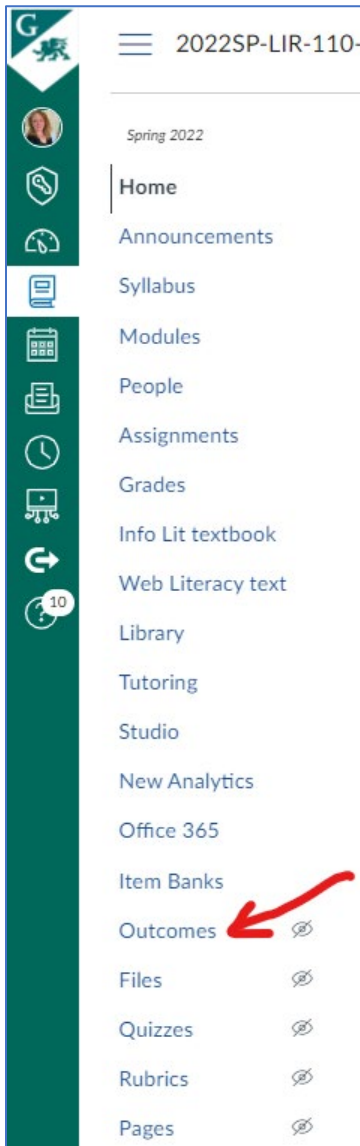


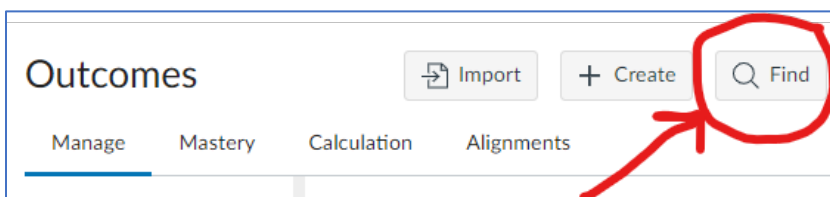
Part 1: Add Student Learning Outcomes (SLOs) to a course

NOTE: You must *first* add the Outcomes to your course, and then align them to a rubric, quiz, or quiz questions.

Step 1. Within your course container, click on “Outcomes.”

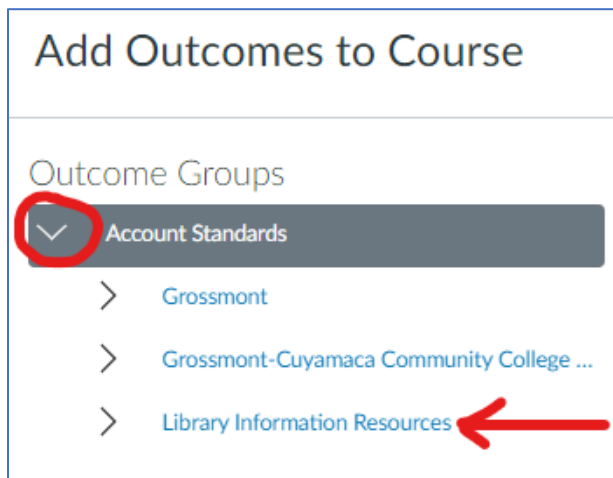


Step 2. Click on “Find.”

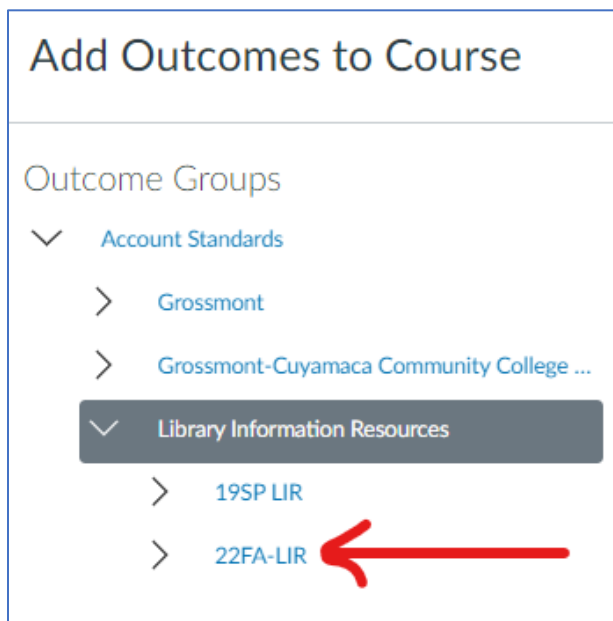


Step 3. Click on “Account Standards” to expand the folder, and then click on the folder name for your department.

