

# Program-Level Assessment

## Data Collection and Record Keeping

Data collection procedures and record keeping for program-level assessment of student learning are the responsibility of the program's assessment coordinator. Programs should collect data and store records in the way(s) that make the most sense given the program's context and the preferences of those involved. There are a few guidelines and suggestions

### Guidelines

The Annual Assessment Report asks for summaries of data. Where possible, programs should maintain a record of the most granular data (scores for each rubric item for each student for an assignment from a course used for program-level assessment). The information should also not be anonymous, where feasible. These guidelines will allow data to be used across programs for institution-level assessment.

All information should, however, be kept confidential. In no circumstances should data be presented publically that would allow the identification of an individual student. Where possible, data should not identify an individual instructor, as well.

### Suggestions

Programs are encouraged to use existing institutional structures for data collection and record keeping. These include Banner, Canvas, and Qualtrics (a survey tool). For more information, consult the Director of Academic Assessment.

### Canvas

Canvas allows the creation of what it calls *Outcomes* at the course, department, or institution levels. A Canvas *Outcome* is essentially a single row from a rubric: a learning statement (goal/objective/rubric dimension) and a series of levels of performance. When *Outcomes* are included in grading rubrics within Canvas, the scores entered by the instructors for those *Outcomes* can be dumped into a report, and someone with administrative access to those *Outcomes* can also look at the actual student work uploaded and graded for those *Outcomes*. When an instructor has created course *Outcomes* or imported department or institutional *Outcomes* into a course, he or she can use a Gradebook feature called the Learning Master Gradebook to look at student performance by Outcome rather than by Assignment. The Director of Academic Assessment is more than happy to help configure Canvas for program-level (or course-level) assessment use and train faculty (in groups or individually) on the use of Canvas for assessment.

*The website maintains a repository of current instruction sheets for instructors teaching courses where Canvas is being used for assessment.*