



Insights Workflow in Canvas Quick Guide for Faculty

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A step-by-step tutorial for faculty on how to use **Insights by eLumen** to assess course outcomes in Canvas.

Step 1: Check Outcomes in Your Course

1. Go into your Canvas course.
2. Click **“Outcomes”** in the course navigation menu.
3. Click the **name of your course** at the top to view the list of outcomes.
4. Make sure all expected outcomes are there. **Outcomes imported from Insights will start with the course number.**
 - a. Example: M121-1
5. **Remove any outcomes that do NOT start with the course number**, as they weren’t imported from Insights.
 - a. If an outcome appears grayed out and cannot be removed, it is likely aligned with an assignment, a rubric, or question bank. To remove the outcome, you will first need to delete the alignment. If you need assistance with this process, please contact [eLearning](#).
6. If your outcomes are missing, please reach out to **Jessie Pate** (Director of Institutional Research) or [eLearning](#).
7. Lastly, click the **“Calculations”** tab and choose your **Mastery Calculation Method** (e.g., Decaying Average or Highest Score).

Step 2: Ensure a Rubric Is Present

1. Click **“Rubrics”** in the course navigation menu.
2. Check that **at least one rubric** is present in the course (required for Insights to read outcome data).
3. If no rubric exists yet, you’ll create one in the next step.

Step 3: Identify and Set Up Your Assessment Assignment

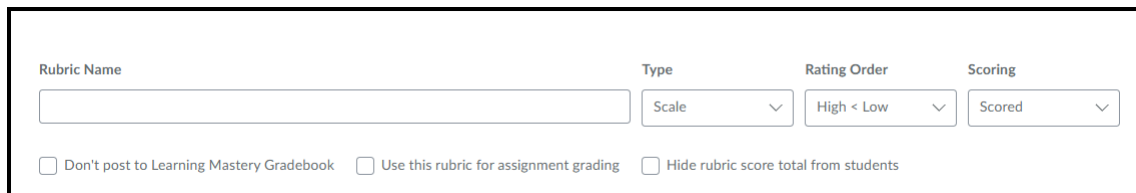
1. Go to “**Assignments**” in the course menu.
2. Identify or create the assignment you will use to assess your course outcomes.
3. Click the assignment name, then click “+ **Rubric**” at the bottom of the assignment page.

There are **two options**, depending on whether you are:

A. Creating a Rubric ONLY for Outcomes (Not for Grading)

1. Click “**Create Rubric**”, then “**Create From Outcome**”. (If it is a **Discussion** forum, click the three-dot menu on the right, select “**Add Rubric**”, then choose “**Find Outcome**”).
2. Search for and **select the appropriate outcome**.
3. **Uncheck** the box labeled “**Use this criterion for scoring**”.
4. Click “**Import**”.
5. Enter a rubric name and adjust the remaining settings (see screenshot below).

We recommend leaving the “*Don’t post to Learning Mastery Gradebook*” option **unchecked**.

A screenshot of a web form for creating a rubric. The form has four main sections: 'Rubric Name' with a text input field, 'Type' with a dropdown menu showing 'Scale', 'Rating Order' with a dropdown menu showing 'High < Low', and 'Scoring' with a dropdown menu showing 'Scored'. Below these sections are three checkboxes: 'Don't post to Learning Mastery Gradebook', 'Use this rubric for assignment grading', and 'Hide rubric score total from students'. All three checkboxes are currently unchecked.

6. Click “**Create Rubric**”.

B. Creating a Rubric to Grade the Assignment AND Track Outcomes

1. Click “**Find Rubric**”, then select the rubric you want to use for scoring.
2. After adding the rubric, click “**Create or Find Outcome**” to attach the appropriate outcome(s).
3. Follow Steps 3-6 from Step 3.A. above.

Step 4: Grade with the Rubric via SpeedGrader

1. **Publish the assignment** (SpeedGrader won’t be available otherwise).
2. Refresh the page and click “**SpeedGrader**” on the assignment.
3. In SpeedGrader, click “**View Rubric**”.
4. Use the rubric to **score the outcome** (and optionally the full assignment, if applicable).

Step 5: View Results in Gradebook

1. Go to “**Grades**” in the course menu.
2. Click the “**Learning Mastery Gradebook**” tab to see student performance on outcomes.

Additional Resources

- [eLumen Insights at Helena College](#)
- [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