HELENA COLLEGE
UNIVERSITY OF MONTANA

eLearning & Faculty Development



Linking Insights Outcomes to Assignments in Canvas: A Basic Guide for Instructors

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About:

Insights by eLumen is a software platform that allows higher education institutions the ability to map course-level Student Learning Outcomes (SLOs) directly to program and institutional standards or regional accreditation requirements, and gather and refine course assessment data directly inside Canvas LMS.

This Guide provides instructors with an overview of all the steps required to link Insights Outcomes to Assignments in Canvas.

Step 1: Check Outcomes in Your Course

To begin the Outcomes linking process, first go into your Canvas course and click **"Outcomes"** in the course navigation menu.

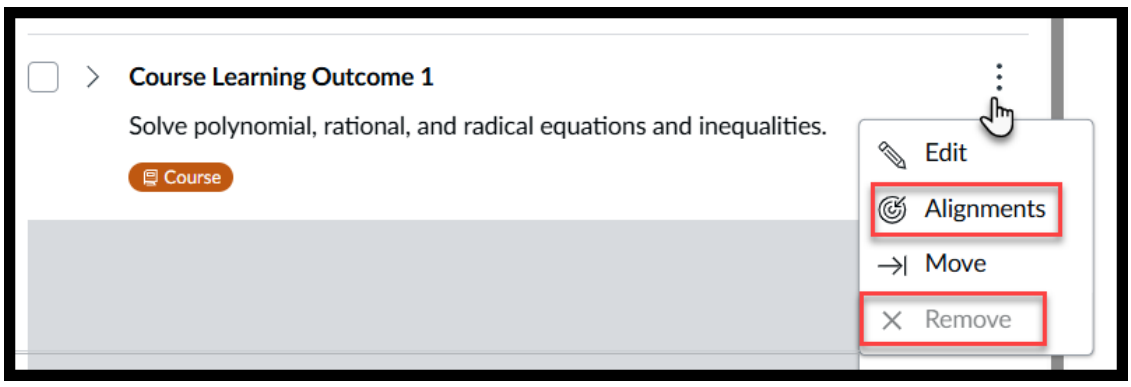
In the "Outcome Groups" menu, click the **name of your course** to view the list of outcomes.

Make sure all expected outcomes are present. **Outcomes imported from Insights will start with the course number.** Example: M121-1. If your outcomes are missing, please reach out to **Jessie Pate** (Director of Institutional Research).

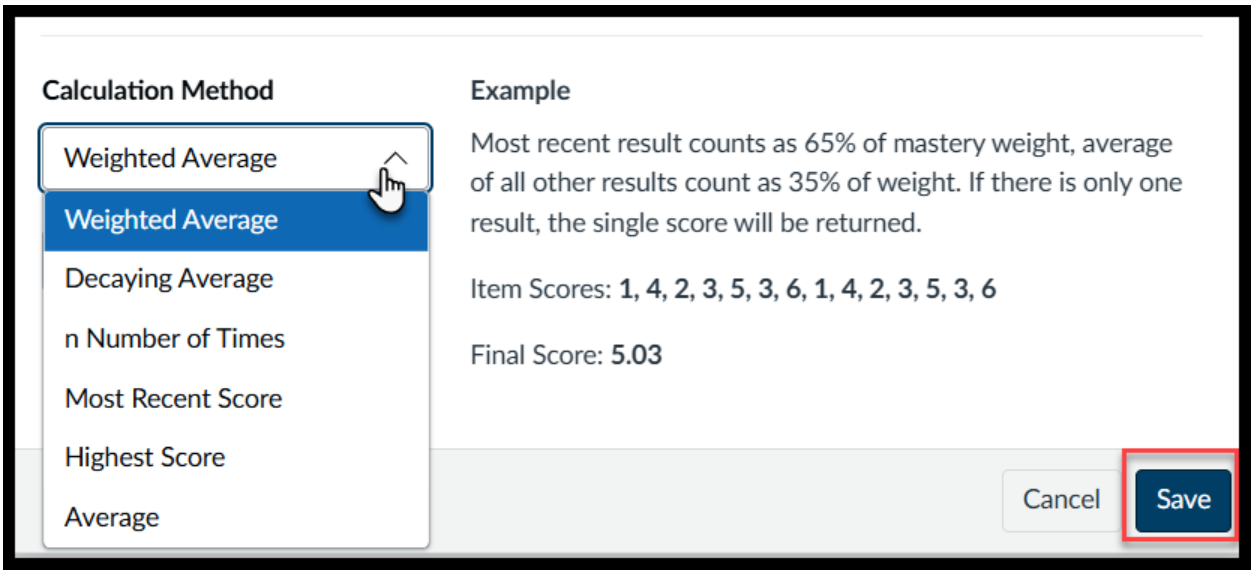
Remove duplicate outcomes as well as any outcomes that do NOT start with the course number (as this means that they were not imported from Insights). To do this, click on the "More Options" (three-dot icon) button to the far right, and select "Remove" from the drop-down menu.

