How to Use your new Student Learning Outcomes (SLOs) in your Canvas Course

Last updated: March 14, 2024 – Please note that changes may have occurred in Canvas, Insights, or the SLO website since the last update.

This step-by-step user guide lists the standard ways to use the SLOs in Canvas at the Santa Rosa Junior College.

Continue to the next page to view and use the Table of Contents for this PDF. Hotlinks are provided throughout the pages.

Helpful Links

- **To practice using/creating SLOs**:
  - Beta Site: https://santarosajc.beta.instructure.com/
  - SLO Site: https://slo.santarosa.edu/faculty-information
  - Find your SLOs via CORs: www.santarosa.edu > Academics > Course Outlines
- **If you have specific Canvas questions,** please use the **Help button** at the bottom of the blue universal navigation bar on the left side of SRJC Canvas for a complete list of your Canvas help options.
  - During Fall Semester 2023, you can Book a One-on-One Appointment with a SLO Liaison to help answer questions about integrating your SLOs into Canvas.
  - You may also find additional resources on the SRJC's Distance Education Department site.
- I**f you are having trouble using your Username and Password to access Canvas:**
  - Reset Outlook/Canvas password: https://idp.santarosa.edu/
  - Contact SRJC IT support.

Table of Contents

Where do I start?

I don't use Canvas at all

If you teach in-person, you will still need to add SLOs to the Canvas shell(s) for your class(es). Everything up through page 17 is relevant to you. If you are ready to make a standalone Canvas Assignment to document your SLOs for a class, then jump to SLO Creation Procedures for Non-Canvas Users.

I use Canvas for documents, not grading

If you use Canvas to distribute documents to students, but do not record grades there, then everything up through page 17 is also relevant to you. You have more familiarity with Canvas than a non-user, but do not feel comfortable using the gradebook. If you are ready to make a standalone Canvas Assignment to document your SLOs for a class, then jump to SLO Creation Procedures for Non-Canvas Users.

I use the Canvas Gradebook, but assignments are submitted in-person

If you have an in-person class, but use Canvas to record grades in Canvas Assignments, then you have some Canvas experience and familiarity with the Gradebook. You know how to create a basic assignment but may not have any experience with creating Rubrics or using Speedgrader. You can jump ahead to Using Outcomes in Assignments.

I use Canvas for documents, grading, announcements, the works!

You have online (or hybrid) classes and use Canvas for online submissions, discussions, quizzes, etc. You know how to create a complex assignments and use the Speedgrader, but may not have any experience with creating Rubrics. Browsing through the sections on Assignments, Quizzes, Discussions, and Rubrics, you might discover a couple new things!

Student Learning Outcomes (SLOs)

Purpose

The SLO process represents a continuous cycle of improvement embodied in strong teaching practice. Teachers and their appraisers will use SLOs to design strategies to meet their goals for student success, beginning with planning and leading to thoughtful instructional design and delivery.

- Clear communication with students about expectations
- Continuous reflection for improvement on teaching
- Shared vocabulary with departmental colleagues when updating curricula and/or program development
- Provide opportunities to close equity gaps and diversify course content

What are SLOs?

- Student Learning Outcomes (SLOs) summarize the skills that students learn by taking your course
- SLOs are tools that instructors can use to assess their curricula
- Students know what to expect from a class through SLOs
- SLOs are required to be placed on syllabi
- SLOs are listed on the Course Outline of Record (COR), which is approved by faculty in your department and on the Curriculum Review Committee
- CORs can be found through the Faculty Portal

Why SLOs are important?

It is not enough to state what is expected that students will know or be able to do by the end of their time in a course or program; the next step is assessment – that is to determine if students are gaining skills or knowledge as a result of participating in a class or college program.

The purpose of assessment is to use results as a starting point for meaningful dialogue about the next steps in planning and improvement in order to maximize student success. Please note that

discussions arising from assessment results are not evaluations of individual faculty members, rather the focus is on student achievements and needs.

- Clear communication with students about where to focus
- Continuous reflection and improvement on teaching
- Shared vocabulary with departmental colleagues when updating curricula and/or program development
- Provide opportunities to close equity gaps and diversify course content

Why these changes are being made at SRJC

- To ensure that we are familiar with our SLOs
- To discover how many of our students are
- successfully meeting the SLOs
- To think about any needed teaching practice or curriculum changes
- To consider any equity issues in our courses (as the outcomes are disaggregated by demographics)
- To meet accreditation requirements

Finding your SLOs on the SRJC website

There are two ways to find your student learning outcomes. The steps below cover two different ways to find your student learning outcomes; the first is where they are located on the SRJC website and the second is where to find them in Canvas.

