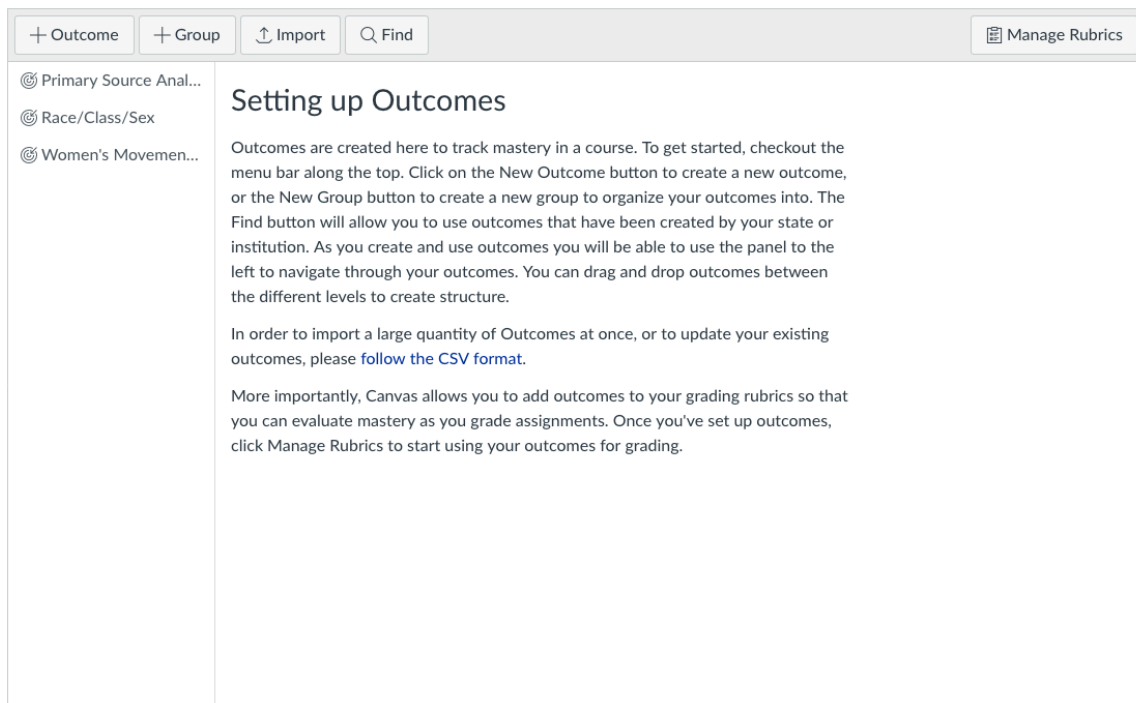


Linking Outcomes to an Assignment in Canvas (Part One)

Today's Tech Tip is about how to create an outcome – next week's tip will be about how to get data about the outcomes you've created.




Creating An Outcome –

Click on **Outcomes** in the main menu on the left and this screen will open up:



Click on “**+Outcome**”, name the outcome and describe the outcome in the text box provided.

Under the text box for the outcome description is a set of default criteria:

Insert ▼	Insert ▼	Insert ▼	
Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
5 Points 	3 Points 	0 Points 	5 Points

You can insert more criteria and you can edit the criteria by clicking on the pencil icon. Then set the number for the mastery level - three (3) is the default.

Once your criteria are set, you have to determine the calculation method you will use to assess the outcome. You have four options in Canvas:

Decaying Average – the last assignment graded will count more than previous assignments.

N Number of Times –requires students to demonstrate mastery of an outcome multiple times.

Most Recent Score

Highest Score

Once you've chosen a calculation method, hit the gold **“save”** button at the bottom of the screen.






Connecting an Outcome to an Assignment -

Once the outcome is created, go to an assignment that you want to link to the outcome. Outcomes are connected to written assignments and discussions with rubrics.

