How to Create GE Rubrics in Canvas

<u>Please note</u>: GE rubrics have been prefabricated in Canvas to enable the GE Faculty Fellows to collect assessment data from every GE course. The data from all of the rubrics in a given quarter will be sent in one large spreadsheet to the Faculty Fellows and Director of Assessment. The Faculty Fellows and Director of Assessment are only interested in looking at and reporting on aggregate findings across all courses. They will never divulge to anyone any individual faculty members' assessment data.

While the rubrics have been set up for you to assess the GE outcomes in your courses, you can also use them simultaneously to grade students if you want. As the instructions on the following pages will explain, when you create the rubric you can decide whether or not you want the GE outcomes to count toward students' grades. You can also add your own outcomes to the rubric. The data from any unique outcomes you create will reside exclusively with you—that is, the Faculty Fellows and Director of Assessment won't have access to them.

## Steps for Creating a Rubric in Canvas for a Course Assignment

➢ Create assignment. (See document called "How to Create an Assignment in Canvas.")

➢ <u>Make Decisions</u>: Each rubric you create needs to be associated with a specific assignment that you've created in Canvas. Before creating the assignment's rubric, you have a number of decisions to make. Your answers to these questions will affect how you set up the rubric (and consequently which sections of this document you will need to consult):

|	Question	If yes to the former:	If yes to the latter:
1	Do you want the points from the GE SLOs to count toward students' grade on the assignment or do you want to use the GE SLOs for assessment purposes only?	You will select the generic version of the prefabricated GE rubric.	You will select the "No Points" version of the prefabricated GE rubric.
2	Will you be assessing all of a GE skill's SLOs with this assignment or will this assignment bear only on one, two, or three of the skill's SLOs?	You can skip the section "How to Eliminate an SLO from the Rubric" when you get to that part of the document.	You will need to follow the steps in the section "How to Eliminate an SLO from the Rubric" below "How to Modify the Rubric."
3	Will you just assess the SLOs from one GE skill with this assignment or will you assess the SLOs from more than one GE skill with this assignment?	You can skip the section "How to Add a GE SLO to the Rubric" when you get to that part of the document.	You will need to follow the steps in the section "How to Add a GE SLO to the Rubric" below "How to Modify the Rubric."
4	Do you plan to use this assignment exclusively for the GE SLOs or do you plan to add your own outcomes (grading criteria) to the rubric that are specific to your course?	You can skip the section "How to Add an Outcome that You've Created" when you get to that part of the document.	You will need to follow the steps in the section "How to Add an Outcome that You've Created" below "How to Modify the Rubric."

➢ Step 1: Find Assignment. Regardless of your answers to the four questions above, the first step in creating the rubric is finding the assignment that you will use the rubric to evaluate. To do that, click on Assignments on the left-hand navigation menu. And then click on the name of the assignment.
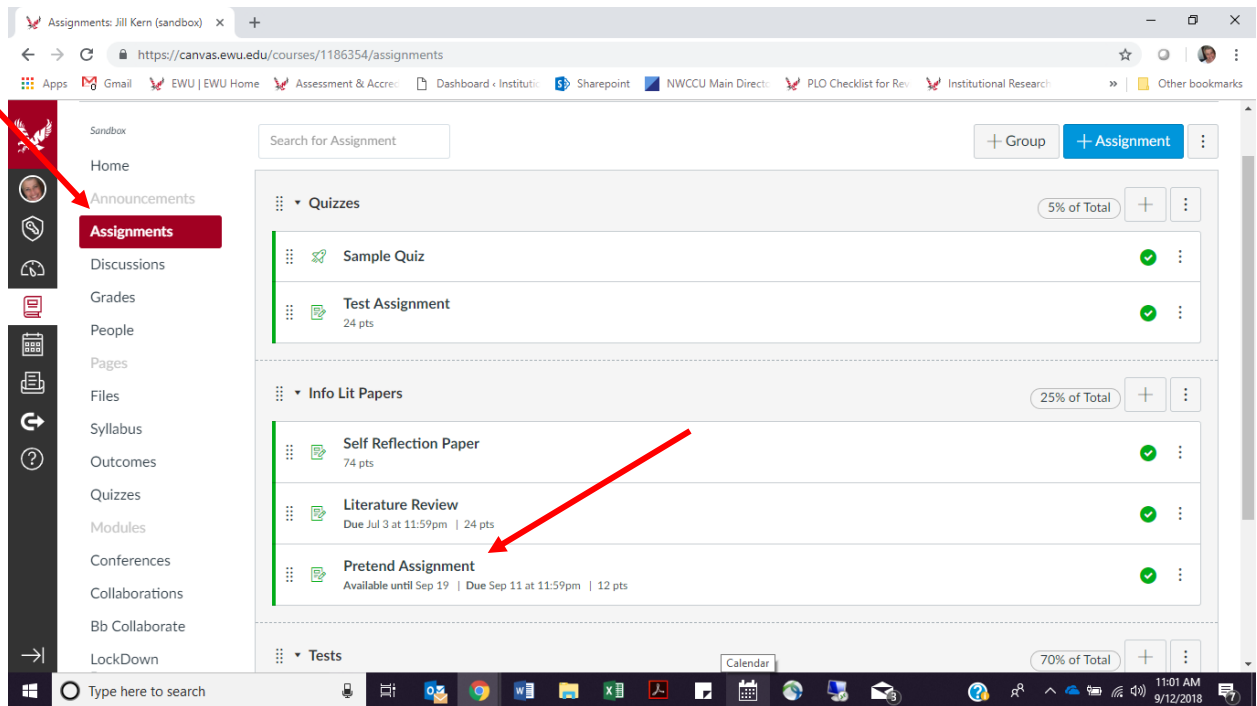