Steps

The steps below cover Finding your SLOs on the SRJC website.

1. Use the web browser of your choice to go to www.santarosa.edu which takes you to the SRJC Homepage
2. On this homepage, there is a blue bar with tabs that you can click on. These tabs include:
   a. About SRJC
   b. Admissions
   c. Financial Aid

      d. Academics

      e. Student Support

      f. Campus Life

      g. Foundation

      h. Accreditation

3. Select the tab for **<u>Academics</u>** by clicking on it.

4. This brings up a page with three white boxes:

      a. Courses, Degrees, Majors and Certificates

      b. Departments and Programs

      c. Support

5. Under Courses, Degrees, Majors and Certificates, click the words **<u>Course Outlines</u>**

6. This will bring up a page where you can search for your course outline.

7. In the empty box where it says **Course Prefix/Number**, type in the number for your course.

8. Below this box, you will see a dropdown menu called **Outline as of**. Choose the most recent semester.

9. This will bring up a page that has several versions of your course listed. Select the most recent **Term Effective** by clicking on its associated **Dept/Nbr**

10. This will open a page with your official **SRJC Course Outline**. It contains information such as:

      a. Catalog Information

      b. Units

      c. Catalog Description

      d. Prerequisites/Corequisites

      e. Recommended Preparation

      f. Limits on Enrollment

      g. Schedule of Classes Information

      h. Articulation, Major, and Certification Information

      i. Student Learning Outcomes

      j. Objectives

      k. Topics & Scope

l. Assignments

m. Methods of Evaluation/Basis of Grade

*NOTE: If you feel your course content has changed significantly from what is published in the official Course Outline, please talk to the Dean of your Department about updating the website.

Finding your SLOs on Canvas

Prerequisites

Logging into Canvas

Steps

The steps below cover Finding your SLOs in Canvas.

1. Use either the Canvas Dashboard or Courses buttons on the left side of the screen to select your current course
2. Use the Canvas Navigation bar on the left side of the screen to click on the word **Outcomes**
   a. If you do not see this button, you may need to turn it on using the **Settings** button
3. After you click on the Outcomes, it will take you to a page where you can add your course outcomes. On the upper right, there are three buttons:
   a. Import
   b. Create
   c. **Find**
4. Click on the button that says **Find**.
5. This will advance you to another screen. On the upper left of the screen you will see:
   a. Add Outcomes to Course
   b. Outcome Groups
   c. **Account Standards**
6. Click on **Account Standards**. This adds a new menu item below it called **Santa Rosa Junior College**
7. Click on **Santa Rosa Junior College** and it will open a menu with all of the departments in the college.
8. Use the drop down menu on the left to find your Department and Course Descriptor.
9. Your course's outcomes should pop up into the main part of the page when you click on your course number.
10. Add them to your Canvas Course by pressing the **+Add** button to the right of the outcome you want to add.

11. Once the Outcomes have been added to your course, you can use them assess Student Learning by

    a. Adding Outcomes to Rubrics

    b. Creating a Standalone Assignment

    c. Adding Outcomes to an Assignment

    d. Adding Outcomes to a Discussion

    e. Adding Outcomes to a Quiz

    f. Adding Outcomes to Question Banks

Evaluating your Data

Viewing Outcomes

Coming soon!

While we wait for Insights to be fully incorporated into Canvas for the SRJC, please check for the latest updates on the [SRJC SLO Faculty site](#).

Using Insights

Coming soon!

While we wait for Insights to be fully incorporated into Canvas for the SRJC, please check for the latest updates on the [SRJC SLO Faculty site](#).

SLO Creation Procedures for Non-Canvas Users

Standalone Assignment

Prerequisites

For this guide, you should already know how to

- [Create or Find Your Outcomes](#)

Steps

The steps below cover creating an Assignment that does not require student submissions and Adding a Rubric to that Assignment.

1. Use the Canvas Course Shell Navigation to go the **Assignments** tab.
2. You are now on the **Assignments** page.
3. Towards the upper-right of the Assignments page you will see three buttons
   a. The +**Group** button
   b. The +**Assignment** button (*This is the one you want*!)
   c. The **three-dot stack** "**More"** button
4. Click on the +**Assignment** button. This creates and takes you to a new (blank) Assignment page.
5. Create an **Assignment Name**. This could be something like "SLO Evaluation," or even just "Standalone Assignment." It should be something that lets you know what it is.
6. Next, scroll down the page until you see **Submission Type**. It has a box next to it with a dropdown menu inside.
7. Make sure "No Submission" is selected.
8. Finally, scroll to the bottom of the page. You will see three or more buttons in the lower-right-hand corner.
   a. The **Cancel** button
   b. The **Save & Publish** button
   c. The **Save** button

9. If you are creating this at the beginning of the semester, click the Save button. If you are creating this at the end of the semester and need to submit your SLOs asap, click the Save & Publish button.

