

VWCC General Education Assessment in Canvas

This document will outline a simple three-part process (Importing Outcomes, Attaching Outcomes, Scoring Outcomes) that will allow us to effectively assess our General Education criteria required for SCHEV and SACSCOC. The steps in the process are the same for all General Education assessment.

The first step to complete is importing the General Education Outcomes to your course. After you have completed that, you have three options to attach General Education Outcomes in your courses:

- 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 Gen Ed Outcomes Rubric.

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

[Importing Gen Ed Outcomes into the Course](#)

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

[Option B: Creating an Assessment Assignment](#)

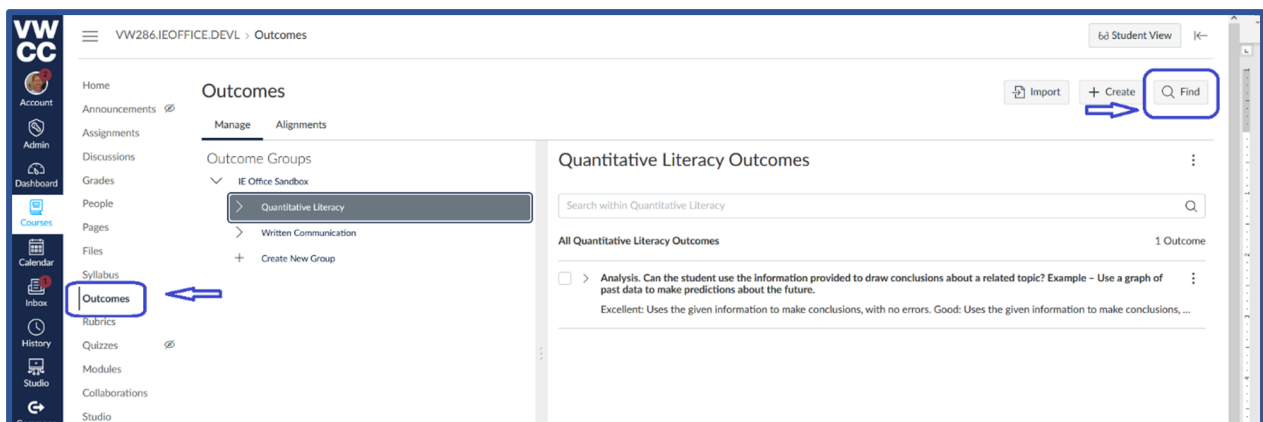
[Option C: Attaching Gen Ed Outcomes to an Established Grading Rubric](#)

[Scoring the Outcomes](#)

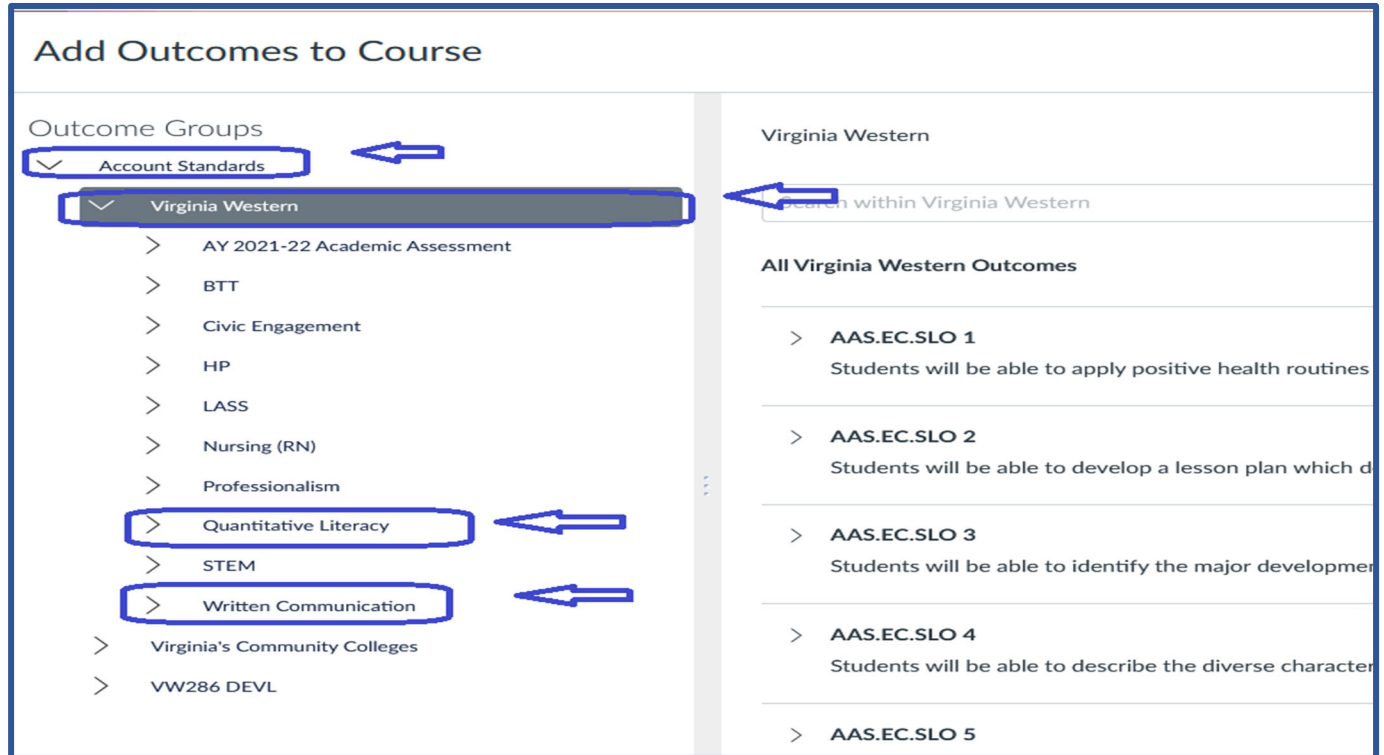
Importing Gen Ed Outcomes into the Course ([Video Instructions](#))