➢ Click on the "+ Rubric" button.
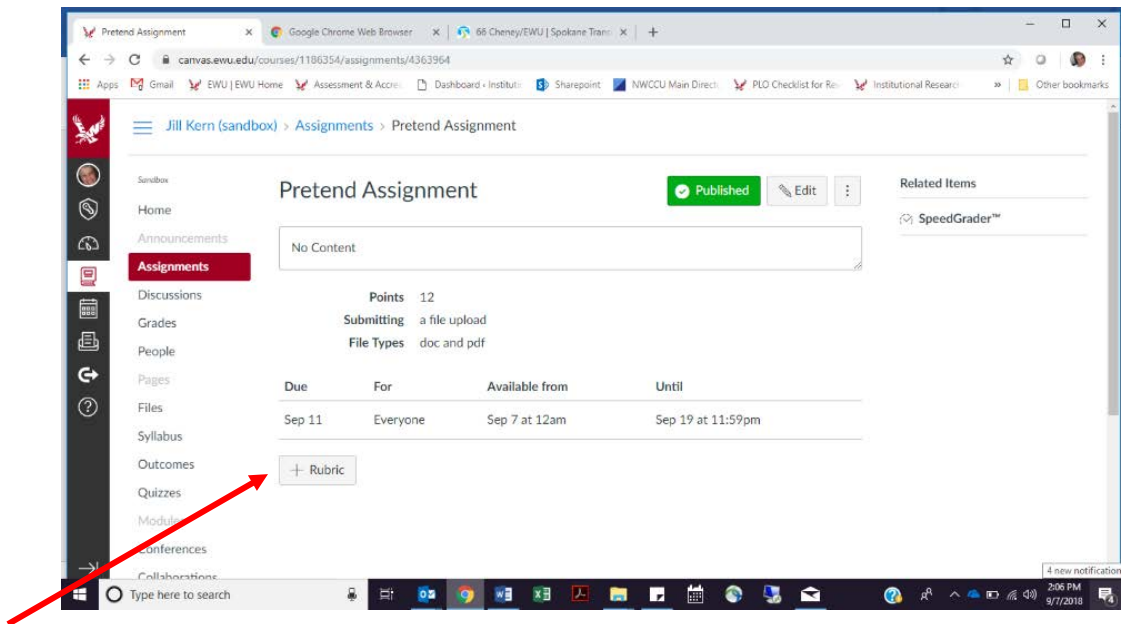
➢ Click on the second of the three boxes below the rubric—that is, "Use this rubric for assignment grading." Do this even if you don't want the assignment to count in any way toward students' grades. Do <u>not</u> select the top button ("I'll write free-form comments when assessing students."). You will be able to write free-form comments when you assess/grade students' assignments even if you don't select this button. Once you check the second box, the third box will disappear as the bottom of the two pictures below shows.
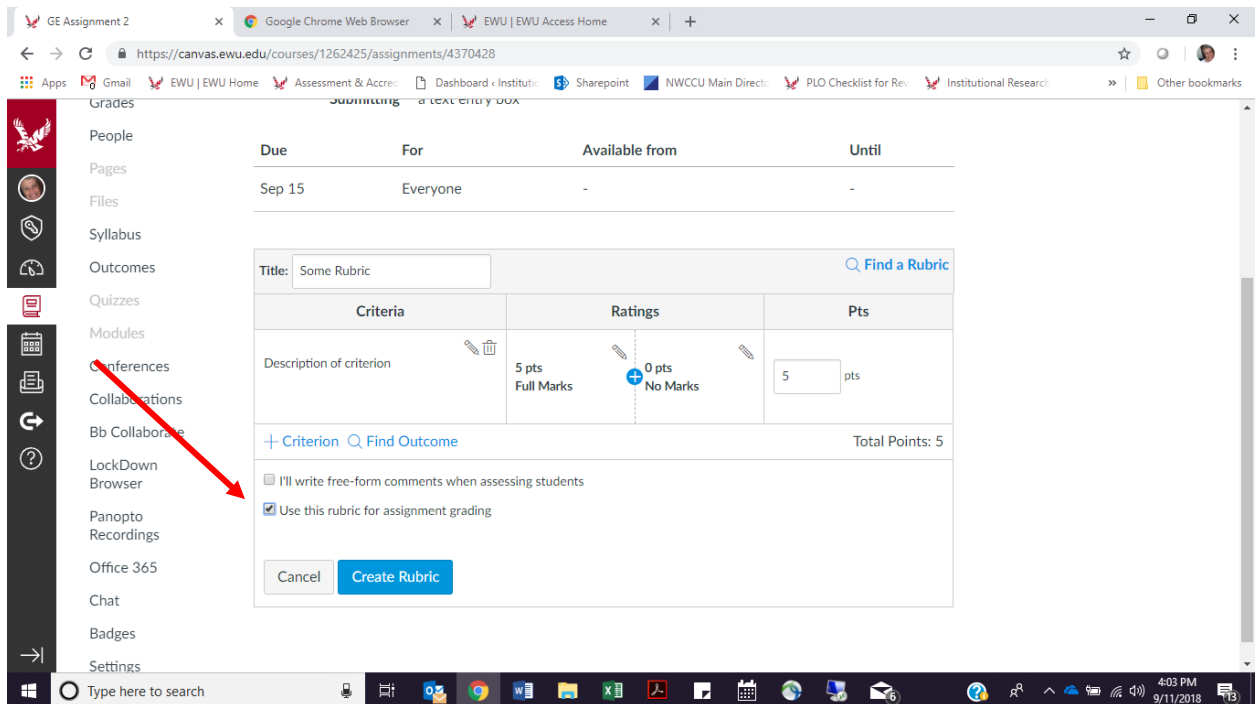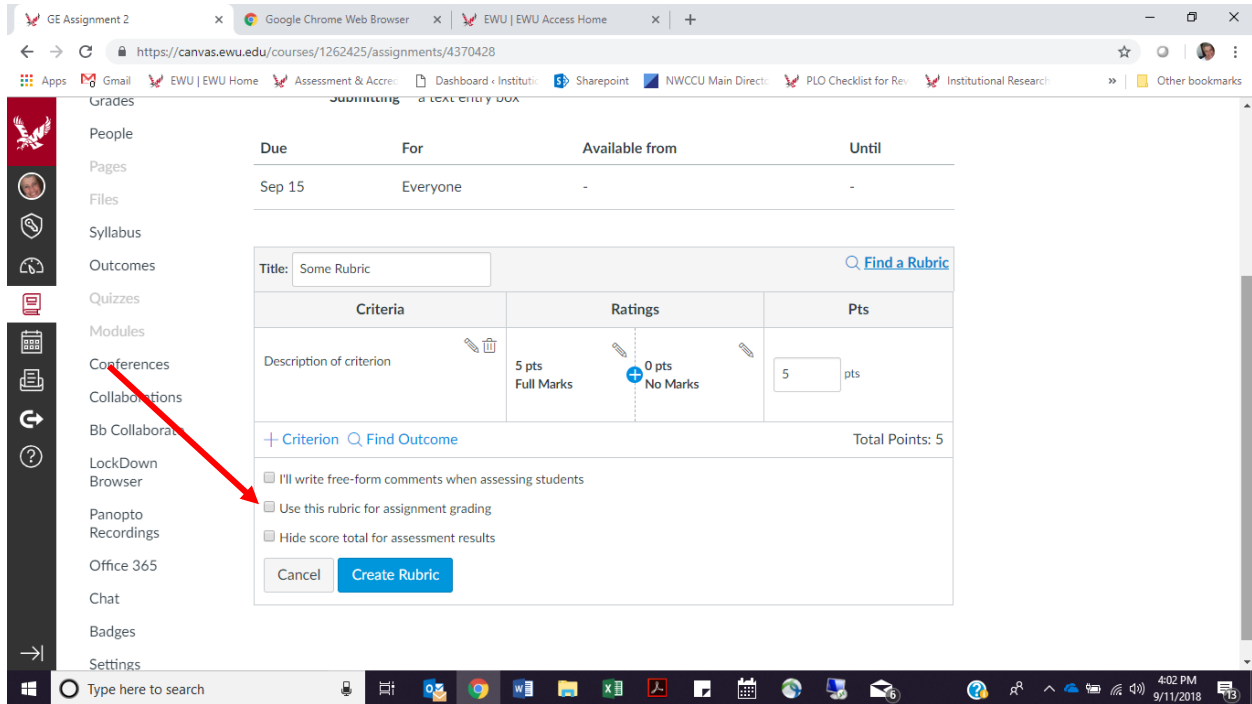
➢ Step 2: Find the Rubric. Click on "Find a Rubric."
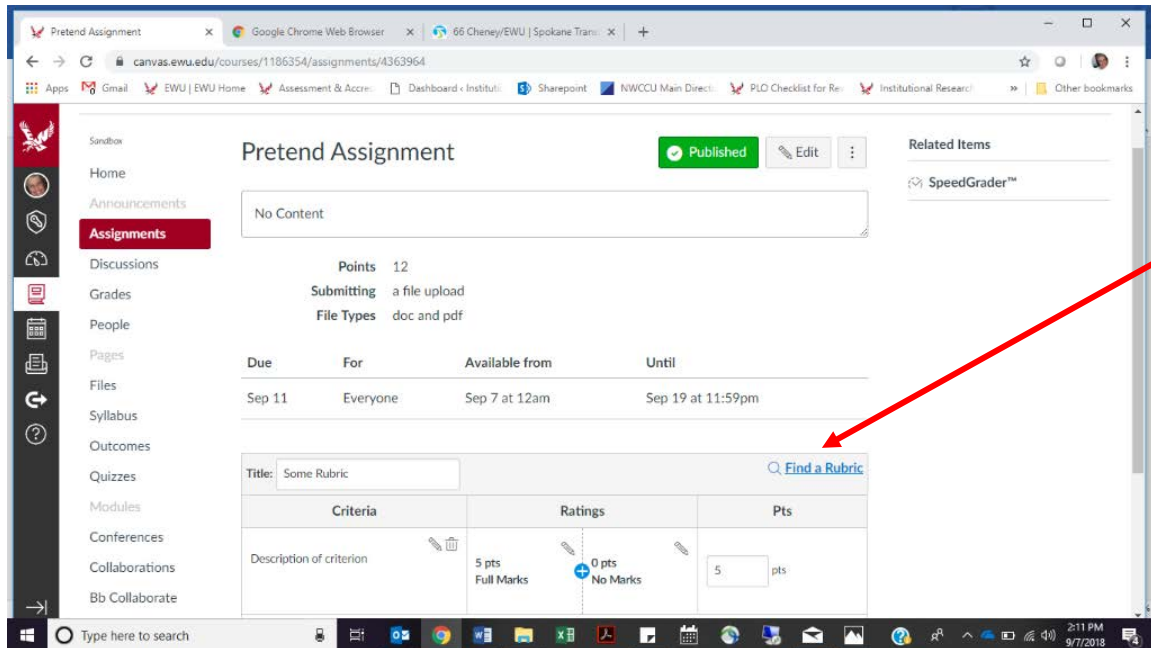
➢ Click on Eastern Washington University.
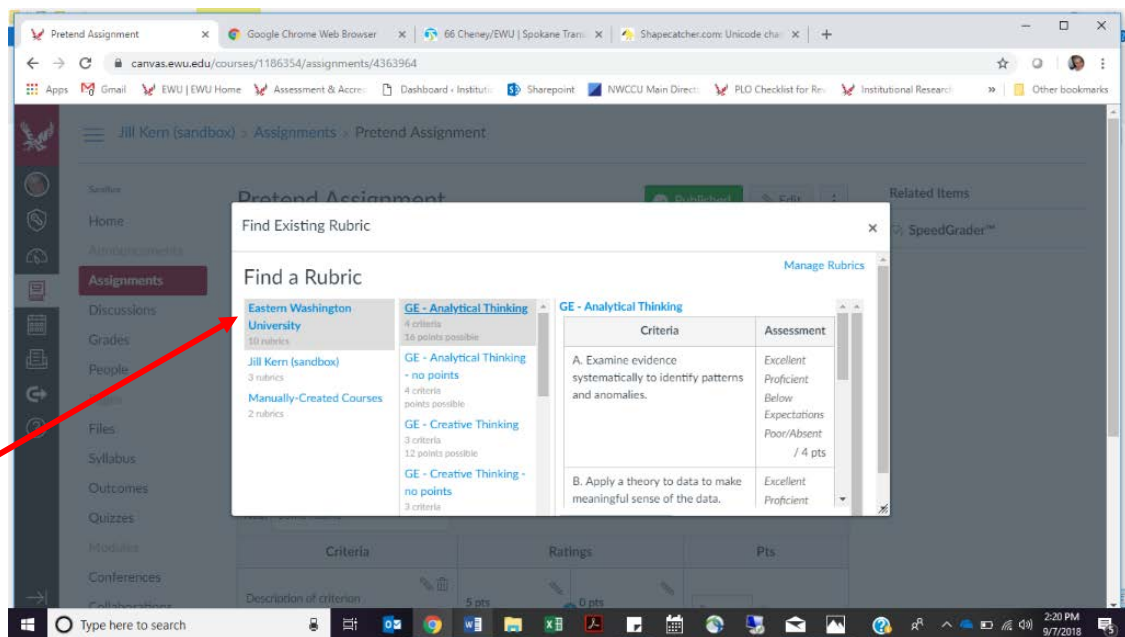
➢ A rubric has been prefabricated for each of the GE skills. Select one of the GE skills' rubrics that you will use in whole or in part for this assignment.