Next Steps

Continue on to Attach an Outcome to an Assignment to attach your SLOs to the newly created Assignment

Publishing a Canvas Course to Submit SLOs

If you have made a Standalone Assignment in Canvas, you will need to Publish your Canvas Shell/Course to submit your Outcomes. Below are steps to Publish your course.

Prerequisites

- Standalone Assignment
- Attach an Outcome to an Assignment

Steps

Follow the steps in the "How do I publish a course?" document from the Canvas Instructure Community to easily publish your course via Dashboard or the course itself:

Using Outcomes in Assignments

Integrating Outcomes Using Rubrics

There are two ways to add outcomes to your assignment.

1. Aligning an Outcome through the Rubric Manager

2. Aligning an Outcome by creating a new Rubric for Assignments, Discussions, or Quizzes

Both are explained below.

Aligning an Outcome through the Rubric Manager

Prerequisites

For this guide, you should already know how to

- Create or Find Your Outcomes

Steps

If you are an instructor who already uses rubrics in your courses, you can simply add your outcomes to existing rubrics using the Rubric Manager tools. If you do not use rubrics in your course yet, you can use these directions to add new rubrics for assessing your Outcomes.

1. Use the Canvas Course Shell Navigation to go the **Rubrics** tab.
   NOTE: If you do not see Rubrics as an option in your course navigation, you may have to turn it on in the Canvas Course Navigation Settings.
2. You are now on the **Rubrics** page. If you have existing rubrics for your course, you will see them listed here.
3. Choose a rubric that meets an Outcome
4. When the rubric pops up, you'll see two options on the bottom of the rubric
   a. + Criterion
   b. **Find Outcome**
5. click **Find Outcome** to pick an Outcome from the existing list within your course site.
6. Select the Outcome you want from the navigation pane on the left. If you do not see any outcomes here, go back to the steps to Create or Find Your Outcomes

7. In the pane on the right, there is an additional, optional "Use this criterion for scoring" checkbox. **If you do not want to use the Outcome for grading purposes, then you must manually uncheck this box**. *When this box is left unchecked, the point value of the Outcome will NOT increase the assignment's score. If the box is checked, the points for the outcome will increase the point value of your assignment.*

8. Rename your Rubric to save a copy of it with the outcome attached.

9. Click the **Import** button in the bottom right corner of the pop-up window. This finalizes attaching the outcome(s) to the rubric.

10. Save your rubric.

    a. If this is a new rubric, click the **Create Rubric** button.

    b. If you are editing an existing rubric, click the **Update Rubric** button to save your changes.

NOTE: You can also consult the Canvas Guide on Managing Rubrics or jump right to their topic on How to align an outcome with a rubric

Attach an Outcome to an Assignment

Prerequisites

For this guide, you should already know how to

- Create or Find Your Outcomes
- Create a Standalone Assignment; or
- Create a Graded Assignment

Steps

The steps below show How to Attach an Outcome to an **Assignment** by Creating a Rubric or Attaching an Existing Rubric and Viewing the Assignment Rubric in SpeedGrader.

NOTE: You can also consult the Canvas Guide on Adding a Rubric to an Assignment

1. Use the Canvas Course Shell Navigation to go the **Assignments** tab.
2. You are now on the **Assignments** page.
3. Select one of your Assignments.
4. Towards the upper-right of the Assignment you will see three buttons
   a. The **Unpublished**/**Published** button
   b. The **Edit** button
   c. The **three-dot stack** "**More**" button (*This is the one you want*!)
5. Click on the **three-dot stack "More"** button and select **Add Rubric** from the drop-down menu
6. An **Assignment Rubric Details** dialog box will appear, with a Rubric titled "Some Rubric," which is the default title for new Rubrics.
7. If you do not already have a Rubric for your Assignments:
   a. Change the Rubric title to Assignment Rubric.
   b. Toward the middle of the Rubric dialog box, click on the 🔍**Find Outcome** link.
   c. This brings up a secondary (and larger) dialog box that shows the Outcomes attached to your course. Select one or more Outcomes that can be applied to the coursework that is being evaluated in the Assignment.

d. Click the **Import** button in the bottom right-hand corner of the page. This closes the secondary dialog box and brings you back to the original.

e. Click the **Create Rubric** button at the bottom of this dialog box. This closes the dialog box and attaches the Rubric to your Assignment.

