

# CANVAS OUTCOMES: IMPORTING AND CREATING OUTCOMES



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## IMPORT OUTCOMES:

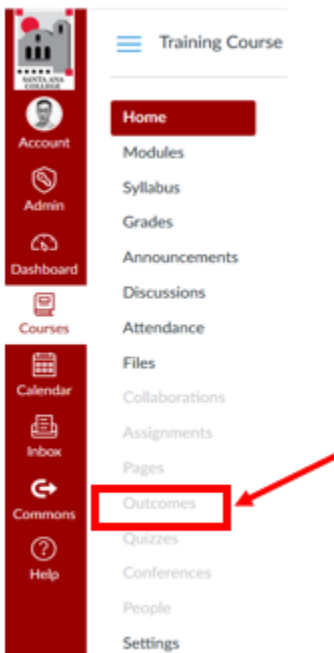
Canvas Outcomes tool enables administrators and faculty to track students' progress as measured by pedagogical goals or desired outcomes.

When would I use Outcomes?

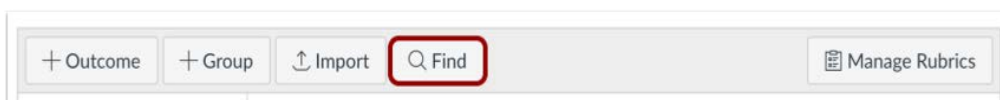
- Use Outcomes at the course level to focus your students' attention on the most important skills and activities in your course
- Use Outcomes to use align Quizzes and Assignments to different kind of mastery
- Use Outcomes to run reports at the account-level about student artifacts of learning mastery

All outcomes added at the account or sub-account level will be available to courses within the department account. You can find and import outcomes that have been created by your department. You can import an individual outcome or import the entire outcome group.

- **Click on Outcomes in Course Navigation bar:**



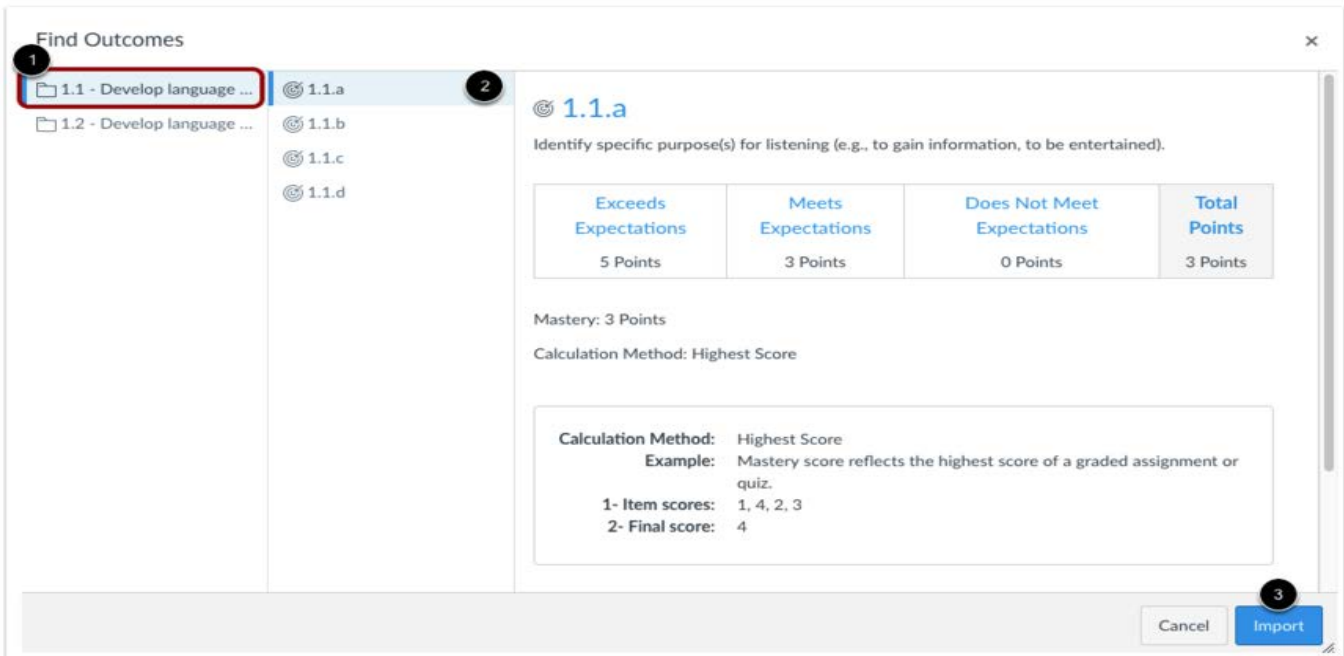
- **Find Outcomes:**



Click on Find button to find existing outcomes from department level account.