Before attaching outcomes, they must be imported into the course. This must be done for each course you are using for Gen Ed assessment.

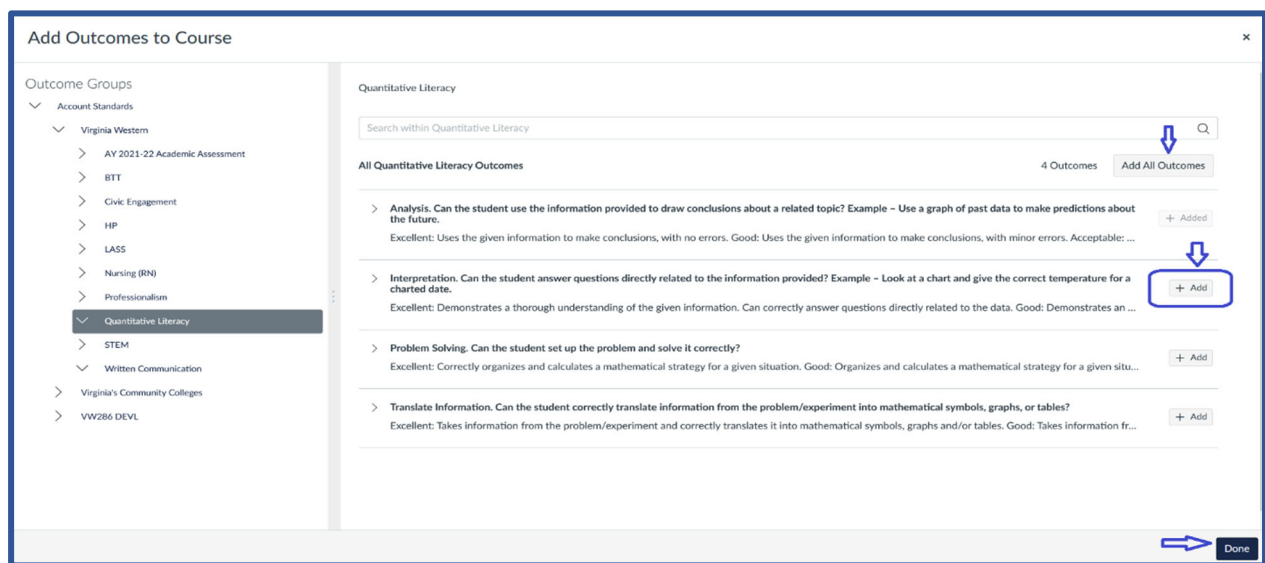
1. Open the course you are using and select the **Outcomes** button on the left side of the screen and then select **Find** at the top right.



2. Select **Account Standards**
3. Select **Virginia Western**, then
4. Select the Gen Ed competency you are using (**Quantitative Literacy** and **Written Communication** are the two competencies being assessed this year).



5. Select **+Add** next to each outcome you want import. (If you are adding all outcomes, you can Select the **Add All Outcomes** button at the top right.)
6. Select **Done** when finished.

