

Faculty Guide: Aligning Course Outcomes with Assessments in Canvas

This guide will walk you through the process of adding course outcomes in Canvas and aligning them with assessments. This alignment allows you to track student progress based on course-specific goals.

Step 1: Create Course Outcomes

1. On the **Outcomes** page, click on "+ Create" to add a course-specific outcome.
2. Provide a name for your course outcome (e.g., "**Demonstrate Competency in Financial Reporting**").
3. Add a description (optional) to explain what the outcome measures.
4. Choose a **calculation method** (details provided at the end of this guide). Select the one that best fits your needs.
5. Click **Save** to finalize the outcome.

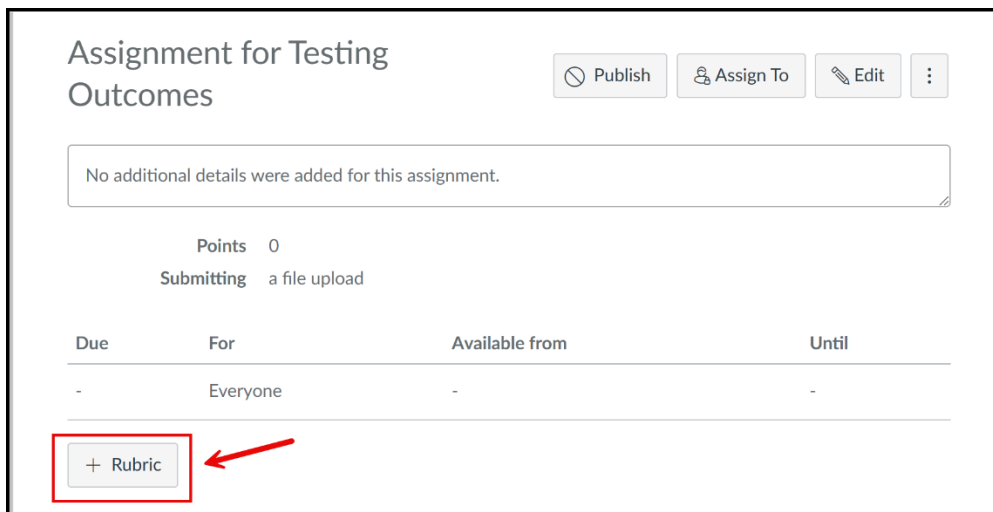
Step 2: Create an Assignment

(If you've already created an assignment, you may skip Step 2 here.)

1. Navigate to the **Assignments** page in your course.
2. Click "+ Assignment" to create a new assignment.
3. Fill out the assignment details, such as the **Name**, **Points**, and **Submission Type**.
4. Save the assignment but do **not** publish it yet.

Step 3: Add and/or Align a Rubric with Outcomes to the Assignment

1. Scroll to the bottom of the assignment page and click "**Add Rubric**".

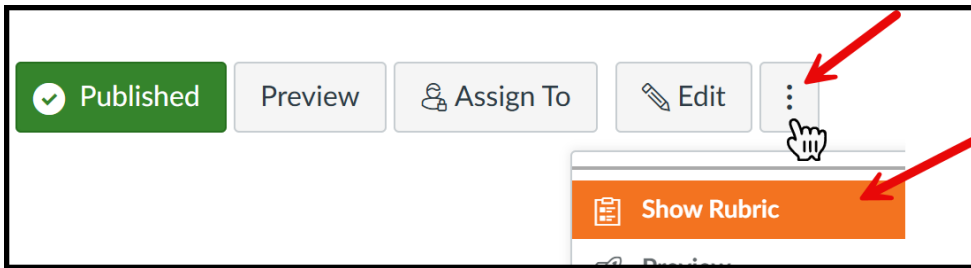


The screenshot shows the 'Assignment for Testing Outcomes' page in Canvas. At the top right, there are buttons for 'Publish', 'Assign To', 'Edit', and a menu icon. Below these is a text box containing the message: 'No additional details were added for this assignment.' Underneath, it shows 'Points 0' and 'Submitting a file upload'. A table below lists assignment details:

