

# Setting up Your Course in Canvas to Capture Program Student Learning Outcomes Achievement Data

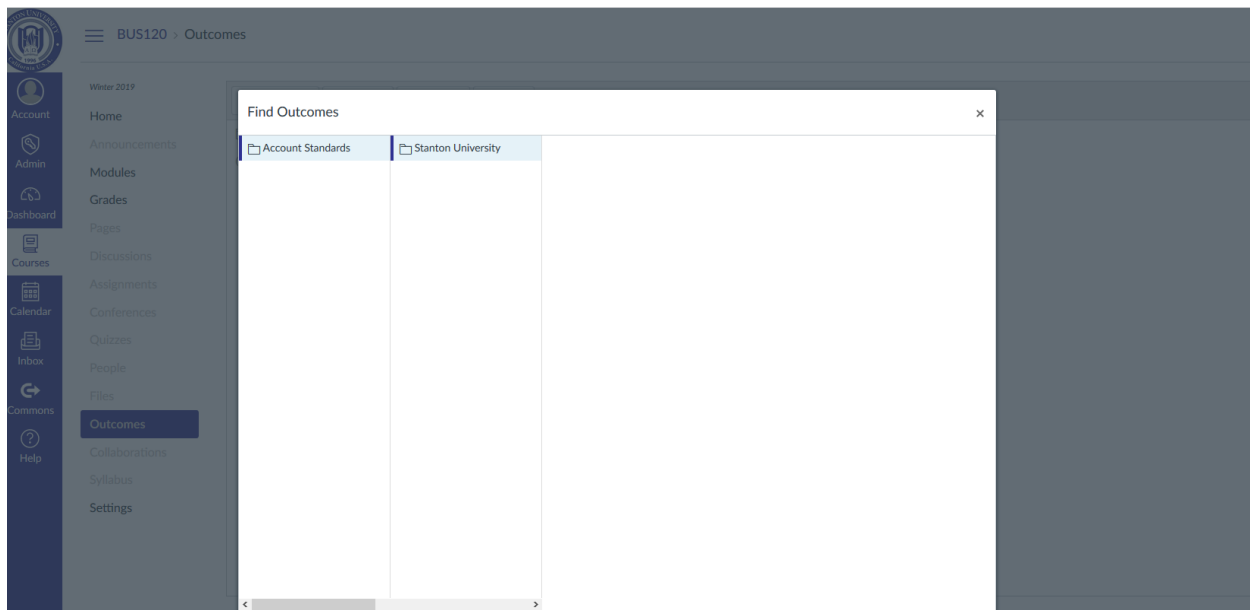
Adopted from Timothy S. Brophy, Director of  
Institutional Assessment

If your course includes an assignment or assignments that are used to measure a program level student-learning outcome, Canvas can technologically facilitate this process and streamline it. You need to take a few steps to do this, but one once you do, this tool makes the program outcome data collection much easier and manageable. You can modify rubrics easily in Canvas to capture program Student Learning Outcome information for your assessment reports.

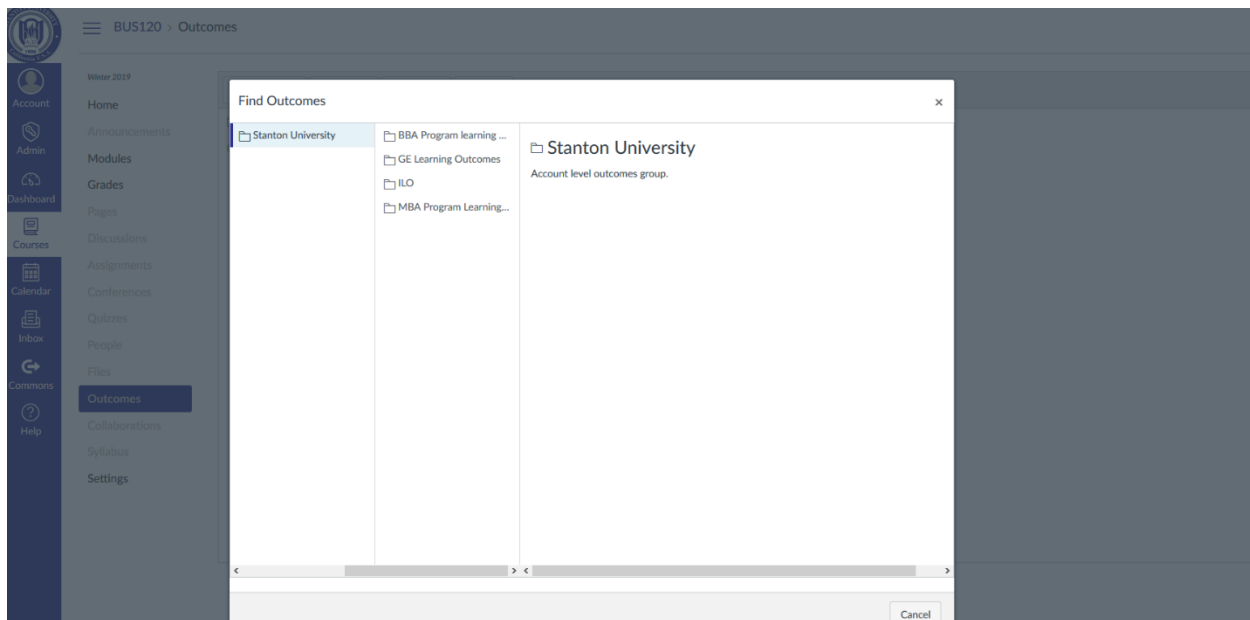
### **Importing Program Outcomes into your Canvas Course**

