Guidelines for setting up GELOs for a course in Canvas

What happens with assessment of the GE program?

General Education Learning Outcomes (GELOs) represent the overall set of values and abilities a student graduating from Merced College should possess as a result of their educational experiences. Upon completion of the general education course pattern, in addition to the area-specific outcomes, students should be able to:

- *Use **Communication** skills appropriate to the audience and purpose*
- *Use **Computations** skills and various aspects of technology appropriate to the task*
- *Use **Cognitive** skills to analyze, synthesize, and evaluate ideas and information*
- *Demonstrate understanding of different cultures or **Global and Community Consciousness***
- *Demonstrate self-management, maturity, and growth or **Personal Responsibility & Lifelong Learning***

Canvas will allow us to collect the General Education Learning Outcomes results from classes where outcome is assessed and the results are recorded. At the end of the semester, we can download a spreadsheet with assessment results, for each of the 5 GE learning outcomes. This data file will be used to determine whether or not students are meeting our expectations for the GELOs.

Step 1: Add Learning Mastery Gradebook to your Course

1. Log into Canvas and navigate to your course as normal.

2. Open the Settings (in the left column, at the bottom) then click on the last menu choice along the top, **Feature Options**.

3. Turn on **Learning Mastery Gradebook** by moving the bar in the switch to the side so it is green and has the check mark rather than the black X. (see arrow #3 on the next page)
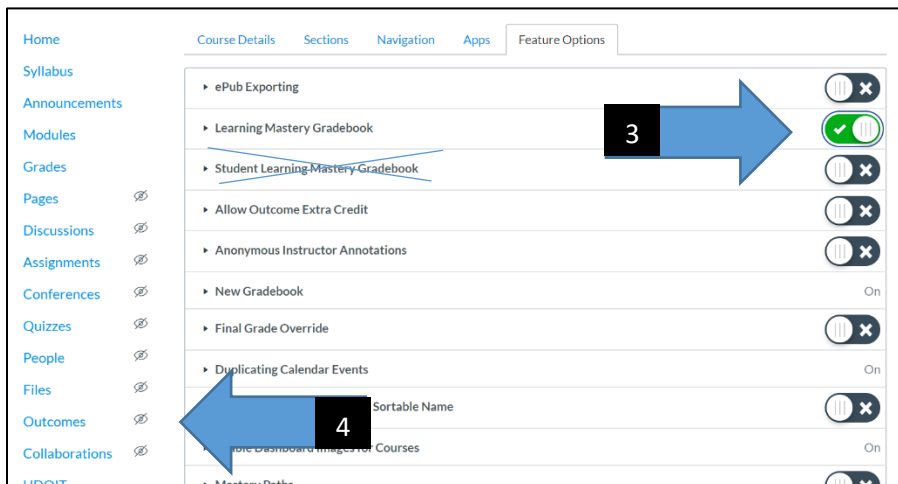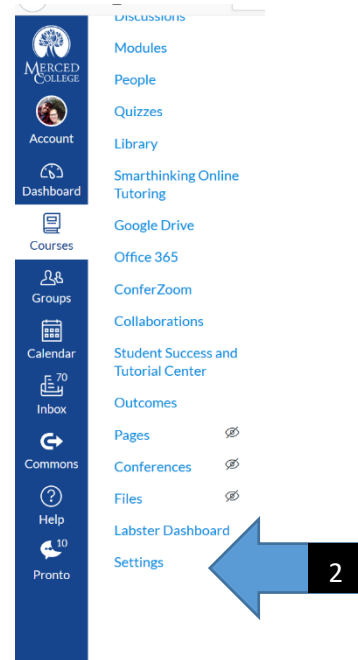
NOTE: You do NOT need to turn on the "Student Learning Mastery Gradebook" for this to work.

