# UPLOADING OUTCOMES TO CANVAS

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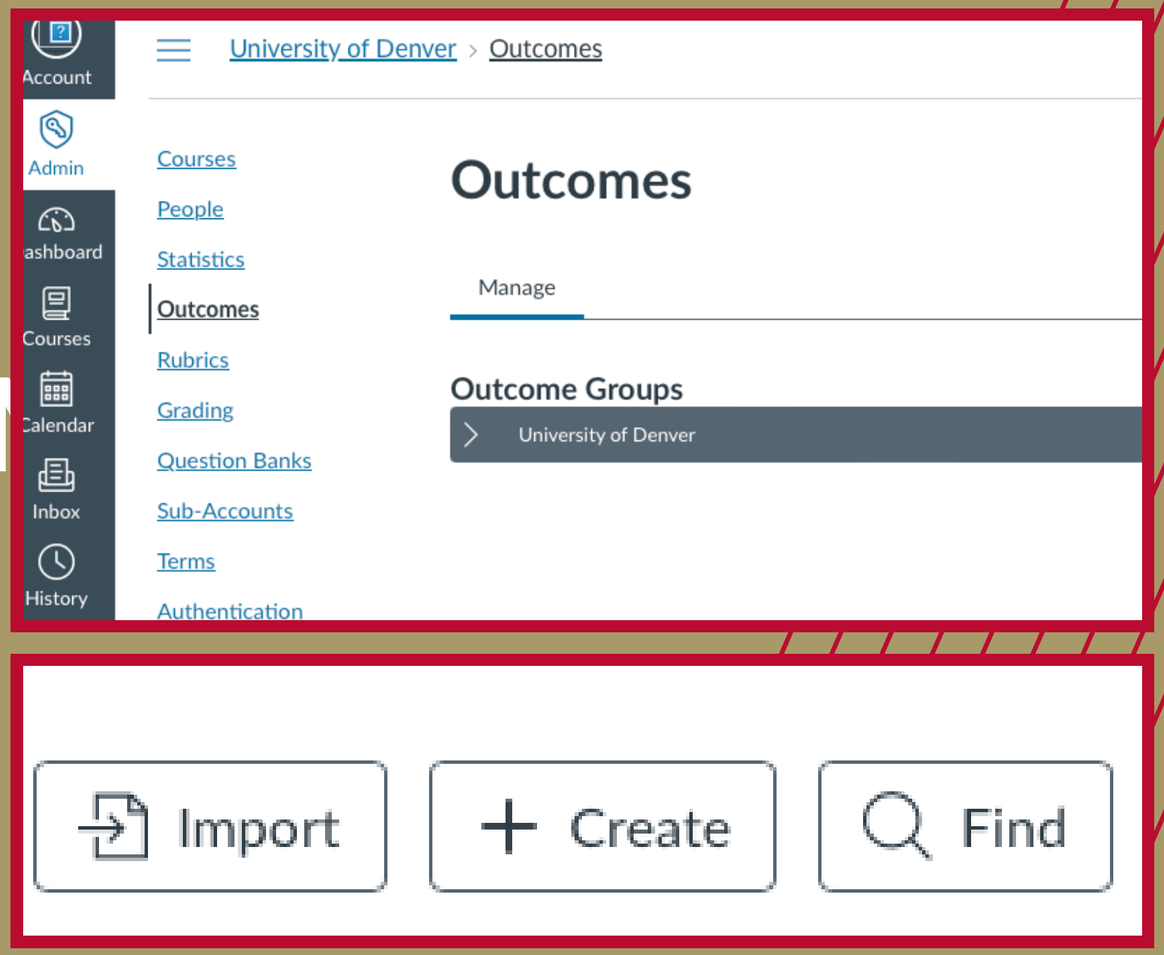
# BASICS OF UPLOADING OUTCOMES TO CANVAS

Navigate to Outcomes using the "Outcomes" link in the menu. Either from:

- **Admin tab**-if you want to upload outcomes that are accessible to various accounts and sub accounts.
  - Upload outcomes to highest account needed for courses to see outcomes.

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**FOUND AT:** https://canvas.instructure.com/doc/api/file.outcomes_csv.html