8. If you have previously created a Rubric for your Assignments:

a. Toward the top-right of the Rubric dialog box, click on the ⌕**Find a Rubric** link.

b. This brings up a secondary dialog box that displays links for all of your Canvas courses that have Rubrics. Find your current course and click the link. (Note: *if you are just beginning to use rubrics, this list should be fairly short. If you have multiple courses with the same name, it is likely that the one with the most Rubrics listed in it will be your current course*.)

c. This will display all your Rubrics alphabetically in a second column in the middle, and the alphabetically-first Rubric in a third column to the right side of the dialog box. Click on the one titled Assignment Rubric. (Note: *you may have to scroll up or down to find it.*)

d. The third column now displays your Assignment Rubric. Click the **Use This Rubric** button at the bottom of the Rubric table. This closes the secondary dialog box and brings you back to the original. (Note: *you may have to scroll up or down to find the Rubric.*)

e. Click the **Create Rubric** button at the bottom of this dialog box. This closes the dialog box and attaches the Rubric to your Assignment.

9. Now you can use the **Rubric** to assess your outcomes. In the upper-right corner, go to the same **three-dot stack "More"** button you used to attach the rubric, and select **Speedgrader**.

Using Speedgrader to View & Document Outcome Results

Once you've created a Standalone Assignment, Attached a Rubric with Outcomes to an Assignment, Discussion, or Quiz, or Aligned Outcomes to Question Banks, you'll want to use Speedgrader to assess the Student Learning Outcomes. There are three options for each outcome: **Meets**, **Does Not Meet**, and **Did Not Participate**.

Prerequisites

- [Standalone Assignment](#)
- [Home Page redirect](#)

Steps

1. Use the Canvas Navigation bar to go to the **Grades**
2. Use the Scroll Bar to find the Standalone Assignment, Assignment, Discussion, or Quiz you want to assess.
3. Select the first student you'd like to grade
4. Click the **Speedgrader** link to go into the Assignment grading details.
5. You are now on the **Speedgrader** page. The Rubric button will be on the left-hand side below Student names and above Comments.
6. Click the **View Rubric** button to evaluate the current student.
7. Click **Save** when your evaluation is complete.
8. Click the Student names in the upper-right to evaluate other students.

Using Outcomes in Discussions

Attach an Outcome to a Graded Discussion

Prerequisites

For this guide, you should already know how to

- Create or Find Your Outcomes
- Create a Graded Discussion

Steps

The steps below show How to Attach an Outcome to a **Graded Discussion** by Creating a Rubric or Attaching an Existing Rubric and Viewing the Discussion Rubric in SpeedGrader.

NOTE: You can also consult the Canvas Guide on Adding a Rubric to a Graded Discussion

1. Use the Canvas Course Shell Navigation to go the **Discussions** tab.
2. You are now on the **Discussions** page.
3. Select one of your Graded Discussions
4. Towards the upper-right of the Discussion you will see three buttons
   a. The **Unpublished/Published** button
   b. The **Edit** button
   c. The **three-dot stack** "**More**" button (*This is the one you want*!)
5. Click on the **three-dot stack "More"** button and select **Add Rubric** from the drop-down menu
6. An **Assignment Rubric Details** dialog box will appear, with a Rubric titled "Some Rubric," which is the default title for new Rubrics.
7. If you do not already have a Rubric for your Discussions:
   a. Change the Rubric title to Discussion Rubric.
   b. Toward the middle of the Rubric dialog box, click on the ⌕**Find Outcome** link.

  c. This brings up a secondary (and larger) dialog box that shows the Outcomes attached to your course. Select one or more Outcomes that can be applied to the coursework that is being evaluated in the Discussion.

  d. Click the **Import** button in the bottom right-hand corner of the page. This closes the secondary dialog box and brings you back to the original.

  e. Click the **Create Rubric** button at the bottom of this dialog box. This closes the dialog box and attaches the Rubric to your Discussion.