Step 2: Locate the Merced College GE Learning Outcome list in Canvas

4. Click on **Outcomes** in the menu on the left side of your course page (see arrow #4)

   This should open up a new window - there will be differences in the content displayed depending on whether or not you have previously added outcomes to your courses.
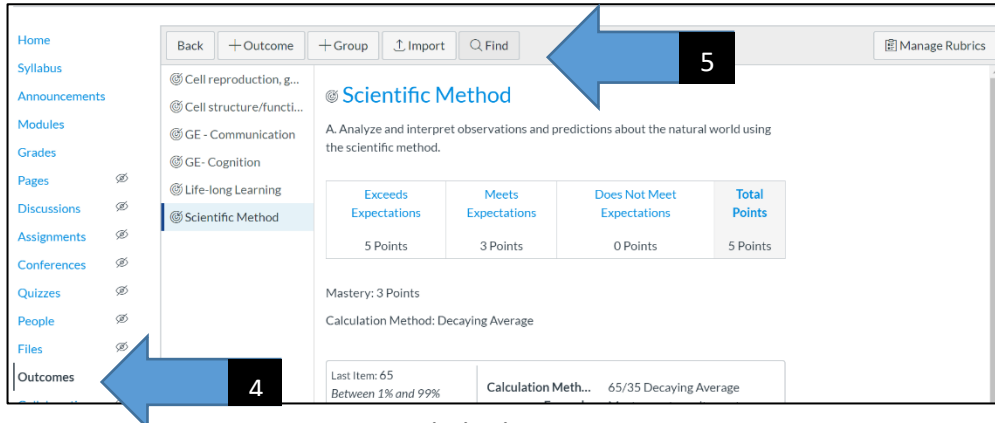

NOTE: The Outcomes feature in Canvas can be used for assessment to track student performance across one or more assignments linked to course SLOs.

5. Click the **Find** button on the Outcomes screen (see arrow #5 above).

6. In the new "Find Outcomes" window, click on the **Account Standards** folder, then the **Merced College** folder, and you should see the list of Merced College GELOs.

7. Select the Merced College GELO or GELOs you would like added to your course - click on the GELO title from the list to see more details. Finish the adding the GELO to your course by clicking on the **Import** button in the lower right corner of the window.
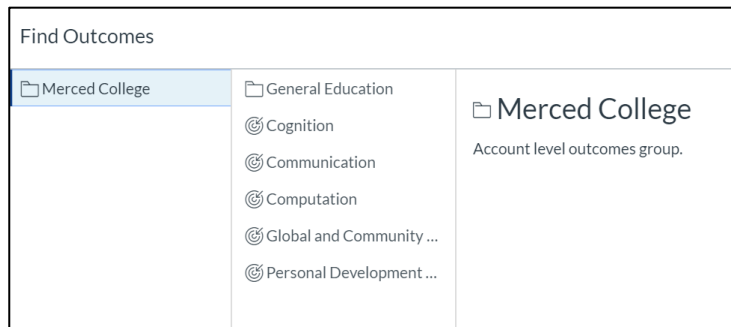
8. Repeat this process if you would like to assess more than 1 GE outcome in your course.

NOTE: In the example shown, the Cognition GELO is being imported to this course in Canvas.

Please do not attempt to edit or modify the GE outcome statement - it will be used by faculty across the campus for the GELO assessments.
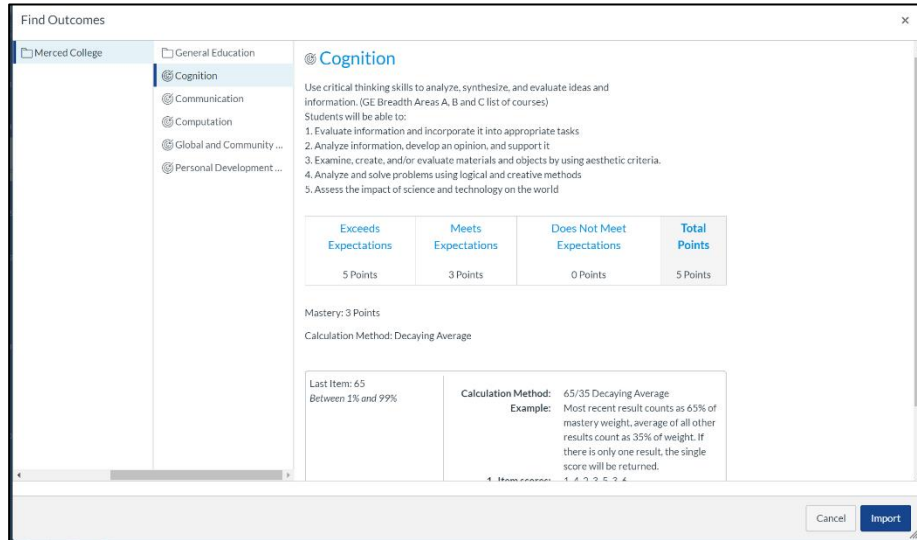
Step 3: Creating a rubric for an Assignment in Canvas and adding the GE outcomes

