



## 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.

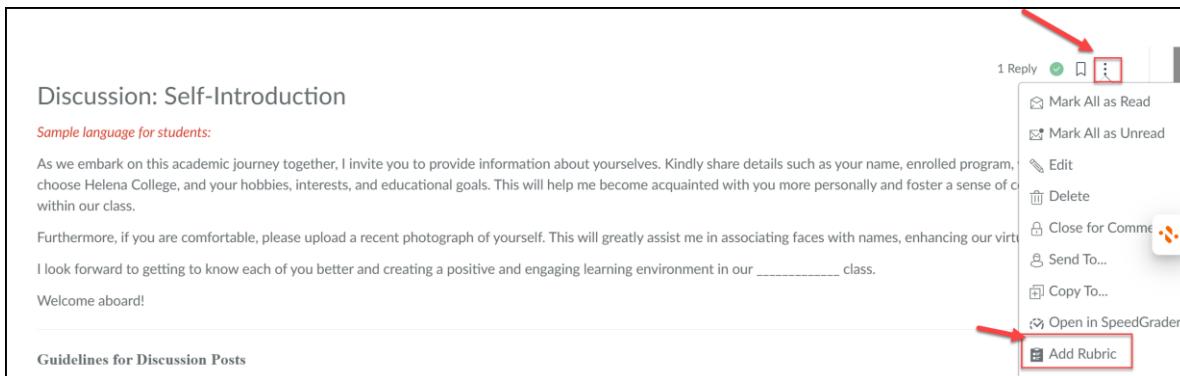
#### Step 1: Check Outcomes in Your Course

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: 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 “**+ Create Rubric**” at the bottom of the assignment page.

**Note:** If the assignment is a discussion forum, click the three dots on the right, then select “**Add Rubric**”. (The “**Add Rubric**” option is only available for graded discussion forums.)



Discussion: Self-Introduction

Sample language for students:

As we embark on this academic journey together, I invite you to provide information about yourselves. Kindly share details such as your name, enrolled program, choose Helena College, and your hobbies, interests, and educational goals. This will help me become acquainted with you more personally and foster a sense of c within our class.

Furthermore, if you are comfortable, please upload a recent photograph of yourself. This will greatly assist me in associating faces with names, enhancing our virt I look forward to getting to know each of you better and creating a positive and engaging learning environment in our \_\_\_\_\_ class.

Welcome aboard!

Guidelines for Discussion Posts

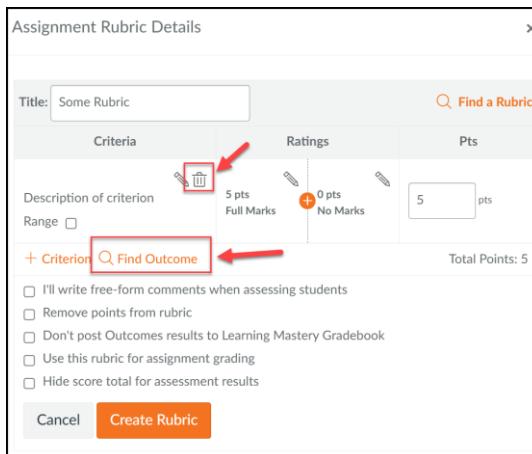
1 Reply ...

- Mark All as Read
- Mark All as Unread
- Edit
- Delete
- Close for Comm
- Send To...
- Copy To...
- Open in SpeedGrader
- Add Rubric

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

### A. Creating a New Rubric ONLY for Outcomes (Not for Grading the Assignment)

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**” and delete the default criteria – see the screenshot below.)



Assignment Rubric Details

Title: Some Rubric Find a Rubric

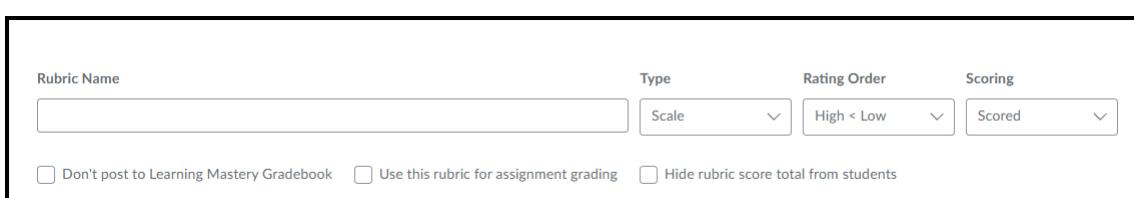
Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks <input type="checkbox"/> 0 pts No Marks <input type="checkbox"/>	5 pts

+ 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

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**.

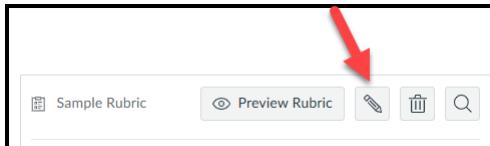


Rubric Name	Type	Rating Order	Scoring
<input type="text"/>	<input type="button" value="Scale"/>	<input type="button" value="High &lt; Low"/>	<input type="button" value="Scored"/>
<input type="checkbox"/> Don't post to Learning Mastery Gradebook <input type="checkbox"/> Use this rubric for assignment grading <input type="checkbox"/> Hide rubric score total from students			

6. Click “**Create Rubric**”.

## B. Using an Existing 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 “**Edit Rubric**” (the pencil icon – see screenshot below) to attach the appropriate outcome(s). Choose “**Create From Outcome**” on the bottom.
3. Follow Steps 2-6 from Step 2.A. above.



### Step 3: 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 4: 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](mailto:jessie.pate@helenacollege.edu)
- **eLearning Support** – [elearning@helenacollege.edu](mailto:elearning@helenacollege.edu)