

## VWCC Academic Assessment in Canvas

This document will outline a simple three-part process (Importing SLO's, Attaching SLO's, Scoring SLO's) that will allow us to effectively assess our academic programs.

The first step to complete is importing program SLOs into your course. After you have completed that, you have three options to attach SLOs:

- Option A: Attach the SLOs to an established assignment (This allows you to score the rubric while viewing the assignment. Students will see the rubric.)
- Option B: Create a "SLO Rubric Assignment" for assessment (This allows you to create a "phantom" assignment and rubric. Students will not see the assignment. Useful if you are using the average of two or more student assignments for the SLO assessment.)
- Option C: Attach SLOs to an already established grading rubric for an assignment. (This allows you to see your assignment rubric scores and score the outcomes at the same time.)

The final step is to score the SLOs.

The links below will take you to specific parts of the document for easy navigation.

[Importing SLOs into the Course](#)

[Option A: Attaching SLOs to an Assignment](#)

[Option B: Creating a SLO Rubric Assignment](#)

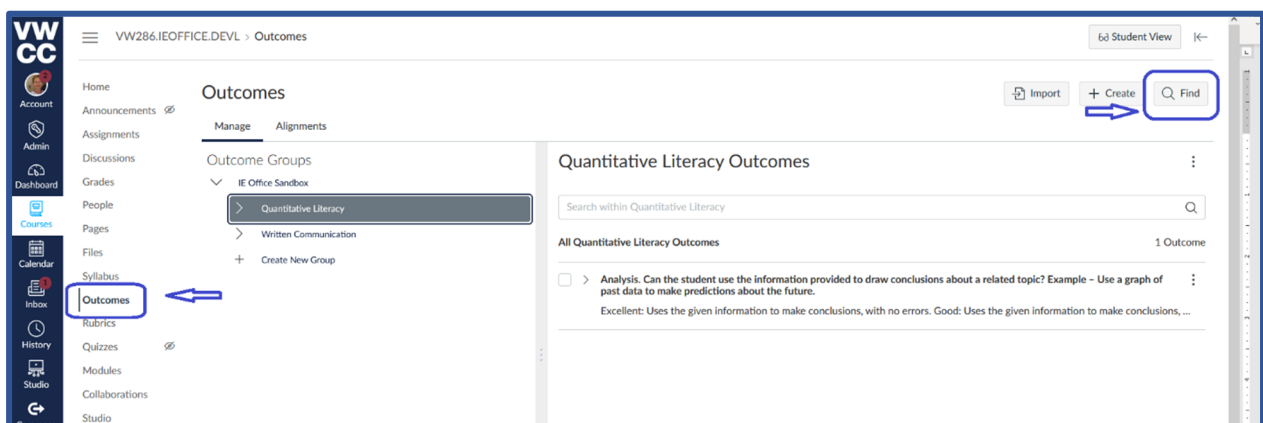
[Option C: Attaching SLOs to an Established Assignment Rubric](#)

[Scoring SLOs](#)

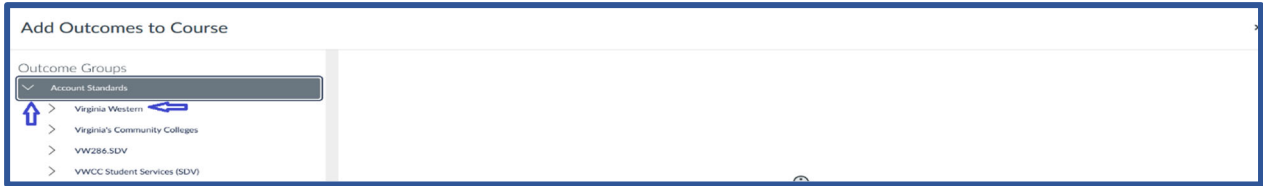
### Importing SLOs into the Course ([Video Instructions](#))

Before attaching outcomes, they must be imported into the course. This must be done for each course you are assessing.