- If the option to remove an outcome is unavailable (i.e. grayed out) it is because it is currently aligned with an assignment and/or a rubric. To remove the outcome, you will first need to delete the alignment(s). To view all current alignments for a given outcome, select "Alignments" within the drop down menu. Note that, in the Aligned Items menu, only Rubrics will display an X button to the far right, meaning that they can be unlinked directly within this menu view. Assignment items, however, will display a Lock icon to the right, meaning that they must be unlinked by fist clicking on the link to the item, scrolling to the bottom of the Assignment page, and clicking the "Unlink Rubric" (i.e. Trashcan icon) button. Once all alignments have been unlinked for a given outcome, the "Remove" option should again be available for that outcome within the Course Outcomes page.

Note: If you accidentally delete any Insights Outcomes, do not panic, they will repopulate in your Outcomes the next time Canvas syncs with Insights.



For <u>each</u> outcome, click on the "More Options" (three-dot icon) button to the far right, and select "Edit" from the drop down menu. Scroll to the bottom of the "Edit Outcome" window and select the desired **Calculation Method** (e.g. Average, Weighted Average, Highest Score, etc.). We typically recommend using the "Average" option.



Step 2: Identify and Set Up Your Assessment Assignment

Go to **"Assignments"** in the course menu.

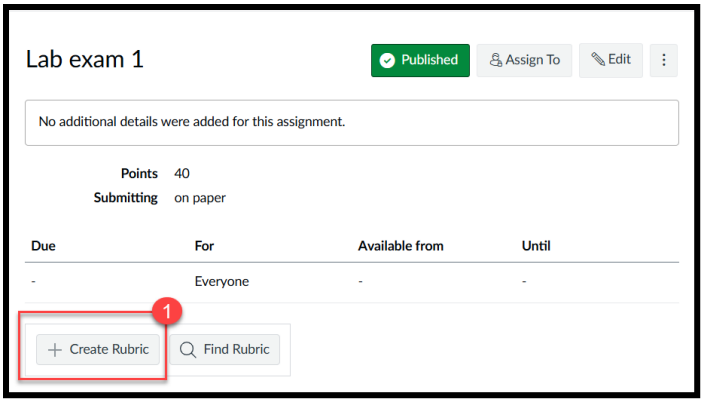
Identify or create the assignment you will use to assess your course outcomes.

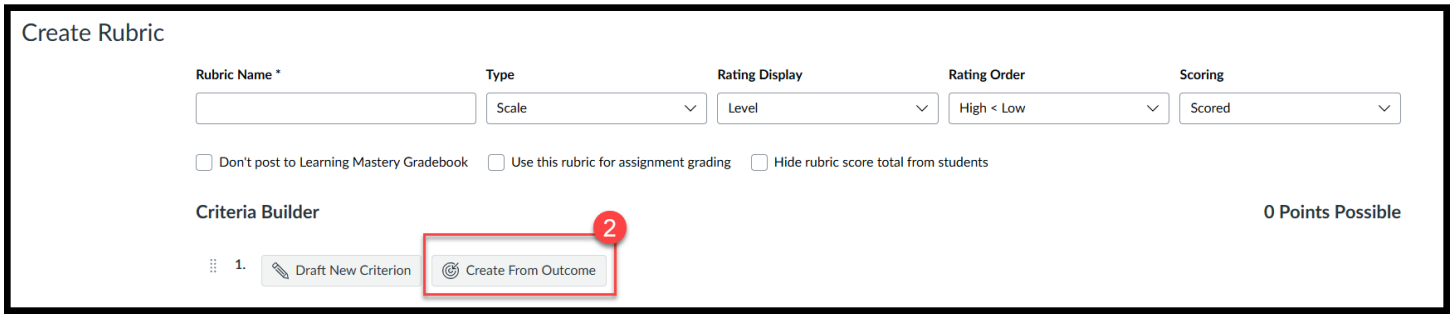
Select the assignment name, and then scroll to the bottom of the assignment page.

