

# How to Track Learning Outcomes in Canvas

## Find Your Course-Level Student Learning Outcomes

The Course Outline of Record documents the required curriculum and objectives in a given course. Faculty can access the Course Outline of Record through eLumen.

1. Go to the MJC homepage.
2. Select the “Faculty and Staff” expanding menu.
3. Select “eLumen.”
4. From the eLumen homepage, select the “Curriculum” tab.
5. If you are on the “Curriculum Dashboard,” switch to “Curriculum Library.”
6. Open the “Department” drop-down menu and click “Select None.”
7. Then, click to select the specific department you want to view. This will show you just the classes offered by that department.
8. Put a checkmark in the box beside the class you want to look at.
9. Then, select “View COR Report.”
  - a. This opens a new menu option to view either the entire COR or just a specific section (such as Learning Outcomes and Objectives).
  - b. Select “Go to Report.”
    - i. You may see a longer list of “Course Objectives.” Scroll past this.
    - ii. Find the section labeled “CSLOs.” This stands for Course-Level Student Learning Outcomes. These are the outcomes that should be measured through assessment. This is the wording you will use when creating your Outcomes in Canvas.

## Create an Outcome

[Canvas Community Instructor Guide: Create an Outcome](#)

1. In your Canvas navigation menu, select “Outcomes.”
2. Select “+Outcome.”
  - a. Name the outcome. (The Friendly name is what students will see.)
  - b. Describe the outcome.
  - c. Scroll down to set the Criterion Ratings.
  - d. Continue to scroll to choose a Calculation Method. The default is “Decaying Average,” but there are other options. Click the dropdown menu and select a different method for short descriptions of how they work.
  - e. Scroll down and click the Save button.

## Create a Rubric

[Canvas Community Instructor Guide: Create a Rubric](#)

1. In your Canvas navigation menu, select “Rubrics.”
2. Select “+Add Rubric.”
  - a. Set the title
  - b. Enter the criteria. Click the pencil to edit the criteria. The trash can icon will delete that criteria. (Note: Criteria cannot be rearranged, so enter them in the order in which you wish for them to appear.)
    - i. Give the criterion section a title in the “Description” box and a description of requirements in the “Long Description” box. Then select “Update Criterion.”
  - c. Enter the Ratings. To edit the default points, titles, and descriptions, click the pencil.
    - i. Edit the points, title, and description as needed and then select “Update Rating.”
    - ii. To add more ratings, use the plus sign icon. (Note: You cannot rearrange ratings. Enter them in the order you’d like them to appear.)
    - iii. To score with a range rather than fixed score, select the “Range” box in the Criteria column.
      - o For example, you might want to be able to score a ‘4’ instead of just ‘5’ or ‘3’.
  - d. Add more criterion as needed.
  - e. Finish creating the rubric by selecting the “Create Rubric” button.

## Attach an Outcome to a Rubric

[Canvas Community Instructor Guide: Attach an Outcome to a Rubric](#)

1. Go to “Rubrics” from the course navigation menu.
2. Choose which rubric you’d like to attach to an outcome. Hover over the title and click the pencil icon to edit.
  - a. If you clicked on the title and are seeing the full rubric, you can just select the pencil to edit the rubric.
3. Select “Find Outcome.”
4. You’ll be brought to a list of Outcomes in the course. Click on the one you’d like to attach to this rubric.
5. Choose if you’d like to use the Outcome as part of the rubric scoring.
6. Select “Import” to attach the Outcome to the rubric.
7. Select “Update Rubric.”

## Attach a Rubric to an Assignment

[Canvas Community Instructor Guide: Attach a Rubric to an Assignment](#)

1. Navigate to your desired Assignment.

2. Select "+Rubric."
3. Select "Find a Rubric."
4. Select your desired Rubric.
  - a. The first column is a list of your courses. Click on the course you're working in. Scroll to find it if it is not automatically selected.
  - b. In the second column, select the rubric you want to use.
  - c. You can click and drag the three lines in the lower right corner to expand the selection box to view the whole rubric if needed.
5. Select "Use This Rubric." (You may need to scroll down using scroll bars to find this button.)
6. Finalize your Rubric settings by clicking the pencil to edit. (For example, you may want to enable "Use this Rubric for Assignment Grading" and "Update Rubric" to save your changes.)

## Enable the Learning Mastery Gradebook

This is currently an "opt-in" feature; it is not enabled by default. This step can be done at any point - it does not have to be completed prior to creating Outcomes, Rubrics, and Assignments.

1. In your Canvas navigation menu, select "Settings."
2. Click "Feature Options."
3. Enable the Learning Mastery Gradebook. Click on the red X to the right and select "Enable."
  - a. Choose whether students can see the Learning Mastery Gradebook.

## View Assessment Data in the Learning Mastery Gradebook

[Canvas Community Instructor Guide: View Assessment Data in the Learning Mastery Gradebook](#)

1. From the Navigation menu, select "Grades."
2. At the top, select the "Gradebook" drop-down menu.
3. Select "Learning Mastery."
4. View Student Scores.
  - a. You will see the Course Learning Outcomes along with a numerical and color-coded indication of students' mastery with each CLO.
  - b. Canvas gives the option to view the entire student roster or look at individual scores for one student at a time.
    - i. Click "Learning Mastery" at the top right.
    - ii. Select "Individual Gradebook."
    - iii. To toggle back to the whole class view by clicking on "Individual View" at the top right and select "Gradebook..."

5. If you would like to create a CSV file of the Learning Mastery Gradebook, select “Export Report” from the Gradebook view.