You must first import the outcomes into your course, then associate them with rubrics for grading your assignments. Importing Program Outcomes into your Canvas Course to associate a program outcome with an assignment or a question set (in an exam or quiz), you must first import the outcomes into your course so they show up in your course Outcomes folder. Here is how you do this:

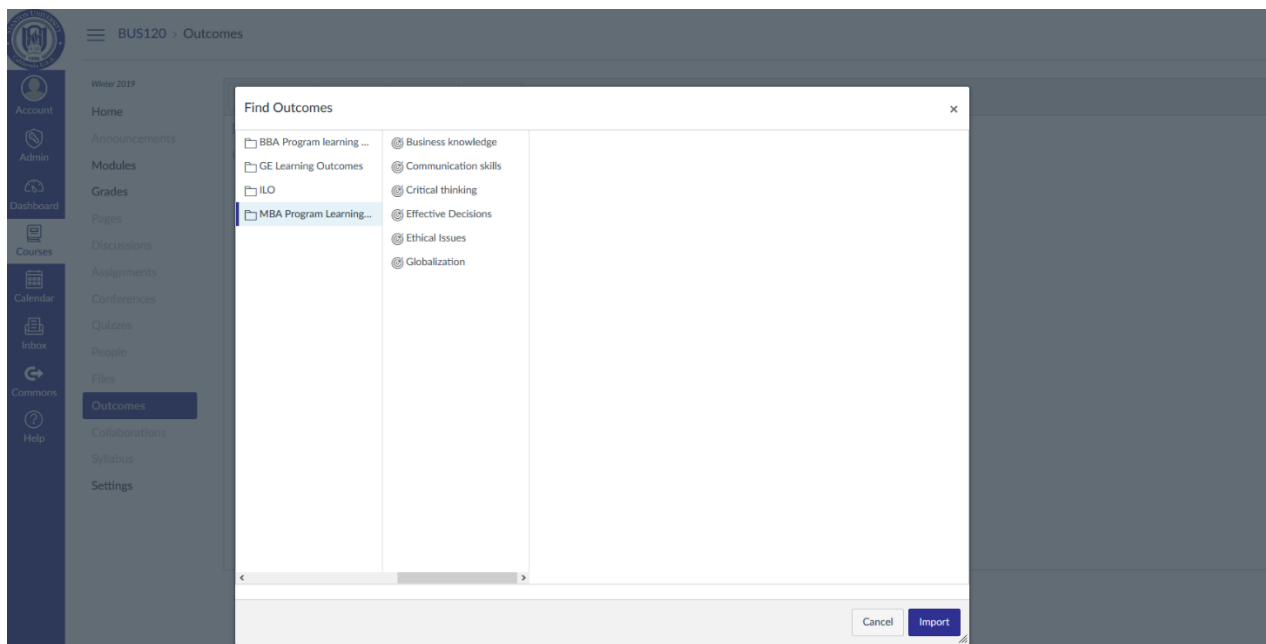
1. On the left side of your course, click “Outcomes.”
2. At the top of the page, click “Find.”
3. Click “Account Standards.”



4. Open the “Stanton University” folder.



5. Here you will find the list of program outcomes for each program. The page looks like this:  
 Scroll down to find your Program. In the picture below, I have opened the MBA folder:



Open the folder of the outcome(s) you wish to associate with your course. Select the appropriate outcome(s), and import them into your course by clicking the “import” button at the bottom of the rubric .Do this with each outcome you wish to associate with your course. Reminder: these are program outcomes, and the rubrics and calculation methods associated with them are fixed.

### **Associating Program Outcomes with Rubrics in Canvas**

Now that you have imported the outcomes into your course, you can associate them with your existing rubrics. Here is how you do that:

1. Open an existing assignment rubric with which you wish to associate the outcome.
2. Put this in 'edit' mode by clicking the pencil at the top of the rubric.
3. At the bottom of the rubric, click "Find outcome." This opens your course Outcomes folder, which now contains the general education outcomes that you imported.
4. Click the outcome that is appropriate for the rubric.
5. UN-check the "Use this criterion for scoring" box. This will keep the program outcome from being part of your scoring for the assignment.
6. Click "import" at the bottom of the outcome box. This associates the outcome with the rubric. Do this for each outcome that is appropriate for the assignment [be sure to import that Institutional outcome(s) as well as the Subject Area outcome(s)].

### **Associating Program Outcomes with Question Banks**

You can also associate the new outcomes with existing quizzes or question banks. Here is how you do this.

1. Open your quizzes folder (click Quizzes on the left of your course).
2. In the upper right, click on the 'gear' symbol, which opens a dropdown box to the link "Manage Question Banks."
3. Click "Manage Question Banks."
4. Find the question bank you wish to associate the outcome(s). Open the question bank.
5. On the right side of the question bank, find the "Align Outcome" button (it has a staple next to it). Click that button.
6. This opens your outcomes folder. Click the outcome you wish to add. This opens the rubric.
7. You will see that you can set the percentage for mastery for the question bank. This is the percentage of correct answers that you wish to set for students to have achieved mastery of the selected outcome. Most set this between 70-90%, but this is up to you. Canvas automatically

calculates the score percentage and associates the appropriate mastery-non-mastery level in the rubric.

8. Once you do this, click import and this aligns the outcome with your question bank.

9. Repeat this with as many outcomes and question banks as you deem necessary