Either create a new rubric if one doesn't exist yet for the assignment or edit an existing one. Click on **"Find Outcome"** under the criteria:

Assignment Rubric Details ✕

Title: [Find a Rubric](#)

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

[+ Criterion](#) [Find Outcome](#) Total Points: 5

- I'll write free-form comments when assessing students
- Remove points from rubric
- Don't post Outcomes results to Learning Mastery Gradebook
- Hide score total for assessment results

This will take you to the Outcomes screen – you just click on one of the outcomes you’ve created and it will appear as one of the criteria on your rubric (see example):

The screenshot shows the 'Assignment Rubric Details' window. At the top, there is a title field containing 'Some Rubric' and a 'Find a Rubric' search button. Below this is a table with three columns: 'Criteria', 'Ratings', and 'Pts'. The first row shows a criterion with a description field, a '5 pts Full Marks' rating, a '0 pts No Marks' rating, and a '5 pts' total. The second row shows a 'Sample Outcome' with a '3 pts' threshold, three rating categories: '5 pts Exceeds Expectations', '3 pts Meets Expectations', and '0 pts Does Not Meet Expectations', and a total of '5 pts'. Below the table, there is a '+ Criterion' button, a 'Find Outcome' search button, and a 'Total Points: 10' label. At the bottom, there are four checkboxes: 'I'll write free-form comments when assessing students', 'Remove points from rubric', 'Don't post Outcomes results to Learning Mastery Gradebook', and 'Hide score total for assessment results'. Finally, there are 'Cancel' and 'Create Rubric' buttons.

Criteria	Ratings			Pts
Description of criterion	5 pts Full Marks	0 pts No Marks		5 pts
Sample Outcome threshold: 3 pts	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 pts

+ Criterion Find Outcome Total Points: 10

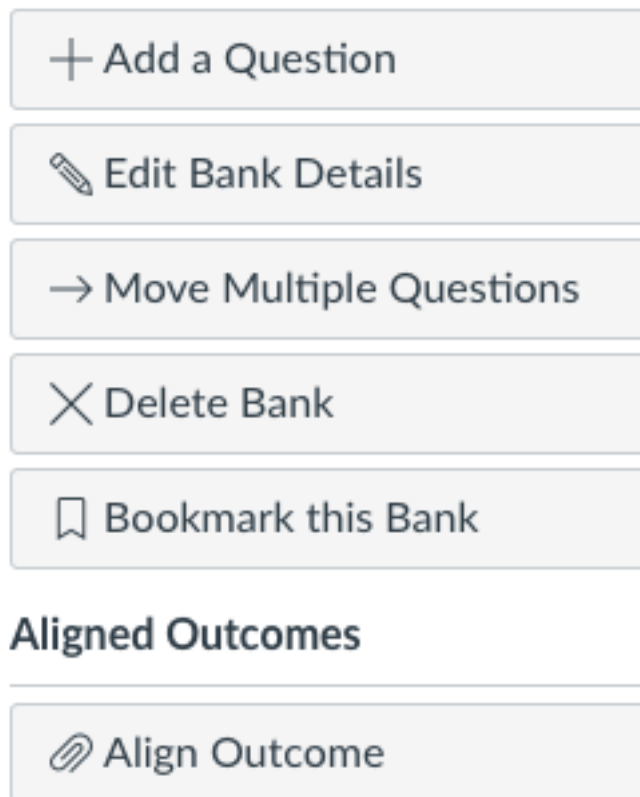
I'll write free-form comments when assessing students
 Remove points from rubric
 Don't post Outcomes results to Learning Mastery Gradebook
 Hide score total for assessment results

Cancel Create Rubric

The five point assignment is now ten points with the addition of the outcome – you can adjust the points for the outcome in the Outcomes screen and the points for the other criteria in this Rubrics screen.

Once the points and criteria are set up the way you want, you click on **“Create Rubric”** and now the outcome is linked to this assignment.

If you want to add an outcome to a quiz, you can do so when you create a question bank. On the right hand side of the Question Bank screen, click on “**Align Outcome**”:



This will take you back to the Outcomes screen, you select the outcome you want but you need to set the percentage on the quiz the student needs to attain in order to demonstrate mastery.

Next week, we will go over how to collect data for the outcomes you've linked to assignments.