**outcomes.csv**

| Field Name | Data Type | Required | Description |
|---|---|---|---|
| vendor_guid | text | ✓ | A value that uniquely identifies this learning outcome or learning outcome group. For learning outcome groups, this value can be referenced by other learning outcomes or learning outcome groups in the parent_guids field below, to indicate that this group contains an outcome or group. This value cannot contain spaces.<br>If outcomes have been exported from an account with no vendor_guid values set, canvas will auto-assign vendor_guid values from internal identifiers. These ids will have the prefix "canvas_outcome:" and "canvas_outcome_group:" for outcomes and groups respectively. We recommend that you *do not* change these values once they have been assigned. If you want to set your own vendor_guid values for existing outcomes, you should do that using the Canvas API prior to exporting outcomes from an account. In addition, these prefixes are reserved; newly created outcomes and groups may not have vendor_guid fields with these prefixes. |
| object_type | text | ✓ | A value of "outcome" indicates this is a learning outcome. A value of "group" indicates this is a learning outcome group |
| course_id | number | | May only be given for rows where object_type="group". If given, the generated learning outcome group will belong to the course with the given ID instead of to the account from which the import was initiated. Referenced course must belong to the initiating account or one of its sub-accounts. Can not be used in course-level imports. |
| title | text | ✓ | The title of the learning outcome or learning outcome group. |
| description | text | | The description of the learning outcome or learning outcome group (optional, defaults to blank). |
| friendly_description | text | | Learning outcome display description in "friendly" language for students and parents (optional, defaults to blank). |
| display_name | text | | The display name (or friendly name) of the learning outcome. This value does not apply to learning outcome groups. |
| calculation_method | text | | Must be one of "decaying_average", "n_mastery", "highest", "latest", "average" or blank. This field must be blank for learning outcome groups. If not provided and this is a learning outcome, then the calculation method defaults to "decaying_average". If the Account and Course Level Outcome Mastery Scales flag is enabled, the calculation_method field does not need to be defined in the imported .csv. The calculation_method field will be determined by the account and course settings. If Outcomes New Decaying Average Calculation Method feature flag is enabled then we will have one more calculation method "weighted_average" and it would be the default calculation method. |
| calculation_int | integer | | Valid values depend on the "calculation_method". For "decaying_average", the value must be between 1 and 99, inclusive. For "n_mastery", the value must be between 1 and 10, inclusive. For "highest", "latest" and "average", this field must be blank. If the Account and Course Level Outcome Mastery Scales flag is enabled, the calculation_int field does not need to be defined in the imported .csv. The calculation_int field will be determined by the account and course settings. If Outcomes New Decaying Average Calculation Method feature flag is enabled then For "weighted_average", the value must be between 1 and 99, inclusive. For "standard_decaying_average", the value must be between 50 and 99, inclusive. |
| parent_guids | text | | A space-separated list of vendor_guid values of parent learning outcome groups for this learning outcome or learning outcome group. All of these vendor_guid values must refer to previous rows, and all of these previous rows must represent learning outcome groups. If no value is provided, then this outcome or group will be added to the context's root outcome group. |
| workflow_state | text | | Must be either "active" or "deleted". If not present, we assume the learning outcome or learning outcome group is "active". |
| mastery_points | number | | The number of points that define mastery for this learning outcome. Must be blank for learning outcome groups. If the Account and Course Level Outcome Mastery Scales flag is enabled, the mastery_points field does not need to be defined in the imported .csv. The mastery_points field will be determined by the account and course settings. |
| ratings | number/text (multiple columns) | | These columns must be the final columns of each row, and contain the scoring tiers for the given outcome. The columns alternate in decreasing point order: first, number of points for the tier, then tier description. This alternating pattern continues until there are no more scoring tiers for this outcome. These columns must be blank for learning outcome groups. See sample below. If the Account and Course Level Outcome Mastery Scales flag is enabled, the ratings field does not need to be defined in the imported .csv. The ratings field will be determined by the account and course settings. |

# CSV FORMAT

## Blue=group fields; Red=outcome fields

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | vendor_guid | object_type | title | description | display_name | calculation_method | calculation_int |
| 2 | group identifier, such as A | group | group name | group description | group friendly display name | defaults to "decaying_average", but can be "n_mastery", "highest", "latest", and "average" | must be a number |
| 3 | outcome identifier, such as A1 (it must have the gorup identifier to link outcome to group | outcome | outcome name | outcome description | outcome friendly display name | | |

| | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | parent_guids | workflow_state | mastery_points | ratings | | | | | | | | | |
| 2 | | active | | | | | | | | | | | |
| 3 | must match group identifier | active | must be a point that defines the level of mastery for the outcome | 4 | level designator such as "Capstone" or "Exceeds" | 3 | level designator such as "Milestones" or "Target" | 2 | level designator such as "Milestones" or "Approaching" | 1 | level designator such as "Benchmark" or "Emerging." | 0 | level designator such as "No Data" or "Insufficient." |