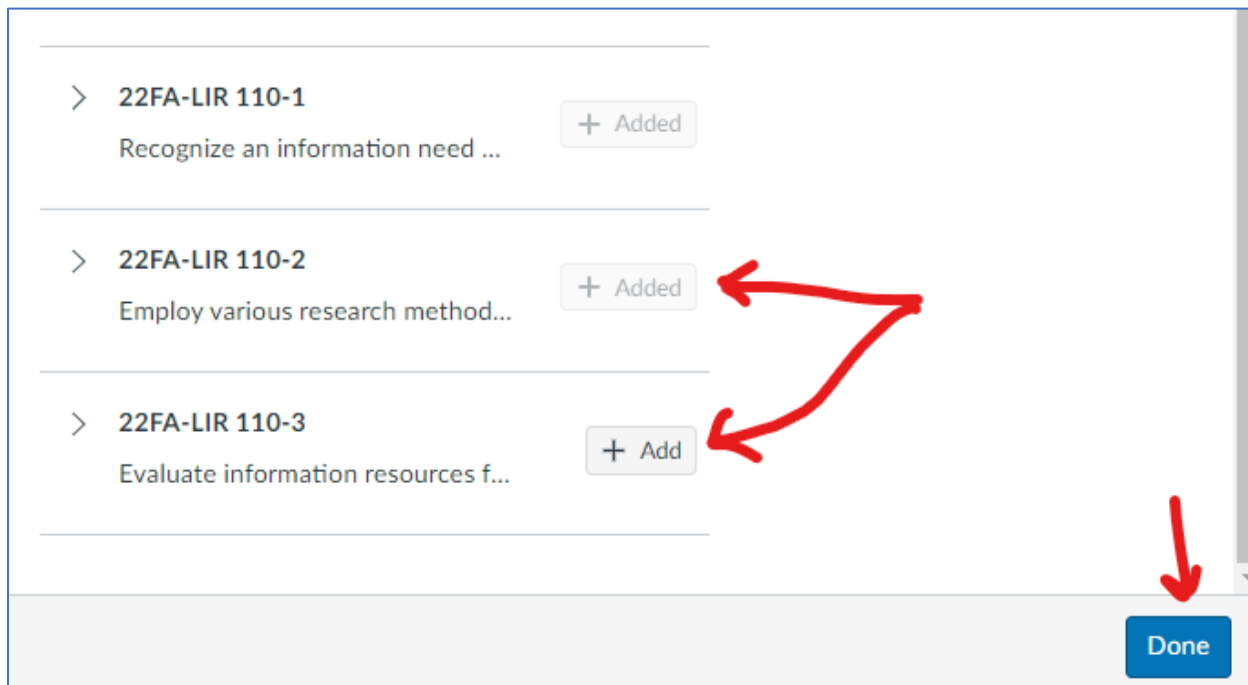
(NOTE: Institutional Outcomes are found under the “Grossmont” folder.)



Step 4. Click on the most recent semester available.

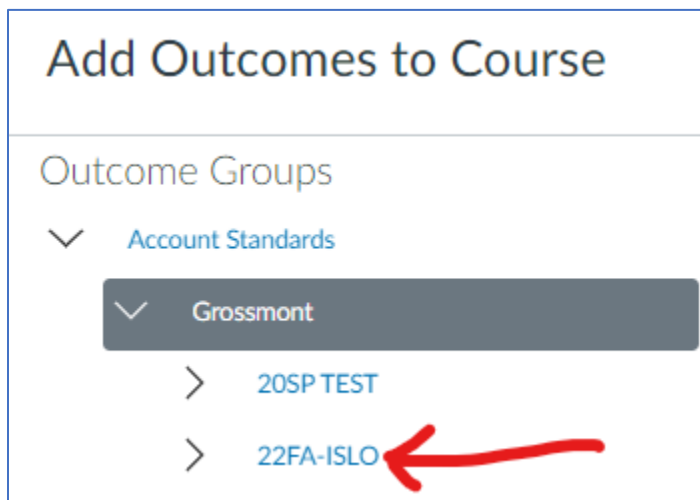


Step 5. Scroll down until you see the course you are teaching. Click the “Add” button to add an SLO. Add all the SLOs for the course you are teaching. Then click “Done.”