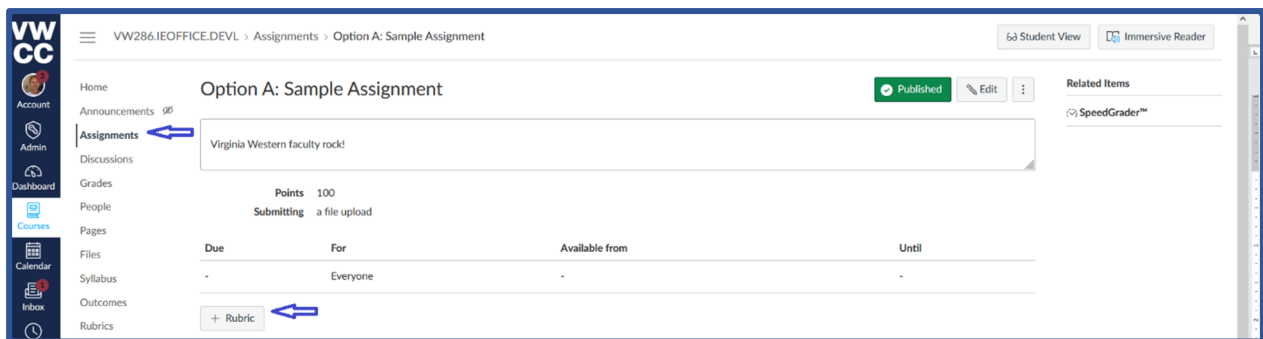


Congratulations! You have successfully imported the outcomes into your class.

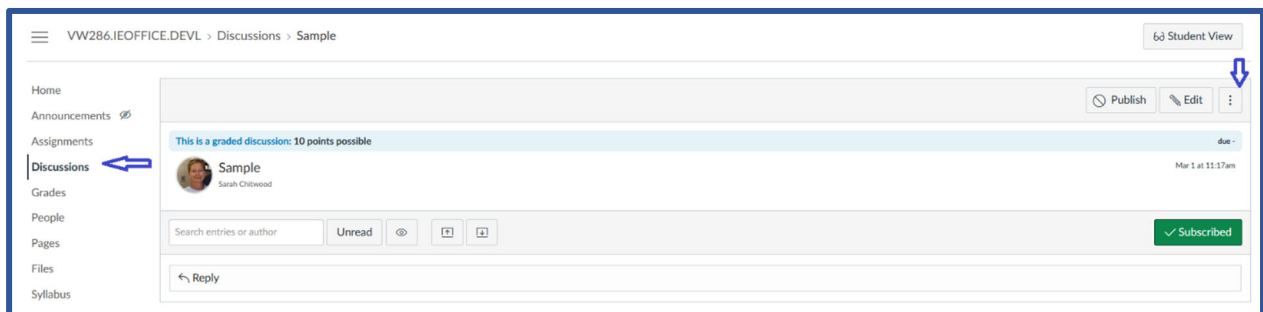
Option A: Attach Outcomes to an Assignment ([Video Instructions](#))

Before you begin, make sure you have [outcomes 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**.

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
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks	0 pts No Marks
5 pts		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

6. Select **one outcome**. Make sure the box for scoring is **checked**. Select **Import**.
7. Repeat step 6 for each outcome you are using.

Find Outcomes

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 ..

SLO 1

Analysis. Can the stude...

Interpretation. Can the ...

Problem Solving. Can t...

Translate Information. ...

Analysis. Can the student use the information provided to draw conclusions about a related topic?
Example - Use a graph of past data to make predictions about the future.

Excellent: Uses the given information to make conclusions, with no errors.
Good: Uses the given information to make conclusions, with minor errors.
Acceptable: Uses the given information to make conclusions, with substantial errors.
Needs Improvement: Fails to present a conclusion, or does so in a completely invalid manner.

Excellent	Good	Acceptable	Needs Improvement	Total Points
4 Points	3 Points	2 Points	1 Points	4 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...

Cancel Import

8. Select Create Rubric.

Criteria	Ratings				Pts
<p>Analysis. Can the student use the information provided to draw conclusions about a related topic? Example – Use a graph of past data to make predictions about the future. Excellent: Uses the given information to make conclusions, with no errors. Good: Uses the given information to make conclusions, with minor errors. Acceptable: Uses the given information to make conclusions, with substantial errors. Needs Improvement: Fails to present a conclusion, or does so in a completely invalid manner. threshold: 2 pts</p>	4 pts Excellent	3 pts Good	2 pts Acceptable	1 pts Needs Improvement	4 pts