  ➢ If you do not want the GE SLOs to count toward students' grade on the assignment, click on the "no points" version of the rubric. Otherwise, click on the other (generic) version of the rubric. In the example, we're choosing "Written Communication." Since we plan to have the Written Communication SLOs count toward students' grade on the assignment, we are choosing the (generic) Written Communication rubric.
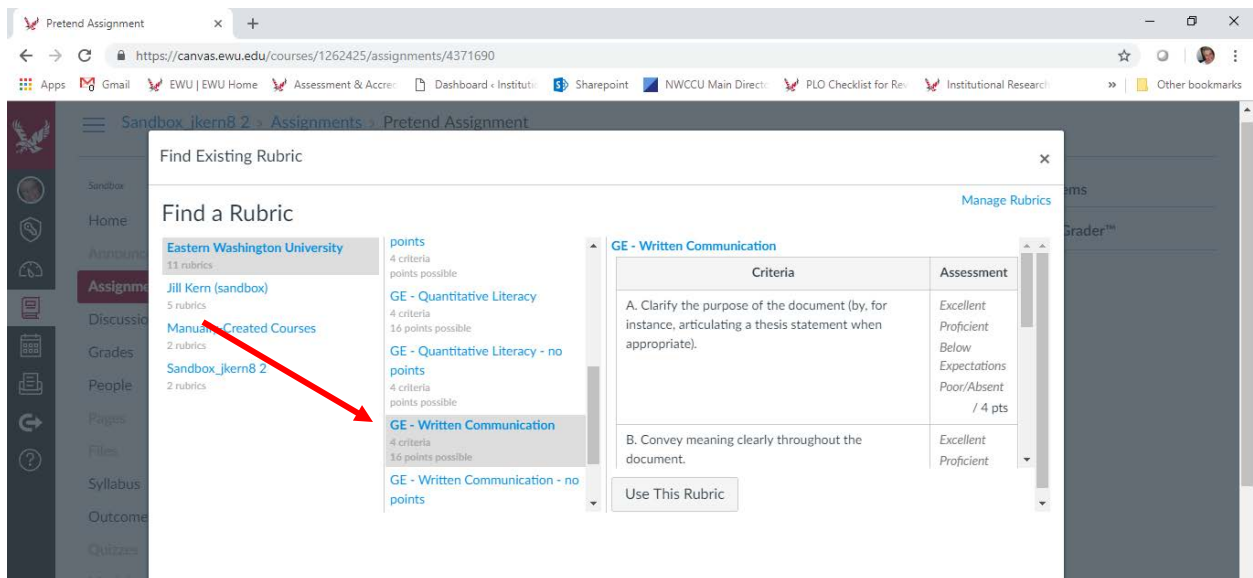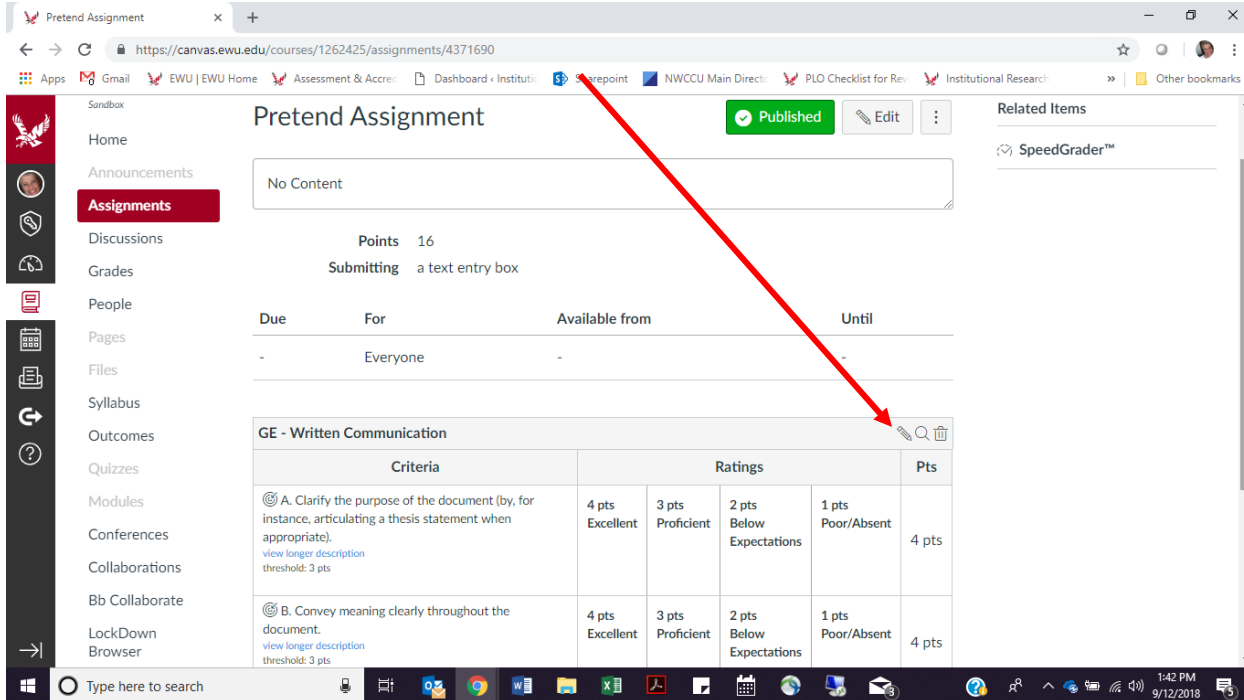
➢ Click on "Use This Rubric" button. You will likely need to increase the size of the window in order to find the "Use This Rubric" button. To expand the window, click on the lower right-hand corner where the bottom arrow is in the picture below and stretch the box to increase it.
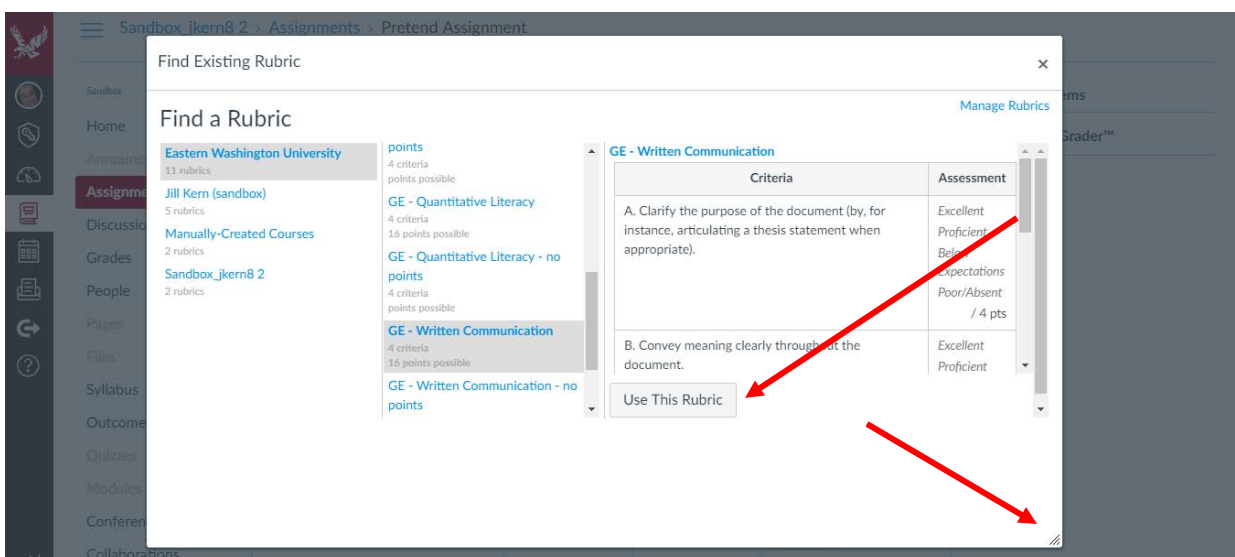
If you want to use the rubric as is, you're done! To learn how to use the rubric for your assignment, go to the document "How to Grade and Assess in Canvas."

<u>How to Modify the Rubric</u>

➢ If you want to modify the rubric in any way, click on the little pencil icon.

Once you click on the little pencil, you can modify the rubric in any number of ways. Unfortunately, one of those ways is not by changing the number of points. Canvas will only allow you to choose whether a GE SLO has zero points (i.e., does not affect a student's assignment or course grade) or four points. That said, if you go with four points (i.e., you want the SLO to affect the assignment and course grade), you can adjust how much four points affects the overall course grade by modifying the relative weight that's accorded to each assignment. (For help setting this up, contact the Instructional Technology team at instructionaltech@ewu.edu or x6656.) Please also note that while the number of points is fixed for the GE SLOs, you can assign however many points you want to any SLOs ("criteria") that you create.

The three major ways that you can modify the rubric is by doing one or more of the following:

• Eliminating one or more SLOs ("criteria") from the rubric
• Adding one or more SLOs from another GE skill to the rubric
• Adding an outcome that you've created to the rubric

A section devoted to each of these three modifications can be found below. Skip those that don't apply to the rubric that you want to use for the assignment.

How to Eliminate an SLO from the Rubric

➢ You can eliminate an SLO by clicking on the garbage can icon above the SLO description.

➢ Repeat for any other SLOs you want to delete from the rubric.

➢ Click on the blue "Update Rubric" button.

You can add one or more SLOs from another GE skill (e.g., Information Literacy) to the assignment rubric. It takes a bunch of steps but it's not that hard to do if you follow the instructions.

