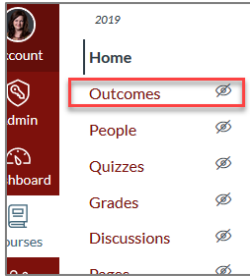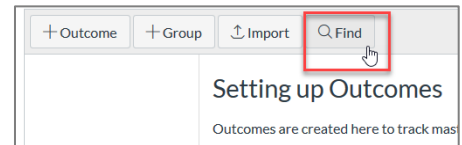# Adding an Outcome Group to a Course

Step 1: Log in to Canvas and select the course for which you will be adding Gen Ed outcomes.

Step 2: On the Course Navigation menu, select **OUTCOMES**.

Step 3: General Education outcomes must be imported from the account level. To begin, click the **FIND** button.


Step 4: [1] Click the **Account Standards** folder

[2] Click the **KO** folder

[3] Click the **IUK Gen Ed Outcomes** folder

[4] Click the desired category folder, e.g. **1-Written Communication (WC)**

Step 5: [1] **Do not** click on individual outcomes; leave the selection on the folder (indicated by blue shading).

[2] Click the **IMPORT** button.

[3] Click **OK**.
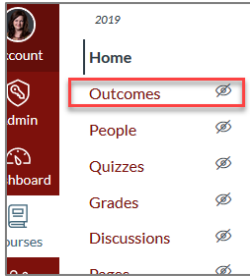
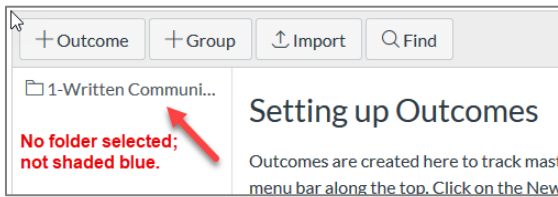**The selected GenEd outcome group is now available for outcomes assessments in the course.**
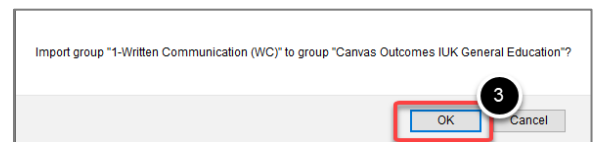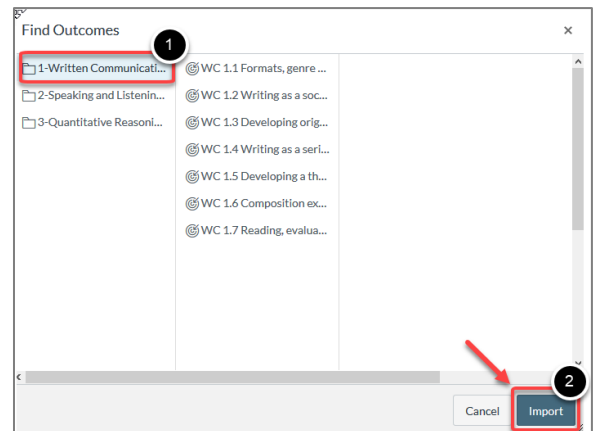
Adding an Additional Outcome Group to a Course

Step 1:   Log in to Canvas and select the course for which you will be adding Gen Ed outcomes.

**Step 2:**   On the Course Navigation menu, select **OUTCOMES**.

Step 3:   When adding additional outcome groups, **always begin in the correct folder** (e.g. Main folder). Make sure no folder is selected and the new group will be imported correctly. If a folder is selected (shaded blue), the new outcome group will be imported into that folder, which may not be the correct location. For further instruction, please see the video tutorial on adding additional outcome groups.