+ Criterion Find Outcome Total Points: 0

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

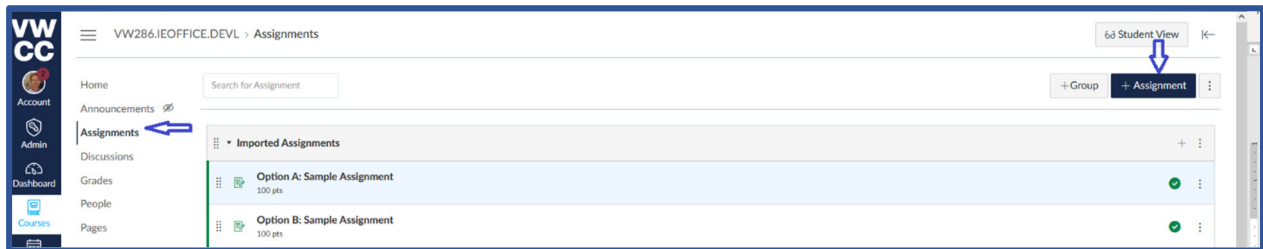
Cancel **Create Rubric**

You have successfully attached General Education outcomes to your assignment. Now you can [score the outcomes](#).

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

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

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



Name the assignment (Gen Ed Assessment Quantitative Literacy, etc).

2. **Make sure** the Points box has 0.
3. Select the check box “Do not count this assignment toward final grade.”
4. Submission Type: choose “No Submission.”
5. Select “Save.”

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

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

Home

Option B: Sample Assignment

Published Edit

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

Collaborations

Studio

Item Banks

New Analytics

Lockdown Browser

Brainfuse Tutoring

Zoom

Labster Dashboard

Settings

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

Points 100

Submitting a file upload

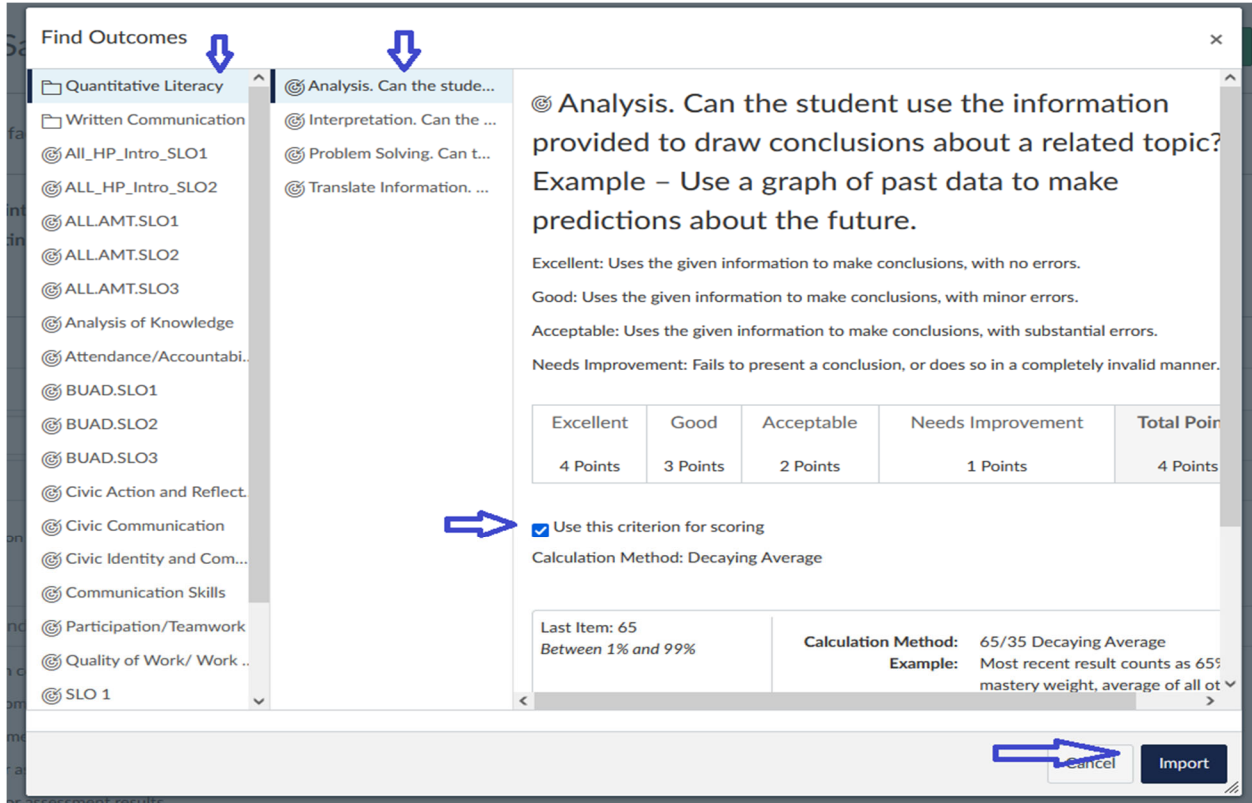
Due	For	Available from	Until
-	Everyone	-	-