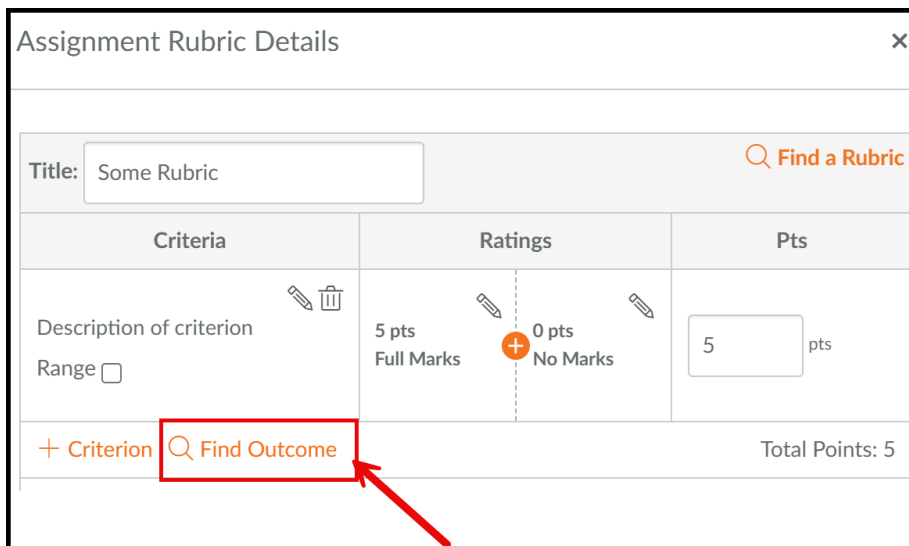
Due	For	Available from	Until
-	Everyone	-	-

At the bottom left, a button labeled '+ Rubric' is highlighted with a red box, and a red arrow points to it from the right.

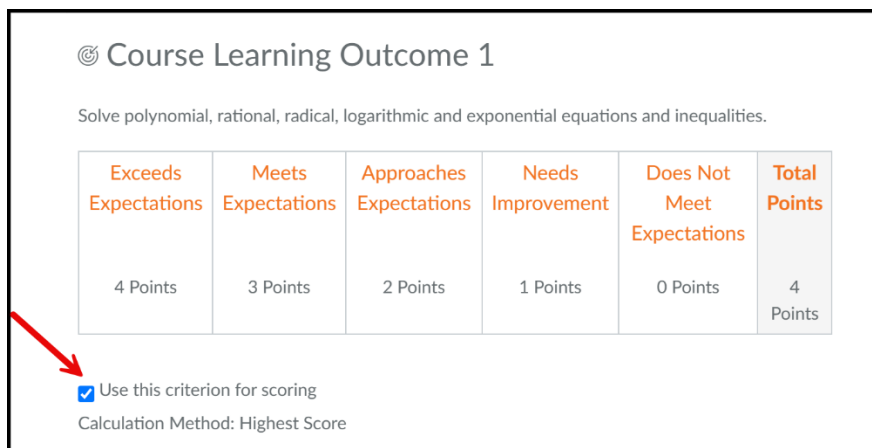
For Quizzes or Discussions, click the three-dot menu in the top-right corner and select “Show or Add Rubric”.



2. Click “Find Outcome” within the rubric to align with course outcomes.
 - Search for and select the **course outcome** you created.



3. If you do **not** want the outcome points to contribute to the assignment grade, uncheck the box labeled “Use this criterion for scoring”.



4. (i) By default, a rubric is automatically added for grading the assignment. If you don't want to use it, you can remove it by clicking the trash icon.
- (ii) Review the settings and check any boxes that apply to your course.
- (iii) Click the “**Create Rubric**” button to save and finalize the rubric.

