

Adding Outcomes to Canvas

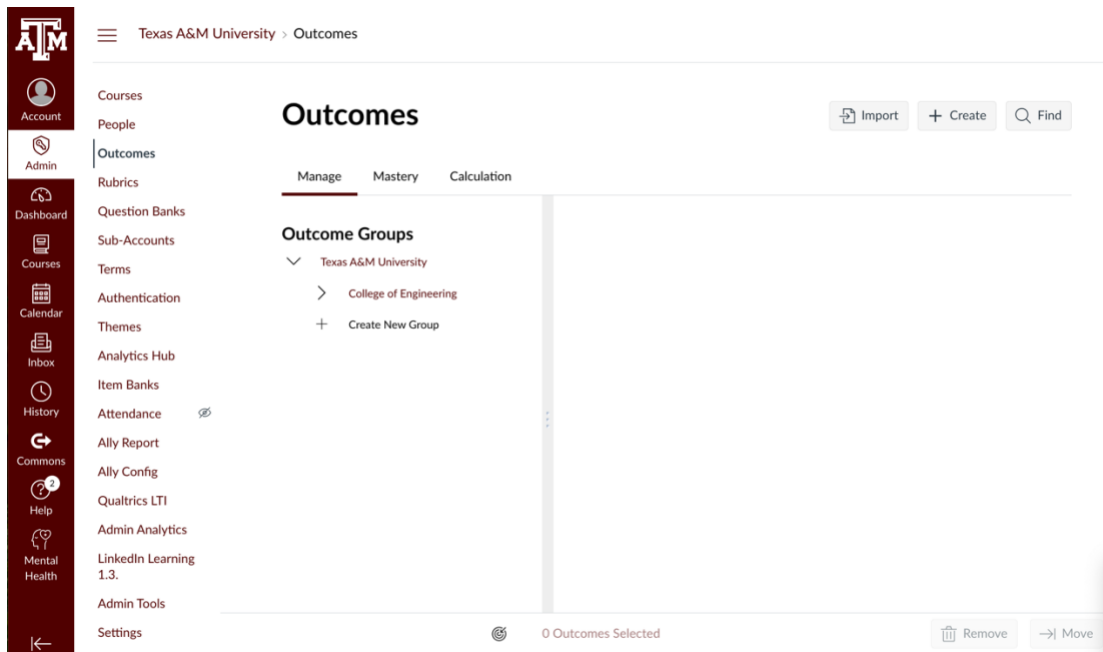
The Outcomes feature in Canvas was designed to track Student Learning Outcomes but has the capability to do much more!

The Outcomes feature in Canvas will allow you to aggregate data from all sections of a course, department level, college level, and University level. However, it does NOT do this automatically. You must enter ALL Outcomes at the highest Level (root account or college sub-account) of the Canvas sub-account structure and then add them to the appropriate sub-account level(s) (i.e., department sub-account), then the course. If you do not do this properly, the data will not aggregate accurately in the Outcomes reports.

Entering Outcomes at the highest level sub-account:

Outcomes should be added at the highest level (root account or college sub-account) first so any data will aggregate correctly in the sub-account structure. It should be added there first and then pushed out to the subaccount level(s) from top down. Outcomes **CANNOT** be pulled up from a subaccount. This is a limitation of Canvas.

From the Canvas Admin screen, select Outcomes. Depending on your level of administrator access you have, you should see 3 tabs below the word Outcomes: Manage, Mastery, and Calculation.



The screenshot shows the Canvas Admin interface for the 'Outcomes' section. On the left is a vertical navigation menu with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, Help, Mental Health, and Admin Tools. The main content area is titled 'Outcomes' and includes a breadcrumb 'Texas A&M University > Outcomes'. Below the title are three tabs: 'Manage', 'Mastery', and 'Calculation'. The 'Manage' tab is active, showing a tree view of 'Outcome Groups' under 'Texas A&M University', with a sub-entry for 'College of Engineering' and a '+ Create New Group' option. At the top right of the main area are buttons for 'Import', '+ Create', and 'Find'. At the bottom, there is a status bar showing '0 Outcomes Selected' and buttons for 'Remove' and 'Move'.

