

USING CANVAS FOR ASSESSMENT

Quick Guide for Foundational QA

Underlined items are linked on the Core Assessment for Instructors website. **Bold** items indicate that a short document with detailed step-by-step instructions and screenshots is available on the website. *Italicized* text contains instructions specific to this core category.

NOT USING CANVAS AT ALL

- Review the learning goals for your Core Category.
- Choose assignment(s) to evaluate student learning toward those goals.
- Complete rubrics.
- Send copies of student work and rubric scores to Assessment Office (follow web instructions for **formatting spreadsheet**).

You are allowed to send a sample of work and scores. If you choose to sample, please submit at least ten student scores/work samples for each learning goal

USING CANVAS FOR MOST PEOPLE

- Review the learning goals for your Core Category.
- Choose assignment(s) to evaluate student learning toward those goals.
- **Create the Assignment in Canvas.**
- **Link the appropriate Rubric to your Assignment.**
Use the Foundational QA rubric in the "John Carroll University" account.
- **Have students submit their work in Canvas.**
- **Complete rubrics in Canvas**

USING CANVAS FOR THOSE SPLITTING RUBRICS OR USING THEIR OWN RUBRICS FOR GRADING

- Review the learning goals for your Core Category.
- Choose assignment(s) to evaluate student learning toward those goals.
- **Create the Assignment in Canvas.**
- **Import Outcomes into your course.**
You will need all five Outcomes in the Quantitative Analysis folder, which is in the Foundational Competencies folder.
- **Create a Rubric for each Assignment.**
- **Have students submit their work in Canvas.**
- **Complete rubrics in Canvas**