

Quick Start Guide to Using the Outcomes Feature in  **CANVAS**
BY INSTRUCTURE

1. Add Your Outcomes

- **Set up Outcomes** in a course before students are assessed with any assignments to ensure complete data tracking.
- **Enter your course learning objectives/outcomes** into your Canvas course using the **Outcomes tool**.
 - **Set your criterion** for student achievement—when you align an outcome with an assignment, you decide whether the criterion point values will be used for grading or just for tracking student learning.
 - **Set the mastery level**—this is used to track whether students have achieved “proficiency” for a given outcome. You and/or your students can track outcome mastery in the learning mastery gradebook, if enabled.
- **Import program student learning outcomes**—all undergraduate program SLOs have been added to Canvas and can be imported using the “Find” option in the Outcomes tool.
 - Only import a program SLO if your course is used for program reporting of student achievement on that particular learning outcome.

2. Align Outcomes with Assignments

- Align outcomes with a **rubric** or **question bank** so they can be assessed with an assignment.
- **Use a rubric** to assess outcomes on a manual/offline assignment, discussion, or quiz (for essay questions).
 - To **align an outcome with a rubric**, edit a rubric and click “Find Outcome Criterion”. Select the outcome you want to align. Aligned outcomes are denoted with a yellow flag.
 - **Rubrics can also be added at the program level** for easy sharing across courses—contact the Office of Assessment to get these set up.
 - **AAC&U VALUE Rubrics** for Written Communication, Oral Communication, and Critical Thinking are added to Canvas and can be imported into your courses and edited to suit your needs using the “Find a Rubric” button.
- **Use a question bank** to assess outcomes on multiple-choice type assignments.
 - To **align a question bank with an outcome**, select a question bank, click “Align Outcome”, and select the outcome—then use questions from that question bank in quizzes (exams, tests, etc.).

3. Track & Improve Student Learning

- Enable the **Learning Mastery Gradebook** in the “Feature Options” tab of course settings to track student achievement on each outcome.
 - The learning mastery gradebook allows you to **monitor how individual students and the class as a whole are performing by outcome**—the number after the slash is the “mastery level” for the outcome.
 - If an outcome is assessed more than once in a course, the **student’s best score is reported**.
 - Use the learning mastery gradebook to **improve instruction for the whole class or identify students that may need individualized attention**.
 - **Export the learning mastery gradebook as a .csv file** for quick and easy reporting of student learning outcomes that contribute to program assessment.
- Enable the **Student Learning Mastery Gradebook** to allow students to see how they are progressing on each outcome, giving them the ability to focus their studies on the particular areas that need improvement.