If you have selected an assignment that <u>does not</u> use a rubric for grading, you will need to create a rubric especially for outcome(s)—follow the steps for **Option A**. Conversely, if you have selected an assignment that <u>does</u> use a rubric for grading, you will need to follow the steps for **Option B**, to link outcome(s) to your existing rubric.

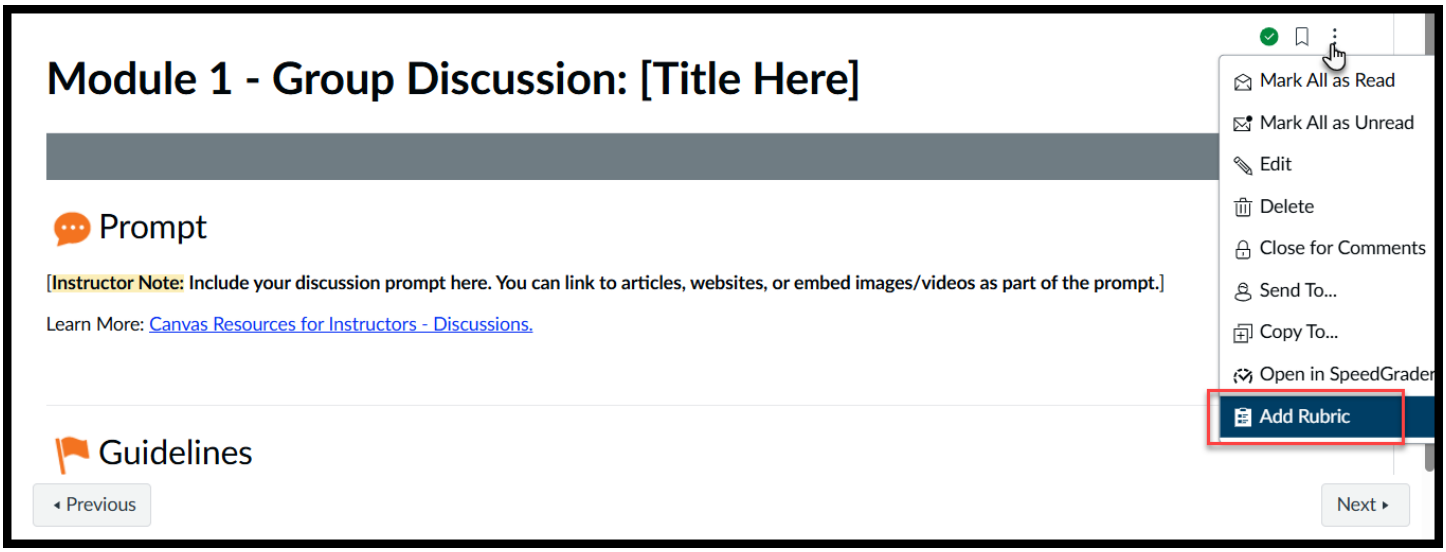
A. Creating a New Rubric ONLY for Outcomes