1. On the **Outcomes** page, the **Manage Rubrics** button can be used to create a rubric. The rubric can be linked with an assignment in Canvas to enter assessment results.
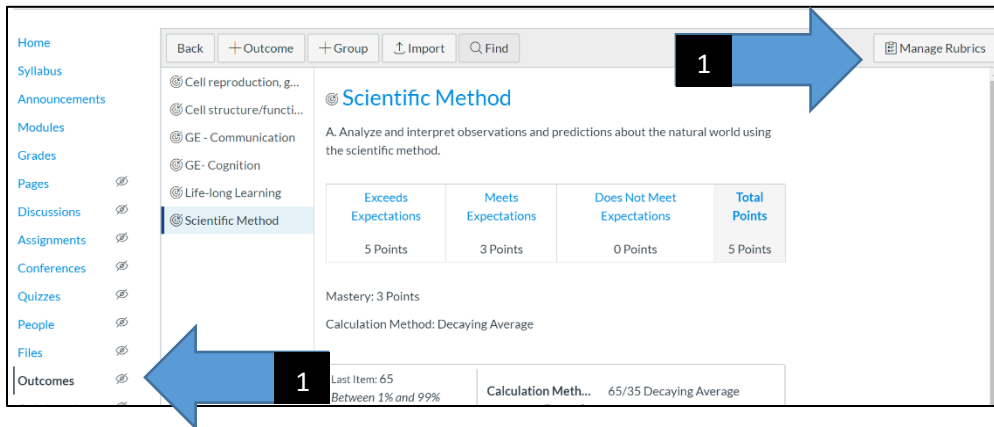
NOTE: If you already have rubrics in Canvas, you might see a list of them here.

2. In the **Manage Rubrics** window, click the **Add Rubric** button in the upper right corner.

NOTE: Steps for adding GELOs to existing rubrics will be outlined in the next section.

3. Enter the title for the new assignment Rubric in the box that defaults to "**Some Rubric**".

You don't want all of your assignment rubrics to have the same name - I recommend adding the course name, along with something descriptive.

4. Click on the **Find Outcome** link in the middle of the rubric table. This should open a new window with a list of outcomes associated with the course.

5. From the list, select the GE outcome you would like added to your rubric, then click on the **Import** button in the lower right corner.

   NOTE: Click on the box "Use this criterion for scoring" as needed.

In the example shown, 2 rows in the rubric will be used to evaluate a student submission.

   The first row can be renamed at the "Description of criterion" by clicking on the Pencil. This row can also be removed by clicking on the trash can.

   The Communication GELO has now been added to this rubric – you can not rename or change the rating for the GELO - we want to keep those standardized for every assessment.

   If you would like to add additional Outcomes, use the **Find Outcome** link and repeat the steps.

Step 4: Linking the Rubric with a GELO to an Assignment

1. You can add the rubric with the selected GELO to a new assignment, or to existing assignment(s), by clicking on the **Assignments** link on the left of your Canvas pages.