You should not need to change the Mastery or Calculation options. Once set, any changes will affect all outcomes in this subaccount. A limitation of Canvas is that you can only have one ratings scale for each subaccount. Calculation is how the Outcomes reports are generated and is set at the standard used for assessment purposes. You will primarily use the Manage tab.

Manage (tab)

Outcomes are organized by Groups, with additional groups (subgroups) that can be added within each group. They are currently organized by sub account, but there are also groups that transcend sub accounts (i.e., assessments used for core courses). Within each sub account, there may be more groups for additional sub accounts. To see these groups, click on the chevron > next to the group name. This is the structure that Canvas will use to aggregate data.

Entering Outcomes

Select the group that you want to add the Outcome to (Example: College of Engineering).

The screenshot shows the Canvas 'Outcomes' interface. On the left is a navigation menu with items like Courses, People, Outcomes, Rubrics, Question Banks, Sub-Accounts, Terms, Authentication, Themes, Analytics Hub, Item Banks, Attendance, Ally Report, Ally Config, Qualtrics LTI, Admin Analytics, and LinkedIn Learning 1.3. The main content area is titled 'Outcomes' and has a 'Manage' tab selected. Below the title are buttons for 'Import', 'Create', and 'Find'. The 'Outcome Groups' section shows a tree view with 'Texas A&M University' expanded to show 'College of Engineering', which is highlighted. Below it are 'ABET Student Learning ...' and 'Create New Group' options. The right pane shows 'College of Engineering Outcomes' with a search bar and a list of 7 outcomes. The first two are 'ABET Student Learning Outcome 1' and 'ABET Student Learning Outcome 2', each with a description. At the bottom, there are '0 Outcomes Selected', 'Remove', and 'Move' buttons.

This will show you all the subgroups in this group and the Outcomes.

Select the subgroup that you want to add the Outcome to. This will display any subgroups and Outcomes already in this subgroup.

Continue drilling down in the Outcomes structure until you are in the group that you want to add the assessment rubric criterion.

Adding Outcomes to Canvas

To add the assessment criterion, you will click on Create New Group in the subgroup that it should appear (in the example above, it would be for the College of Engineering).

The screenshot displays the Canvas Outcomes management interface. On the left, a sidebar lists navigation options: Courses, People, Outcomes (highlighted), Rubrics, Question Banks, Sub-Accounts, Terms, Authentication, Themes, Analytics Hub, Item Banks, Attendance, Ally Report, Ally Config, Qualtrics LTI, Admin Analytics, and LinkedIn Learning 1.3. The main content area is titled "Outcomes" and includes "Import", "Create", and "Find" buttons. Below this is a "Manage" tab and a tree view of "Outcome Groups". The tree shows "Texas A&M University" expanded to "College of Engineering", which is further expanded to "ABET Student Learning Outcomes". A "Create New Group" dialog box is open, showing a text input field with "Instructions Example", a close button (X), and a checkmark button. The right-hand panel displays "College of Engineering Outcomes" with a search bar and a list of "All College of Engineering Outcomes" (7 Outcomes). Two outcomes are visible: "ABET Student Learning Outcome 1" (An ability to identify, formulate, and solv...) and "ABET Student Learning Outcome 2" (An ability to apply engineering design to...). At the bottom of the interface, there are "Remove" and "Move" buttons, and a status indicator showing "0 Outcomes Selected".

Enter the name of the rubric and click on the checkmark to add it. You can use the course code and assignment name, a title given to the rubric by the provider, or one that makes sense to you. Canvas will automatically add it alphabetically within that group.

Once the Outcomes group has been added, the right side of the screen will be blank.