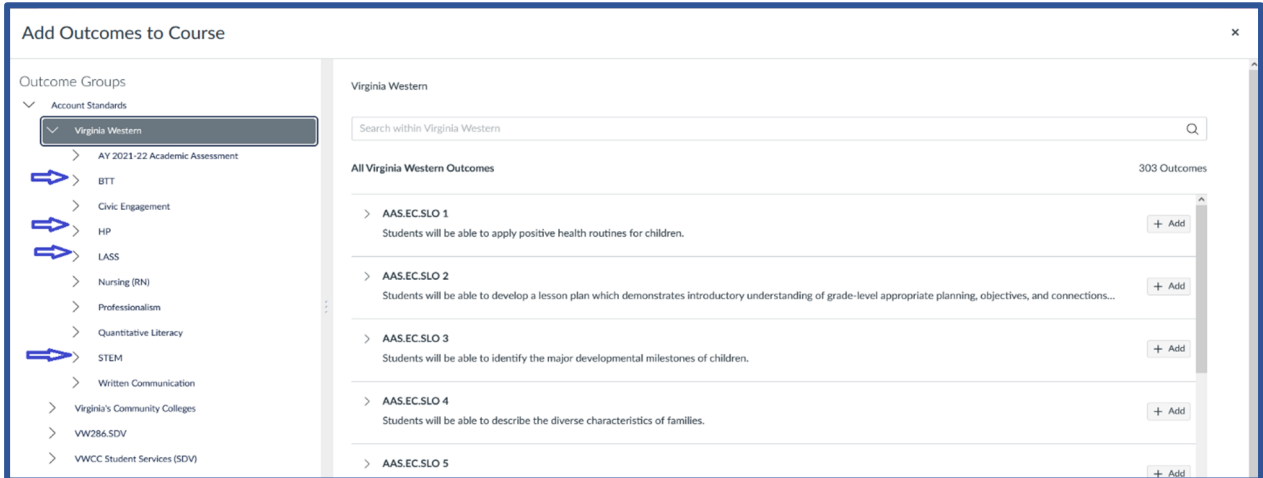
1. Open the course you are using and Select the **Outcomes** button on the left side of the screen and then select **Find** at the top right.