8. If you have previously created a Rubric for your Discussions:

  a. Toward the top-right of the Rubric dialog box, click on the 🔍**Find a Rubric** link.

  b. This brings up a secondary dialog box that displays links for all of your Canvas courses that have Rubrics. Find your current course and click the link. (Note: *if you are just beginning to use rubrics, this list should be fairly short. If you have multiple courses with the same name, it is likely that the one with the most Rubrics listed in it will be your current course*.)

  c. This will display all your Rubrics alphabetically in a second column in the middle, and the alphabetically-first Rubric in a third column to the right side of the dialog box. Click on the one titled Discussion Rubric. (Note: *you may have to scroll up or down to find it.*)

  d. The third column now displays your Discussion Rubric. Click the **Use This Rubric** button at the bottom of the Rubric table. This closes the secondary dialog box and brings you back to the original. (Note: *you may have to scroll up or down to find the Rubric.*)

  e. Click the **Create Rubric** button at the bottom of this dialog box. This closes the dialog box and attaches the Rubric to your Discussion.

9. Now you can use the **Rubric** to assess your outcomes. In the upper-right corner, go to the same **three-dot stack "More"** button you used to attach the rubric, and select **Speedgrader**.

10. Click the **Speedgrader** link to go into the Discussion grading details.

11. You are now on the **Speedgrader** page. The Rubric button will be on the left-hand side below Student names and above Comments.

12. Click the **View Rubric** button to evaluate the current student.

13. Click **Save** when your evaluation is complete.

14. Click the Student names in the upper-right to evaluate other students.

Using Outcomes in Classic Quizzes

Adding a Standalone Rubric to a Classic Quiz

Prerequisites

For this guide, you should already know how to

- Create or Find Your Outcomes
- Make a Quiz

Steps

The steps below cover Adding a Standalone Rubric, Creating a Standalone Rubric, and Viewing the Quiz Rubric in Speedgrader.

NOTE: Because we are not evaluating individual Quiz questions with this method, you can even do this after students have already taken the Quiz.

1. Open your Quiz
2. Towards the upper-right of the Quiz you will see four buttons
   a. The **Unpublished**/**Published** button
   b. The **Preview** button
   c. The **Edit** button
   d. The **three-dot stack** "**More**" button (*This is the one you want*!)
3. Click on the **three-dot stack "More"** button and select **Show Rubric** from the drop-down menu
4. An **Assignment Rubric Details** dialog box will appear, with a Rubric titled "Some Rubric," which is the default title for new Rubrics.
5. If you do not already have a Standalone Rubric:
   a. Change the Rubric title to Standalone Rubric.
   b. Toward the middle of the Rubric dialog box, click on the 🔍**Find Outcome** link.
   c. This brings up a secondary (and larger) dialog box that shows the Outcomes attached to your course. Select one or more Outcomes than can be applied to the coursework that is being evaluated in the Quiz.

d. Click the **Import** button in the bottom right-hand corner of the page. This closes the secondary dialog box and brings you back to the original.

e. Click the **Create Rubric** button at the bottom of this dialog box. This closes the dialog box and attaches the Standalone Rubric to your Quiz.

6. If you have previously created a Standalone Rubric for your Assignments:

a. Toward the top-right of the Rubric dialog box, click on the ⚲**Find a Rubric** link.

b. This brings up a secondary dialog box that displays links for all of your Canvas courses that have Rubrics. Find your current course and click the link. (Note: *if you are just beginning to use rubrics, this list should be fairly short. If you have multiple courses with the same name, it is likely that the one with the most Rubrics listed in it will be your current course.*)

c. This will display all your Rubrics alphabetically in a second column in the middle, and the alphabetically-first Rubric in a third column to the right side of the dialog box. Click on the one titled Standalone Rubric. (Note: *you may have to scroll up or down to find it.*)

d. The third column now displays your Standalone Rubric. Click the **Use This Rubric** button at the bottom of the Rubric table. This closes the secondary dialog box and brings you back to the original. (Note: *you may have to scroll up or down to find the Rubric.*)

e. Click the **Create Rubric** button at the bottom of this dialog box. This closes the dialog box and attaches the Standalone Rubric to your Quiz.

7. Now you can use the **Rubric**. In the upper-right corner*, there is a **Related Items** menu with three links:

d. **Quiz Statistics**

e. **Moderate This Quiz**

f. **Speedgrader** (*This is the one you want!*)

8. Click the **Speedgrader** link to go into the Quiz grading details.

9. You are now on the **Speedgrader** page. The questions from the Quiz will be in the main grading area on the left. The Rubric button will be on the left-hand side below Student names and above Comments.

10. Click the **View Rubric** button to evaluate the current student.

11. Click **Save** when your evaluation is complete.

12. Click the Student names in the upper-right to evaluate other students.

If you do not see the menu in the upper-right corner, either you are using a tablet or have a narrow browser window. Scroll to the bottom of the page to see this menu..