How to Add ISLOs (Institutional Student Learning Outcomes)

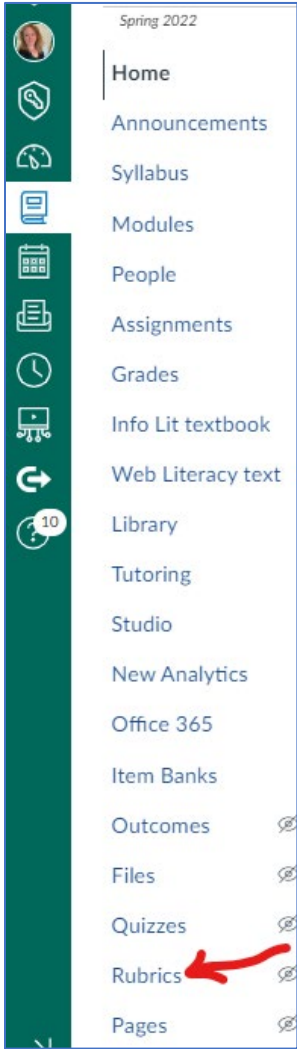
In Step 3 above, select the folder “Grossmont” and then click on the “ISLO” folder. Then follow Steps 4-5.



Part 2: Align Outcomes to an Assignment Rubric or Quiz

How to Align SLO to a Rubric

Step 1: Click on Rubrics.



Step 2: Scroll down and select the rubric you want to add SLOs to.

Annotated Bibliography Rubric
7 criteria
115 points possible

Annotated Bibliography Rubric FA20
11 criteria
150 points possible

CRAAP Test
2 criteria
30 points possible

Database Exercise #1
3 criteria
15 points possible

Database Exercise #2
2 criteria
30 points possible


Democracy and the Informed Citizen
4 criteria
30 points possible

Fact-Checking
3 criteria
30 points possible

First Draft of Annotations
2 criteria
15 points possible

Google Beyond Basics

Step 3: Click “Edit Rubric”

Annotated Bibliography Rubric  [Edit Rubric](#)

[Delete Rubric](#)

Annotated Bibliography Rubric					
Criteria	Ratings				Pts
Quality and authority of sources you selected (overall)	25 to >21.0 pts Excellent Sources appear reliable, authoritative and of good or high quality.	21 to >17.0 pts Acceptable Most sources appear reliable and of good quality and authority.	17 to >14.0 pts Shows Effort Many sources are of marginal quality and authority.	14 to >0 pts Needs Work Most sources are of poor, unreliable, or indeterminate quality and authority.	25 pts
Source Requirements Met: 8 sources matching criteria outlined in assignment	15 to >13.0 pts Excellent 8 sources, matching criteria	13 to >10.0 pts Acceptable 8 sources but some don't match criteria	10 to >0 pts Needs Work <8 sources, and/or, most source criteria are not met		15 pts
You have a variety of information sources in terms of level, source, format.	20 to >17.0 pts Excellent A wide variety of sources represent relevant and significant	17 to >15.0 pts Acceptable Sources represent major, obvious angles and perspectives	15 to >12.0 pts Shows Effort Sources represent some attempt at variety, but large gaps are obvious.	12 to >0 pts Needs Work Sources fail to represent a reasonable variety	20 pts

Step 4: Scroll down and click "Find Outcome"

	correctly, using APA style.	using APA style. May have minor errors.	incomplete / have numerous errors.	
+ Criterion	Find Outcome			Total Points: 115
Cancel	Update Rubric			

Step 5: Click on the most recent semester folder: e.g. "22FA-LIR"

Find Outcomes

19SP LIR	22FA-LIR 110-1
22FA-ISLO	22FA-LIR 110-2
22FA-LIR	

Step 6: Click on the SLO you want to add. (You can add more than one to an assignment.)

Step 7: Make sure you **un-check** the box that says "Use this criterion for scoring." This is so that the student's score on the SLO will not impact the points total for the assignment. Then, click "Import."