2. Choose your Assignment from the list similar to what is seen in the figure below, or create a new Assignment.
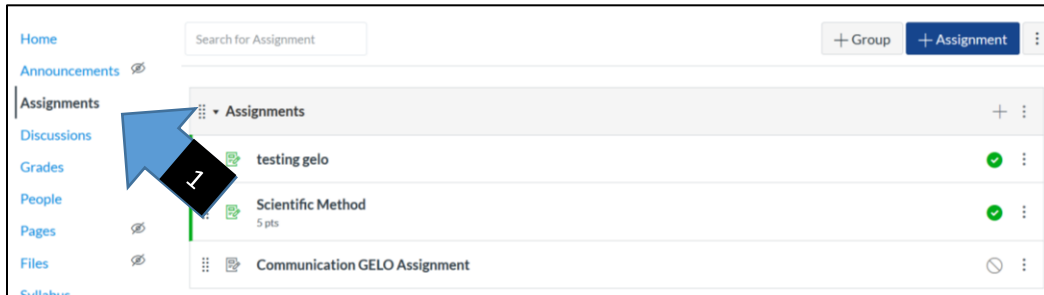

3. Click on the **+ Rubric** button and chose your GELO rubric from the list to link it to the chosen assignment.

4. This should open up a screen similar to what is shown in the figure.
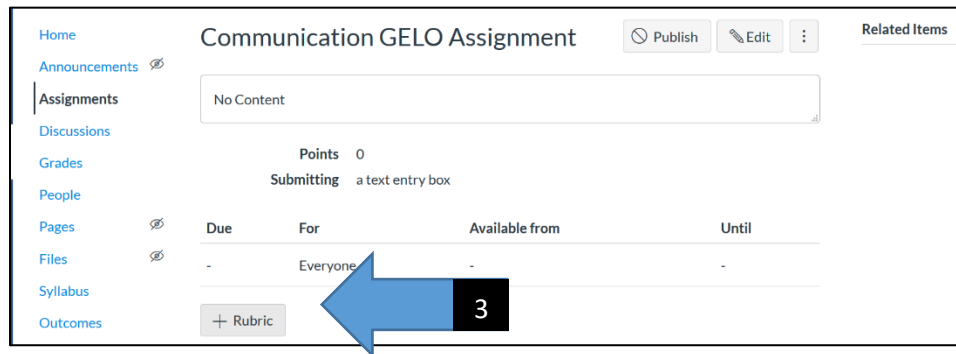
Option #1: Find a Rubric

A. In the Assignment window, click the "Find a Rubric" Icon on the right side.

B. In the new window, choose the correct course from the list on the left. In the example shown here, the GE rubric was titled "Communication GELO Assessment". (see next page)
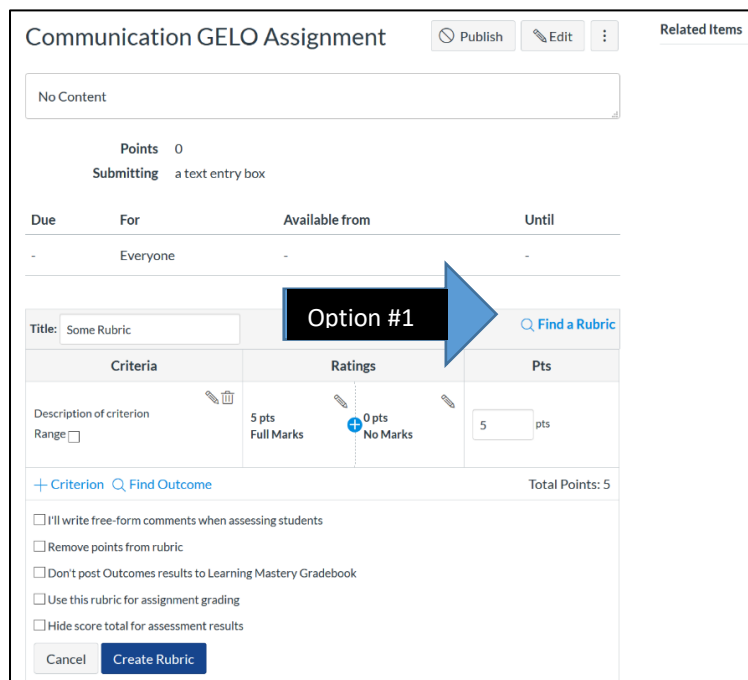
C. Click on the **Use this Rubric** button.