Title: Find a Rubric

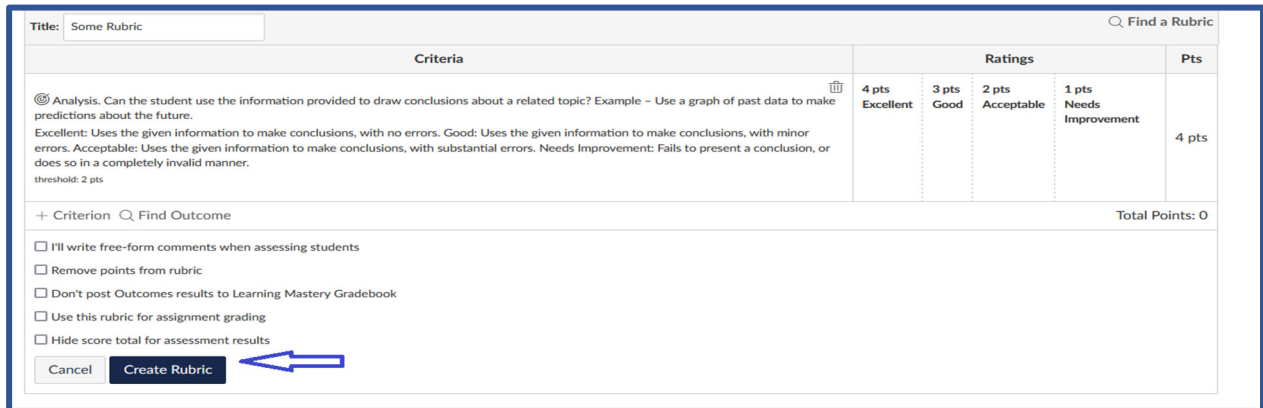
Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks	0 pts No Marks
+ Criterion Find Outcome		5 <input type="text"/> pts
		Total Points: 5

- 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

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



14. Select **Create Rubric**.

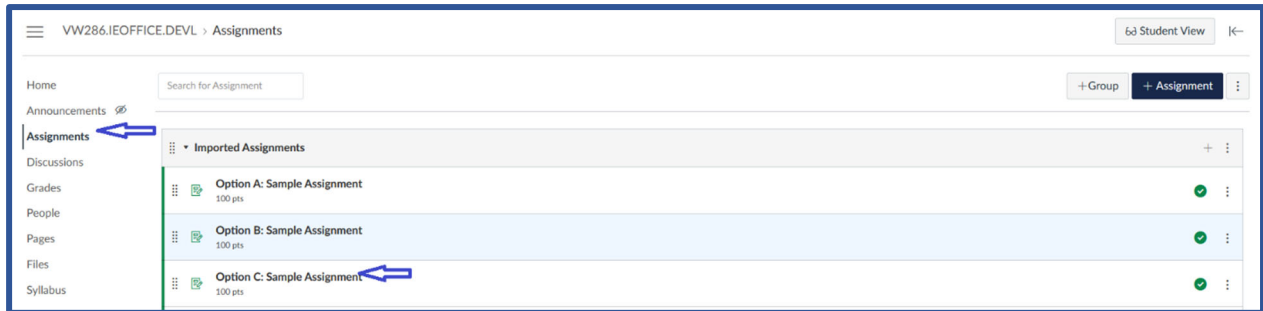


You have successfully created an Assessment Assignment and rubric. Now you can [score the outcomes](#).

Option C: Attaching Gen Ed Outcomes to an Established Grading Rubric ([Video Instructions](#))

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

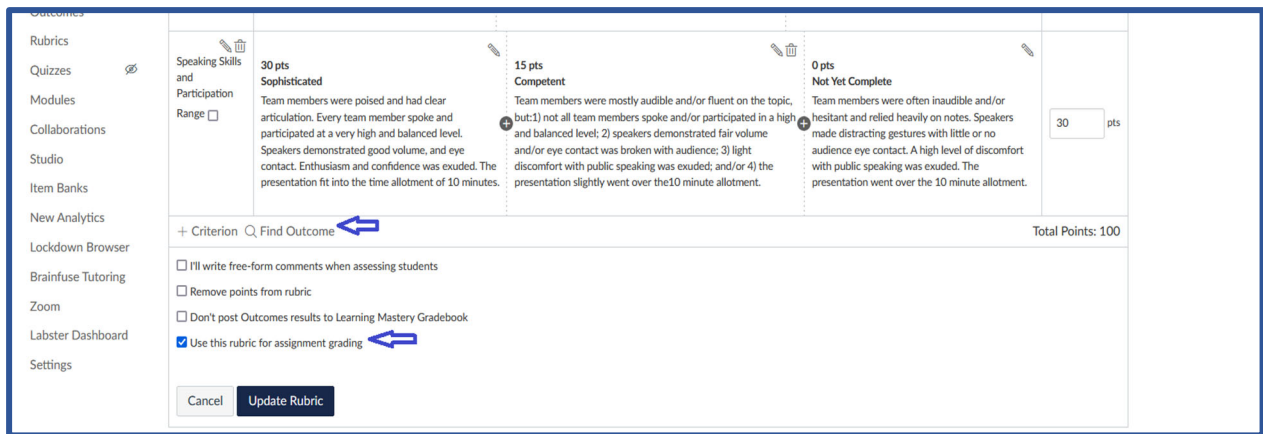
1. Open the **assignment** in Canvas.