Find Outcomes

19SP LIR	22FA-LIR 110-1	22FA-LIR 110-2
22FA-ISLO		
22FA-LIR		

22FA-LIR 110-2
Employ various research methods based on information need to find sources.

Exceeded	Outcome Met	Outcome Not Met	No Evidence	Total Point
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% mastery weight, average of all other results count as 35% of weight. If there is only one result, the single score will be returned.
1- Item scores: 1, 4, 2, 3, 5, 3, 6, 1, 4, 2, 3, 5, 3, 6
2- Final score: 5.03

Cancel Import

*Repeat Steps 4 through 7 if you would like to add additional SLOs to the rubric.

Step 8: Click on "Update Rubric."



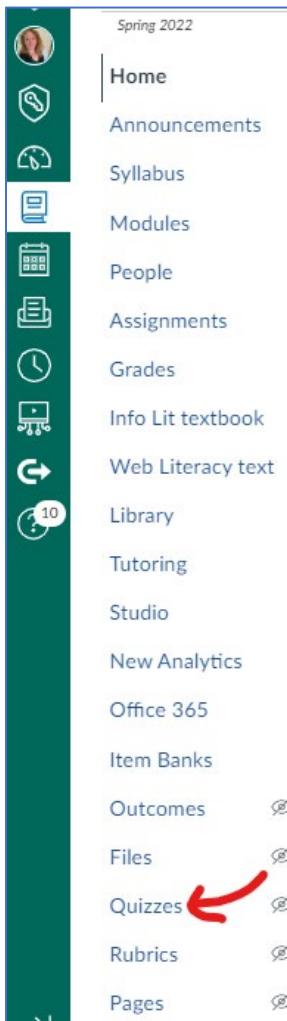
*Repeat Steps 1 through 8 for additional assignment rubrics you want to add SLOs to. Ideally, you would add SLOs to all the relevant assignments for this course.

How to Align SLO to a Quiz (Canvas New Quizzes only)

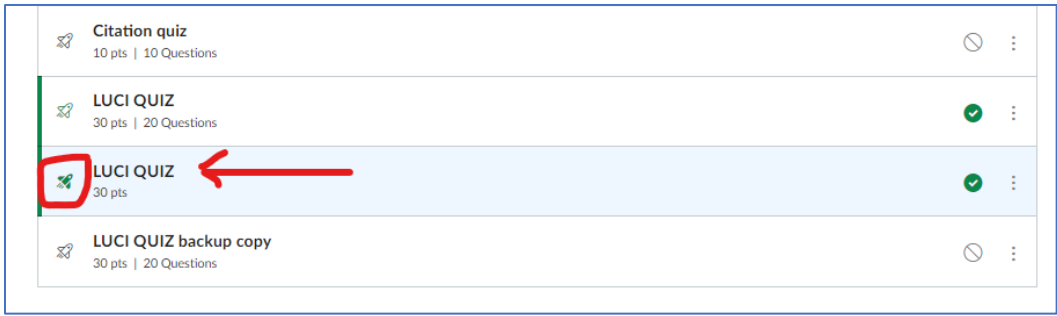
NOTE: You can align the SLO to the entire quiz, if the entire quiz covers the topic.

Or, you can align specific question(s) within a quiz to the SLO – instructions for each way will follow.

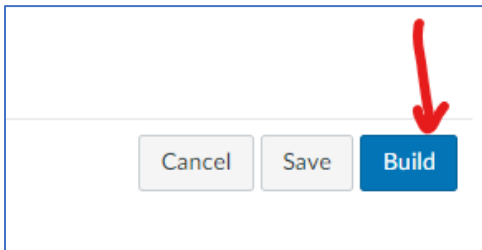
Step 1: Click on Quizzes.



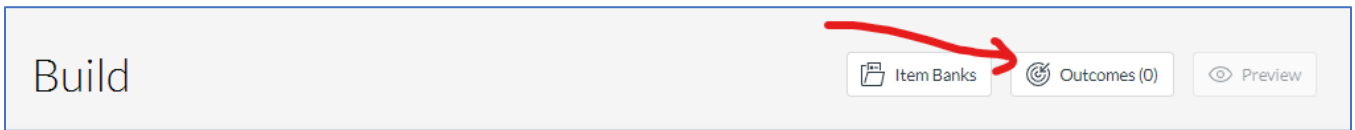
Step 2: Select the quiz you want to add the SLO to. (NOTE: This only applies to the new quiz format in Canvas.)