Step 4:   General Education outcomes must be imported from the account level. To begin, click the **FIND** button.
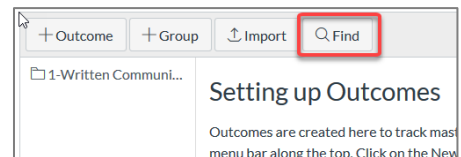

Step 5:   [1] Click the **Account Standards** folder

[2] Click the **KO** folder

[3] Click the **IUK Gen Ed Outcomes** folder

[4] Click the desired category folder, e.g. **2-Speaking and Listening (SL)**
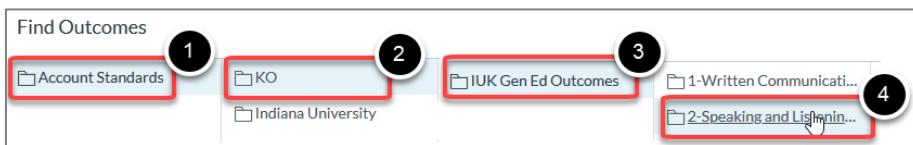
Step 6:   [1] **Do not** click on individual outcomes; leave the selection on the folder (indicated by blue shading).
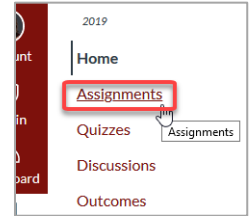   [2] Click the **IMPORT** button.
   [3] Click **OK**.

The additional selected GenEd outcome group is now available for outcomes assessments in the course.
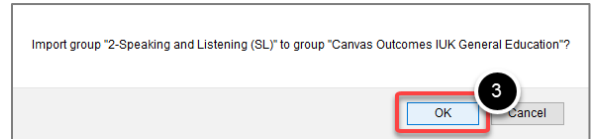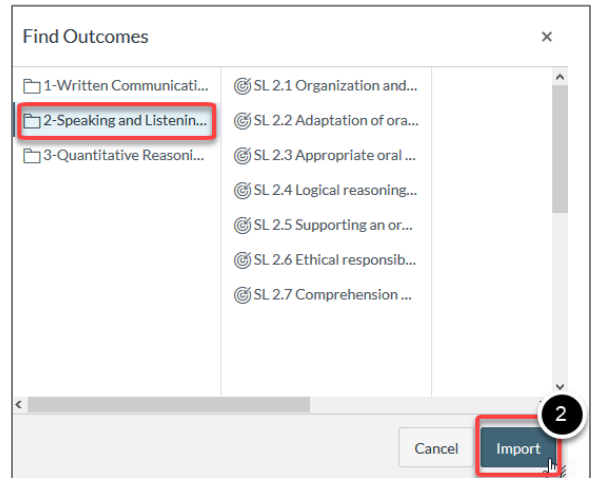
Aligning Outcomes to an Assignment

Step 1:   Log in to Canvas and select the course for which you will be adding Gen Ed outcomes

Step 2:   On the Course Navigation menu, select **ASSIGNMENTS**
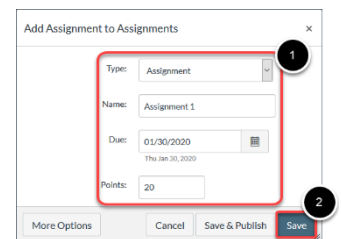
Step 3:   Click the **PLUS Sign** button on the Assignment Page
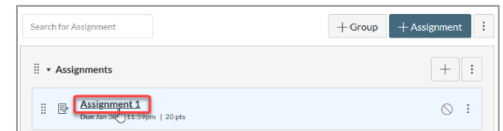
Step 4:   [1] Enter the basic assignment information in the Assignment Shell
               (Type, Name, Due date and Points)

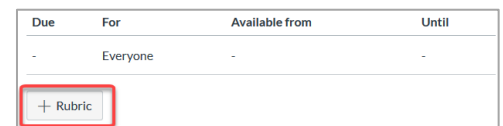   [2] Click **SAVE** (Do not publish at this time)