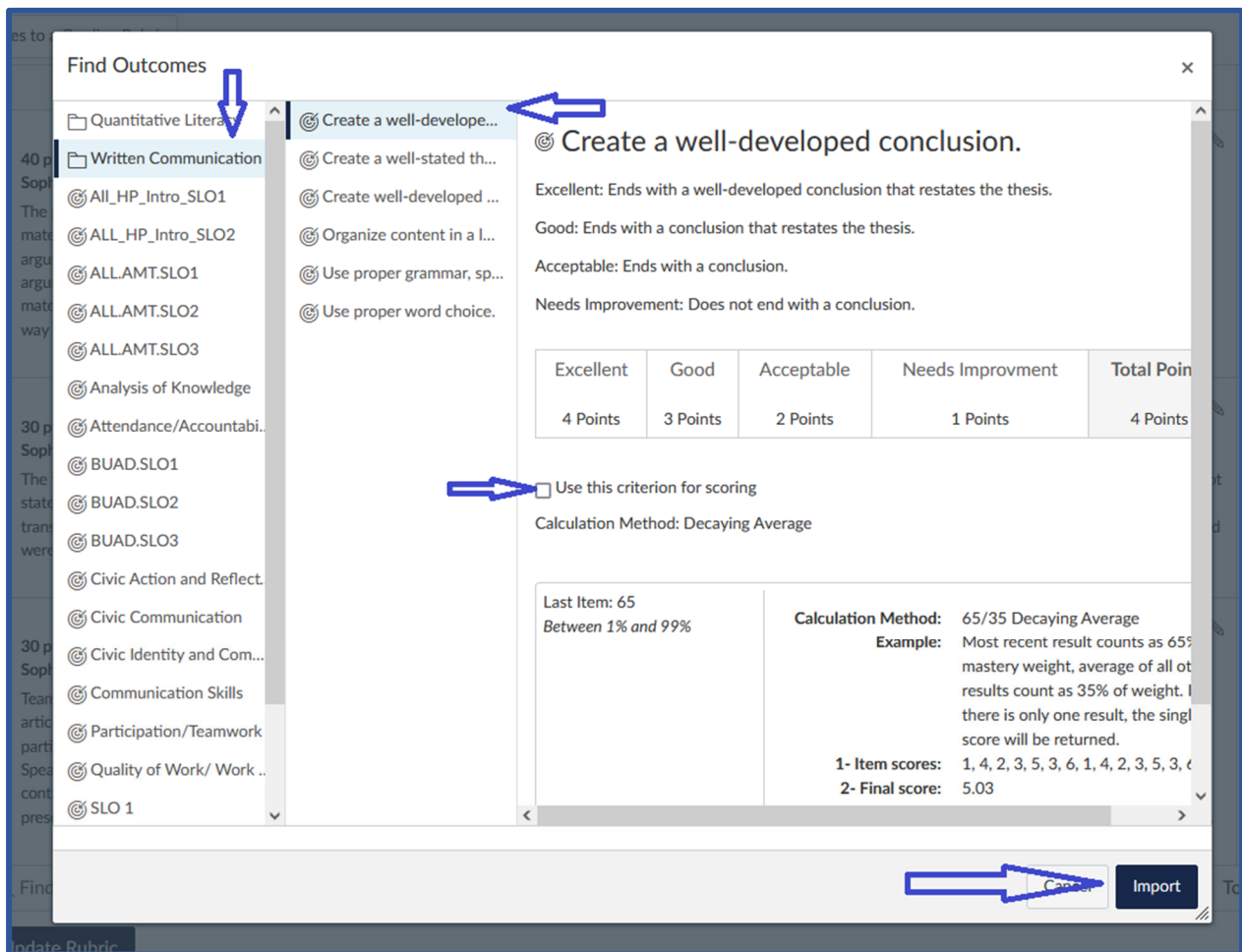
2. Select **Edit Rubric**.