This links the "Communication GELO" rubric to the assignment. If you would like to add additional Outcomes later on, click on the Pencil to edit the rubric, and use the **Find Outcome** button at the bottom.
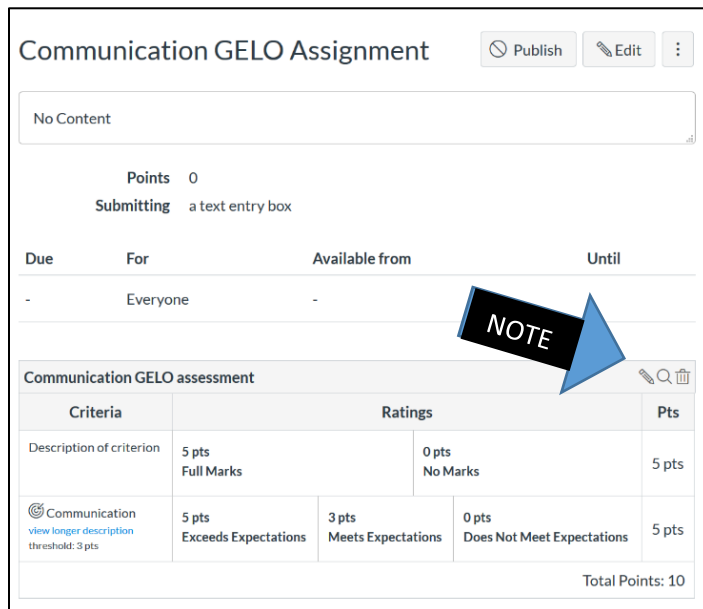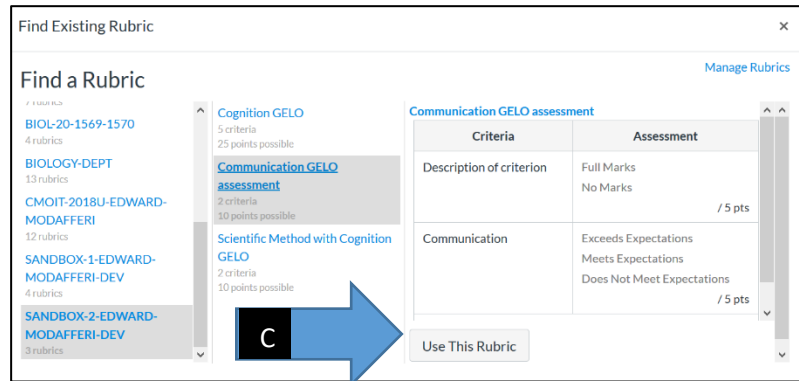
NOTE: The titles and points in the rubric can be modified by clicking on one of the buttons in the upper right corner of the table:

- Pencil icon = Edit

- Magnifying glass = Find Another

- Trash Can = Delete

Option #2: Use the "Find Outcome" link to create another rubric

This is similar to the method used to add GELOs to an **existing rubric** for an assignment, and utilizes a similar set of instructions as Step #3.

1. Within the **Assignment,** click on the **Find Outcome** button within the rubric

2. This should pull up the GELO Outcomes list similar to the previous step.

3. Click on the GELO you would like to add to your rubric.

4. If you are assessing multiple GELOs with this assignment, you will need to repeat this for each outcome.

When finished creating the assignment and rubric (with the GELO), make sure to **Publish** the assignment. After you publish the assignment, the **SpeedGrader** icon will appear under the Related Items on the right side of your assignment page

<u>What about the other rubric settings linked to this Assignment?</u>

1. If you are NOT using this assignment for points, click on the trash can to delete the first row in the rubric (default title is "Description of criterion").

