**Canvas Outcomes, Procedures and Data Collection**

**Overview:**

In the Spring of 2016, College of the Redwoods started to investigate the use of Canvas to collect student learning outcomes (SLO) data as part of our assessment process.

Our goals were to:

* Streamline and improve the process for instructors to collet SLO data and artifacts
* Associate outcome data with individual students for the collection of demographic information to meet accreditation standards
* Allow the aggregation of data across departments and programs
* Provide a secure, consistent and convenient repository for outcome artifacts and data

One approach would be to attach a rubric to a quiz, discussion or assignment and use the rubric to assess the outcome during the normal grading process.

**Basic Process:**

1. Admins must create or import the outcomes into the account. This also provides a link to our existing system.
2. Instructors will import the outcomes into the course they want to assess.
3. The assessment to be evaluated can be any graded assignment, quiz or discussion and will need to have a rubric attached to it. This can be added to an existing rubric or one created specifically for outcomes.
4. Outcomes are then aligned with (added) to the rubric.
5. Instructors use SpeedGrader to grade the assignment and select an assessment score related to the outcome for each student. This can be a part of the normal grading process or completed separately after grading.
6. Instructors can use the learning mastery screen and data export to aggregate their SLO results.
7. Admins can run the outcome report at the account level and use it to analyze the data across all outcomes and courses. Data on a specific course or group of courses could be produced at the discipline or program level.
8. Once the outcomes are used in a course, they cannot be removed from the system. In order to accommodate changes in the outcomes, new outcomes will need to be created and older ones archived to a separate folder.

**System Setup and Data Collection:**

In order to aggregate data across departments and programs, a consistent assessment score matrix is required and the outcomes must be created at the Canvas system account level. Only outcomes created at the account level will be included in the Canvas outcome reports, no outcomes created in a course are included. Outcomes imported into a course cannot be edited by the instructor. We used the following matrix for our account outcome scores.

|  |  |
| --- | --- |
| Not Evaluated: The student did not participate in the assessment | 0 |
| Does Not Meet Expectations: The student did not demonstrate achievement of the outcome. The student response included significant errors and/or omitted significant details. | 1 |
| Meets Expectations: The student demonstrated achievement of the outcome, but their response included minor errors or omissions. | 2 |
| Exceeds Expectations: The student demonstrates the outcome without any errors or omissions in their response. | 3 |

We considered several options for getting our outcomes into Canvas:

* Have IT create a custom script to import them into Canvas
* Create a special user role and have departments add their own outcomes as needed.
* Have an admin gradually phase in the outcomes and manually enter them for each course at the account level (this was CR’s selected option)

Canvas is working on a way to upload and manage outcomes, but that functionality is currently not available.

Adding outcomes in Canvas requires four basic pieces of information:

* Name of the outcome
* The evaluation matrix
* Mastery level
* Calculation method (must fit with your data needs)

For the name of each outcome, we use the full text of the outcome (limited to 255 charters). Currently, the reports do not include the description field of the outcome, which would have been ideal; however, 99% of our outcomes fit into the 255 character limitation. This could be problematic, depending on how you identify your outcomes and their typical character length. Having an ID code for each outcome could be one solution. We used the evaluation matrix described above and two points was the set mastery for our outcomes.

If you wish to consistently retrieve the outcome score numbers in your reports, it is important to set the calculation method as “high score.” Other calculation methods can produce unpredictable results

Issues to keep in mind:

* Plan for a consistent outcomes matrix
* Include a score for all students enrolled in a course, including those not evaluated
* Be aware of the outcome name field size limitation of 255 characters
* Set up an organized file structure for your outcomes at the account level
* Once an outcome has been used in a rubric, it can never be edited or deleted
* Consider how to update and archive outcomes
* Run all the reports and exports to make sure they contain the data in the format you require
* Consider how long to retain courses and outcome data

Resources:

* <https://www.redwoods.edu/online/Faculty-Resources/DE-Reference>
See Online Teaching Conference 2017
* <https://www.redwoods.edu/online/Faculty-Resources/Faculty-Canvas-Resources>
See Student Learning Outcomes (SLOs) and Canvas