Step 5:   Click the **Assignment Name** on the Assignment Page
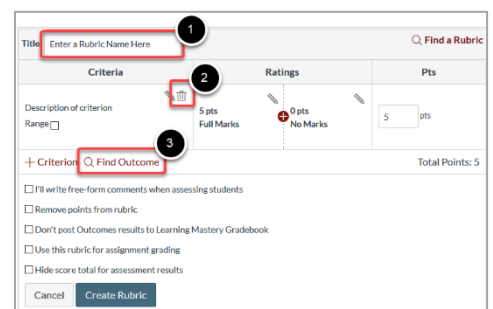
Step 6:   Click the **+ Rubric** button

Step 7:   [1] Enter a **Name** for the new Rubric

          [2] Click the **Trash** icon to remove the current default
          Outcome

          [3] Click the **Find Outcome** tool to search for the
          desired Gen Ed Outcome

Outcomes must be added individually. You must repeat the process until all desired outcomes have been added to the rubric.
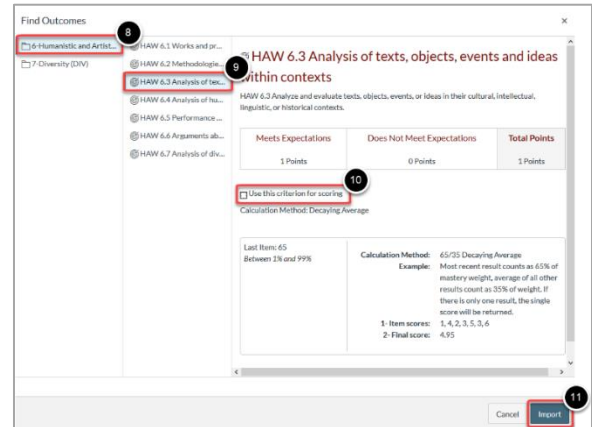
It is also important to remember to **uncheck the box** for *Use this criterion for scoring* when adding the outcome (Step 10).

Step 8: Select the **folder** of the desired outcome category

Step 9: Select the **desired outcome**
Outcome details appear in the adjacent window

Step 10: IMPORTANT!
Uncheck the box for
*Use this criterion for scoring*

Step 11: Click the **IMPORT** button

Step 12: If additional outcomes are needed, repeat the process by clicking the **Find Outcome** link on the rubric.

Step 13: If the rubric contains ONLY Gen Ed outcomes, the total points should be zero (0). *This helps to ensure that no outcomes have been set to be used in scoring.*

Step 14: If no more outcomes are needed, click the **Create Rubric** button
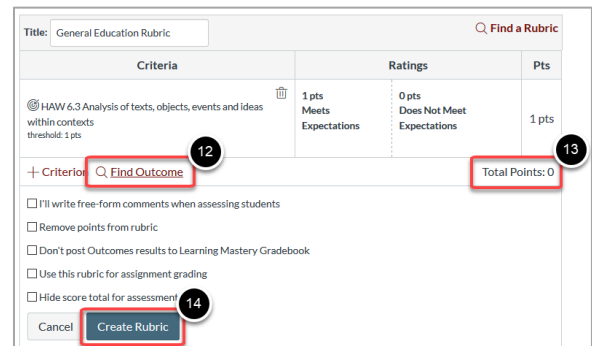
Step 15: If more outcomes are added, you must click **Update Rubric** each time; otherwise, additional outcomes will not successfully save to the rubric.
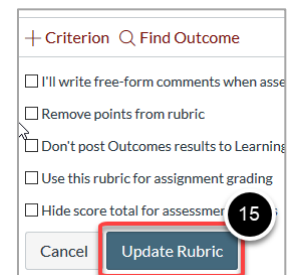
Step 16: The added General Education outcomes are now aligned to the assignment and can be scored as Met / Not Met using the Canvas **SpeedGrader** tool.

