

How to Import and Assess using the Outcomes Rubrics

1. How to add the essential skills outcomes rubric to your assessment activity/assignment.

- In your Canvas course, navigate to the assessment/activity that you will be using for the general education assessment.
- Open the activity.



Navigate to your Canvas page and then to your assessment activity



2. Adding the outcomes rubric to your assessment/assignment.

- Click on [+ Rubric](#)
- Click on [Find Outcome](#)
- Name the Rubric to match your assessment/activity. It would be a good idea to include “General Education” in the title.

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

3. In Outcomes - click on “General Education Essential Skills”

- You should see the two essential skills that are in your course (e.g., Personal & Social Responsibility, Communication, Quantitative Reasoning, and Critical Thinking).
- Choose the component skills that will be added to your assessment/activity.
- **IMPORTANT: This step is when you need to decide to use the Outcomes Rubric for grading or use your own point scheme.**

- If you plan to use the Outcomes Rubric points for scoring, leave the box checked in the red circle below.
 - ⇒ ***If you do not want to use the rubric point scheme for grading, follow the instructions in #4 below.***
- Click Import.

Find Outcomes ✕

- CRIT 3.1 Problem Setting
- CRIT 3.2 Evidence Acq...
- CRIT 3.3 Evidence Eval...
- CRIT 3.4 Reasoning/Co...

Find Outcomes

CRIT 3.1 Problem Setting

Delineate a problem or question appropriate to the context.

Proficient - Student states, describes and defines components of problem or question appropriate to the context	Developing - Student states and defines problem or question appropriate to the context	Emerging - Student states problem or question appropriate to the context	Not Demonstrated or Missing	Total Points
3 Points	2 Points	1 Points	0 Points	3 Points

Use this criterion for scoring
Calculation Method: Decaying Average

Last Item: 65
Between 1% and 99%

Calculation Method: 65/35 Decaying Average
Example: Most recent result counts as 65% of mastery weight, average of all other results count as 35% of weight. If there is only one result, the single score will be returned.

4. Not using the Outcomes Rubric Points for Grading:

- Uncheck the box “Use this criterion for scoring” if you do not want to use the points associated with the Outcomes Rubric.
- Click Import.

Find Outcomes

- CRIT 3.1 Problem Setting
- CRIT 3.2 Evidence Acq...
- CRIT 3.3 Evidence Eval...
- CRIT 3.4 Reasoning/Co...

CRIT 3.4 Reasoning/Conclusion

Develop conclusions, solutions, or outcomes that reflect an informed, well-reasoned evaluation.

Proficient - Student develops strongly supported conclusions, solutions, or outcomes based on strongly supported evidence and a well-reasoned evaluation	Developing - Student develops well-supported conclusions, solutions, or outcomes based on evidence and evaluation	Emerging - Student develops weakly supported conclusions, solutions, or outcomes	Not Demonstrated or Missing	Total Points
3 Points	2 Points	1 Points	0 Points	3 Points

Use this criterion for scoring
Calculation Method: Decaying Average

Last Item: 65
Between 1% and 99%

Calculation Method: 65/35 Decaying Average
Example: Most recent result counts as 65% of mastery weight, average of all other results count as 35% of weight. If

Uncheck the box
“Use this criterion for
scoring”

5. Using the rubric for grading

- After importing the rubric to your assessment activity, click on “Use this rubric for assignment grading.”
- Make sure that your rubric shows the targets – this will ensure it is the Outcomes Rubric.

	3 pts Proficient - Student evaluates credible, valid, and relevant information for a situation	2 pts Developing - Student evaluates credible and relevant information for a situation	1 pts Emerging - Student evaluates credible information for a situation	0 pts Not Demonstrated or Missing	3 pts
	3 pts Proficient - Student develops strongly supported conclusions, solutions, or outcomes based on strongly supported evidence and a well-reasoned evaluation	2 pts Developing - Student develops well-supported conclusions, solutions, or outcomes based on evidence and evaluation	1 pts Emerging - Student develops weakly supported conclusions, solutions, or outcomes	0 pts Not Demonstrated or Missing	3 pts

+ Criterion [Find Outcome](#) Total Points: 12

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

6. Grading using the rubric:

- Each criterion should be clicked on to score the student mastery of the general education component skill.
- Make sure to click “Save” to ensure the Outcomes Rubric data is collected.

Critical Thinking					
Criteria	Ratings				Pts
	3 pts Proficient	2 pts Developing	1 pts Emerging	0 pts Does Not Meet Expectations	<input type="text" value="3"/> / 3 pts
	3 pts Proficient	2 pts Developing	1 pts Emerging	0 pts Does Not Meet Expectations	<input type="text" value="2"/> / 3 pts
	3 pts Proficient	2 pts Developing	1 pts Emerging	0 pts Does Not Meet Expectations	<input type="text" value="3"/> / 3 pts
	3 pts Proficient	2 pts Developing	1 pts Emerging	0 pts Does Not Meet Expectations	<input type="text" value="1"/> / 3 pts

Total Points: 9 out of 12

7. Rubric and Score:

- This is how the rubric should appear when it has been completed.
- **IMPORTANT**
- If you chose “use the rubric for scoring” the final points must match the rubric points.
- If you unchecked the box “use the rubric for scoring” the points do not need to match the rubric points.

Assessment
Grade out of 0

View Rubric

Critical Thinking	
Criteria	Ratings
3.1 Problem Setting threshold: 3	Proficient 3 / 3 pts
3.2 Evidence Acquisition threshold: 3	Developing 2 / 3 pts
3.3 Evidence Evaluation threshold: 3	Proficient 3 / 3 pts
3.4 Reasoning/Conclusion threshold: 3	Emerging 1 / 3 pts
Total Points: 9	

Assessment
Grade out of 0

View Rubric

Critical Thinking	
Criteria	Ratings
3.1 Problem Setting threshold: 3	Proficient 3 / 3 pts
3.2 Evidence Acquisition threshold: 3	Developing 2 / 3 pts
3.3 Evidence Evaluation threshold: 3	Proficient 3 / 3 pts
3.4 Reasoning/Conclusion threshold: 3	Emerging 1 / 3 pts
Total Points: 9	