1. Click **"Create Rubric"**, then **"Create From Outcome".**



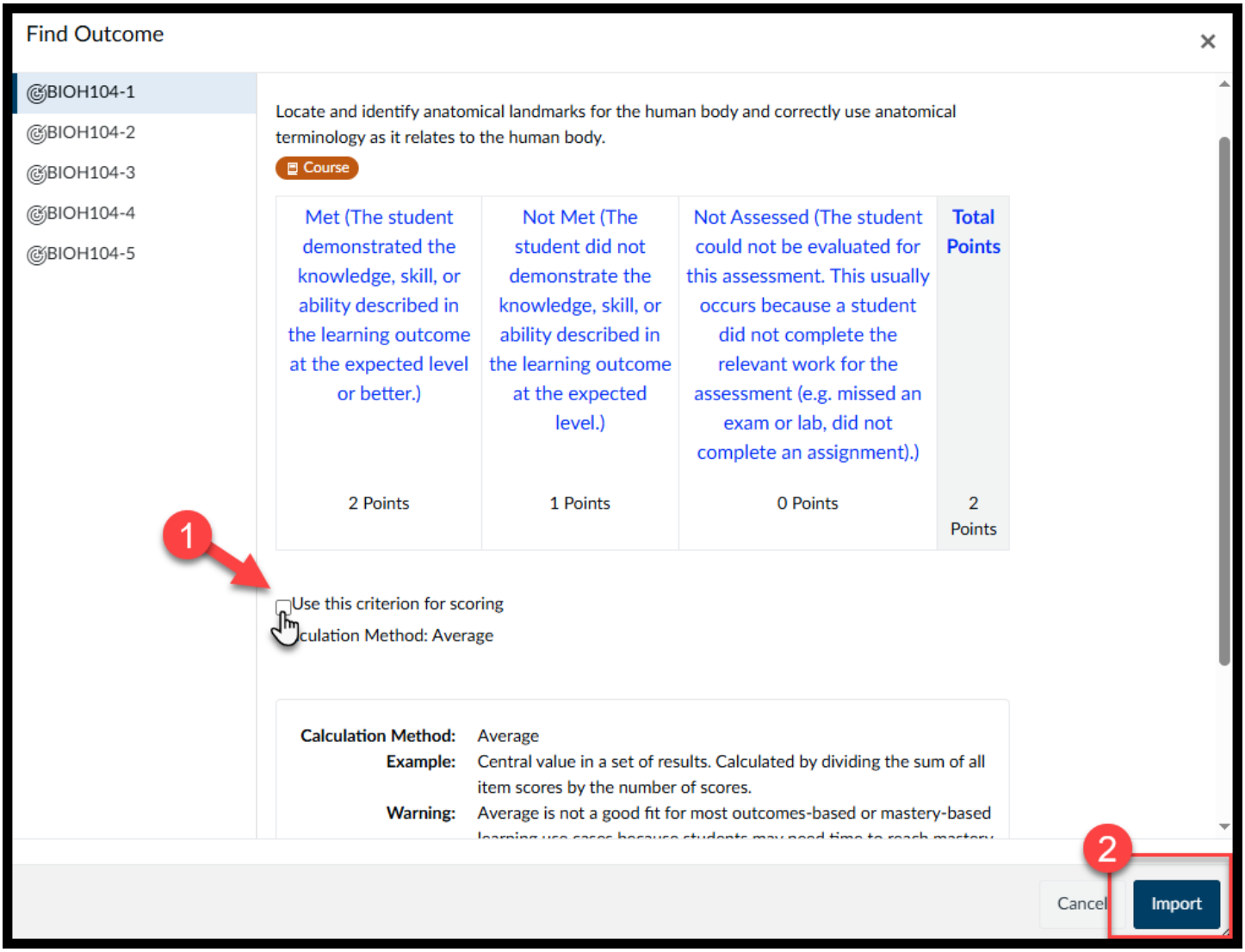


Note: If it is a **Discussion** forum, click the three-dot menu on the right, select "**Add Rubric**", then choose "**Create Rubric**" and "**Create From Outcome**".