**Step 17:** Remember to return to the assignment options to add details. Once the assignment is complete, remember to **Publish** the assignment.

Note: *Outcomes can be added to an assignment shell or a fully developed assignment. The order in which you add outcomes is a personal preference. For the purpose of this demonstration, outcomes were added to the shell of the assignment.*

Aligning Outcomes to a Quiz

Step 1:   Log in to Canvas and select the course for which you will be adding Gen Ed outcomes

Step 2:   On the Course Navigation menu, select **ASSIGNMENTS**
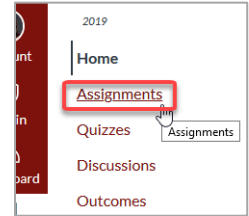
Step 3:   Click the **PLUS Sign** button on the Assignment Page
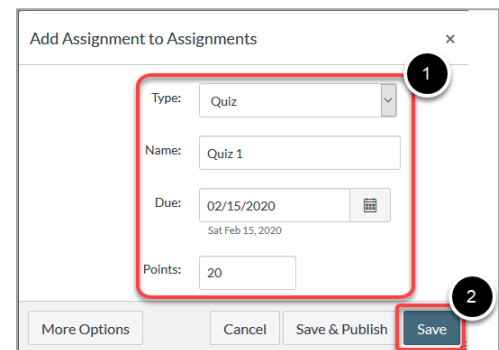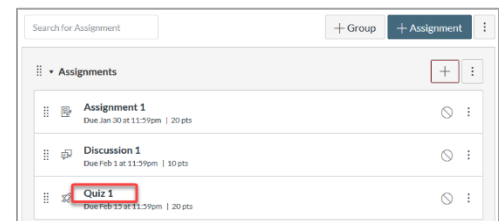
Step 4:   [1] Change the *Type* to **Quiz** and then enter the basic assignment information in the shell (Name, Due date and Points)

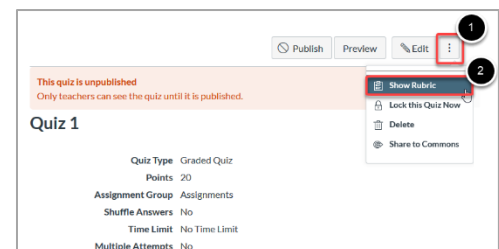[2] Click **SAVE** (Do not publish at this time)

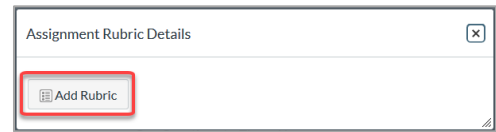**Step 5:**   Click the **Quiz Name** on the Assignment Page

Step 6:   [1] Click the **Menu** button (3 vertical dots)

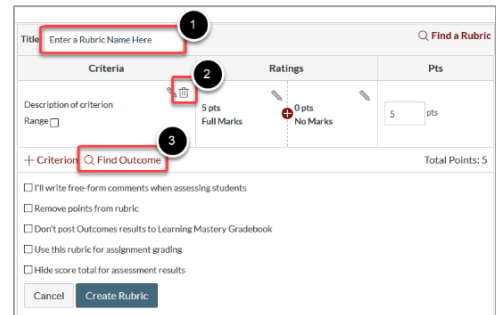[2] Select **Show Rubric** from the drop-down menu

Step 7:   Click the **Add Rubric** button in the pop-up window

Step 8:   [1] Enter a **Name** for the new Rubric

[2] Click the **Trash** icon to remove the current default Outcome

[3] Click the **Find Outcome** tool to search for the desired Gen Ed Outcome

Outcomes must be added individually. You must repeat the process until all desired outcomes have been added to the rubric.

It is also important to remember to **uncheck the box** for *Use this criterion for scoring* when adding the outcome.