➢ The first step is to click on "Outcomes" from the left-hand navigation menu.
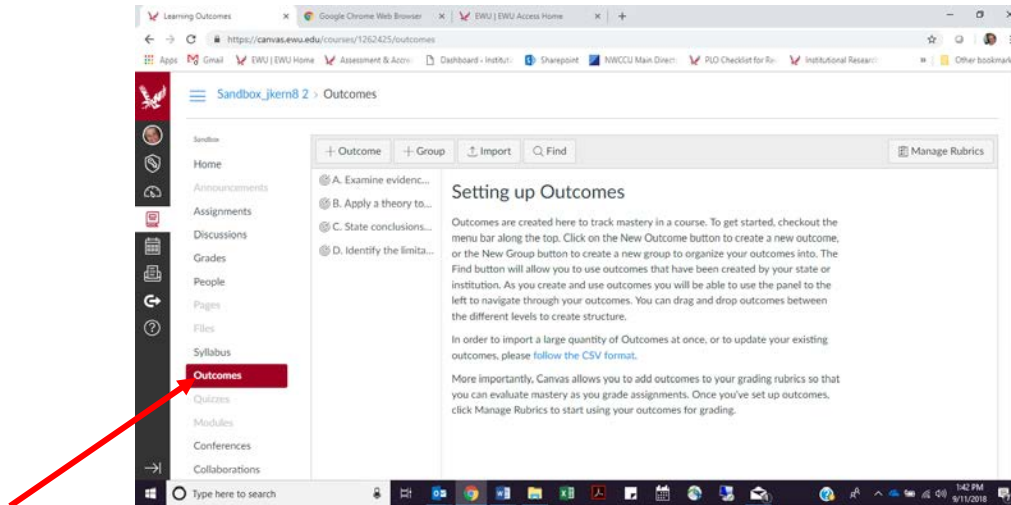
➢ Click on Find.
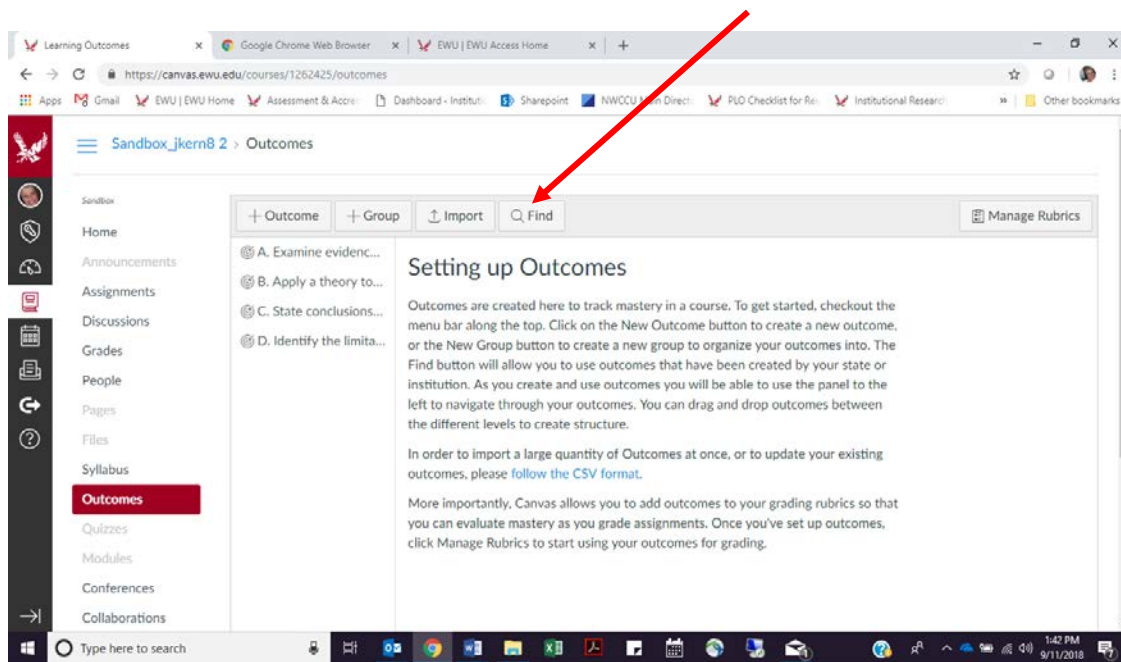
➢ Click on Account Standards.
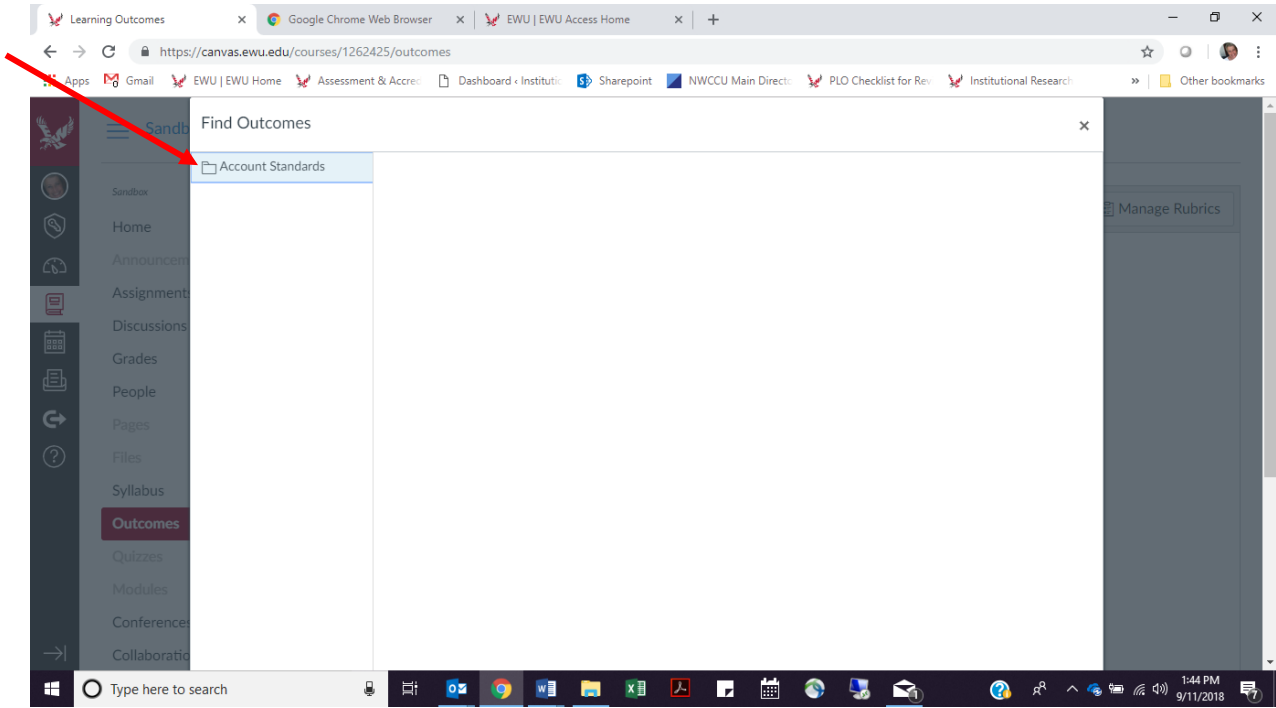
➢ Click on Eastern Washington University.
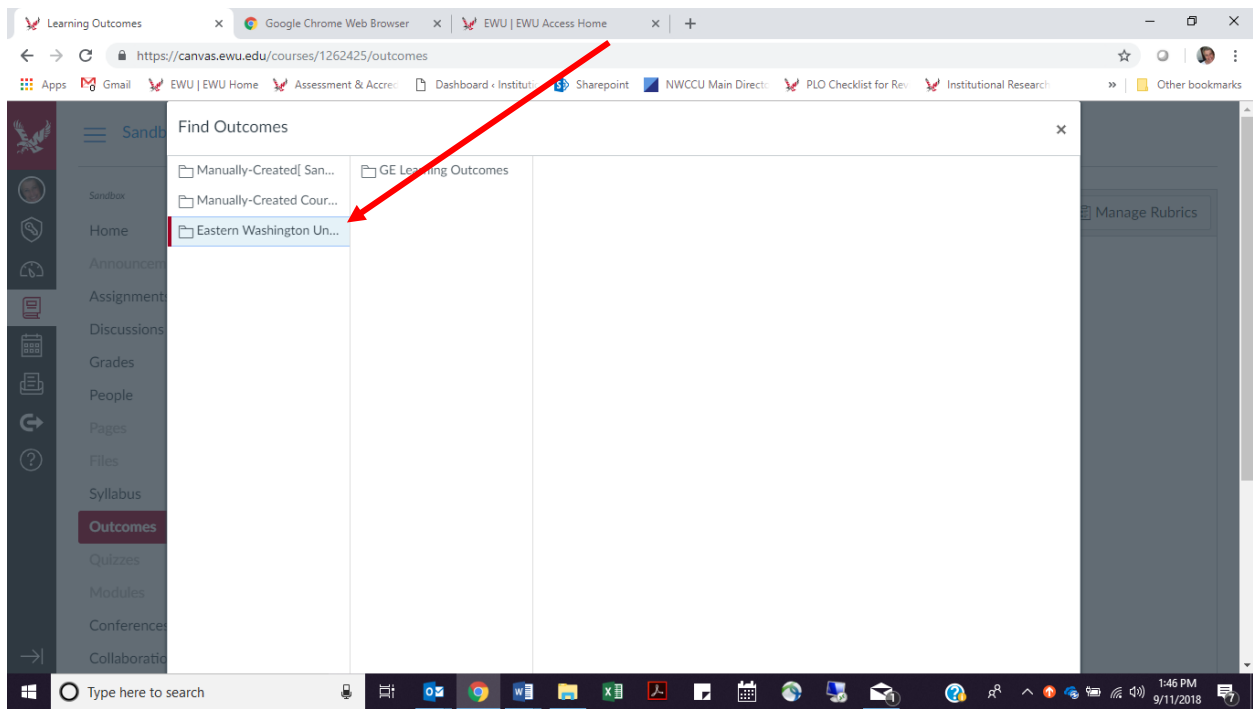
➢ Click on GE Learning Outcomes.
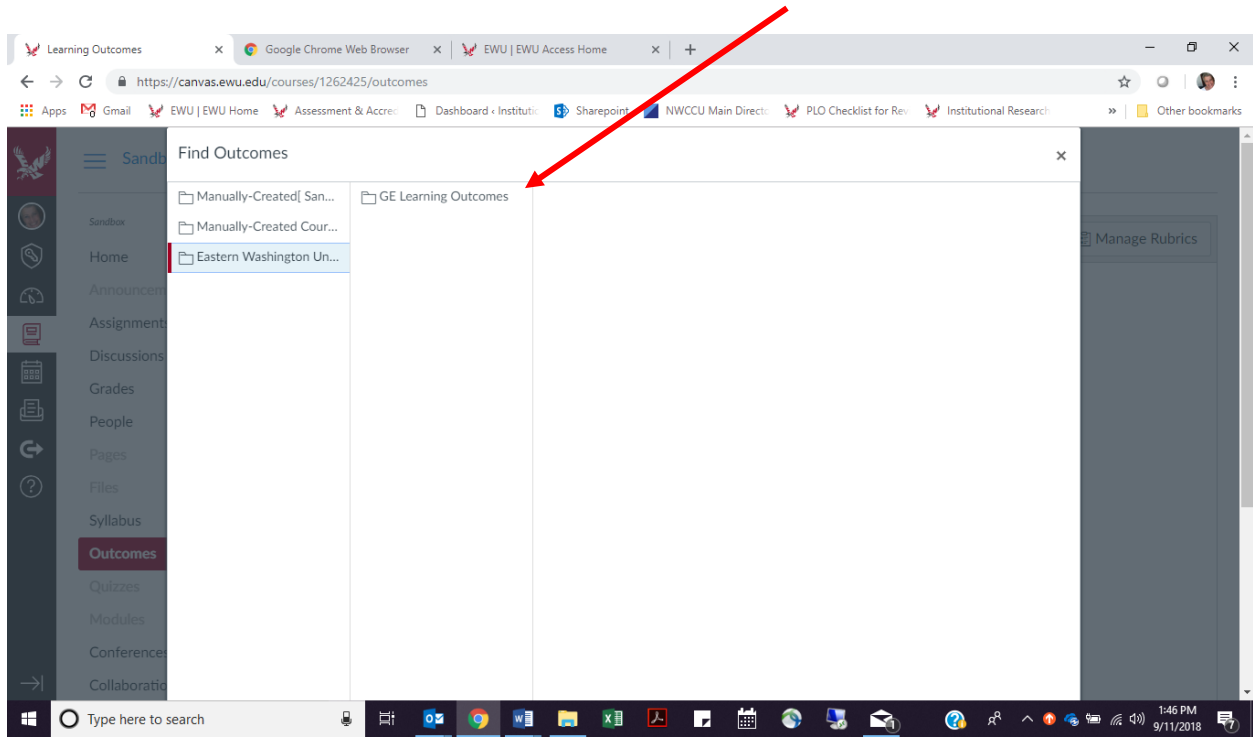
➢ Click on the GE skill that has one or more SLOs that you want to include in your assignment rubric. In this example, we are selecting Information Literacy.
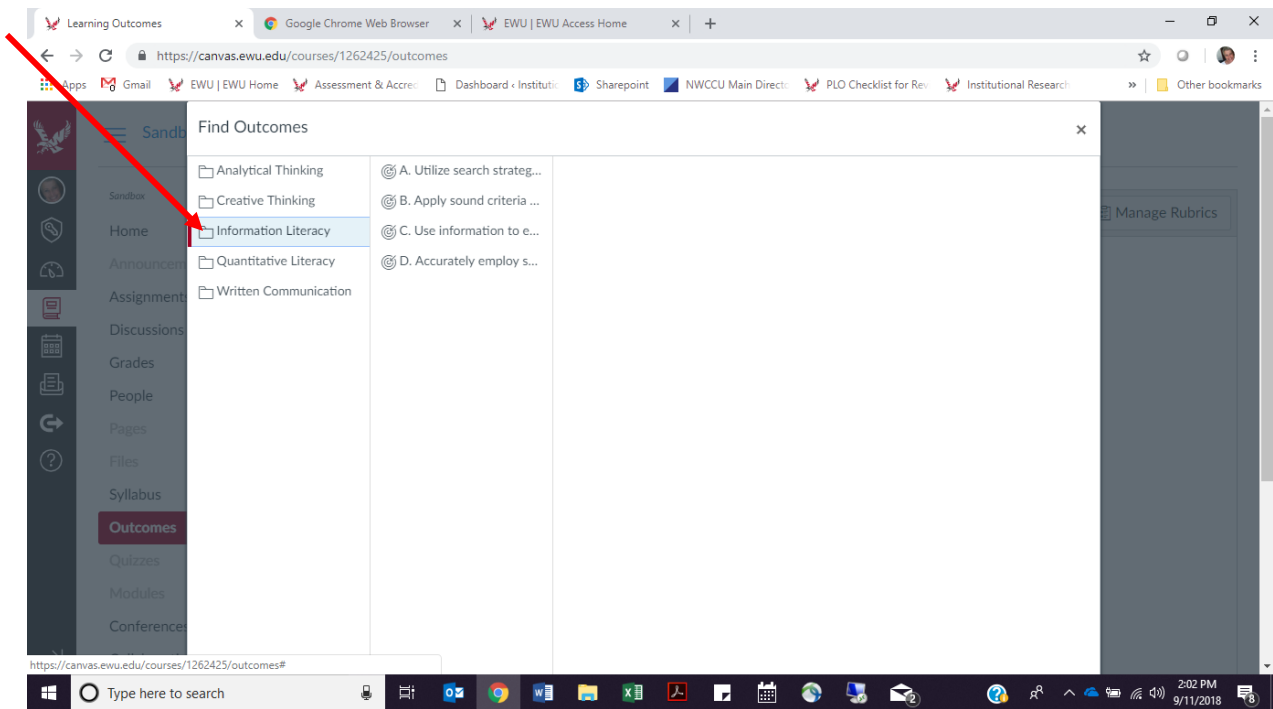