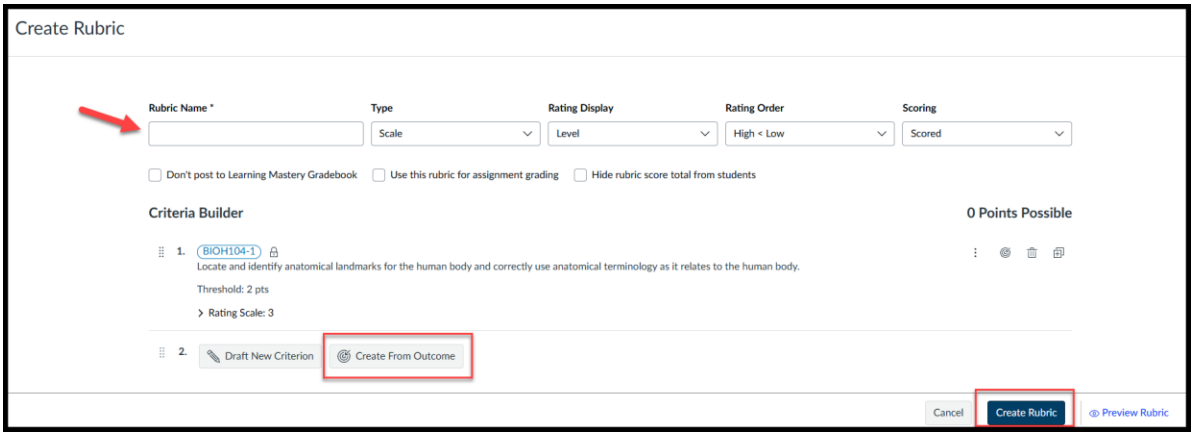
2. In the "Find Outcome" window, **select the appropriate outcome**.

3. **Uncheck** the box labeled **"Use this criterion for scoring"** and click **"Import"**.



4. Although you can only import one outcome at a time, you can **add as many outcomes as you like** by simply selecting the "**Create From Outcome**" button again, and repeating the previous steps for all desired outcomes—doing so will create a numbered list of outcomes in your "Criteria Builder" display.

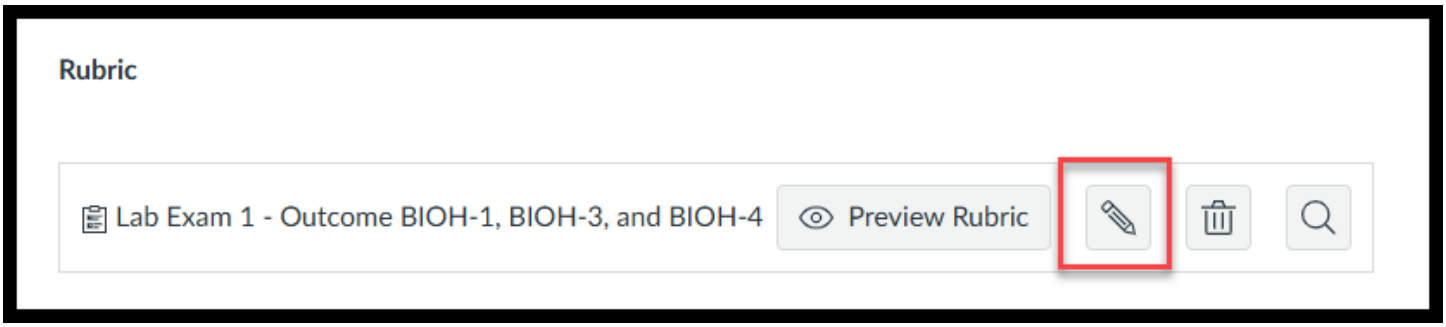
5. Once all of your desired outcomes are entered, you will need to enter a rubric name—we recommend using an easy-to-reference rubric name that includes both the assignment and outcome(s), e.g. Exam1Outcome2&4. Under "**Type**", make sure to keep the default "**Scale**" setting. We recommend leaving the "*Don't post to Learning Mastery Gradebook*" option **unchecked**. Once you have finished click **"Create Rubric"**.