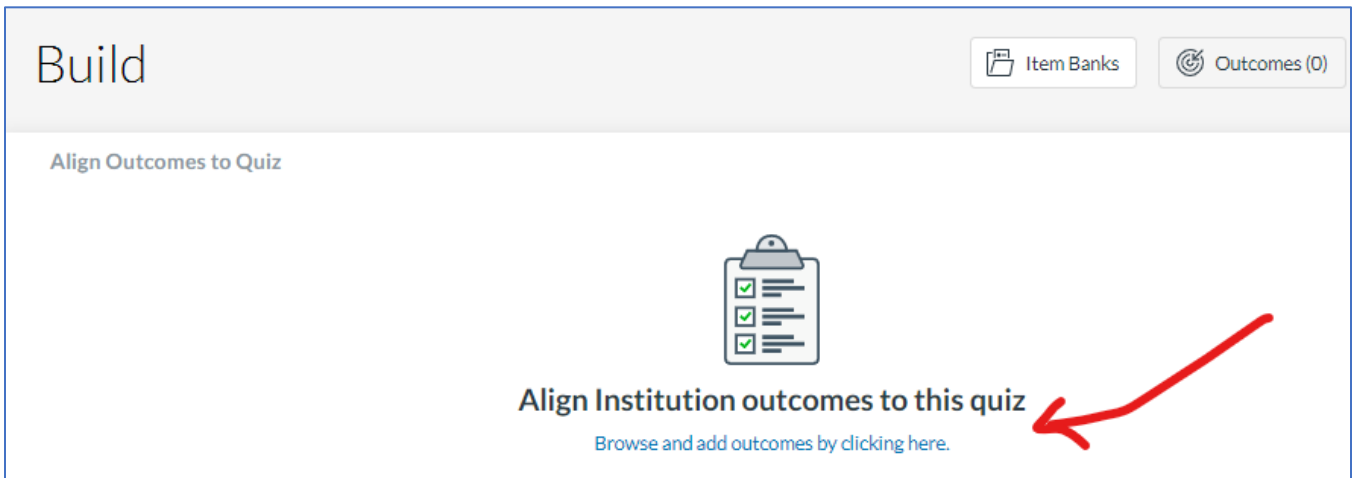
Step 3: Scroll down and click “Build.”



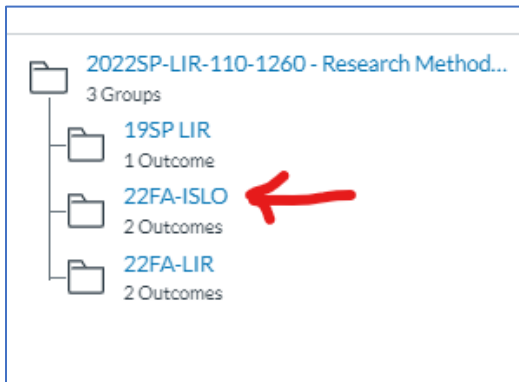
Step 4: Click on “Outcomes.”