➢ The SLOs associated with that GE skill will appear in the second column (see red brackets). You don't need to do anything except scroll down to the bottom of the page.
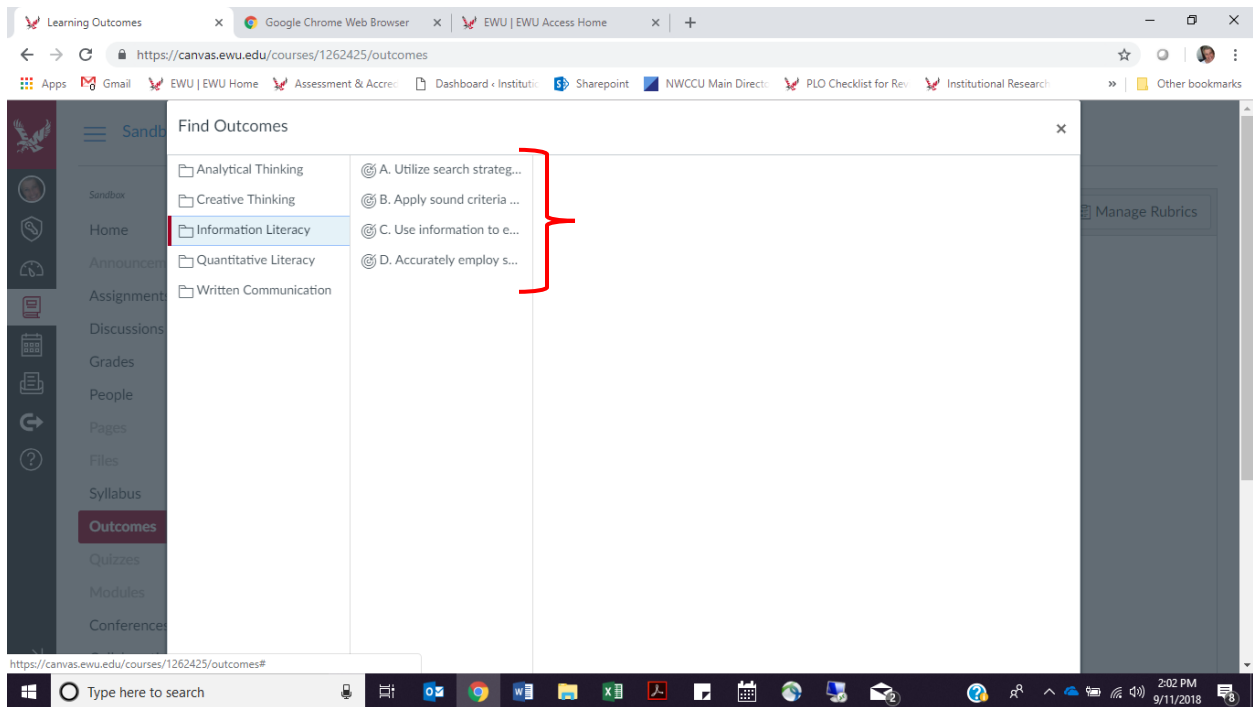
➢ Click on the blue Import button at the bottom of the page.
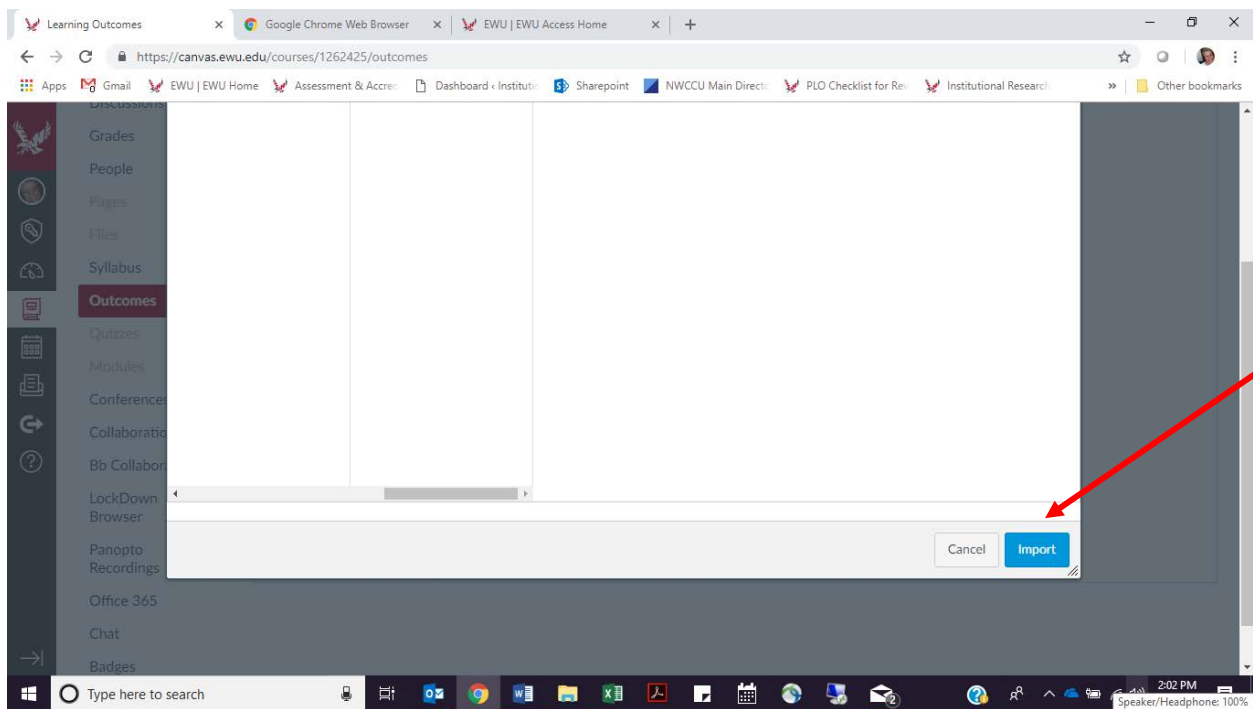
➢ You'll get a message asking if you want to import that GE skill (which it calls a group) into your course (which it also calls a group). Click on blue OK button.
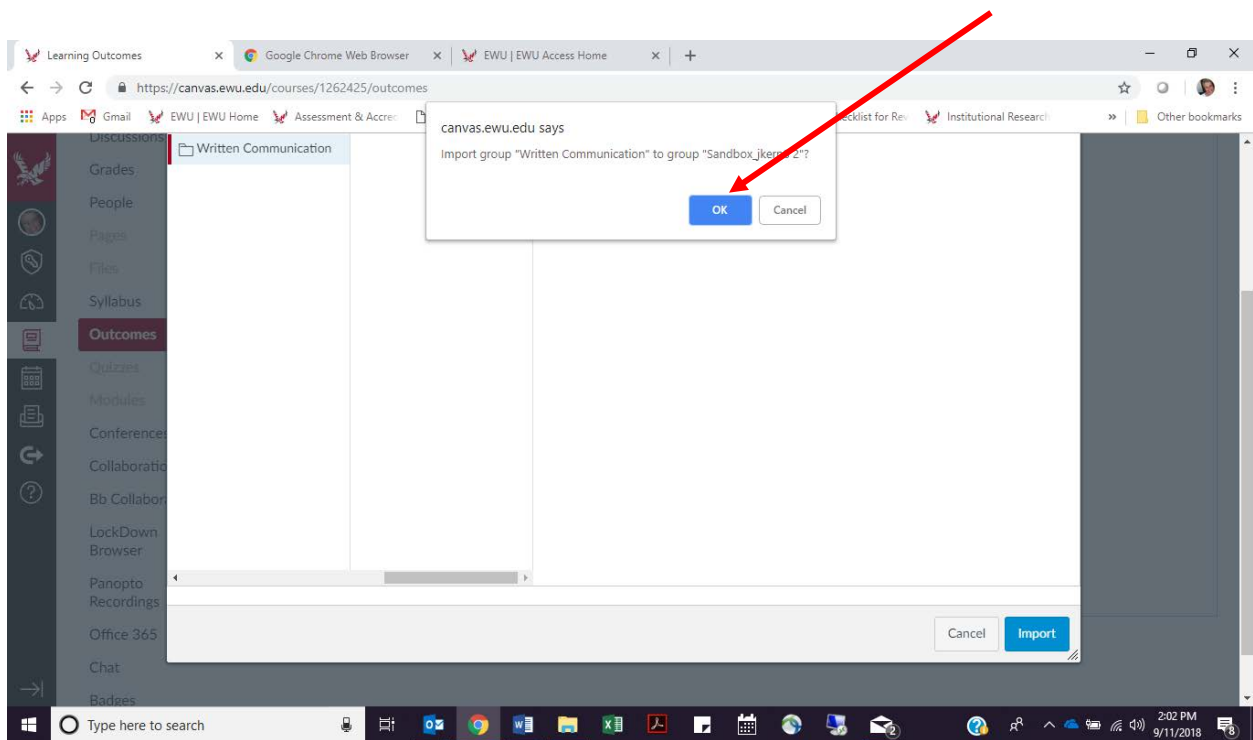