2. Alternatively, this row can be modified with criteria you would normally use to "grade" your assignment with a rubric.

3. Click on the pencil icon to modify the title or points associated with each specific criteria.

   A. If you use different criteria to grade an assignment, you can create new rows for each one in the rubric. Click on the blue "+ Criterion link" under the table, and select "New Criterion". Make sure to modify the description for each one.
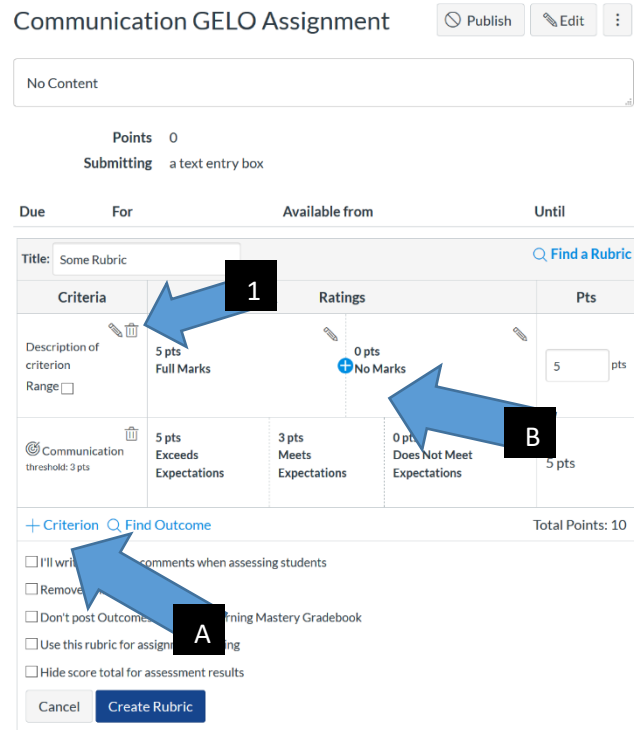
   B. Additional ratings can be added to the criteria row similar to what is shown with the GELO. Click on the **blue plus sign** in the middle of the row – this will add a new column in that row.

   NOTE: You don't have the option to change the ratings in the GELO row.

4. There are additional checkboxes with options located below the rubric table:

   - I'll write free-form comments when assessing students

   - **Remove points from rubric**: This will do what it says, and should really only be used when you are NOT grading the assignment for points.

   - Don't post Outcomes results to Learning Mastery Gradebook

   - **Use this rubric for assignment grading :** See explanation below

   - Hide score total for assessment results

5. When finished making changes click on "Update Rubric" button on the bottom.

Using the Rubric to Assess the Student submissions

1. Navigate to your assignment in Canvas by clicking on the Assignments link in the menu on the left side of the Canvas window.

2. Find your assignment in the list, and open it up. Check to verify the correct rubric is linked to the assignment. If it is not, then click on the icons in the upper right corner of the rubric table.

3. In the figure, this assignment rubric has 3 criteria in addition to the Communication GELO listed in the first row.

4. Click on the **SpeedGrader™** link near the upper right side of the Assignment window to pull up the Canvas Gradebook where you can view and grade student submissions for this particular Assignment.

An example of a SpeedGrader window is shown in the figure below. Normally the student submission would be displayed on the left side of the screen - the bar in between can be adjusted and moved to the left or right.

5. Student submissions can be graded, or assessed, by clicking on the **View Rubric** button
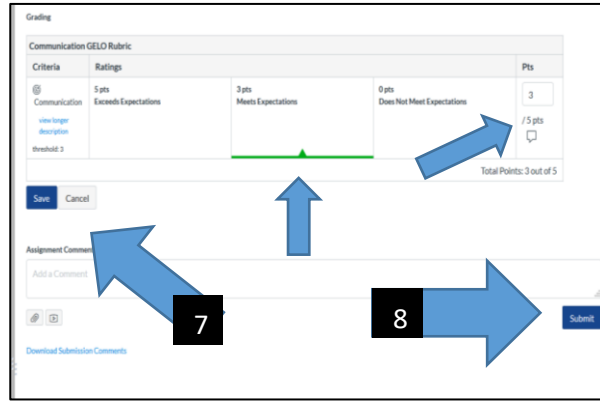
6. To record the assessment results, hover your mouse over the appropriate box in the rubric row, until the box has the green color and click on it. Once the score is recorded you will see a bar along the bottom of the box (green or red in color for the row with the GELO).

