



## 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.

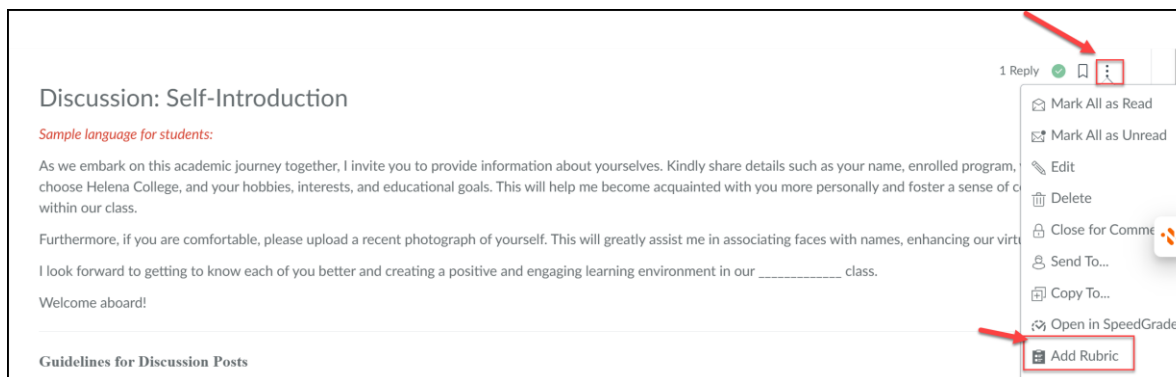
### Step 1: Check Outcomes in Your Course

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.

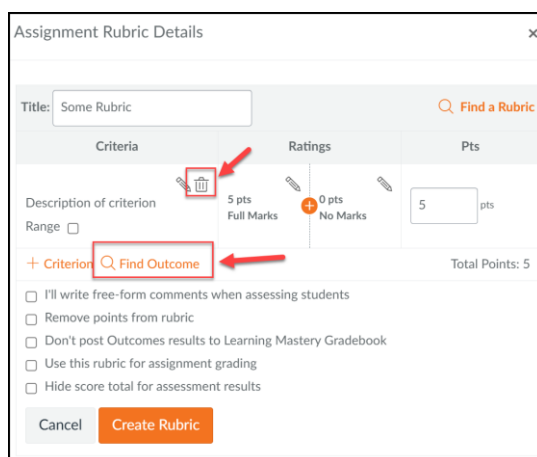
**Note:** If the assignment is a discussion forum, click the three dots on the right, then select “Add Rubric”. (The “Add Rubric” option is only available for graded discussion forums.)



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.)



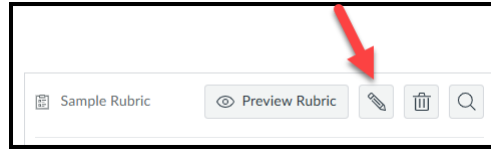
2. Search for and **select the appropriate outcome**.
3. **Uncheck** the box labeled “Use this criterion for scoring”.
4. Click “Import”.
5. Enter a rubric name and adjust the remaining settings (see screenshot below).  
We recommend leaving the “Don’t post to Learning Mastery Gradebook” option **unchecked**.

Rubric Name	Type	Rating Order	Scoring
<input type="text"/>	Scale	High < Low	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** – [elarning@helenacollege.edu](mailto:elarning@helenacollege.edu)