Step 9:   [1] Select the **folder** of the desired outcome category

[2] Select the **desired outcome**
Outcome details appear in the adjacent window

[3] **IMPORTANT!**   **Uncheck** the box for *Use this criterion for scoring*

[4] Click the **IMPORT** button
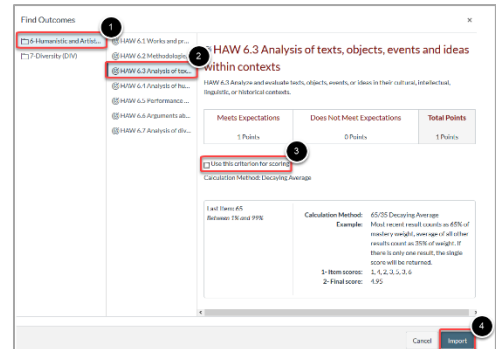
Step 10: If additional outcomes are needed, you must repeat the process by clicking the **Find Outcome** link on the rubric.

Step 11: If the rubric contains ONLY Gen Ed outcomes, the total points should be zero (0). *This helps to ensure that no outcomes have been set to be used in scoring.*

Step 12: If no more outcomes are needed, click the **Create Rubric** button

Step 13: The added General Education outcomes are now aligned to the Quiz assignment and can be scored as Met / Not Met using the Canvas **SpeedGrader** tool.

[1] If the rubric is correct, close the floating window by clicking the **X**.

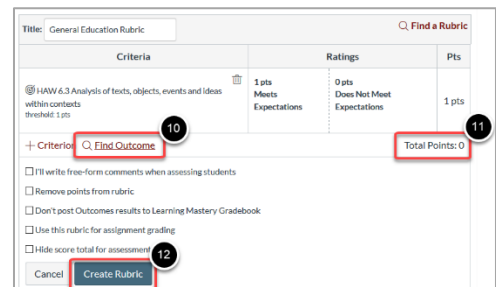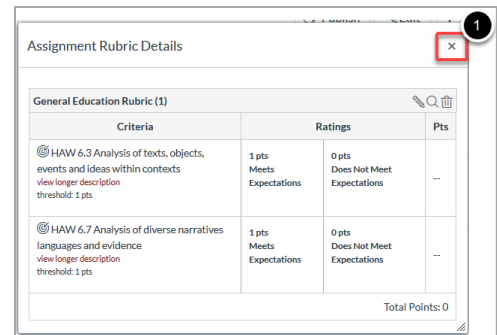**Step 14:** [1] To access a Quiz rubric for editing or viewing, click the vertical dots icon on the individual Quiz page

[2] In the drop-down menu, select **Show Rubric**
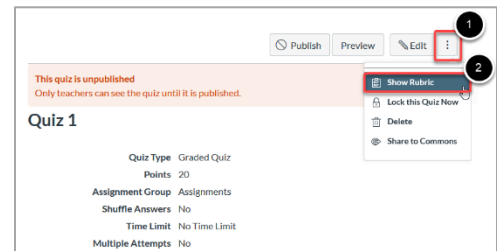
Step 15: If editing is needed, click the **Pencil** icon on the rubric to edit. Remember to click **Update Rubric** if changes are made.
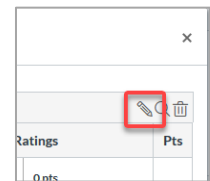
Step 16: If more outcomes are added, you must click **Update Rubric**; otherwise, the additional outcomes will not successfully save to the rubric.
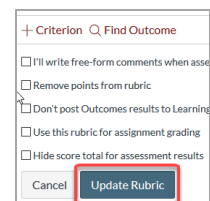
Step 17: Once the rubric is complete, return to **Quiz options** to add details. Remember to **Save and Publish** the quiz.

Note: Outcomes can be added to an assignment shell or a fully developed assignment. The order in which you add outcomes is a personal preference. For the purpose of this demonstration, outcomes were added to the shell of the assignment.

