Using Canvas to collect Student Learning Outcome (SLO) data can benefit both the instructor and the institution. The Canvas outcomes tool will streamline and improve the process that instructors use to collect SLO data. The data collected at the institutional level can then be used to analyze SLOs as they relate to student demographics.

In order to properly collect SLO data for use at the institutional level, steps must be taken at the account level in Canvas as follows:

1. The instructor must be evaluating something contained in a graded Canvas Assignment, Discussion or Quiz. The assessment can be part of the regular class or set up specifically to collect the data (It would be best to have students submit their work into canvas but is not essential)
2. The instructor must provide the SLOs to the Instructional Tech to be entered into Canvas at the account level. Please contact (Reno-Giovannetti@redwoods.edu – 476-4568)
3. The instructor will need to use an existing assignment rubric or create a rubric specifically for the outcome being evaluated and attach it to the assignment.
4. The instructor must use the outcome tool rubric to record the outcome data.

To add an account outcome to a rubric:

1. First import the outcome into the course. Click **Outcomes** and then **Find.**
2. Select **Account Standards** then **College of the Redwoods** then, your division, course and finally the outcome you want to use.
3. Click **Import**.
4. Edit the rubric you want to use and at the bottom select the **Find Outcome** button.
5. Select the outcome you just imported.
6. Uncheck the **Use this criterion for scoring**checkbox and click **import**.
7. Note – Do not use **Freeform Comments** for outcomes (make sure this box is unchecked)
8. Click **Update rubric**.
9. Grade the assignment and use the rubric to select an assessment score for each student.
10. Use the Learning Mastery gradebook to display and download your results

Find Account Outcomes: <https://community.canvaslms.com/docs/DOC-1902>

Add Outcome to a rubric: <https://community.canvaslms.com/docs/DOC-2914>

For a more detailed set of instructions see [Canvas Outcomes Detailed Instructions](http://www.redwoods.edu/Portals/72/Documents/Canvas/Detail%20Canvas%20Outcomes.docx)

If you need help with your outcomes please email Reno-Giovannetti@redwoods.edu