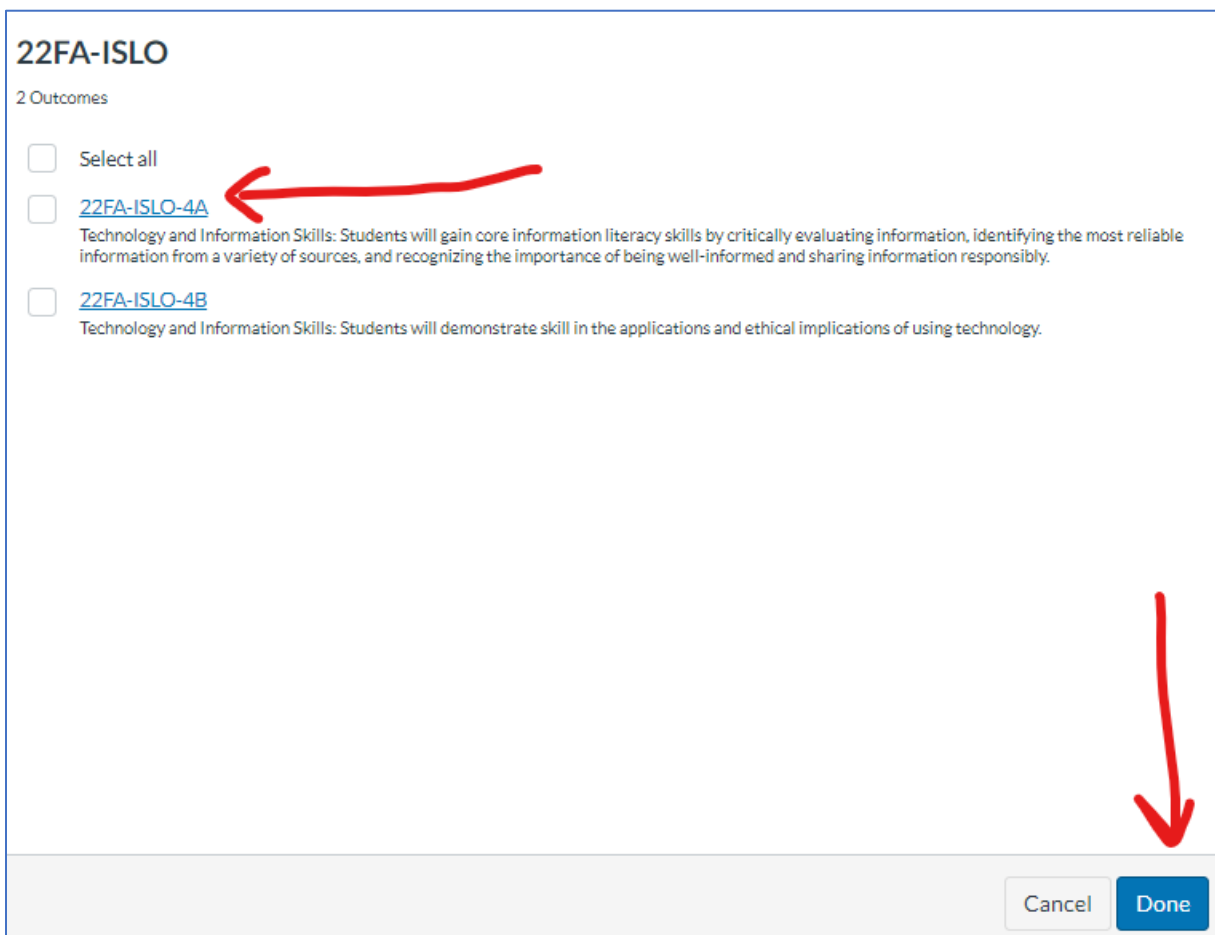
Step 5: Click on “Align Institution Outcomes to this quiz.”



Step 6: Click on the folder with the ISLOs to add institutional outcomes. (Click on the course folder to add course outcomes.)

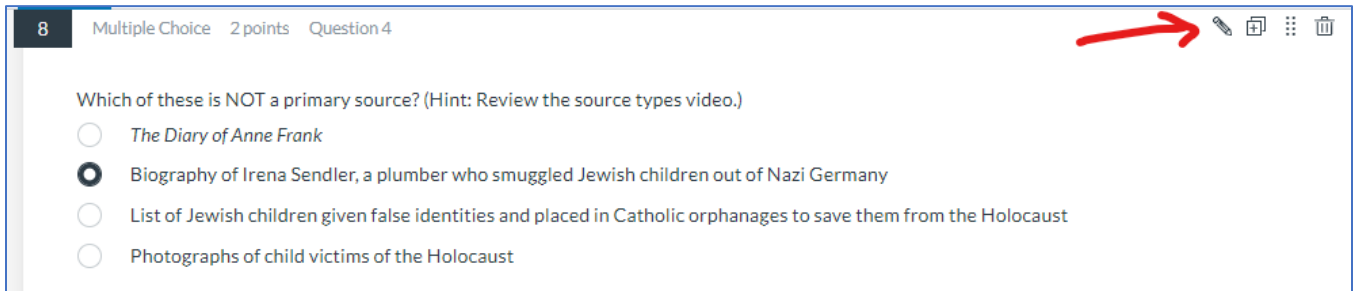


Step 7: Click on the SLO you want to add. Then click "Done."