2. Select **Account Standards**
3. Select **Virginia Western**

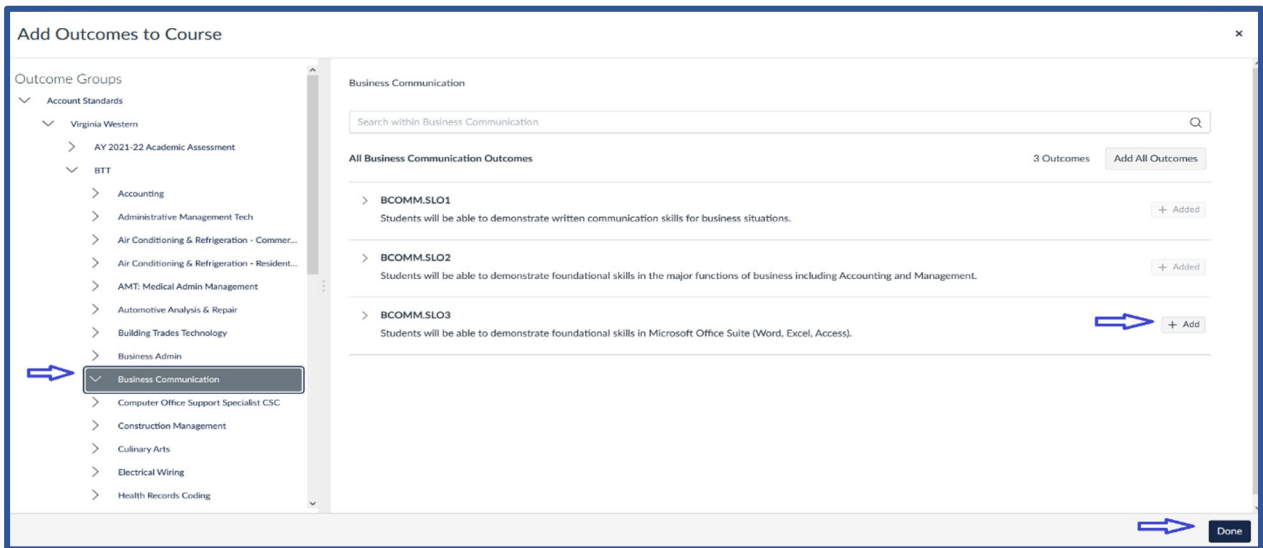


4. Select the > next to your School (BTT; HP; LASS; STEM)



5. Select your academic program, then select **+Add** next to the SLO you want to import for the class.

6. Select **Done**.

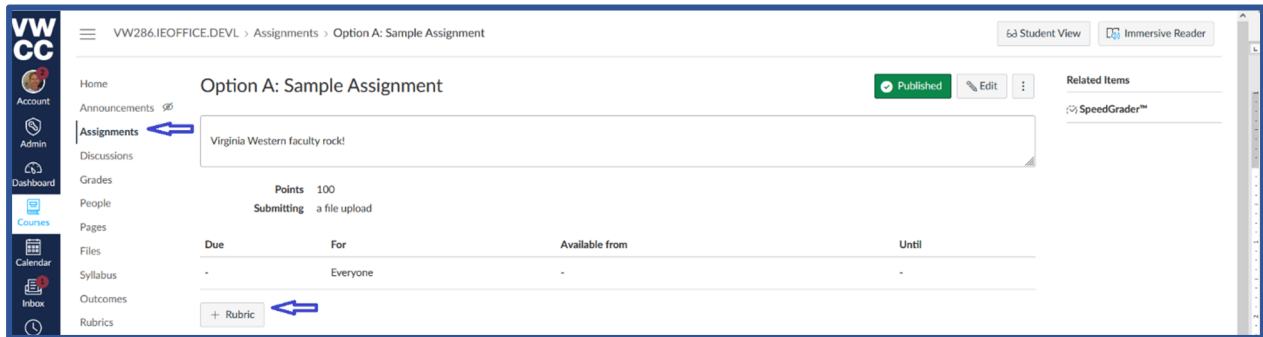


Congratulations! You have successfully imported the SLOs into your class.

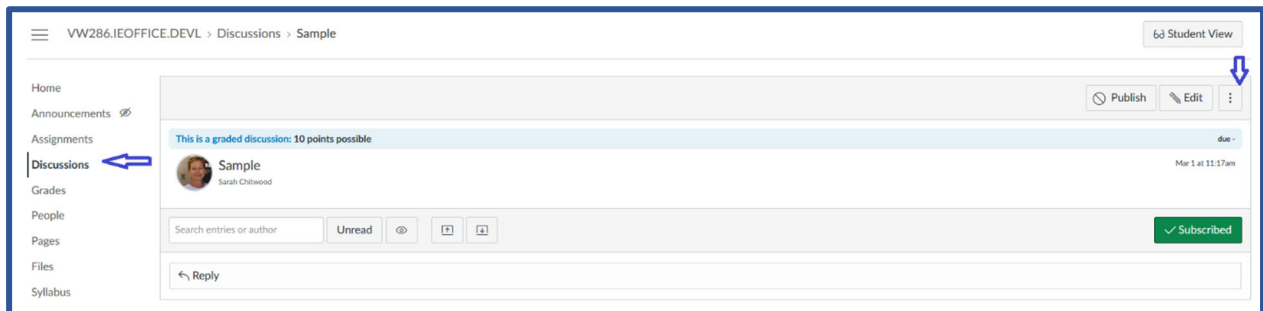
## Option A: Attach Outcomes to an Assignment (Video Instructions)

Before you begin, make sure you have the [SLO\(s\) imported](#) into your course so that you can attach them to a specific assignment.