Using SpeedGrader to Assess an Assignment

Step 1: Log in to Canvas and select the course for which you will be adding Gen Ed outcomes

Step 2: SpeedGrader can be accessed from the Gradebook or from an individual assignment, discussion or quiz. For this demonstration, we will access SpeedGrader via the Gradebook.

On the Course Navigation menu, select **GRADES** to open the Gradebook

Step 3: Click any assignment cell and click the **Grade Detail Tray** icon.
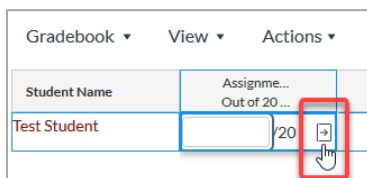
Step 4: Click the **SpeedGrader** link in the side window..
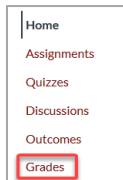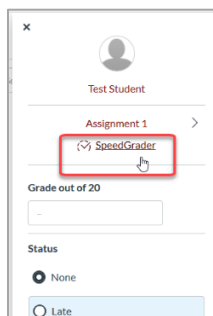

Step 5: The assignment will open in SpeedGrader/DocViewer. *Before entering a grade, make sure the grade posting policy is set correctly (hidden/visible).*

[1] If applicable, use the **annotation tools** as you normally would (e.g. markup, comments, highlighting, etc.).

[2] Enter the grade if this is a graded assignment.

[3] To begin scoring the General Education outcomes, click the **View Rubric** button *(Note: Gen Ed Outcomes will not affect the grade because they are not used as criteria for grading.)*
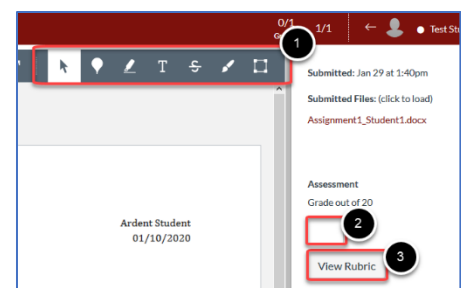
HOW TO COMPLETE THE RUBRIC:

Step 6:   [1] When mousing over each outcome criterion, the cell shading will change to green. The specific **rating must be selected by clicking the cell**.

[2] The selection will be noted by a green border and small triangle at the base of the cell.

[3] Once all outcomes have been assessed in the rubric, click **SAVE**.

[4] Note that optional **comments** can be added directly to the rubric by click the Comments icon in the Pts column.
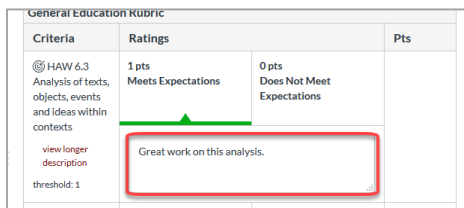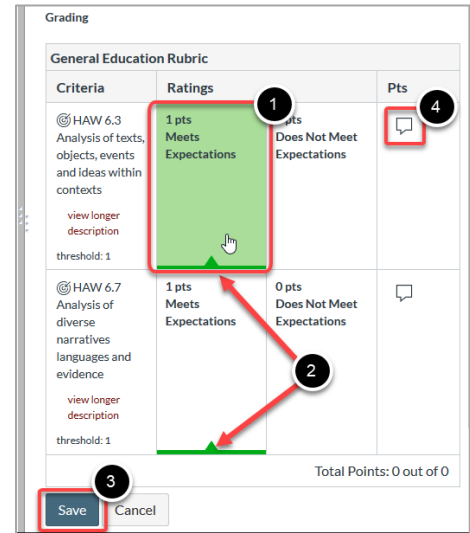
Step 7:   Once all assignments have been graded, if grades were hidden from students, you can post grades by using the **Post Grades** tool.