Outcomes

Import Create Find

Manage

Outcome Groups

- Texas A&M University
 - College of Engineering
 - ABET Student Learning Outcomes
 - Instructions Example (selected)
 - Create New Group
 - Create New Group
 - Create New Group

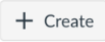
Instructions Example Outcomes

Search within Instructions Example

All Instructions Example Outcomes 0 Outcomes

Remove Move

0 Outcomes Selected

To add an Outcome (rubric criterion), click the  button. A new Window will open.

Create Outcome

Name: Enter name or code

Friendly Name: Create a friendly display name

Description: Edit View Insert Format Tools Table

12pt Paragraph B I U A T² link unlink list indent

0 words

Cancel Create

Please use the following syntax when entering each criterion (rubric row):

Name: Enter the full name of the assessed criterion

Example: ABET Student Outcome 1

Friendly Name: Enter the name of the originating college or department (i.e., Engineering) then the name of the rubric criterion or Student Learning Outcome (use a dash between the originating college or department and rubric criterion name).

Example: Engineering – ABET Student Outcome 1

Description: (This will appear as the long description when added to a Canvas Rubric)
Copy and paste the first rating description from the rubric provided to you.

Example: An ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.

Friendly description (for parent/student display): Leave blank. This is for the K-12 version of Canvas.

Click Create.

Continue to click  for each additional criterion from the assessment rubric.

Adding the Rubric items to Sub-Accounts:

You must then add this Outcomes group to the Sub-Accounts' Outcomes for the data to aggregate properly in the Canvas Outcomes Reports that are used for assessment purposes.

Click Subaccounts from the Administrator Menu:

Courses

People

Outcomes

Rubrics

Question Banks

Sub-Accounts

Terms

Authentication

Themes

Analytics Hub

Item Banks

Attendance 

Ally Report

Ally Config

Qualtrics LTI

Admin Analytics

LinkedIn Learning 1.3.

You may need to scroll down to locate the appropriate subaccount you'd like to add the Outcomes to.

Adding Outcomes to Canvas

Texas A&M University

75 Courses
27 Sub-Accounts



Administration

4 Sub-Accounts



Administrative Development

3 Courses



First Year Experience

238 Courses



Office of Student Success

925 Courses



Student Required Training

6 Courses



Associate Provost for UG Studies

1 Course
1 Sub-Account



AP-Undergrad Studies

651 Courses



Center for Academic Enhancement

1 Course
1 Sub-Account



TASP/TSI Administration


328 Courses



College of Agriculture & Life Sciences

19 Courses
21 Sub-Accounts



Select the subaccount that you want to add the assessment criteria to. The screen will change to show all courses in that subaccount. Click on Outcomes on the Administrator Navigation Menu. This will show you only those Outcomes Groups that have been added to this subaccount. With the subaccount name selected, click  in the upper right corner.

Outcomes

Import

+ Create

Find

Manage

Outcome Groups

- ✓ College of Engineering
 - > ABET Student Learning Outco...
 - + Create New Group

Your screen will change and look like this:

Add Outcomes to Account



Outcome Groups

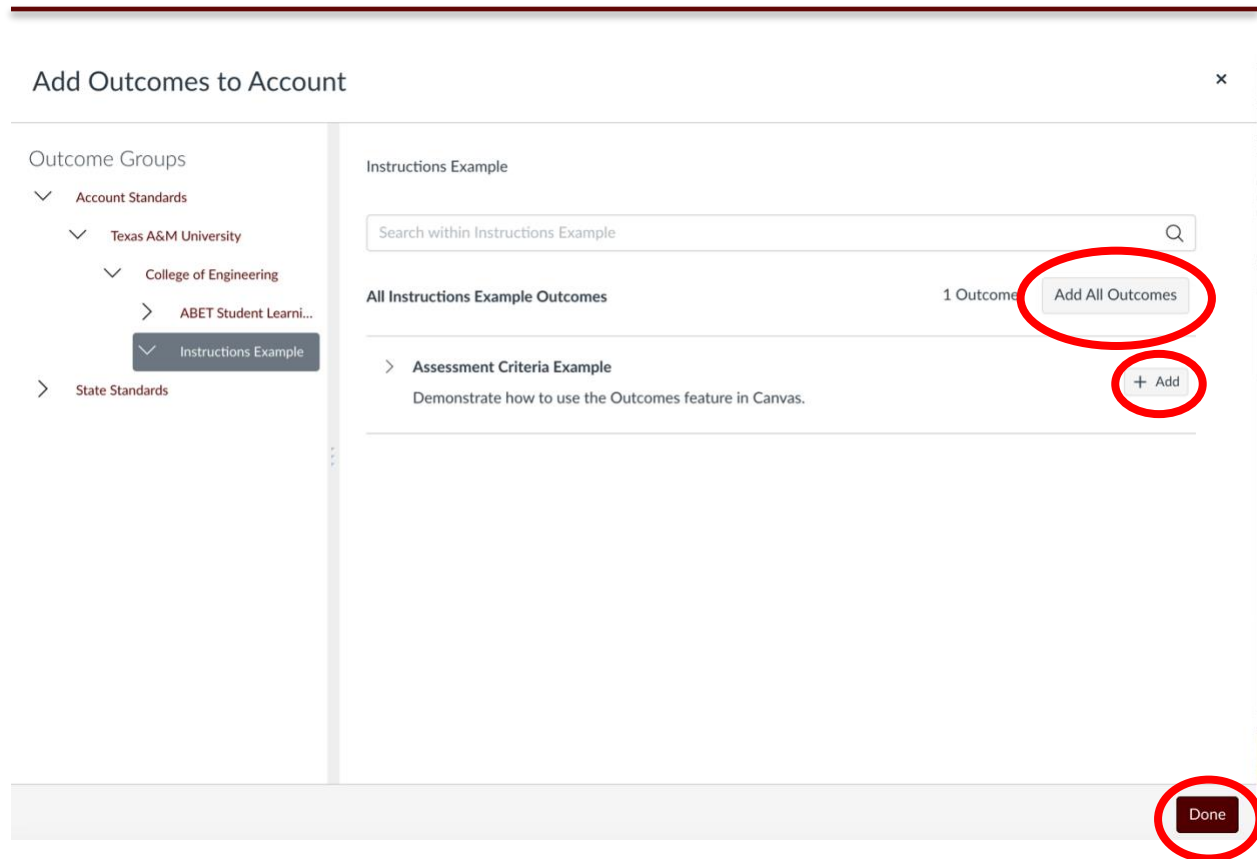
- > Account Standards
- > State Standards



Select a group to reveal outcomes here.

Done

You may need to click on the chevron for Account Standards, then Texas A&M University, then click on the sub-account you are in (Example: College of Engineering). **(DO NOT click on additional sub-accounts that may appear on this screen. If you do, data will not aggregate correctly in the Outcomes Report. You must add them one subaccount level at a time).** Select the Outcomes group that contains the criteria you want.



With the name of the group selected, click on Add All Outcomes near the upper right corner of your window, if you want to add all Outcomes in this group. In the above illustration there is only one Outcome to add. If there is more than one, using Add All Outcomes will allow you to add all the Outcomes in the group selected, saving you time and effort. If you only need some of the Outcomes in the group, you can click the +Add button for each Outcome that you want to add to this sub-account. You'll receive a message at the top of your screen when this is complete. After you see this message, click Done in the bottom right corner.

You'll now need to add it to the next subaccount level. Click again on Sub-Accounts. This will take you to the next level of subaccounts. Click on the next level subaccount that you want to add this Outcome group to. Click on Outcomes and follow the same steps in the paragraph above to add the Outcomes (rubric criteria) to the next subaccount level.

If there are additional subaccounts that you want to add this Outcomes group to, follow the same steps above for the next level in the Sub-Accounts structure.