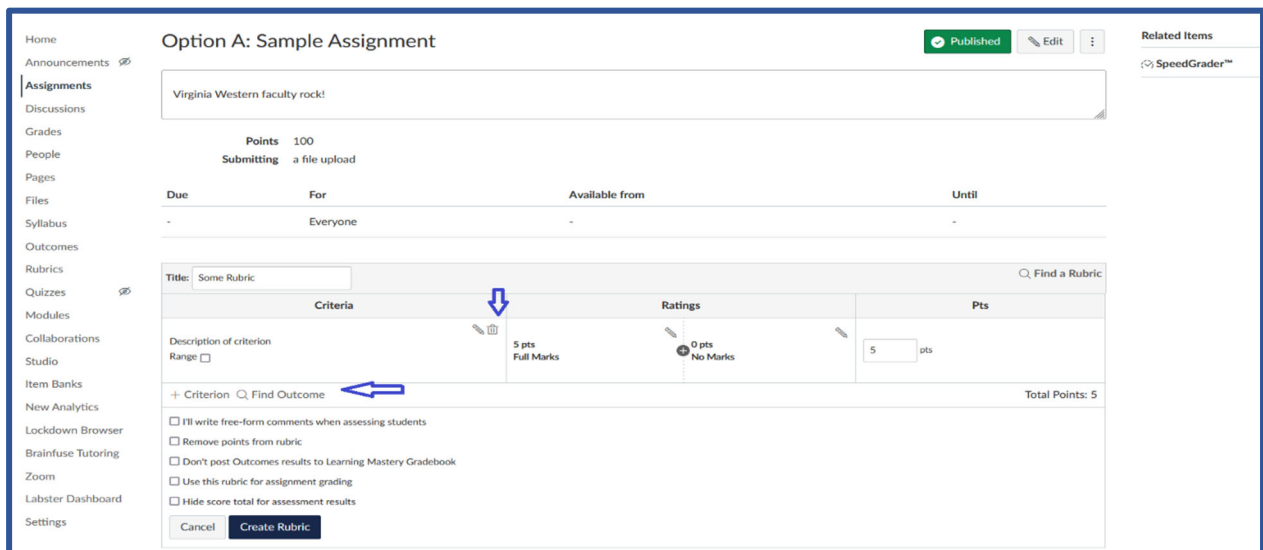
1. Open the **assignment**.
2. Select **+ Rubric**



3. For **Discussion** posts, Select the **three vertical dots** and then **Add Rubric** in the drop-down menu.



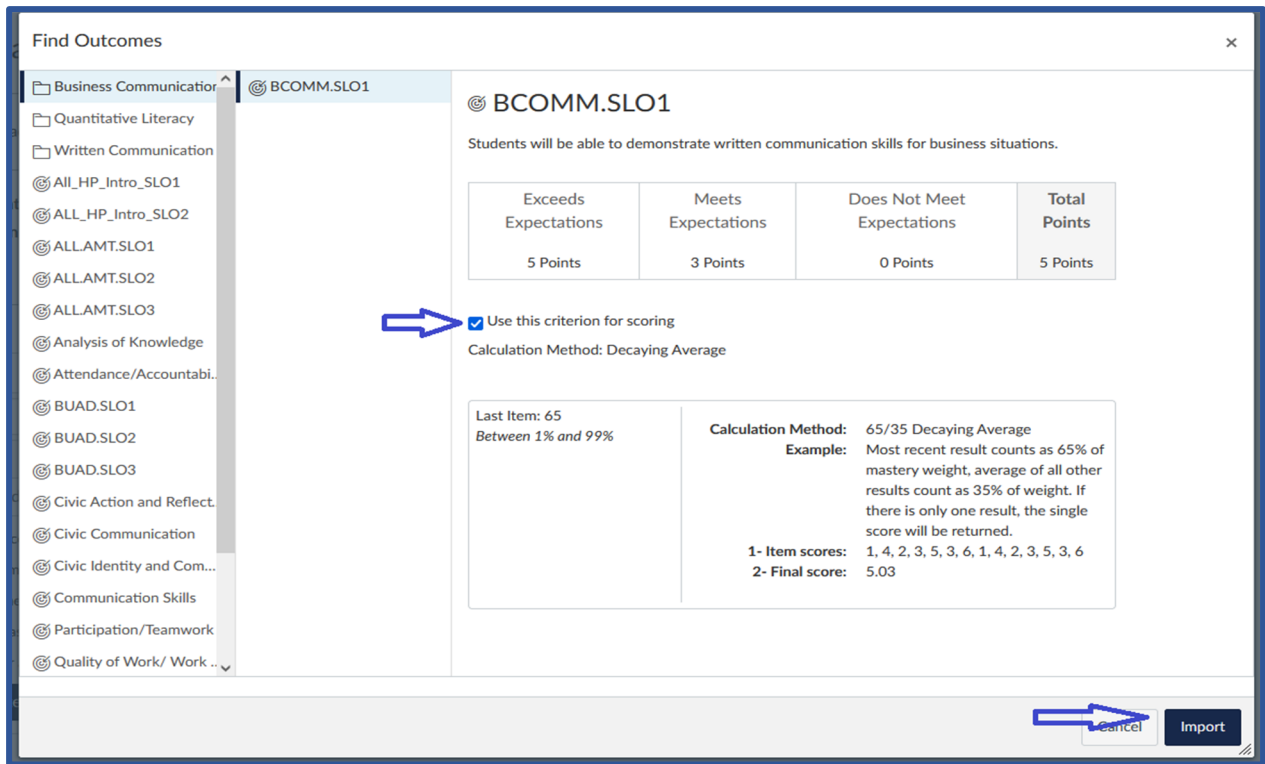
4. Select the trash can to remove the pre-established criteria.
5. Select **Find Outcome**.



