rubric icon).
 - Click the appropriate performance level (0–4) for each criterion.
 - Add comments as needed, then click **Submit Assessment**.
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Step 3: Move Efficiently Between Students

- Use the arrows in SpeedGrader to move to the next student.
 - Repeat rubric clicks and save for each.
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Step 4: Control Student View (Optional)

If you need to keep outcome scores hidden:

- Create a **0-point, unpublished “Assessment Only”** copy of the assignment.
 - Link outcomes and the rubric to that version.
 - Grade the main assignment as usual, then click rubric scores on the mirrored version.
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Step 5: Verify Results in the Learning Mastery Gradebook

- Go to **Grades → Gradebook menu → Learning Mastery Gradebook**.*
- Review real-time outcome results by student and outcome.

**Don't see the Learning Mastery Gradebook? See the next page for how to do this.*

Enabling the Learning Mastery Gradebook in Canvas

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Purpose:

The Learning Mastery Gradebook is where Canvas stores and displays SLO assessment results. If you don't see it listed under "Grades," it just needs to be enabled in your course settings.

Step 1: Open Course Settings

- Scroll to the bottom of your **Course Navigation Menu** (left-hand side).
 - Click **Settings**.
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Step 2: Select the "Feature Options" Tab

- At the top of the Settings page, select the **Feature Options** tab.
 - Locate **Learning Mastery Gradebook** (sometimes labeled *Mastery Gradebook*).
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Step 3: Enable the Feature

- Click the toggle switch next to **Learning Mastery Gradebook** so it turns **green/on**.
 - You've now activated the feature for your course.
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Step 4: Access the Gradebook

1. Go back to your **Grades** page.
2. Click the **Gradebook menu** (drop-down arrow next to "Gradebook").
3. Select **Learning Mastery Gradebook**.

Tip: If you still don't see it, try refreshing your browser or logging out/in.

What You'll See

- Outcome titles (e.g., ENG-1A_SLO-1).
 - Performance bars showing average scores (0–4 scale).
 - Student performance data by outcome — updated as soon as you grade using your rubric.
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Troubleshooting

Issue	Quick Fix
Still not visible	Recheck Feature Options and refresh the course
No data displaying	Ensure your rubric uses <i>linked outcomes</i> (XXX-YY_SLO-Z)
Some students missing	Verify all submissions were graded using the rubric
