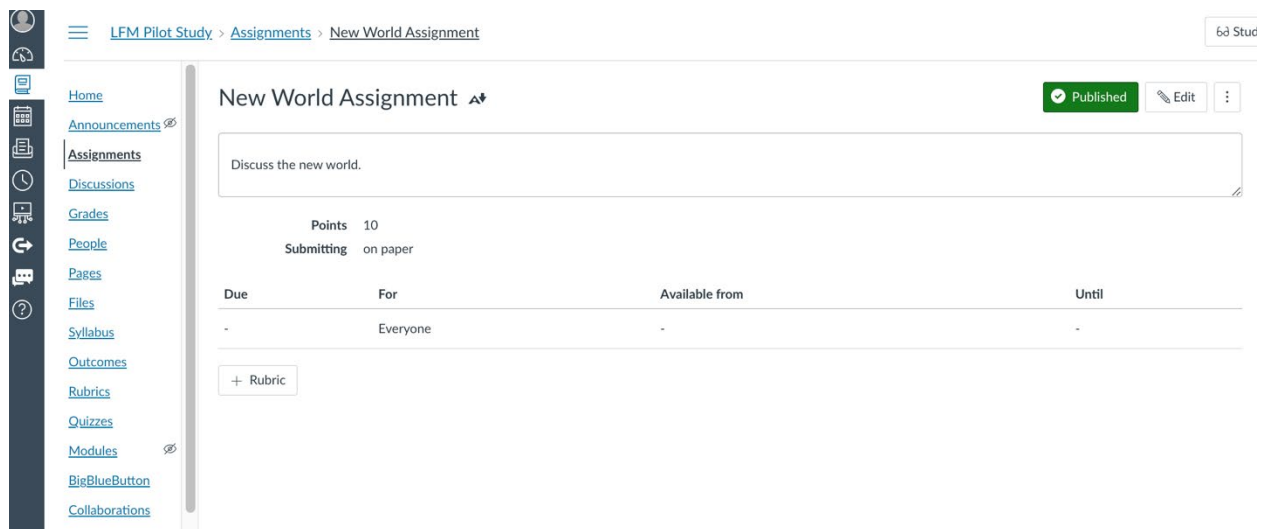


How to Link Program Learning Outcomes (PLOs) to an Existing Assignment:

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.

- **Hook the viewer** in the first 5 seconds with a bold statement, question, or quick skit.
- Focus on **one central aspect** of the theory and explore it in depth through an application.
- Use **everyday examples or scenarios** (relationships, friendships, workplace, pop culture, etc.) to make the theory relatable.
- Keep your explanation **clear and simple**, even if the theory itself is complex.

Points100

Submittinga file upload

File Typesdoc, docx, and pdf

Due	For	Available from	Until
Oct 18	Everyone	-	-

+ Create Rubric

Find Rubric

3. Select the “Create From Outcome” icon.

Rubric Name

Scale

Rating Display

Level

Rating Order

High < Low

Scoring

Scored

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

Criteria Builder

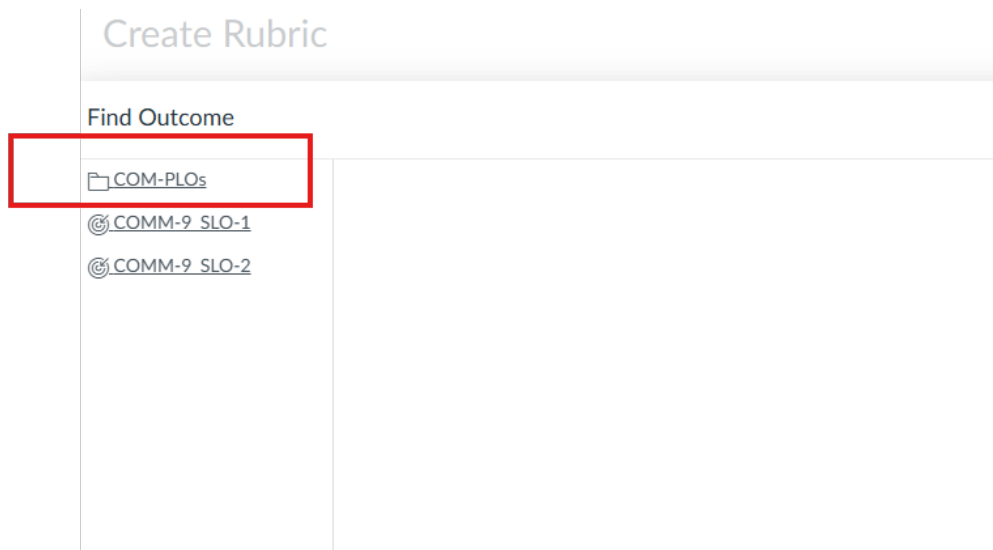
0 Points Possible

1.

Draft New Criterion

Create From Outcome

4. This will open a new screen and from this screen you will click on the PLO option that corresponds with your program(s).