Rubric before grading   Rubric after grading
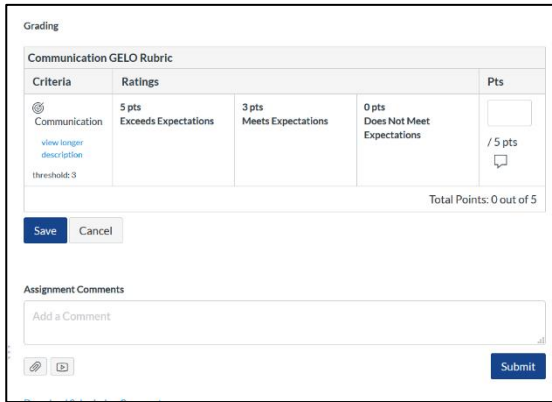
7. Make sure to click on the **Save** button under the rubric table to record the assessment results in the Gradebook.

    NOTE: You can make comments for each criteria on your rubric - click on the speech balloon in the last column under the points box to open a comment window.

8. If you would like to provide Comments for the Assignment, use the lower field - make sure to click on the **Submit** button in the lower right corner.

NOTE: For this version of the assignment, the points displayed in the rubric will NOT appear in the gradebook - the Score box above the View rubric button is empty.

9. If you would like to use the assignment to award points to the students, you will need to change 2 settings.
    a. If you did not assign a point value for the assignment itself - go back to the Assignment and click on the **Edit** button. Select a point total for the assignment itself and click on **Save**.
    b. Decide how you want to award the points to the different criteria in the rubric, and modify the points awarded with each row in the rubric table.
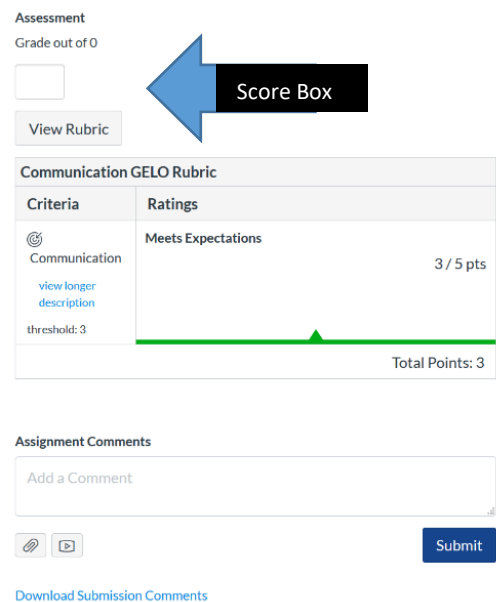
c. On the assignment page, make sure the box "Use this rubric for assignment grading" is checked, then click on the **Update Rubric** button

10. Go back to SpeedGrader, and click on **View rubric** to verify the setup.

In the example pictured below, the rubric has a row to assess the Communication GELO and a second row with a separate criteria to record points for a different aspect of the Assignment. Click on the appropriate box in the row you are grading, and click on **Save** when finished. Notice in the right figure, both rows (Communication and Some other criterion) have been graded and the rubric shows the points awarded for each along with the total points.

2 step rubric before grading   2 step rubric after grading

NOTE: If you need to go back and change the ratings, click on the **View Rubric** button in the SpeedGrader window for the student - the rubric will open up allowing you to enter the ratings for the student again.

11. Continue recording the results using the GELO category for each student who has submitted an assignment in that class. If there is no submission, leave the score blank. We might include another rating in the future to indicate gaps with students who did not participate.