[1] Click the Visibility Icon on the toolbar

[2] Click **Post Grades**

[3] Select whose grades will be posted (**Everyone** or **Graded**)

[4] Click the **Post** button.
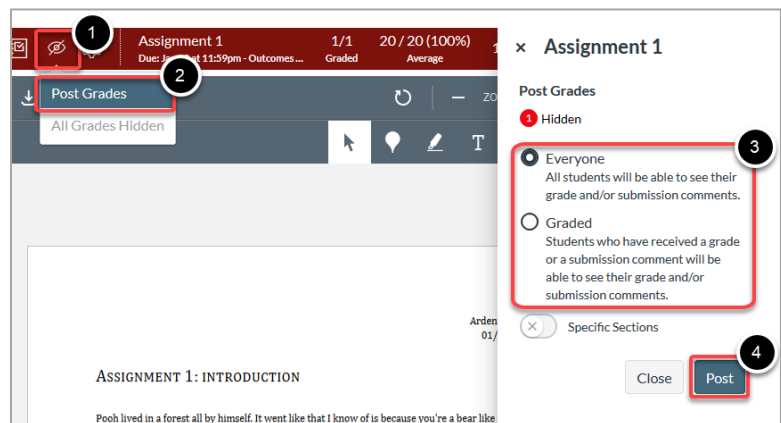
Step 8:   SpeedGrader assessment of the General Education outcomes in this assignment is complete.

Findings Report

Category A

Outcome	Meets	Meets %	Does Not Meet	Does Not Meet %	No Submission	No Submission %
A-10.1	39	71%	16	29%	6	10%
A-10.2	49	89%	6	11%	6	10%
A-10.3	45	82%	10	18%	6	10%
A-10.4	48	87%	7	13%	6	10%
A-10.5	49	89%	6	11%	6	10%
A-10.6	43	78%	12	22%	6	10%
A-10.7	36	65%	19	35%	6	10%

* Met / Not Met percentage calculations exclude no submissions.
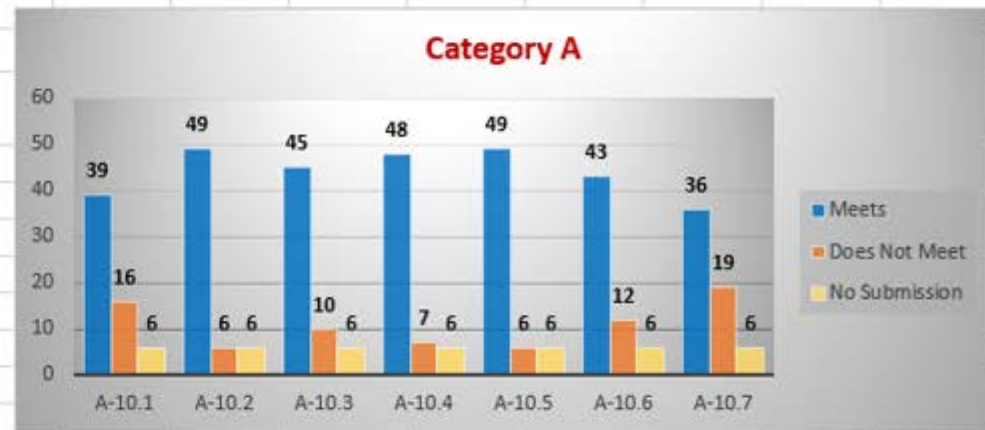
Category A

Benchmark: An outcome meets expectations at 70% or higher.

Category A: Identify the learning outcome that does **not** meet expectations

Findings Report

Category B

Outcome	Meets	Meets %	Does Not Meet	Does Not Meet %	No Submission	No Submission %
B-11.1	164	81%	38	19%	6	3%
B-11.2	152	77%	46	23%	6	3%
B-11.3	156	79%	42	21%	6	3%
B-11.4	123	62%	75	38%	6	3%
B-11.5	150	76%	48	24%	6	3%
B-11.6	134	68%	64	32%	6	3%
B-11.7	127	64%	71	36%	6	3%

* Met / Not Met percentage calculations exclude no submissions.