➢ You're screen will look like the following. Good! You've just successfully imported the Information SLOs into your course. There's no need to do anything: Don't click on move, edit, or delete. The next step will be to import the SLOs from the Information Literacy GE skill that you want to include in your assignment's rubric.
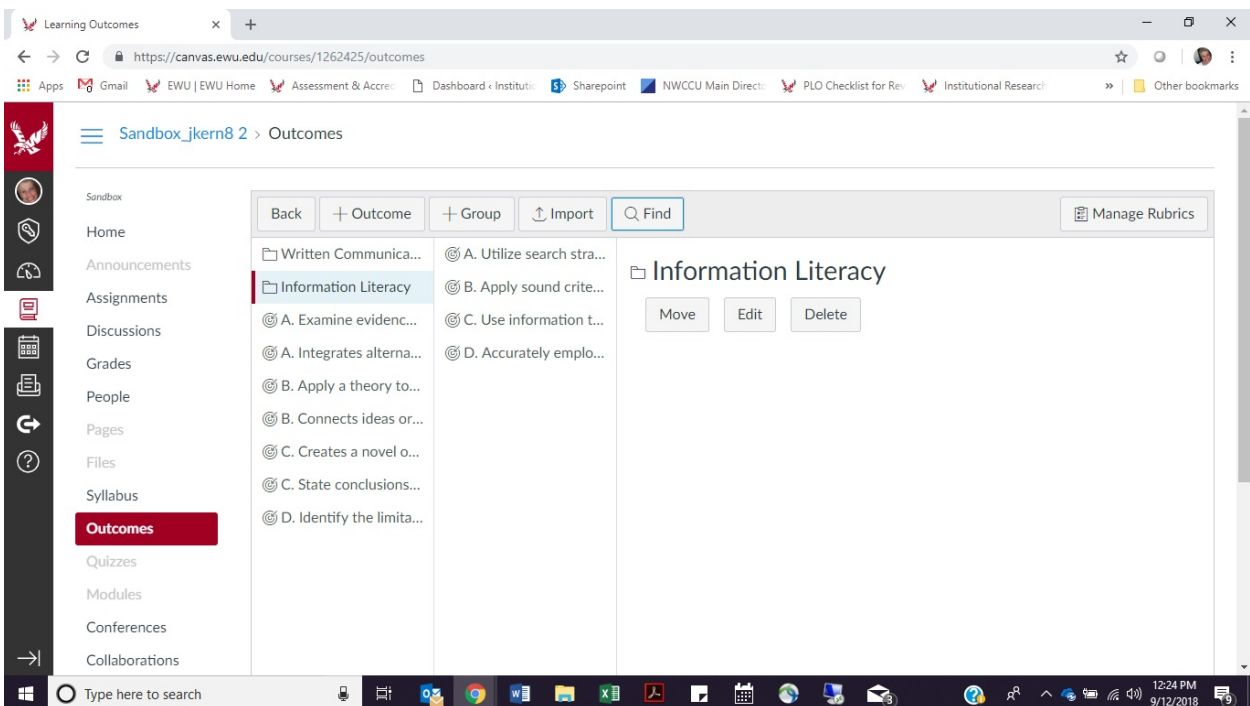
➢ To add one or more SLOs to the rubric from the GE skill you imported into your course, go to the rubric. To get to the rubric, you first need to find the assignment. Access the assignment by clicking on Assignments on the left-hand navigation menu and then clicking on the name of the assignment.