6. Select your program folder.
7. Select **one SLO**.



8. **Make sure** the “Use this criterion for scoring” box is **checked**.
9. Select **Import**.
10. If you are assessing more than one SLO for the class, repeat step 6-9 for each SLO.



## 11. Select Create Rubric.

Option A: Sample Assignment

Published Edit

Virginia Western faculty rock!

Points 100  
Submitting a file upload

Due	For	Available from	Until
-	Everyone	-	-

Title: Some Rubric Find a Rubric

Criteria	Ratings			Pts
BCOMM.SLO1 Students will be able to demonstrate written communication skills for business situations. threshold: 3 pts	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 pts

+ Criterion Find Outcome Total Points: 5

I'll write free-form comments when assessing students  
 Remove points from rubric  
 Don't post Outcomes results to Learning Mastery Gradebook  
 Use this rubric for assignment grading  
 Hide score total for assessment results

Cancel Create Rubric

You have successfully attached the SLO(s) to your assignment. Now you can [score the SLO\(s\)](#).

## Option B: Assessment Assignment ([Video Instructions](#))

**Before you begin**, make sure you have [SLOs imported](#) into your course so that you can create the Assessment Assignment. This option is useful if you want a unique assignment for program assessment.

1. Create an assignment by using the **Assignment button** and then **+Assignment**.

VW286.IEOFFICE.DEVL > Assignments

63 Student View

+ Group + Assignment

Assignments

Imported Assignments	
Option A: Sample Assignment 100 pts	✓
Option B: Sample Assignment 100 pts	✓

2. Name the assignment (Business Communication Assessment of SLO 1, etc).
3. **Make sure** the Points box has 0.
4. Select the **check box** "Do not count this assignment toward final grade."
5. Submission Type: choose "No Submission."
6. Select "**Save.**"

Home

Announcements P

**Assignments**

Discussions

Grades

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Syllabus

Outcomes

Rubrics

Points

Assignment Group

Display Grade as

Do not count this assignment towards the final grade

Submission Type

Studio

Item Banks

New Analytics

Lockdown Browser

Brainfuse Tutoring

Zoom

Labster Dashboard

Settings

Due

Available from  Until

+ Add

Notify users that this content has changed

Cancel Save & Publish **Save**

7. Open the assignment.
8. Select **+Rubric**.

VW286.IEOFFICE.DEVL > Assignments > Option B: Sample Assignment

63 Student View

Home

Announcements

**Assignments**

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Outcomes

Rubrics

Option B: Sample Assignment

Published

Related Items

SpeedGrader™

It's true...Virginia Western faculty rock!

Points 100

Submitting a file upload

Due	For	Available from	Until
-	Everyone	-	-

+ Rubric

- Select the trash can to remove the pre-established criteria.
- Select **Find Outcome**.

Option B: Sample Assignment

Published Edit

It's true...Virginia Western faculty rock!

Points 100

Submitting a file upload

Due	For	Available from	Until
-	Everyone	-	-

Title: Some Rubric Find a Rubric

Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks	0 pts No Marks
+ Criterion Find Outcome		Total Points: 5

I'll write free-form comments when assessing students  
 Remove points from rubric  
 Don't post Outcomes results to Learning Mastery Gradebook  
 Use this rubric for assignment grading  
 Hide score total for assessment results

Cancel Create Rubric

- Select **one outcome**.
- Make sure the box for scoring is checked.
- Select **Import**.
- Repeat steps 11 through 13 for each outcome you are using.

Find Outcomes

Business Communication BCOMM.SLO1

Quantitative Literacy

Written Communication

All\_HP\_Intro\_SLO1

ALL\_HP\_Intro\_SLO2

ALLAMT.SLO1

ALLAMT.SLO2

ALLAMT.SLO3

Analysis of Knowledge

Attendance/Accountabi...

