

USING CANVAS FOR ASSESSMENT

Quick Guide for CAPA

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 the Instructor Rating Form for all students and if you have a relevant assignment, complete the CAPA Assignment Rubric.*
- *For assignments, send copies of student work and rubric scores to Assessment Office (follow web instructions for **formatting spreadsheet**).*
- *Send the Instructor Rating Form and any record of the final performance/product to the Assessment Office as well.*

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.** *(if applicable)*
You can also create an empty assignment, so you don't have to do the Rating Form on paper or by email. Just make an assignment with Submission Type "No Submission" or "On Paper."
- **Link the appropriate Rubric to your Assignment.**
Use the CAPA Assignment Rubric in the "John Carroll University" account for assignments. Use the Instructor Rating Form for submitting your instructor ratings.
- **Have students submit their work in Canvas.** *(if applicable)*
- **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.** *(if applicable)*
You can also create an empty assignment, so you don't have to do the Rating Form on paper or by email. Just make an assignment with Submission Type "No Submission" or "On Paper."
- **Import Outcomes into your course.**
You'll need to click into the Jesuit Heritage category and get all five Outcomes from the Creative and Performing Arts folder.
- **Create a Rubric for each Assignment.**
- **Have students submit their work in Canvas.** *(if applicable)*
- **Complete rubrics in Canvas**