Title: 🔍 Find a Rubric

Criteria	Ratings					Pts
Description of criterion i Range <input type="checkbox"/>	5 pts Full Marks <div style="display: flex; justify-content: space-around;"> 0 pts No Marks </div>					<input type="text" value="5"/> pts
Course Learning Outcome 1 Solve polynomial, rational, radical, logarithmic and exponential equations and inequalities. threshold: 4 pts	4 pts Exceeds Expectations	3 pts Meets Expectations	2 pts Approaches Expectations	1 pts Needs Improvement	0 pts Does Not Meet Expectations	4 pts

+ Criterion 🔍 Find Outcome Total Points: 9

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

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Note: If you need a quick explanation of each calculation method for outcomes, refer to the "**Calculation Methods for Outcomes**" section at the end of this guide.

Step 4: Publish the Assignment

1. After saving the rubric, return to the assignment settings.
2. Click **Save and Publish** to make the assignment live for students.
3. **Reminder:** Students will be able to view the rubric, including the aligned course outcomes, before submitting their work.

Step 5: Verify the Alignment of Outcomes

1. Navigate back to the **Outcomes** page in your course.
2. Click the **Alignments** tab to verify that the correct **course outcomes** have been aligned.
3. **Tip:** Double-check the weighting for each outcome to ensure it reflects your grading approach.

Calculation Methods for Outcomes

Canvas allows you to track how student performance over time affects outcome scores using different calculation methods. Here's a quick explanation of each:

1. **Weighted Average:**
 - **How it Works:** More weight is given to recent scores (65% by default), while older scores carry less weight (35%).
 - **Example:** If a student scores 1, 4, 2, 3, and 6, the most recent score of 6 will carry more weight.
2. **Decaying Average:**
 - **How it Works:** Emphasizes recent performance, with older scores decaying in weight over time.
 - **Example:** The most recent score might count for 40%, with earlier scores contributing less.
3. **n Number of Times:**
 - **How it Works:** This method calculates mastery after a student meets the desired outcome a set number of times (e.g., 3 out of 5).
 - **Example:** A student needs to achieve a score of 5 or higher at least 3 times to demonstrate mastery.
4. **Most Recent Score:**
 - **How it Works:** Only the most recent score is used for the outcome.
 - **Example:** If a student scored 2, 3, and 5, the final outcome score would be 5.

5. **Highest Score:**

- **How it Works:** The highest score achieved by the student is used as the outcome score.
- **Example:** If a student scores 2, 5, and 4, the final outcome score would be 5.

6. **Average:**

- **How it Works:** All scores are averaged equally.
- **Example:** If a student scored 2, 4, and 6, the average score of 4 will be used.

Recommendation: Use **Decaying Average** to track improvement over time, or **Highest Score** to recognize peak performance.

How to Access 24/7 Canvas Support

For immediate help, you can access 24/7 Canvas Support through the **Help Menu** in Canvas. Follow these simple steps to get the assistance you need:

1. **Open the Canvas Help Menu:**

- In the Canvas interface, find the **Help** button (with the question mark icon) at the bottom left of the screen. Click it to open the Help Menu.

2. **Chat with Canvas Support:**

- Select either "**Chat with Canvas Support (Faculty)**" or "**Chat with Canvas Support (Student)**", depending on your role, to start a live chat with Canvas Support. This service is available 24/7.

3. **Call the Canvas Support Hotline:**

- Click the "**Canvas Support Hotline**" to get the phone number, available 24/7 for assistance.

4. **Report a Problem:**

- If you are experiencing a technical issue, select "**Report a Problem**" to submit a ticket. Canvas Support will follow up with you.

5. **Additional Resources:**

- Explore **Canvas Guides** directly here:
 - [How do I create an outcome for a course?](#)
 - [Outcomes Overview for Instructors](#) (Video Guide)
 - [Canvas Outcomes Setup Checklist](#)

- You can also contact Helena College's eLearning team at eLearning@helenacollege.edu for further assistance.