BUAD.SLO1

BUAD.SLO2

BUAD.SLO3

Civic Action and Reflect...

Civic Communication

Civic Identity and Com...

Communication Skills

Participation/Teamwork

Quality of Work/ Work ...

BCOMM.SLO1

Students will be able to demonstrate written communication skills for business situations.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
5 Points	3 Points	0 Points	5 Points

Use this criterion for scoring  
Calculation Method: Decaying Average

Last Item: 65  
Between 1% and 99%

Calculation Method: 65/35 Decaying Average  
Example: Most recent result counts as 65% of mastery weight, average of all other results count as 35% 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: 5.03

Cancel Import

15. Select **Create Rubric**.

Criteria	Ratings			Pts
BCOMM.SLO1 Students will be able to demonstrate written communication skills for business situations. threshold: 3 pts	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 pts

+ Criterion Find Outcome Total Points: 5

I'll write free-form comments when assessing students  
 Remove points from rubric  
 Don't post Outcomes results to Learning Mastery Gradebook  
 Use this rubric for assignment grading  
 Hide score total for assessment results

Cancel **Create Rubric** ←

You have successfully created an Assessment Assignment. Now you can [score the SLO\(s\)](#).

**Option C: Attaching SLOs to an Established Assignment Rubric** ([Video Instructions](#))

**Before you begin**, make sure you have [SLOs imported](#) into your course so that you can attach them to a grading rubric you already have.

1. Open the **assignment** in Canvas.

VW286.IEOFFICE.DEVL > Assignments 63 Student View |<

Home Search for Assignment + Group + Assignment

Announcements

**Assignments** ←

Discussions

Grades

People

Pages

Files

Syllabus

Imported Assignments

- Option A: Sample Assignment 100 pts ✓
- Option B: Sample Assignment 100 pts ✓
- Option C: Sample Assignment 100 pts ←



## 2. Select Edit Rubric.

Option C: Sample Assignment

Published Edit

Related Items  
SpeedGrader™

Points 100  
Submitting a file upload

Due	For	Available from	Until
-	Everyone	-	-

Linking Gen Ed Outcomes to a Grading Rubric  
You've already rated students with this rubric. Any major changes could affect their assessment results.

Criteria	Ratings			Pts
Content and Creativity	40 pts <b>Sophisticated</b> The presentation contained an abundance of material which clearly related to the main arguments. External research was used to justify arguments or solutions. The presentation of the material was original and	30 pts <b>Competent</b> The presentation contained material to support the main arguments, but: 1) not all material clearly related to the main arguments; 2) limited external research was used to justify arguments or solutions; and/or 3) the presentation	20 pts <b>Not Yet Complete</b> The audience had to make considerable effort to understand the underlying logical and flow of ideas. Major aspects of the analysis or recommendations were absent. No external research was used to justify arguments or solutions. The	40 pts

## 3. Select Find Outcome. While you are here, make sure you have checked the box to use your rubric for assignment grading.

Criteria	Points	Description	Points
Speaking Skills and Participation	30 pts <b>Sophisticated</b>	Team members were poised and had clear articulation. Every team member spoke and participated at a very high and balanced level. Speakers demonstrated good volume, and eye contact. Enthusiasm and confidence was exuded. The presentation fit into the time allotment of 10 minutes.	30 pts
	15 pts <b>Competent</b>	Team members were mostly audible and/or fluent on the topic, but: 1) not all team members spoke and/or participated in a high and balanced level; 2) speakers demonstrated fair volume and/or eye contact was broken with audience; 3) light discomfort with public speaking was exuded; and/or 4) the presentation slightly went over the 10 minute allotment.	
	0 pts <b>Not Yet Complete</b>	Team members were often inaudible and/or hesitant and relied heavily on notes. Speakers made distracting gestures with little or no audience eye contact. A high level of discomfort with public speaking was exuded. The presentation went over the 10 minute allotment.	

+ Criterion Find Outcome

Total Points: 100

I'll write free-form comments when assessing students

Remove points from rubric

Don't post Outcomes results to Learning Mastery Gradebook

Use this rubric for assignment grading

Cancel Update Rubric

4. Select your program and **one outcome**. Be sure to uncheck the “Use this criterion for scoring” box, and then select **Import**.