Category B

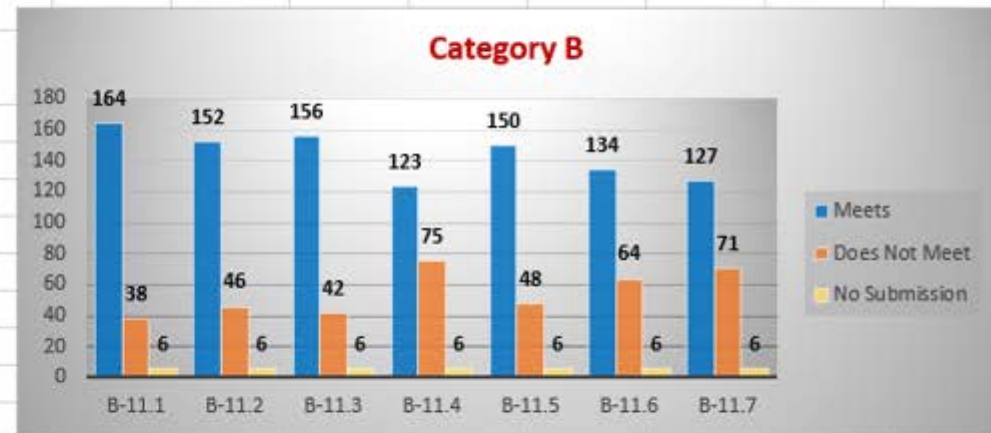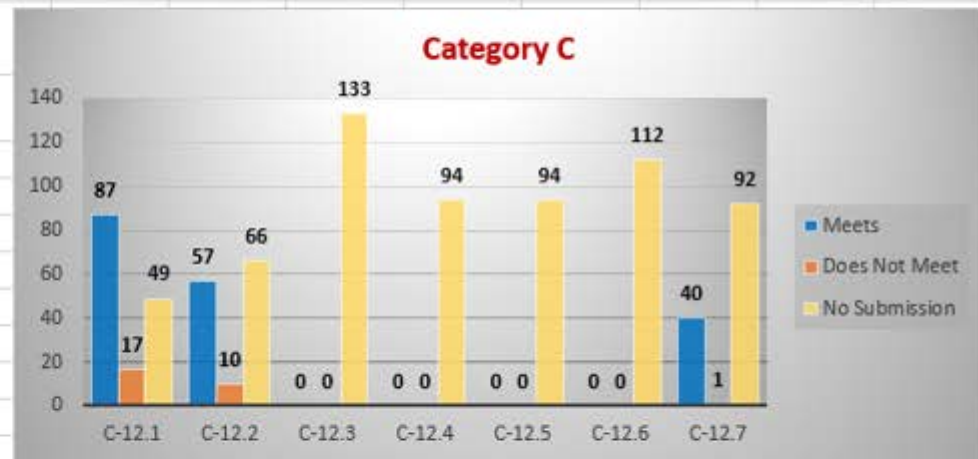Benchmark: An outcome meets expectations at 70% or higher.

Category B: Identify the learning outcomes that **do** meet expectations

Findings Report

Category C

Outcome	Meets	Meets %	Does Not Meet	Does Not Meet %	No Submission	No Submission %
C-12.1	87	84%	17	16%	49	32%
C-12.2	57	85%	10	15%	66	50%
C-12.3	0	0%	0	0%	133	100%
C-12.4	0	0%	0	0%	94	100%
C-12.5	0	0%	0	0%	94	100%
C-12.6	0	0%	0	0%	112	100%
C-12.7	40	98%	1	43%	92	69%

* Met / Not Met percentage calculations exclude no submissions.

Benchmark: An outcome meets expectations at 70% or higher.

Category C: Participation Findings