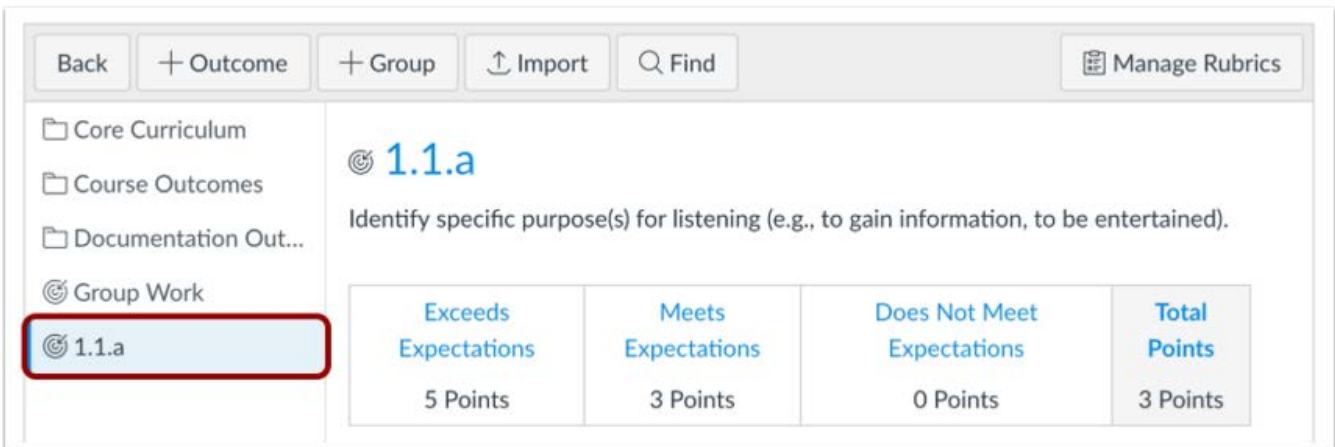
- **Import Outcomes:**

In the Find Outcomes, locate your department level outcomes. Click on the Group folder (1) for the outcomes you want to import (2). Click on Import (3)



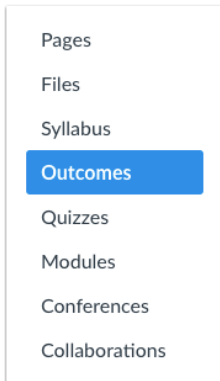
- **View Outcomes:**

Imported outcomes are now imported to the main outcome level.

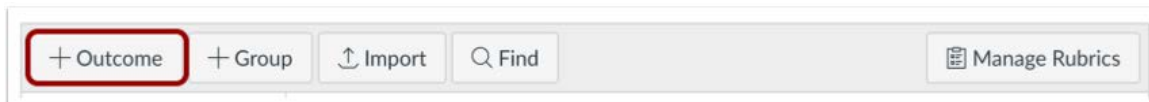


## CREATE OUTCOMES:

- In the Course Navigation, click on Outcomes:



- To add Outcome, click on the +Outcome icon:

A form for creating a new outcome. It has three main sections: 1. 'Name this outcome:' with a text input field containing 'New Outcome' and a circled '1' next to it. 2. 'Friendly name (optional):' with an empty text input field and a circled '2' next to it. 3. 'Describe this outcome:' with a rich text editor. The editor has a toolbar with various icons (bold, italic, underline, text color, background color, link, unlink, image, math, video, audio, list, indent, outdent) and a 'Paragraph' dropdown. A circled '3' is next to the text area. At the bottom right of the text area, it says '0 words'.