Find Outcomes

Business Communication

Quantitative Literacy

Written Communication

All\_HP\_Intro\_SLO1

ALL\_HP\_Intro\_SLO2

ALL.AMT.SLO1

ALL.AMT.SLO2

ALL.AMT.SLO3

Analysis of Knowledge

Attendance/Accountabi.

BUAD.SLO1

BUAD.SLO2

BUAD.SLO3

Civic Action and Reflect.

Civic Communication

Civic Identity and Com...

Communication Skills

Participation/Teamwork

Quality of Work/ Work ..

BCOMM.SLO1

BCOMM.SLO1

Students will be able to demonstrate written communication skills for business situations.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
5 Points	3 Points	0 Points	5 Points

Use this criterion for scoring

Calculation Method: Decaying Average

Last Item: 65  
Between 1% and 99%

Calculation Method: 65/35 Decaying Average  
Example: Most recent result counts as 65% mastery weight, average of all other results count as 35% 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: 5.03

Cancel Import

5. Follow steps 3-4 for each SLO you would like to attach.
6. Select **Update Rubric** when all SLOs have been attached.

Rubrics

minutes. minute allotment. allotment.

	minutes.	minute allotment.	allotment.	
BCOMM.SLO1	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 pts

Students will be able to demonstrate written communication skills for business situations.  
threshold: 3 pts

+ Criterion [Find Outcome](#) Total Points: 100

I'll write free-form comments when assessing students

Remove points from rubric

Don't post Outcomes results to Learning Mastery Gradebook

Use this rubric for assignment grading

Cancel Update Rubric

Your rubric will look like the one below. The SLO(s) are present but will not be factored in graded. The SLOs you attached are indicated by the bullseye.

<ul style="list-style-type: none"> <li>Assignments</li> <li>Discussions</li> <li>Grades</li> <li>People</li> <li>Pages</li> <li>Files</li> <li>Syllabus</li> <li>Outcomes</li> <li>Rubrics</li> <li>Quizzes</li> <li>Modules</li> <li>Collaborations</li> <li>Studio</li> <li>Item Banks</li> <li>New Analytics</li> <li>Lockdown Browser</li> <li>Brainfuse Tutoring</li> <li>Zoom</li> <li>Labster Dashboard</li> <li>Settings</li> </ul>	<p>Coherence and Organization</p> <p>Range <input type="text"/></p> <p><b>30 pts Sophisticated</b> The thesis, argument and solution were clearly stated and examples were appropriate. The transitions and flow were easy to follow. Slides were error-free and logically presented.</p> <p><b>15 pts Competent</b> The thesis, argument and solution were clearly stated, but: 1) not all examples were supportive illustrations; 2) the transitions and/or flow were somewhat difficult to follow; and/or 3) slides were error-free and logically presented.</p> <p><b>0 pts Not Yet Complete</b> The thesis, argument, solution and examples were not clearly stated. The conclusion was unclear. The transitions and flow were not logical. Slides contained errors and a lack of logical progression.</p> <p>30 pts</p>
	<p>Speaking Skills and Participation</p> <p>Range <input type="text"/></p> <p><b>30 pts Sophisticated</b> Team members were poised and had clear articulation. Every team member spoke and participated at a very high and balanced level. Speakers demonstrated good volume, and eye contact. Enthusiasm and confidence was exuded. The presentation fit into the time allotment of 10 minutes.</p> <p><b>15 pts Competent</b> Team members were mostly audible and/or fluent on the topic, but: 1) not all team members spoke and/or participated in a high and balanced level; 2) speakers demonstrated fair volume and/or eye contact was broken with audience; 3) light discomfort with public speaking was exuded; and/or 4) the presentation slightly went over the 10 minute allotment.</p> <p><b>0 pts Not Yet Complete</b> Team members were often inaudible and/or hesitant and relied heavily on notes. Speakers made distracting gestures with little or no audience eye contact. A high level of discomfort with public speaking was exuded. The presentation went over the 10 minute allotment.</p> <p>30 pts</p>
	<p><b>BCOMM.SLO1</b></p> <p>Students will be able to demonstrate written communication skills for business situations. threshold: 3 pts</p> <p><b>5 pts Exceeds Expectations</b></p> <p><b>3 pts Meets Expectations</b></p> <p><b>0 pts Does Not Meet Expectations</b></p> <p>5 pts</p>
<p>+ Criterion Find Outcome</p> <p>Total Points: 100</p> <p><input type="checkbox"/> I'll write free-form comments when assessing students</p> <p><input type="checkbox"/> Remove points from rubric</p> <p><input type="checkbox"/> Don't post Outcomes results to Learning Mastery Gradebook</p> <p><input checked="" type="checkbox"/> Use this rubric for assignment grading</p>	

You have successfully attached SLOs to a grading rubric, and the outcomes scores will not be factored in grading. Now you can [score the SLOs](#).