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



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



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

Modules						
Collaborations	<input checked="" type="checkbox"/> Create well-developed paragraphs supporting thesis.	4 pts Excellent	3 pts Good	2 pts Acceptable	1 pts Needs Improvement	
Studio	Excellent: Uses a series of cohesive, well-developed body paragraphs. Supports that thesis through topic sentences relevant to the thesis.					
Item Banks	Supports each topic sentence thoroughly with relevant information and sound logic. Good: Uses a series of cohesive, well-developed body paragraphs. Supports that thesis through topic sentences relevant to the thesis. Supports each topic sentence with sufficient information and sound logic. Acceptable: Uses a series of body paragraphs. Supports that thesis through topic sentences relevant to the thesis.					4 pts
New Analytics	Supports each topic sentence with relevant information and reasonable logic. Needs Improvement: Does not thoroughly and logically support the thesis through body paragraphs.					
Lockdown Browser	threshold: 2 pts					
Brainfuse Tutoring						
Zoom						
Labster Dashboard						
Settings	+ Criterion <input type="text" value="Find Outcome"/>					Total Points: 108
	<input type="button" value="Cancel"/> <input checked="" type="button" value="Update Rubric"/>					

Your rubric will look similar to the one below. The outcomes are present but will not be factored in grading. The Gen Ed outcomes you attached are indicated by the bullseye.

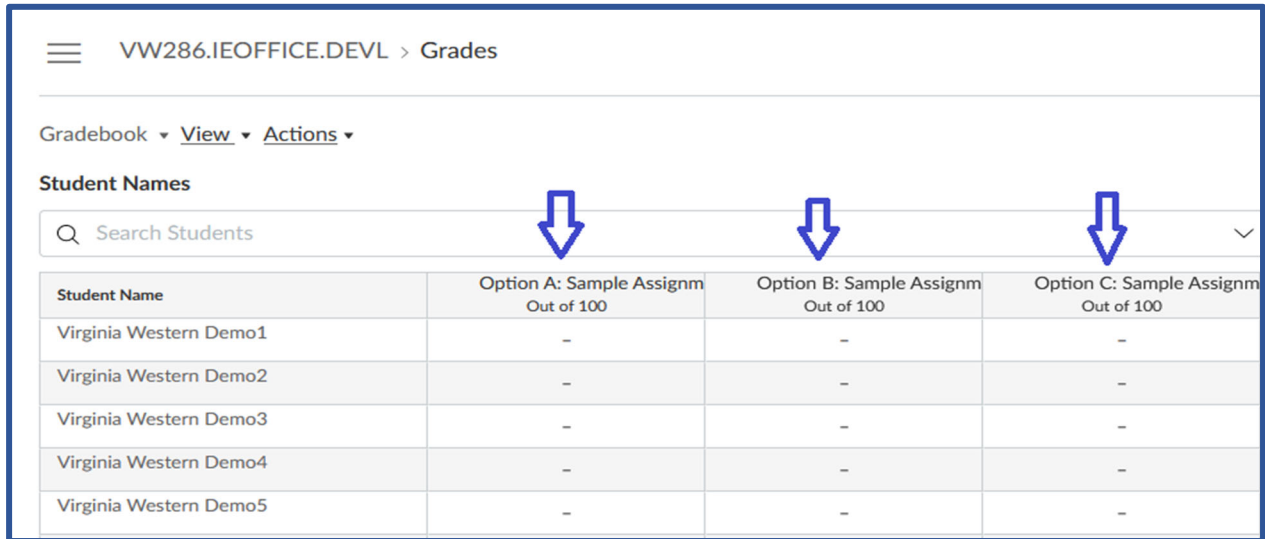
Home	Coherence and Organization	30 pts Sophisticated	15 pts Competent	0 pts Not Yet Complete	
Announcements	Range <input type="text" value=""/>	The thesis, argument and solution were clearly stated and examples were appropriate. The transitions and flow were easy to follow. Slides were error-free and logically presented.	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.	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.	30 pts
Assignments					
Discussions					
Grades					
People					
Pages	Speaking Skills and Participation	30 pts Sophisticated	15 pts Competent	0 pts Not Yet Complete	
Files	Range <input type="text" value=""/>	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.	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.	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.	30 pts
Syllabus					
Outcomes					
Rubrics	<input checked="" type="checkbox"/> Create a well-developed conclusion.	4 pts Excellent	3 pts Good	2 pts Acceptable	1 pts Needs Improvement
Quizzes	Excellent: Ends with a well-developed conclusion that restates the thesis. Good: Ends with a conclusion that restates the thesis. Acceptable: Ends with a conclusion. Needs Improvement: Does not end with a conclusion.				
Modules	threshold: 2 pts				4 pts
Collaborations					
Studio	<input checked="" type="checkbox"/> Create a well-stated thesis.	4 pts Excellent	3 pts Good	2 pts Acceptable	1 pts Needs Improvement
Item Banks	Excellent: Presents an introduction featuring a well-stated thesis. Good: Presents an introduction featuring a thesis. Acceptable: Presents an introduction without a thesis. Needs Improvement: Does not present an introduction or a well-stated thesis.				
New Analytics	threshold: 2 pts				4 pts
Lockdown Browser					
Brainfuse Tutoring					
Zoom					
Labster Dashboard					
Settings					4 pts