➢ After you click on the assignment, you will see the rubric. Click on the little pencil so you can modify the rubric.

➢ Scroll down to the bottom of the rubric and click on the Find Outcome button.

➢ Select the SLO you want. For this example, we're going to choose Apply Sound Criteria.

➢ Decide whether or not you want this SLO to contribute to students' grade or if you just want to use it for assessment purposes. If you want it to count toward students' grade, click on the "Use this criterion for scoring" box. If you don't want it to count (i.e, you want it to be worth zero points), leave the box unchecked.
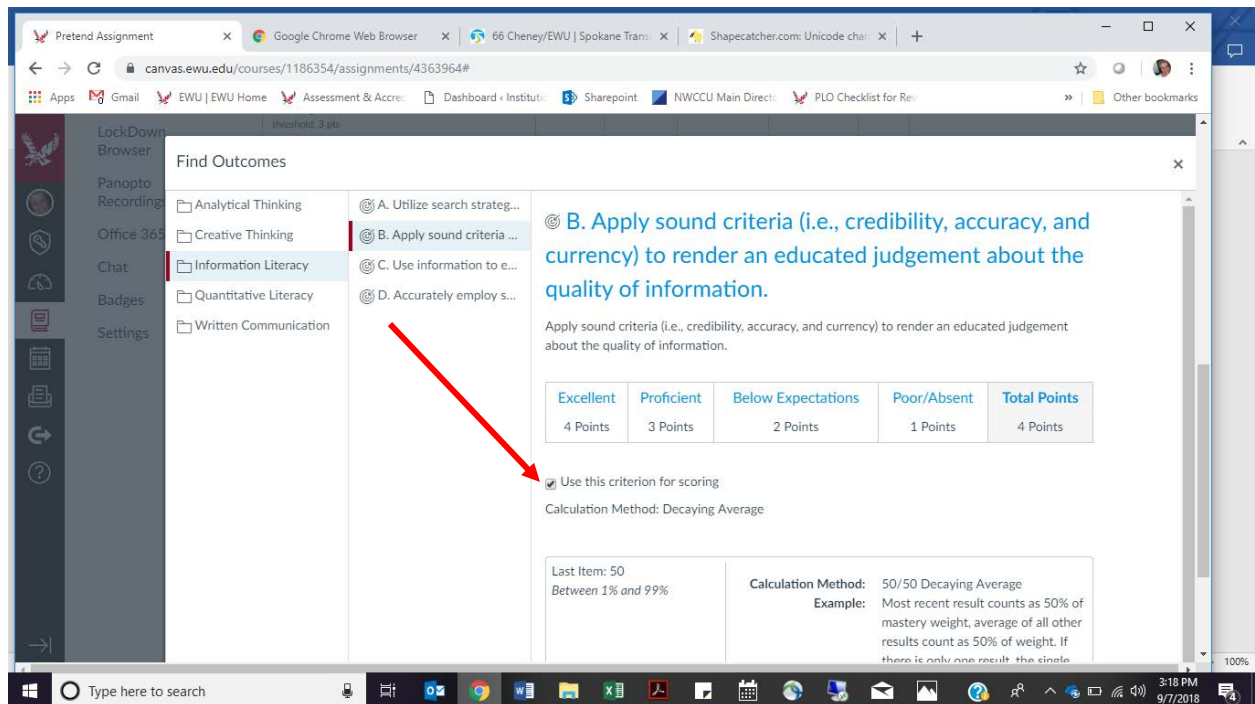
➢ Click on Import.

➢
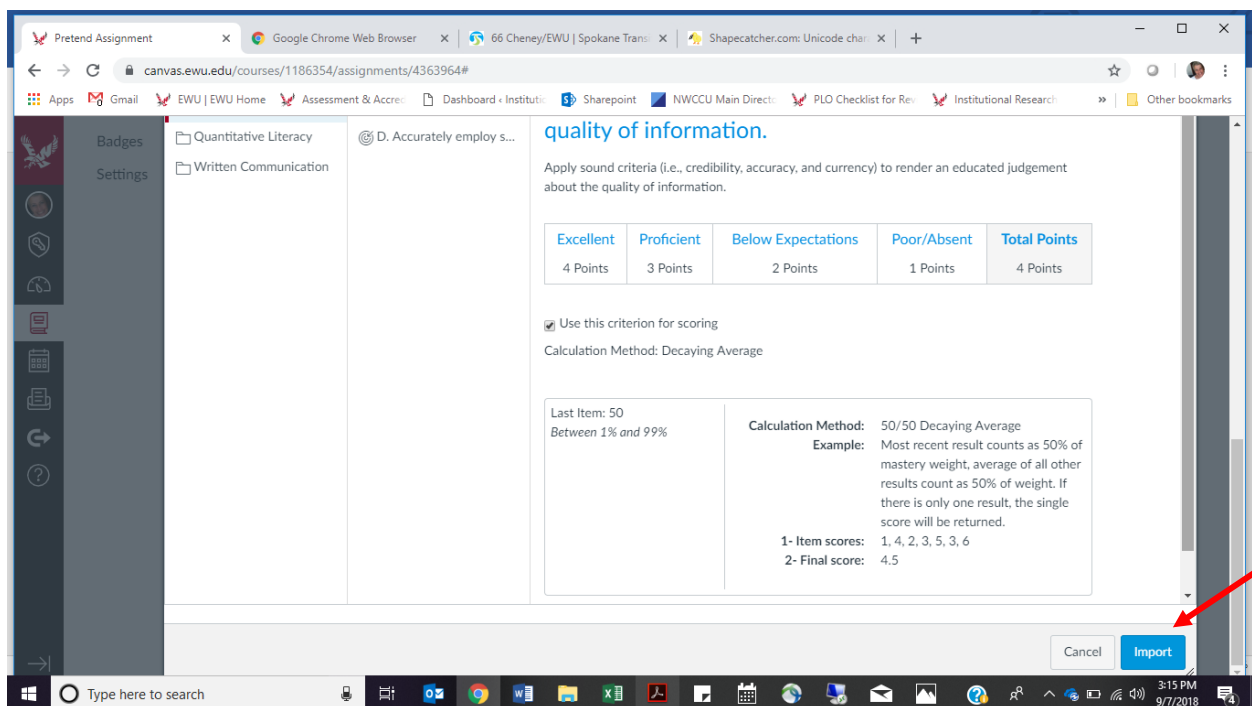
➢ Repeat the last four steps to add more Information Literacy SLOs.

➢ Click on the blue "Update Rubric" button when you've finished adding SLOs to the rubric.

You may want to use this assignment not just for assessing/grading students on the GE SLOs but also for grading them on course-specific SLOs that you've created.

➢ To add your own SLOs to the rubric, go to the rubric. To get to the rubric, click on Assignments on the left-hand navigation menu and then click on the name of the assignment.

➢ When the rubric appears, scroll to the bottom of it and click on the + Criterion button.

➢ Click on New Criterion. (It's a little hard to spot because it's in a small font. It's just above the word Duplicate.)
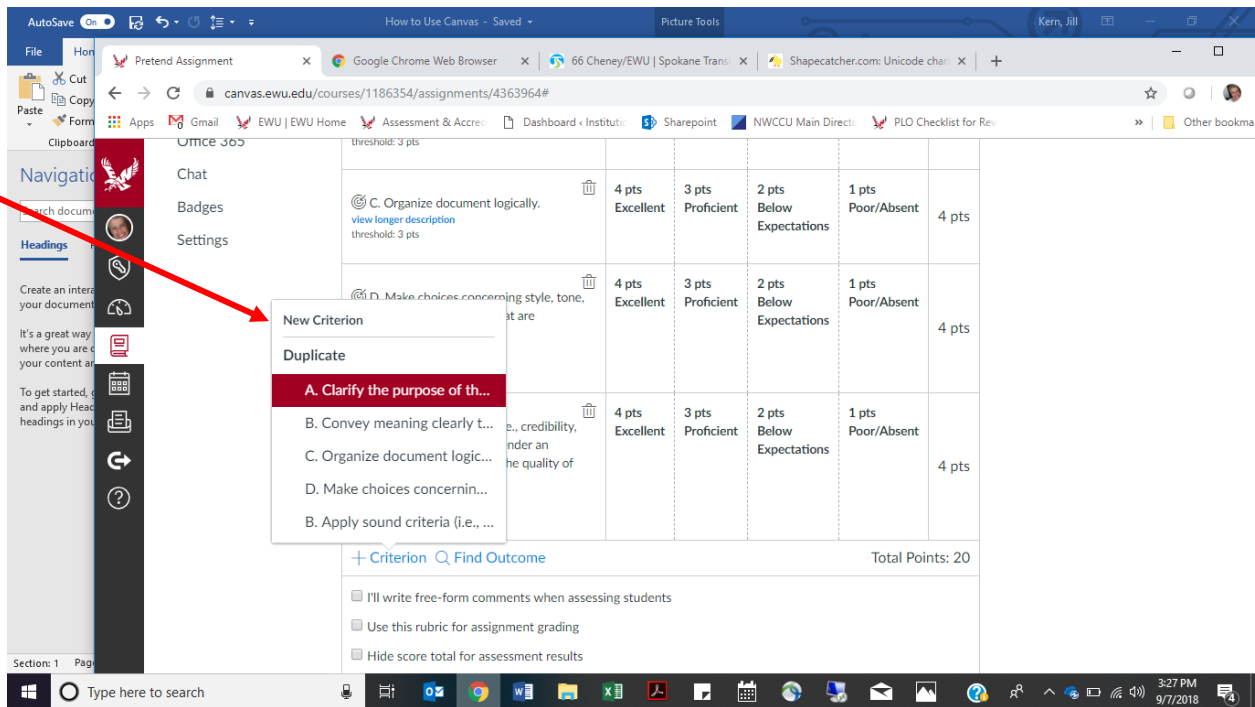