Create Rubric

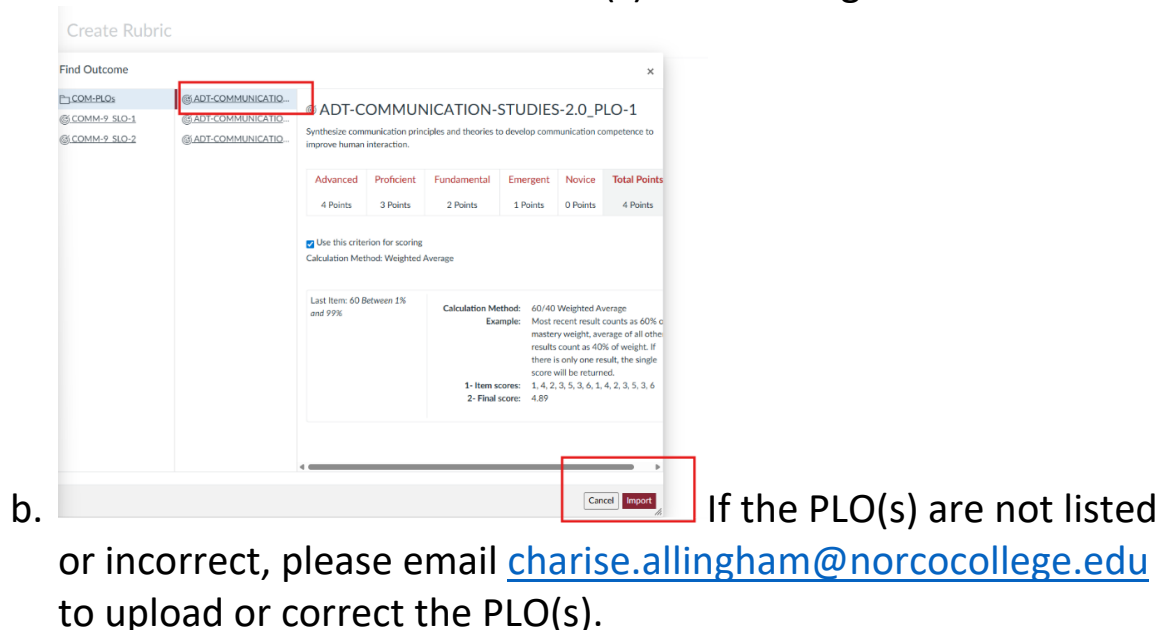
Find Outcome

COM-PLOs

COMM-9 SLO-1

COMM-9 SLO-2

5. Identify the appropriate PLO that you would like to link to the assignment and click “Import.”
- Review the outcome statement to verify alignment with the assignment content.
 - Best Practice: Put the PLO(s) on the assignment.



Create Rubric

Find Outcome

COM-PLOs

ADT-COMMUNICATION-STUDIES-2.0_PLO-1

Synthesize communication principles and theories to develop communication competence to improve human interaction.

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: Weighted Average

Last Item: 60 Between 1% and 99%

Calculation Method: 60/40 Weighted 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

b. If the PLO(s) are not listed or incorrect, please email charise.allingham@norcocollege.edu to upload or correct the PLO(s).

- c. Review the assessment rubric, if needed. The rubric is standardized for all PLOs 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 PLO(s) 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 PLO(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. PLEASE NOTE: In response to Faculty Feedback as described in the Faculty Feedback Plan, NAC is currently in the process of researching an improved method to 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

- d. 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.
- 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.
 - 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.”
 - If selected, 0-4 points will be awarded towards the assignment grade based on the assessment score result selected on the rubric when grading.
 - See the [Guidance Document: Rubrics](#) for details and best practices on the use of Rubrics for assessing and grading, if desired.

Create Rubric

The screenshot shows the 'Create Rubric' interface. At the top, there are fields for 'Rubric Name' and a 'Type' dropdown set to 'Scale'. To the right are 'Rating Display' (set to 'Level'), 'Rating Order' (set to 'High < Low'), and 'Scoring' (set to 'Scored') dropdowns. Below these, there are two checkboxes: 'Don't post to Learning Mastery Gradebook' (unchecked) and 'Use this rubric for assignment grading' (checked). A red box highlights the checked checkbox, and a tooltip above it says '<<<Selected for Student Grading'. Below the checkboxes is the 'Criteria Builder' section. It shows a list of criteria, with the first one selected: '1. ADT-COMMUNICAT...'. The description for this criterion is 'Synthesize communication principles and theories to develop communication competence to improve human interaction.' Below the description, it says 'Threshold: 2 pts' and 'Rating Scale: 5'. On the right side of the criteria list, it says '4 Points Possible' and '4 pts'. At the bottom, there are two buttons: 'Draft New Criterion' and 'Create From Outcome'.

- 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
<input type="checkbox"/> 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			

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

Create Rubric

Find Outcome

COM-PLGs	ADT-COMMUNICATIO...	ADT-COMMUNICATION-STUDIES-2.0_PLO-1
COMM-2_SLO-1	ADT-COMMUNICATIO...	Synthesize communication principles and theories to develop communication competence to improve human interaction.
COMM-2_SLO-2	ADT-COMMUNICATIO...	

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: Weighted Average

Last Item: 60 Between 1% and 99%	Calculation Method: 60/40 Weighted 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

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.”

The screenshot shows the 'Rubric Name' field with the text 'Be the Expert: Theory Reel Assignment' highlighted by a red box. To the right are dropdown menus for 'Type' (Scale), 'Rating Display' (Level), 'Rating Order' (High < Low), and 'Scoring' (Scored). Below these are checkboxes for 'Don't post to Learning Mastery Gradebook' and 'Use this rubric for assignment grading'. The 'Criteria Builder' section shows a list of criteria. The first criterion is '1. ADT-COMMUNICAT...' with a description 'Synthesize communication principles and theories to develop communication competence to improve human interaction.', a threshold of '2 pts', and a rating scale of '5'. A red box highlights the second criterion slot, which contains a 'Draft New Criterion' button and a 'Create From Outcome' button. The total points possible are '4 Points Possible'.

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

The screenshot shows the same rubric creation interface as before. At the bottom, a red box highlights the 'Create Rubric' button, which is a dark red button with white text. To its left is a 'Cancel' button, and to its right is a 'Preview Rubric' button with an eye icon. The 'Criteria Builder' section shows the same criteria as before.

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.