For the example below, the ABET Student Learning Outcomes were added to the following levels of sub-accounts:

- Texas A&M University
 - College of Engineering
 - Biomedical Engineering

Adding Outcomes to Canvas

Canvas Outcomes Management Interface:

- Breadcrumb: Texas A&M ... > College of En... > Biomedical E... > Outcomes
- Left Sidebar: Courses, People, Outcomes, Rubrics, Question Banks, Sub-Accounts, Analytics Hub, Item Banks, Attendance, Ally Report, Ally Config, Qualtrics LTI, Admin Analytics, LinkedIn Learning 1.3., Analytics, Settings
- Main Title: Outcomes
- Buttons: Import, Create, Find
- Tab: Manage
- Section: Outcome Groups
 - Biomedical Engineering
 - ABET Student Learning Outcomes
 - + Create New Group
 - + Create New Group
- Search: Search within ABET Student Learning Outcomes
- Summary: All ABET Student Learning Outcomes Outcomes 7 Outcomes
- Outcomes List:
 - > ABET Student Learning Outcome 1: An ability to identify, formulate, and solve complex engineering pr...
 - > ABET Student Learning Outcome 2: An ability to apply engineering design to produce solutions that m...
 - > ABET Student Learning Outcome 3: An ability to communicate effectively with a range of audiences.
- Footer: 0 Outcomes Selected, Remove, Move

Once you've added the Outcomes to the Canvas subaccount structure, unless something changes, you will only need to add them one time.

Adding Outcomes to Courses:

To add it to the appropriate course(s) [Must be done each semester unless you are copying it from another course]:

Go to the course in Canvas that you want to add it to. Select Outcomes from the Course Navigation Menu (usually near the bottom of the course navigation menu). When you do this, a type of Help window will appear on the right side of your screen (you have the option to turn this off). This window contains links to the Canvas Guides on how to use Outcomes.

Outcomes

→|

Observe student mastery

Set up outcomes in your course as measured by pedagogical goals or desired objectives. Help students learn skills and activities, rather than just focusing on grades as a measure of their success. Assess student progress through calculation methods, and measure progress directly in the Learning Mastery Gradebook. Import existing account and state outcomes to your course. You can also align outcomes in course rubrics.

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- ❓ [How do I use the outcomes page in a course?](#)
 - ❓ [How do I create an outcome for a course?](#)
 - ❓ [How do I create outcome groups for a course?](#)
 - ❓ [How do I import outcomes for a course?](#)
 - ❓ [How do I use the Learning Mastery Gradebook to view outcome results in a course from the Gradebook?](#)

[See more in Canvas Guides](#)



Unless you need additional help, you won't use these links, so click →| to close this window.

From here, click on . From the Add Outcomes to Course window, Click on Account Standards, then Texas A&M University. Since it was added to each level in the subaccount structure, you'll want to select the lowest level subaccount (i.e., department name) to locate it. It's important that you select the Outcomes from the deepest subaccount so the data will aggregate correctly in the Outcomes Reports. Click on the name of the Outcomes group, then add the assessed criteria one at a time or click Add All Outcomes if all will be used.

Adding Outcomes to Canvas

Add Outcomes to Course

Outcome Groups

- Account Standards
 - Biomedical Engineering**
 - ABET Student Learning O...
 - College of Engineering
 - Texas A&M University

ABET Student Learning Outcomes

Search within ABET Student Learning Outcomes

All ABET Student Learning Outcomes Outcomes 7 Outcomes Add All Outcomes

- ABET Student Learning Outcome 1
An ability to identify, formulate, and solve complex engineering problems by applying principles o... + Add
- ABET Student Learning Outcome 2
An ability to apply engineering design to produce solutions that meet specified needs with consid... + Add
- ABET Student Learning Outcome 3
An ability to communicate effectively with a range of audiences. + Add
- ABET Student Learning Outcome 4
An ability to recognize ethical and professional responsibilities in engineering situations and make... + Add
- ABET Student Learning Outcome 5 + Add

Done

Once you've completed these steps, the faculty member can build a rubric that will be used for assessment purposes. There are separate instructions on how to do this.