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# AN EXAMPLE

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | vendor_guid | object_type | title | description | display_nam | calculation_r | calculation_i | parent_guids | workflow_st | mastery_poi | ratings | | | | | | | | | | |
| 2 | CcE | group | Civic Engage | Civic engagement is working to make a difference in the civic life of our communities and developing the | | | | | active | | | | | | | | | | | | |
| 3 | CcE1 | outcome | CE1-Diversity | Civic engagement is working to make a difference i | CE1 | average | | CcE | active | 3 | 4 | Capstone - D | 3 | Milestones-F | 2 | Milestones-H | 1 | Benchmark-E | 0 | Insufficient Data | |
| 4 | CcE2 | outcome | CE2-Analysis | Civic engagement is working to make a difference i | CE2 | average | | CcE | active | 3 | 4 | Capstone-Co | 3 | Milestones-A | 2 | Milestones-E | 1 | Benchmark-E | 0 | Insufficient Data | |
| 5 | CcE3 | outcome | CE3-Civic Ide | Civic engagement is working to make a difference i | CE3 | average | | CcE | active | 3 | 4 | Capstone-Pro | 3 | Milestones-F | 2 | Milestones-E | 1 | Benchmark-F | 0 | Insufficient Data | |
| 6 | CcE4 | outcome | CE4-Civic Cor | Civic engagement is working to make a difference i | CE4 | average | | CcE | active | 3 | 4 | Capstone-Ta | 3 | Milestones-E | 2 | Milestones-C | 1 | Benchmark-C | 0 | Insufficient Data | |
| 7 | CcE5 | outcome | CE5-Civic Act | Civic engagement is working to make a difference i | CE5 | average | | CcE | active | 3 | 4 | Captsone-De | 3 | Milestones-D | 2 | Milestones-H | 1 | Benchmark-H | 0 | Insufficient Data | |
| 8 | CcE6 | outcome | CE6-Civic Cor | Civic engagement is working to make a difference i | CE6 | average | | CcE | active | 3 | 4 | Capstone-De | 3 | Milestones-D | 2 | Milestones-D | 1 | Benchmark-E | 0 | Insufficient Data | |
| 9 | CIT | group | Critical Think | Critical thinking is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifa | | | | | active | | | | | | | | | | | | |
| 10 | CIT1 | outcome | Explanation | Critical thinking is a habit of mind characterized by | CIT1 | highest | | CIT | active | 3 | 4 | Capstone -Iss | 3 | Milestones-I | 2 | Milestones-I | 1 | Benchmark-I | 0 | Insufficient Data | |
| 11 | CIT2 | outcome | Evidence | Critical thinking is a habit of mind characterized by | CIT2 | highest | | CIT | active | 3 | 4 | Capstone-Inf | 3 | Milestones-I | 2 | Milestones-I | 1 | Benchmark-I | 0 | Insufficient Data | |
| 12 | CIT3 | outcome | Influence of | Critical thinking is a habit of mind characterized by | CIT3 | highest | | CIT | active | 3 | 4 | Capstone-Th | 3 | Milestones-I | 2 | Milestones-C | 1 | Benchmark-S | 0 | Insufficient Data | |
| 13 | CIT4 | outcome | Student Posi | Critical thinking is a habit of mind characterized by | CIT4 | highest | | CIT | active | 3 | 4 | Capstone-Sp | 3 | Milestones-E | 2 | Milestones-S | 1 | Benchmark-S | 0 | Insufficient Data | |
| 14 | CIT5 | outcome | Conclusions | Critical thinking is a habit of mind characterized by | CIT5 | highest | | CIT | active | 3 | 4 | Captsone-Co | 3 | Milestones-C | 2 | Milestones-C | 1 | Benchmark-C | 0 | Insufficient Data | |

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# SOME TROUBLESHOOTING

- THE CSV FORMAT DOES NOT LIKE SPECIAL CHARACTERS SUCH AS APOSTROPHES, SLASHES, OR COLONS.
- TO USE THESE CHARACTERS, YOU MUST ENCLOSE THEM IN QUOTATION MARKS.
- OTHER ERRORS CAN BE FOUND AT THE INSTRUCTURE COMMUNITY:

HTTPS://COMMUNITY.CANVASLMS.COM/T5/ADMIN-GUIDE/HOW-DO-I-IMPORT-OUTCOMES-FOR-AN-ACCOUNT/TA-P/267#:~:TEXT=DRAG%20AND%20DROP%20YOUR%20CSV,A%20FILE%20FROM%20YOUR%20COMPUTER.

If the import was not successful, or if the import altered existing outcomes, Canvas displays an error message.

The error message displays for outcome import errors and for outcome import warnings.

You will receive an email with details about the first 100 errors and warnings. Each error or warning will include the CSV row number and a description of the error or warning.

Import errors stop the import process entirely and need to be fixed before outcomes can be imported successfully. The following types of errors may occur in CSV files:

- Required headings are missing
- Other headings are placed after the ratings header
- Invalid headers are present
- Required fields are missing
- Import file contains no data
- Invalid UTF-8 string

When an import warning occurs, Canvas skips the affected row and the import moves on. The following types of warnings may occur in CSV files:

- Rating tiers have missing points
- Rating tiers have invalid point values
- Rating tiers have points in wrong order
- Object type is incorrect
- Parent group refers to missing outcomes
- Parent groups are invalid
- Workflow state is invalid
- Calculation validation method not specified
- Group receives invalid fields
- Outcome edits are not within the same context

Correct the errors in the CSV file according to the Outcomes Import Format Documentation and re-import the file.

# QUESTIONS OR SUGGESTIONS


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