Aligning an Outcome to a Question Bank

Prerequisites

For this guide, you should already know how to

- [Create or Find Your Outcomes](#)
- [Make a Quiz](#)
- [Make a Rubric](#)

Steps

1. Use the Canvas Course Shell Navigation to go the **Quizzes** tab.
2. You are now on the **Quizzes** page.
3. In the upper-right corner, there are two buttons
   g. The blue +**Quiz** button creates a quiz
   h. The **three-dot stack** is a **More** button
4. Click on the **three-dot stack More** button and select **Manage Question Banks** from the drop-down menu
5. You are now on the **Course Question Banks** page.
6. In the upper-right corner*, there are two buttons
   i. The +**Add Question Bank** button
   j. The ⩗**View Bookmarked Banks** button
7. Click on the +**Add Question Bank** button in the upper right to create a new, empty Question Bank. (If you already have Question Banks, this will appear at the top of the list.)
8. This will become a category of questions that will coincide with a particular outcome, so name the new Question Bank accordingly.
9. Create some new questions or move some unfiled questions into your Question Bank
10. Click on the **Align Outcome** button on the right
    a. Select an outcome(s) that coincides with this question bank.
11. The Outcome is now aligned with that question bank. When you import the questions into quizzes, they will automatically have the Outcome attached to them.

If you do not see buttons in the upper-right corner, either you are using a tablet or have a narrow browser window. Scroll to the bottom of the page to see these buttons.

Adding a Question Bank with Outcomes to a Quiz

Prerequisites

For this guide, you should already know how to

- Create or Find Your Outcomes
- Make a Classic Quiz
- Align an Outcome to a Question Bank

Steps

The steps below cover Generating a Quiz using Question Banks with Aligned Outcomes and Viewing Student Outcomes from the Quiz.

1. Use the Canvas Course Shell Navigation to go the Quizzes tab.
2. You are now on the Quizzes page.
3. In the upper-right corner, click on the blue +**Quiz** button to create a quiz
4. Fill in the appropriate details including name, quiz instructions, quiz type, assignment group, etc.
5. Click on the **Questions** tab. This will bring up three options for questions types:
   a. + **New Question** (left)
   b. + **New Question Group** (center)
   c. **Find Questions** (right)
6. Choose the +**New Question Group** option
7. On the next screen, you have the option to name the question group, pick a number of questions from a question bank, and assign the number of points per question.
8. Click on the **Link to a Question Bank**. This will bring up a pop-up menu of all the question banks you have created. You will need to be mindful at this stage of which course's question banks you are accessing if you teach multiple sections or courses.
9. Select your desired Question Bank by clicking on it. This loads the question bank into your quiz. To save this selection, you will need to click on the blue **Create Group** button.
10. Now your Quiz will randomly select the number of questions you chose from that bank for the point value you specified.

11. Continue with all the questions you'd like to include.

12. Save & Publish your Quiz.

*NOTE: *Questions you add to the quiz that are not from these question banks will not have outcomes aligned to them.*

After you have saved and published your quiz, you'll want to check your work.

13. Open your quiz

14. Click on the icon in the upper right corner that says **Student View.** This will open up a window for you to test the quiz.

15. Click on the blue button that says **Take the Quiz**.

16. Answer your quiz questions. Click the blue **Submit Quiz** button at the bottom of the quiz.

17. The next screen will be a summary of the quiz's answers. At this time, click on the button on the bottom right of the screen that says **Leave Student View**.

18. Use the canvas navigation menu to go to your **Grades**

19. If some of the questions on your quiz needed to be hand graded, click on the score your **Test Student** earned.

    a. Clicking on this score brings up and arrow

    b. Click on the arrow to bring up a menu on the left of the screen.

    c. Click on the word **Speedgrader**

20. Adjust scores manually and leave feedback where appropriate.

21. These scores will automatically update the efficacy of its attached Outcome.

22. When finished, Click on the icon in the blue header bar on the upper left that looks like a book. This will take you back to your **Gradebook**.

23. On the upper left side of the screen you'll see the word **Gradebook** with a triangle next to it.

24. Click on the triangle which will open a dropdown menu with several options

    a. Traditional Gradebook

    b. Learning Mastery

    c. Individual Gradebook

    d. Gradebook History

25. Select **Learning Mastery** which will take you to the statistics for your course.

*Here is where you can access more about the Learning Mastery Gradebook

Using Outcomes in New Quizzes

*NOTE: If you have not already done so, you will need to enable New Quizzes as an option in your course navigation in the Canvas Course Navigation Settings.