### Scoring SLOs [\(Video Instructions\)](#)

So that the SLO data can be collected, the SLOs will need scoring.

1. Go to the gradebook and locate the assignment.

Student Name	Option A: Sample Assignment Out of 100	Option B: Sample Assignment Out of 100	Option C: Sample Assignment Out of 100
Virginia Western Demo1	-	-	-
Virginia Western Demo2	-	-	-
Virginia Western Demo3	-	-	-
Virginia Western Demo4	-	-	-
Virginia Western Demo5	-	-	-

2. Select the arrow in the score box for the first student.

VW286.IEOFFICE.DEVL > Grades

Gradebook ▾ View ▾ Actions ▾

Student Names

Search Students

Student Name	Option A: Sample Assignm Out of 100	Option B: Sample Assignm Out of 100	Option C: Sample Assignm Out of 100
Virginia Western Demo1	95 /100	-	-
Virginia Western Demo2	80	-	-
Virginia Western Demo3	63	-	-
Virginia Western Demo4	75	-	-
Virginia Western Demo5	92	-	-

3. Select SpeedGrader.

VW286.IEOFFICE.DEVL > Grades

Gradebook ▾ View ▾ Actions ▾

Student Names

Assignment Names

Search Students

Search Assignments

Student Name	Option A: Sample Assignm Out of 100	Option B: Sample Assignm Out of 100	Option C: Sample Assignm Out of 100	How Well Do You Manage Out of 25	Professionalism and Soft S Out of 30	You and Your College Expe Out of 35
Virginia Western Demo1	95	-	-	20	30	-
Virginia Western Demo2	80	-	-	24	25	-
Virginia Western Demo3	63	-	-	15	20	-
Virginia Western Demo4	75	-	-	22	28	-
Virginia Western Demo5	92	-	-	10	-	-

Virginia Western Demo1

Option A: Sample Assignment

SpeedGrader

Grade out of 100

95

Status

None

4. Select View Rubric.

Option A: Sample Assignment

Date: No Due Date - VW286.IEOFFICE.DEVL

10/14 Graded 76.6 / 100 (77%) 1/14 Average

← Virginia Western Demo1 →

This student does not have a submission for this assignment

Submitted: no submission time

Assessment

Grade out of 100

95

View Rubric

5. **Drag** the grey vertical bar to the left top get a full view of the rubric. **VERY IMPORTANT: To score the rubric**, hover over the box with score you are choosing and Select when it turns green. The point box will automatically populate. **Do not** type the score in the point box; the results will not show in the data report. Select **Save** when done.

The screenshot shows a web-based grading interface. The main content area on the left displays the message "This student does not have a submission for this assignment". The right-hand panel is titled "Submitted: no submission time" and contains a "Grading" section. Under "Grading", there is a "Some Rubric (2)" section with a table of criteria and ratings. The table has three columns: "Criteria", "Ratings", and "Pts". The "Criteria" column lists "BCOMMSLO1" with a "view longer description" link and a "threshold: 3". The "Ratings" column has three options: "5 pts Exceeds Expectations" (highlighted in green), "3 pts Meets Expectations", and "0 pts Does Not Meet Expectations". The "Pts" column shows a score of "5" out of "5 pts". Below the table, there is a "Total Points: 5 out of 5" and "Save" and "Cancel" buttons. At the bottom of the right panel, there is an "Assignment Comments" section with a text input field and a "Submit" button.

Criteria	Ratings	Pts
BCOMMSLO1 <a href="#">view longer description</a> threshold: 3	5 pts Exceeds Expectations	5 / 5 pts
	3 pts Meets Expectations	
	0 pts Does Not Meet Expectations	

Congratulations! You are done assessing your SLOs. All data will be extracted by the IE Office.