➢ Call the SLO ("criterion") whatever you'd like. Type it in the Description box. Then, click on the Create Criterion button.
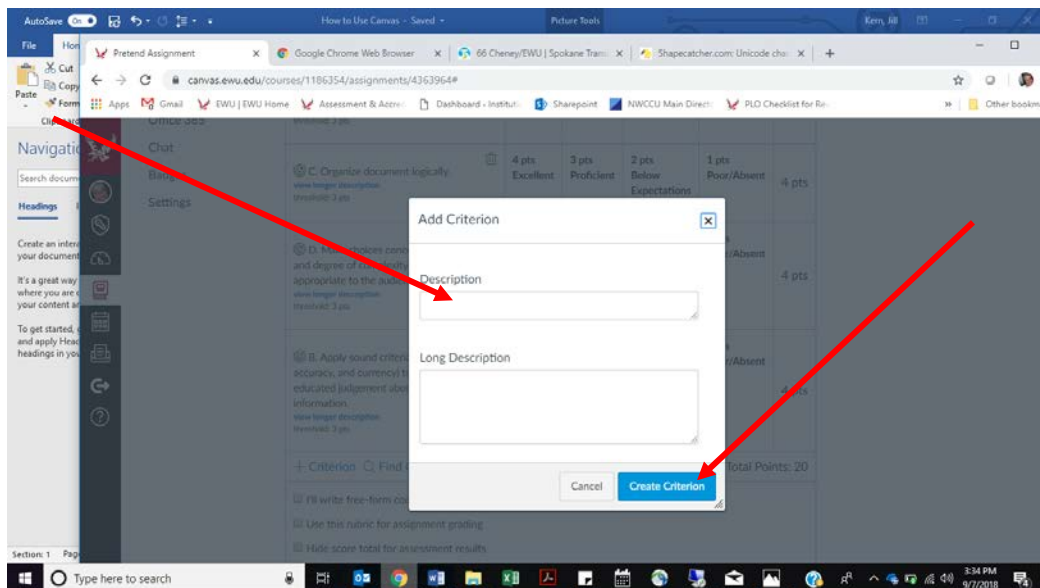
➢ You can then modify the rating scale for this SLO. To edit the number of points you want to assign to the highest place on the scale (e.g, change 5 pts to 10 pts or 4 pts) or change the rating label (e.g., change "Full Marks" to "Excellent" or "Exemplary"), click on the little pencil.
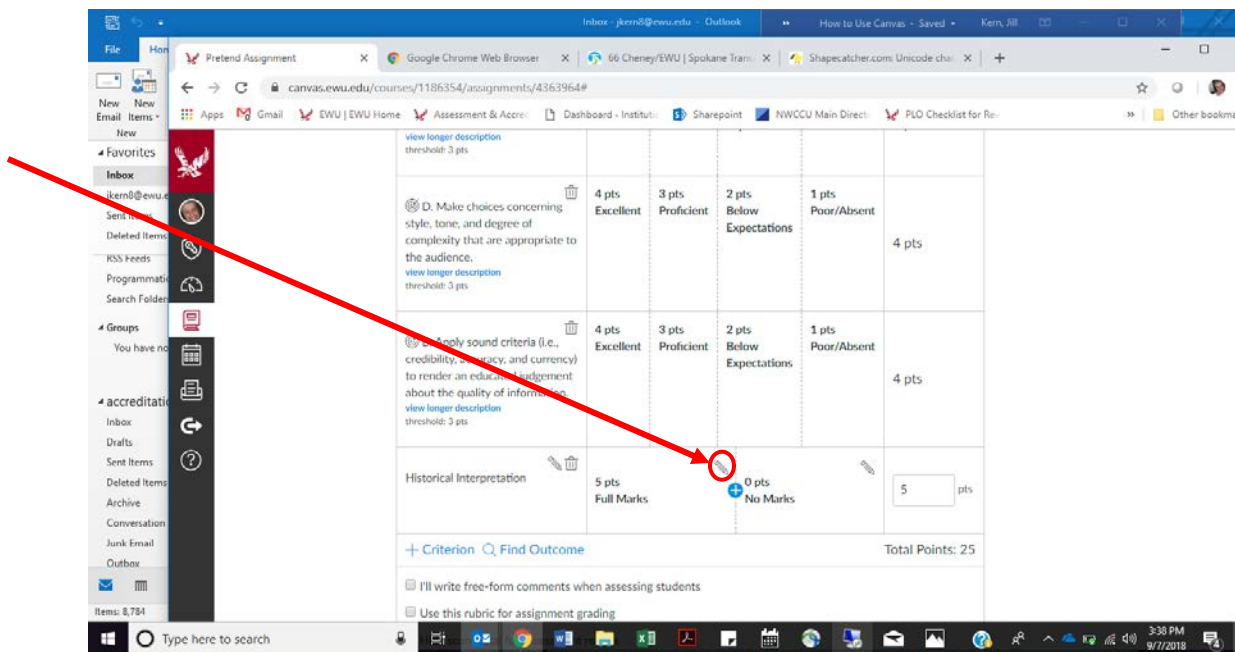

➢ Insert the number of points you want to assign to the highest rating in the Rating Score box (which should be equal to the number of points you want to assign to the SLO. In other words, if you want the SLO to be worth 10 points, the highest rating on the scale needs to be 10 points.) Change the Rating Title if you'd like (e.g., from Full Marks to Excellent). Then, click on the blue "Update Rating" button.
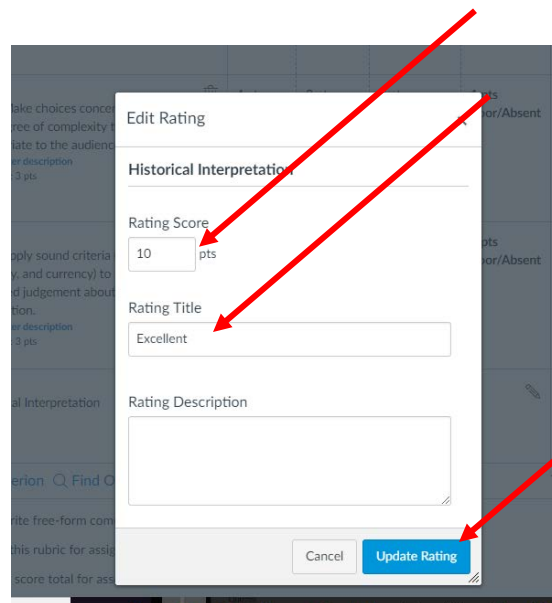
➢ To add another rating on the scale (e.g., "Proficient," "Below Expectations"), click on the blue +.
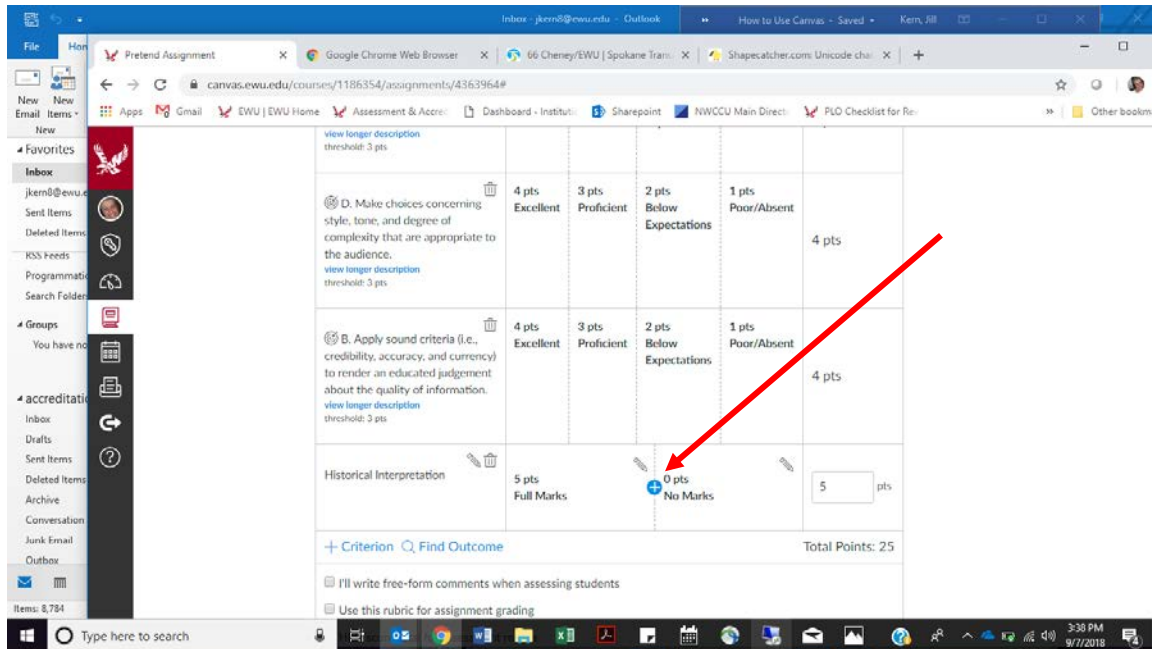
➢ Insert the number of points you want to assign to the second highest rating (e.g., 7 pts) in the Rating Score box. Then, give the rating a name in the Change the Rating Title box (e.g., Proficient, Very Good). Then, click on the Update Rating button. Repeat the previous step and this step for all of the ratings on the scale that you want to assign to the SLO.)
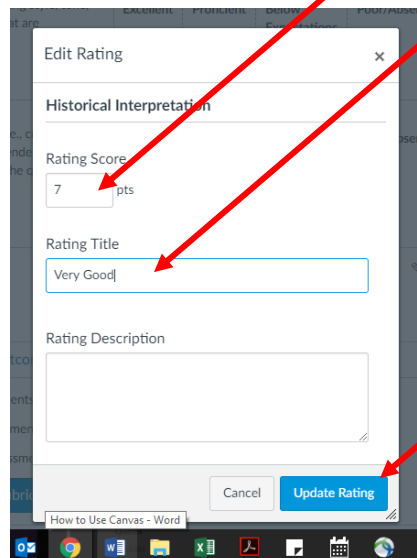
➢ Repeat this process starting with clicking on the + Criterion button to add any other SLOs ("criteria") that you want to use for grading students' assignment.

➢ When you're done, give the rubric you've created a name in the Title box at the top (e.g., Hist 105 GE Rubric.)

➢ Click on the second of the three boxes below the rubric—that is, "Use this rubric for assignment grading."

➢ Last, click on the Update Rubric button at the bottom.

Now, when you go to Assignments and scroll down and click on the assignment name, it will take you to this rubric. Students will see the rubric below the assignment in Canvas. You are encouraged to point this out to them in your written assignment directions so that they can create their assignment in accordance with the criteria on which you will be evaluating them.