Adding a Rubric with Outcomes to a New Quiz

Prerequisites

For this guide, you should already know how to:

- Create or Find Your Outcomes
- Make a New Quiz
- Make a Rubric

Steps

The steps below cover Adding a Standalone Rubric, Creating a Standalone Rubric, and Viewing the Quiz Rubric in Speedgrader.

*NOTE: Because we are not evaluating individual Quiz questions with this method, you can even do this after students have already taken the Quiz.

1. Open your New Quiz
2. Scroll to the bottom of the page where you can edit your New Quiz.
   a. At the bottom left, you will see a button that says "**+ Rubric**"
   b. This is the button you want to add a rubric.
3. Click on the "**+ Rubric**" button
4. An **Assignment Rubric Details** dialog box will appear, with a Rubric titled "Some Rubric," which is the default title for new Rubrics.
5. If you do not already have a Standalone Rubric:
   a. Change the Rubric title to Standalone Rubric.
   b. Toward the middle of the Rubric dialog box, click on the 🔍**Find Outcome** link.

      c.   This brings up a secondary (and larger) dialog box that shows the Outcomes attached to your course. Select one or more Outcomes than can be applied to the coursework that is being evaluated in the Quiz.

      d.   Click the **Import** button in the bottom right-hand corner of the page. This closes the secondary dialog box and brings you back to the original.

      e.   Click the **Create Rubric** button at the bottom of this dialog box. This closes the dialog box and attaches the Standalone Rubric to your Quiz.

6.   If you have previously created a Standalone Rubric for your Assignments:

      a.   Toward the top-right of the Rubric dialog box, click on the 🔍**Find a Rubric** link.

      b.   This brings up a secondary dialog box that displays links for all of your Canvas courses that have Rubrics. Find your current course and click the link. (Note: *if you are just beginning to use rubrics, this list should be fairly short. If you have multiple courses with the same name, it is likely that the one with the most Rubrics listed in it will be your current course*.)

      c.   This will display all your Rubrics alphabetically in a second column in the middle, and the alphabetically-first Rubric in a third column to the right side of the dialog box. Click on the one titled Standalone Rubric. (Note: *you may have to scroll up or down to find it.*)

      d.   The third column now displays your Standalone Rubric. Click the **Use This Rubric** button at the bottom of the Rubric table. This closes the secondary dialog box and brings you back to the original. (Note: *you may have to scroll up or down to find the Rubric.*)

      e.   Click the **Create Rubric** button at the bottom of this dialog box. This closes the dialog box and attaches the Standalone Rubric to your Quiz.

7.   Now you can use the **Rubric**. In the upper-right corner*, there is a **Related Items** menu with three links:

      k. **Quiz Statistics**

      l. **Moderate This Quiz**

      m. **Speedgrader** (*This is the one you want*!)

8.   Click the **Speedgrader** link to go into the Quiz grading details.

9. You are now on the **Speedgrader** page. The questions from the Quiz will be in the main grading area on the left. The Rubric button will be on the left-hand side below Student names and above Comments.

10. Click the **View Rubric** button to evaluate the current student.

11. Click **Save** when your evaluation is complete.

12. Click the Student names in the upper-right to evaluate other students.

If you do not see the menu in the upper-right corner, either you are using a tablet or have a narrow browser window. Scroll to the bottom of the page to see this menu..

Adding an Outcome to an Entire New Quiz

Prerequisites

For this guide, you should already know how to:

- [Create or Find Your Outcomes](#)
- [Make a New Quiz](#)

Steps

The steps below cover Adding an Outcome to an Entire New Quiz

*NOTE: We are not evaluating individual Quiz questions with this method. The Outcome will apply to the **entire grade** of the New Quiz. The Outcome(s) will be assessed by Canvas's automatic grading system.

1. Open your New Quiz
2. Scroll to the bottom of the page where you can edit your New Quiz. At the bottom right, you will see four buttons:
   a. **Cancel**
   b. **Save & Publish**
   c. **Save**
   d. **Build** (*This is the one you want!!*)
3. Click on the **Build** button. This will open the space for you to edit your quiz.
4. In the upper right corner, you will see three buttons
   a. **Item Banks**
   b. **Outcomes** (*This is the one you want!!*)
   c. **Preview**
5. Click on the **Outcomes** button.
6. This will bring up a new dialog box instructing you to **click** on it to **Align Institutional Learning Outcomes to this quiz**.
7. A menu will appear that includes ALL of the Institutional Learning Outcomes you have added to your courses.
   a. Be sure you are only adding outcomes to your quiz that are for your course.
   b. You can only add one outcome at a time.

     c. Follow the steps below to add more outcomes to your quiz, if appropriate.