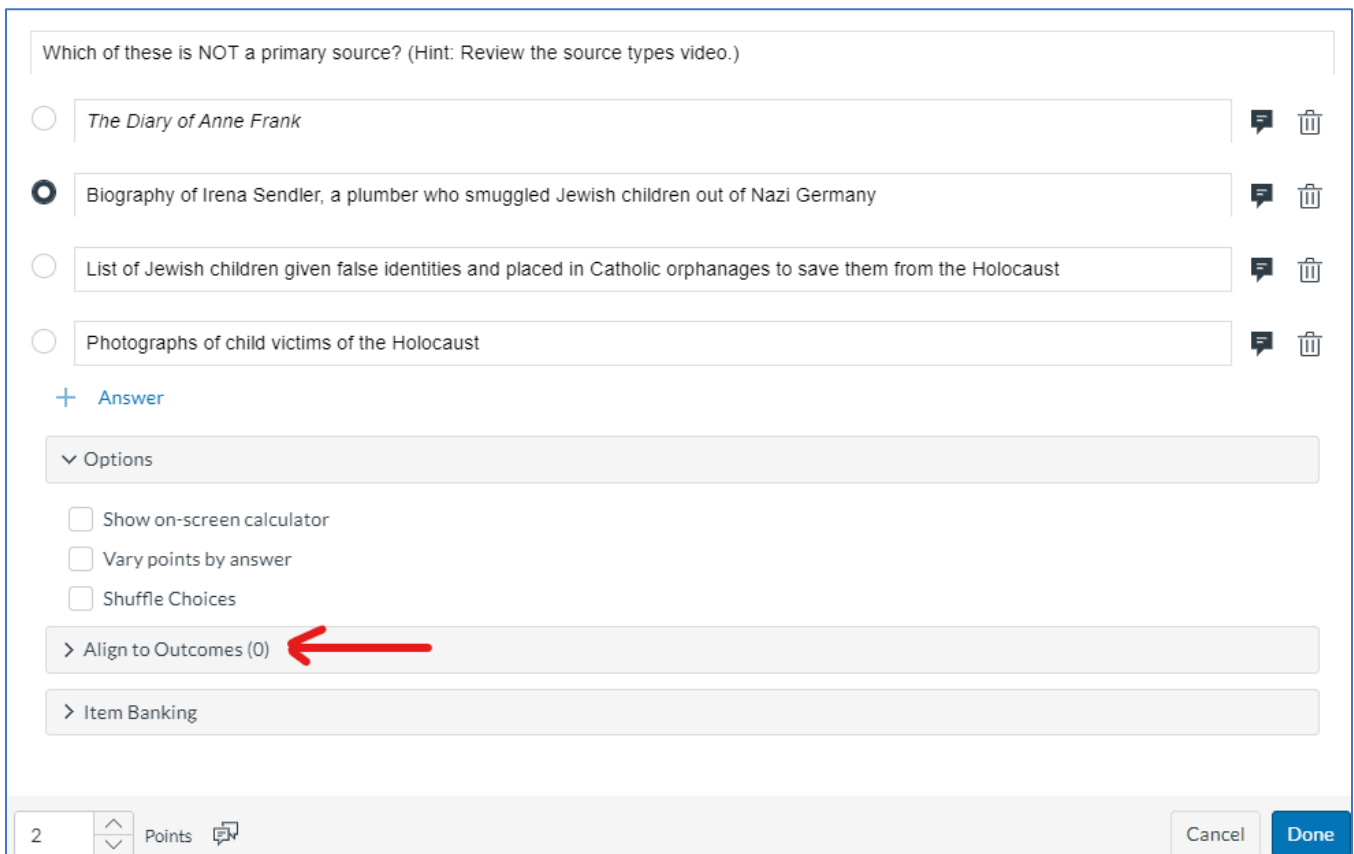


How to Align SLO to a Question in a Quiz (Canvas New Quizzes only)

Step 1: Click the pencil icon to edit the quiz question.




Step 2: Click on “Align to Outcomes”



Step 3: Click on “Align Institution Outcomes to this question.”

▼ Align to Outcomes (0)



Align Institution outcomes to this question.
[Browse and add outcomes by clicking here.](#)

Step 4: Follow steps 6-7 above to select outcomes to align.