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

Scoring the Outcomes [\(Video Instructions\)](#)

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

1. Go to the gradebook and locate the assignment.



VW286.IEOFFICE.DEVL > Grades

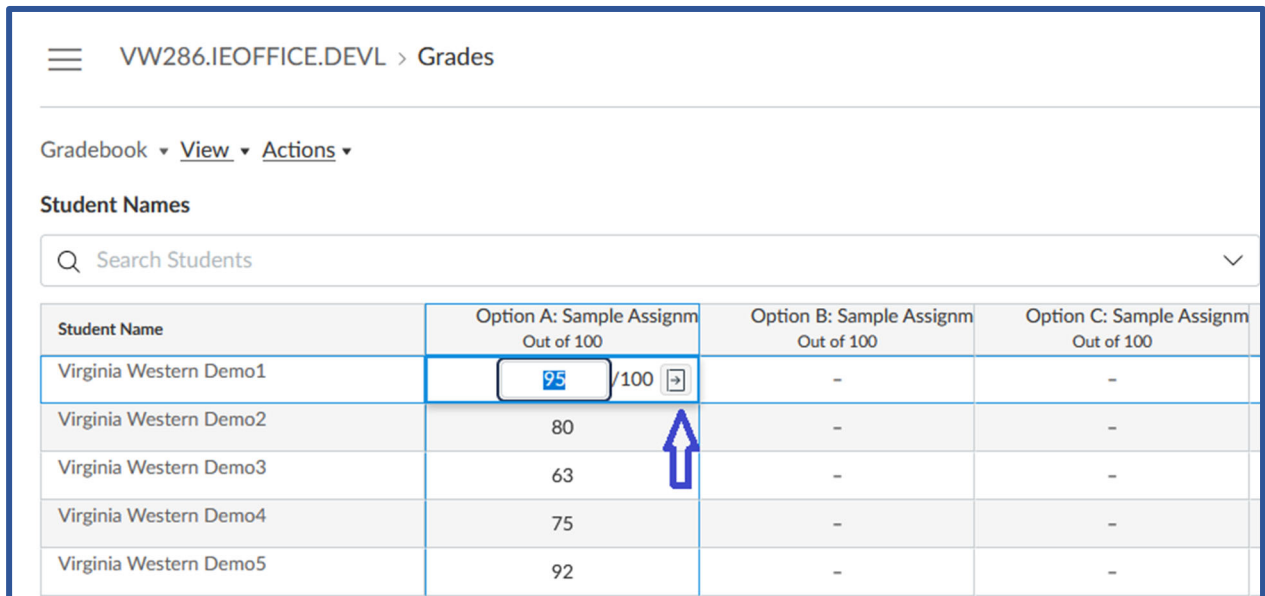
Gradebook ▾ View ▾ Actions ▾

Student Names

Search Students

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 Assignment Out of 100	Option B: Sample Assignment Out of 100	Option C: Sample Assignment 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

Q Search Students Q 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
Due: No Due Date - VW286.IEOFFICE.DEVL

10/14 76.6 / 100 (77%) 1/14 ← Virginia Western Demo1 →

Graded Average

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.

Option A: Sample Assignment
Due: No Due Date - VV2024-0FFICE.DEV

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

Virginia Western Demo1

This student does not have a submission for this assignment

Grading

Gen Ed Assessment

Criteria	Ratings	Pts
<p>Analysis. Can the student use the information provided to draw conclusions about a related topic? Example - Use a graph of past data to make predictions about the future. View longer description threshold: 2</p>	<p>4 pts Excellent 3 pts Good 2 pts Acceptable 1 pts Needs Improvement</p>	<p>4 / 4 pts</p>
<p>Interpretation. Can the student answer questions directly related to the information provided? Example - Look at a chart and give the correct temperature for a charted date. View longer description threshold: 2</p>	<p>4 pts Excellent 3 pts Good 2 pts Acceptable 1 pts Needs Improvement</p>	<p>3 / 4 pts</p>

Total Points: 7 out of 8

Save Cancel

Congratulations! You are done assessing General Education. All data from the Gen Ed assessment will be extracted by the IE Office.