8. From the menu on the left, click on the appropriate course. This will make your course outcomes appear on the right.

*NOTE: If you do not see your outcomes in this menu, you will need to go back to the [Create or Find Your Outcomes instructions.](#)

9. Select one or more outcomes to align to your quiz by clicking on the box to the left of the outcome.

10. When finished, click on the **Confirm Alignments** button on the bottom right of the screen. This will attach the outcomes to your entire quiz.

11. If you need to add or remove one of these outcomes later, you may do so.

     a. To **add** another outcome, you can select the **"+"** under the outcomes on your New Quiz

     b. To **remove** an outcome, you can select the trash can on the right of the outcome you wish to remove.

12. When you have finished building the New Quiz, click on the **Return** button in the upper right corner of your screen.

13. Lastly, **Save** or **Save & Publish** your quiz.

14. After students have taken the quiz, you will be able to see whether or not they have met the outcome by using the Canvas Navigation bar for your course on the left to go to Grades.

15. On the upper left side of the screen you'll see the word **Gradebook** with a triangle next to it.

16. Click on the triangle which will open a dropdown menu with several options

     a. Traditional Gradebook

     b. **Learning Mastery**

     c. Individual Gradebook

     d. Gradebook History

17. Select **Learning Mastery** which will take you to the statistics for your course.

*NOTE: Here is where you can access more about the [Learning Mastery Gradebook](#)

Adding an Outcome to a Single Question on a New Quiz

Prerequisites

For this guide, you should already know how to:

- [Create or Find Your Outcomes](#)
- [Make a New Quiz](#)

Steps

The steps below cover Adding an Outcome to a single question on a New Quiz

*NOTE: The Outcome(s) will be assessed by Canvas's automatic grading system.

1. Open your New Quiz
2. Scroll to the bottom of the page where you can edit your New Quiz. At the bottom right, you will see four buttons:
   a. **Cancel**
   b. **Save & Publish**
   c. **Save**
   d. **Build** (*This is the one you want!!*)
3. Click on the **Build** button. This will open the space for you to edit your quiz.

   *NOTE: This handbook will NOT teach out about the different types of questions you can build. See the [Make a New Quiz](#) link to learn more about the kinds of questions you can build with New Quizzes, or reach out to your Distance Education specialists.

4. When you've written your question of choice, scroll down to the bottom of the question. There you will see several buttons.
   a. **Options**
   b. **Grading Notes**
   c. **Align to Outcomes** (*This is the one you want!!)*
   d. **Item Banking**
5. Click on the button **Align to Outcomes**

6. This will bring up a new dialog box instructing you to **click** on it to **Align Institutional Learning Outcomes to this quiz**.

7. A menu will appear that includes ALL of the Institutional Learning Outcomes you have added to your courses.

    a. Be sure you are only adding outcomes to your **quiz question** that are for your course.

    b. You can add one or more outcomes at a time.

    c. Follow the steps below to add more outcomes to your quiz, if appropriate.

8. From the menu on the left, **click on the appropriate course**. This will make your course outcomes appear on the right.

*NOTE: If you do not see your outcomes in this menu, you will need to go back to the [Create or Find Your Outcomes instructions.](#)

9. Select one or more outcomes to align to your **quiz question** by clicking on the box to the left of the outcome.

10. When finished, click on the **Confirm Alignments** button on the bottom right of the screen. This will attach the outcomes to your entire quiz.

11. If you need to add or remove one of these outcomes later, you may do so.

    a. To **add** another outcome, you can select the **"+"** under the question on your New Quiz

    b. To **remove** an outcome, you can select the trash can on the right of the outcome embedded in your question that you wish to remove.

12. When you have finished building the question, click on the **Done** button in the lower right corner of your screen.

13. When you have finished building the New Quiz, click on the **Return** button in the upper right corner of your screen.

14. Lastly, **Save** or **Save & Publish** your quiz.

15. After students have taken the quiz, you will be able to see whether or not they have met the outcome by using the Canvas Navigation bar for your course on the left to go to Grades.

*NOTE: If it is a question you need to manually grade, their mastery level with automatically adjust when you grade the question by hand.

16. On the upper left side of the screen you'll see the word **Gradebook** with a triangle next to it.
17. Click on the triangle which will open a dropdown menu with several options
    a. Traditional Gradebook
    b. **Learning Mastery**
    c. Individual Gradebook
    d. Gradebook History
18. Select **Learning Mastery** which will take you to the statistics for your course.

*NOTE: Here is where you can access more about the Learning Mastery Gradebook