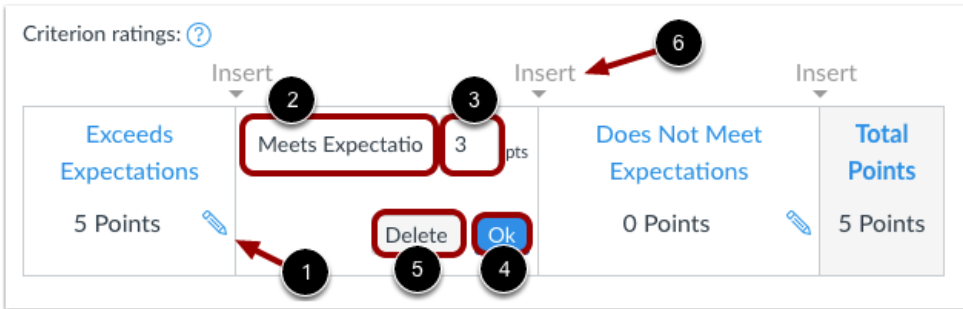
Enter a name for the outcome in the Name this Outcome (1). This is the official name of the outcome that will also appear in the Learning Mastery Gradebook.

**Outcomes should use the naming convention YrSemester CourseAbbreviationNumber SLO## (example: 18FA MUS101 SLO01, 18FA MUS101 SLO02)**

To create a friendly name for student view, enter a name in the Friendly name (optional) (2). The Friendly Name creates a custom outcome name displayed to the students. Example: “Writing Proficiency” instead of MUS101 SLO01

Use Rich Content Editor field (3) to create your outcome. Enter the Outcome Description in the provided text box. The description is where the Student Learning Outcome is stated.

- **Add Criterion Ratings:**

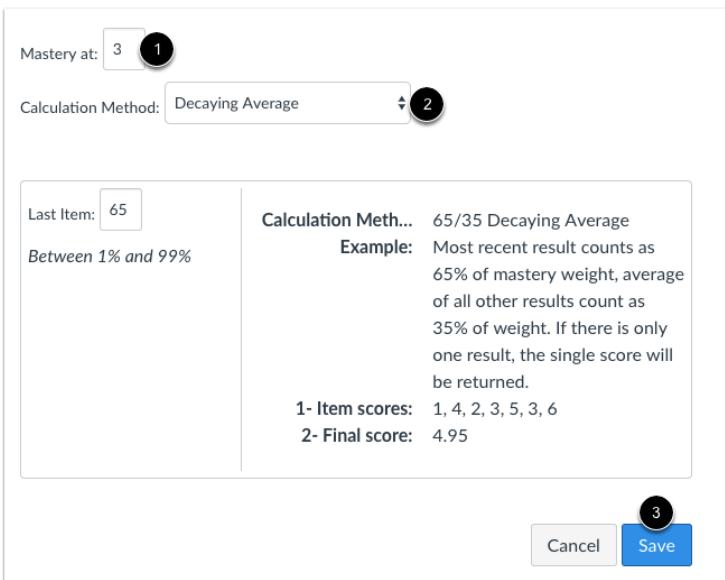


Click on Edit icon (1) to edit the criterion rating. You can change the existing name for criterion in the Criterion Name Field (2). Set the criterion point value by typing in the Point field (3).

To save criterion, Click OK (4). To remove the criterion completely, click the Delete button (5).

To add additional criterion ratings, click the Insert (6).

- **Set Mastery and Calculation Methods:**



Set the mastery point value in the Mastery at (1). This field indicates the number of points that must be achieved for mastery according to the criterion ratings.

In the Calculation Method (2) drop down menu, select the calculation method for the outcome. By default, new outcomes are set to the Decaying Average calculation method.



**Use a consistent Mastery Level point value for all Outcomes for a course. Do NOT change an outcome once it is being used for student assessment, as this will impact the validity of the data and analytics.**

## Select Calculation Method:

You can set one of four calculation methods: Decaying Average, n Number of Times, Most Recent Score, and Highest Score.

**Decaying Average:** Select this option to average assessment item scores with a greater weight for the most recent assessment item. The Decaying Average calculation splits the total percentage between the most recent assessment item and an average of all prior assessment items. For example, you can set the most recent submission to be weighted at 40% of the total and prior items to be weighted at 60% of the total.

Enter a percentage between 1% and 99% for the most recent item weight. The remaining amount is used to weigh prior scores. The percentage split is set to 65/35 by default. The average is rounded to the next two decimals. If there is only one result, the single score will be displayed.

**Number of Times:** Select this option to set a number of times that a student must meet or exceed mastery on a set amount of aligned items. Any scores that do not meet mastery are not used in the calculation. You can specify between 1 and 5 items required for mastery.

**Most Recent Score:** Select this option to always select the score for the most recent assessment item.

**Highest Score:** Select this option to always select the highest score for all assessment items.



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**Check with your department chair for outcomes that were added at the account or sub-account level. You can find and import outcomes that have been created by your department. You can import an individual outcome or import the entire outcome group.**