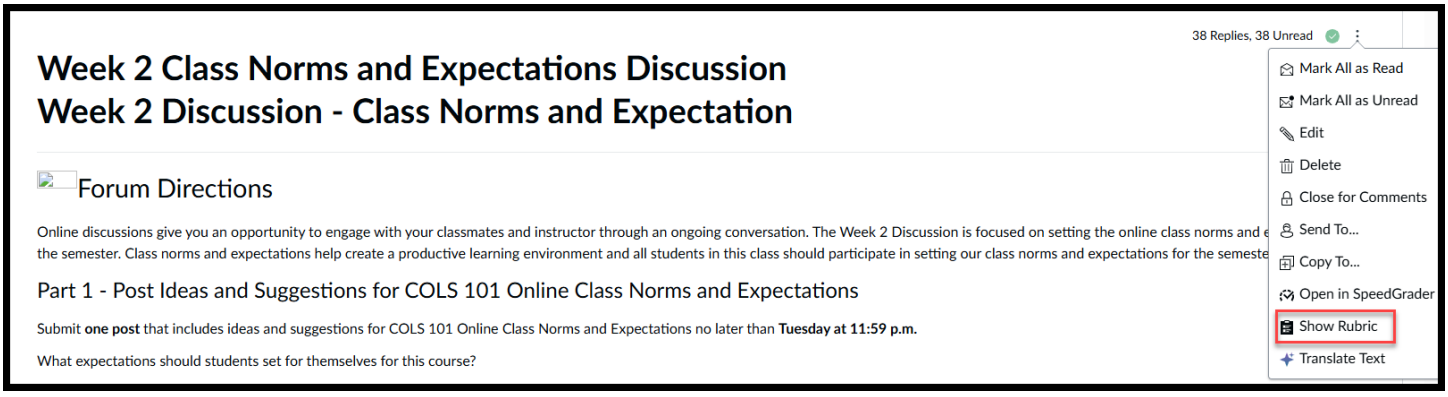
B. Adding Outcome(s) to an Existing Rubric

1. If you have an existing rubric that you wish to use for scoring your assignment but have not yet linked the rubric, select the **"Find Rubric"** option, and then select the rubric you want to use for scoring.

2. Once your assignment is linked to an existing rubric, click **"Edit Rubric"** (the pencil icon) to attach the appropriate outcome(s). Choose "**Create From Outcome**" on the bottom.



Note: If it is a **Discussion** forum, click the three-dot menu on the right, select "**Show Rubric**", then choose "**Edit Rubric**" and "**Create From Outcome**".



3. Follow **Steps 2-5** from **Option A** above.

Step 3: Grade with the Rubric via SpeedGrader

Publish the assignment (SpeedGrader won't be available otherwise).

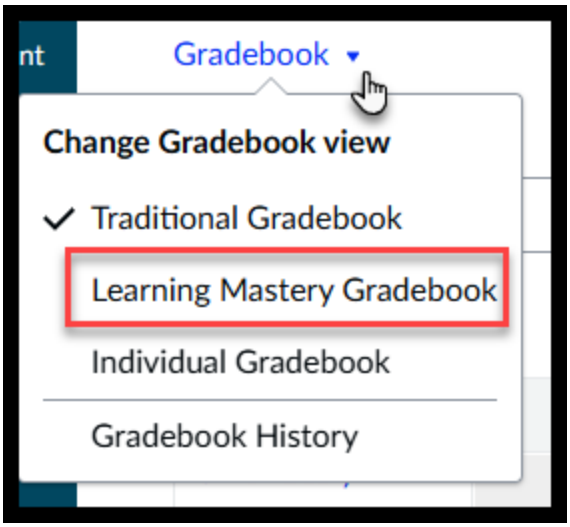
Refresh the page and click **"SpeedGrader"** on the assignment.

In SpeedGrader, use the rubric to **score the outcome(s)**.

Step 4: View Results in Gradebook

Go to **"Grades"** in the course menu.

Click the **"Learning Mastery Gradebook"** tab to see student performance on outcomes.



Additional Resources

- Linking Insights Outcomes to Assignments in Canvas - Video
- Insights Workflow Instruction

Need Help?

If anything is unclear or you need help removing outcomes, setting up rubrics, or confirming your setup, please contact:

- **Jessie Pate** – jessie.pate@helenacollege.edu
- **eLearning Support** – elearning@helenacollege.edu