# Quick Guide: Canvas Outcomes

The Outcomes tool in Canvas can help you to gather the data you need to report General Education or Program Outcomes. This tutorial will walk you through the set up process.

UF's Office of Institutional Assessment recommends that you create your own course-level outcomes using the SLOs listed on the [General Education website](#). This will give you complete control and maximum flexibility for use in your course.

Create a Course-Level Outcome

1. To begin, click **Outcomes** in the Course Navigation.
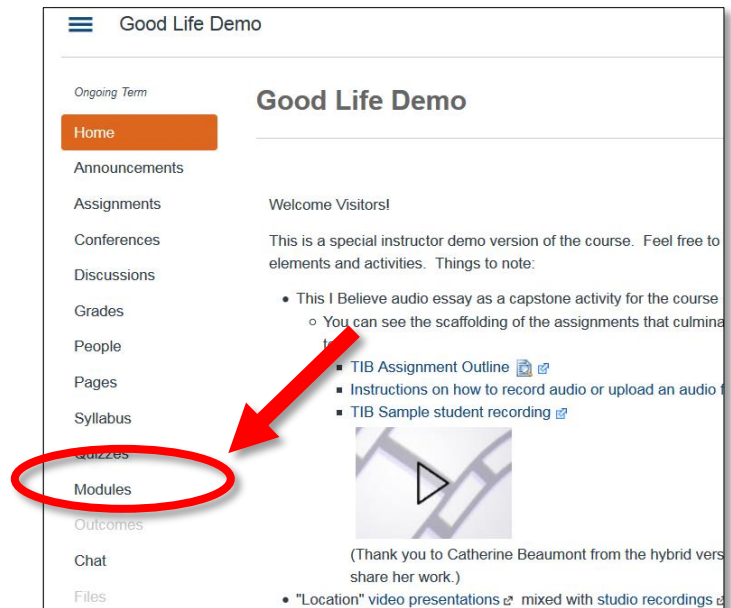
2. You can choose either **+Outcome** OR **+Group** at the top of the page to create a new outcome.

> **Should I use Outcome Groups?**
> Pro: Outcome Groups can help you keep your General Education outcomes organized and separate from your course-specific outcomes.
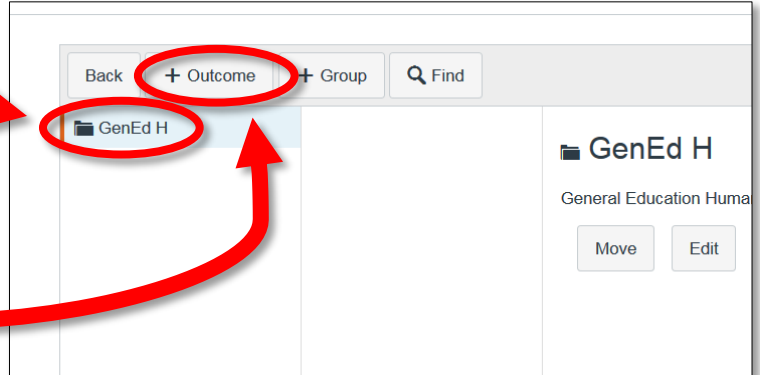>
> Con: The exported report will contain the group name + the outcome name as the heading for each spreadsheet column. This could result in long header titles.
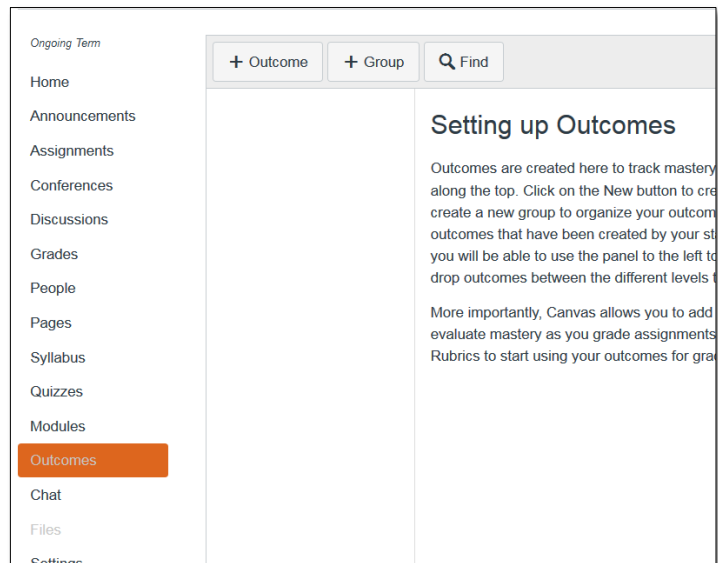
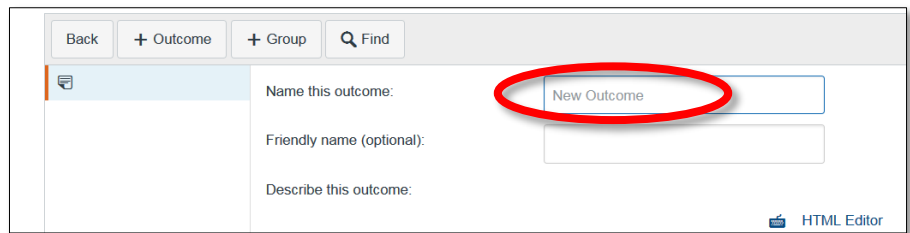3. If you decide to use Outcome Groups, select the group.

Then choose **+Outcome**.

If you're not using Outcome Groups jump right to the **+Outcome** button.

Enter the title in the **New Outcome** text box.

You can also enter a "friendly name" which is what students will see **IF** you decide to make the Learning Mastery Gradebook available to students.

4. Enter a description of the outcome.

Save time by copying the appropriate SLO from the General Education website.
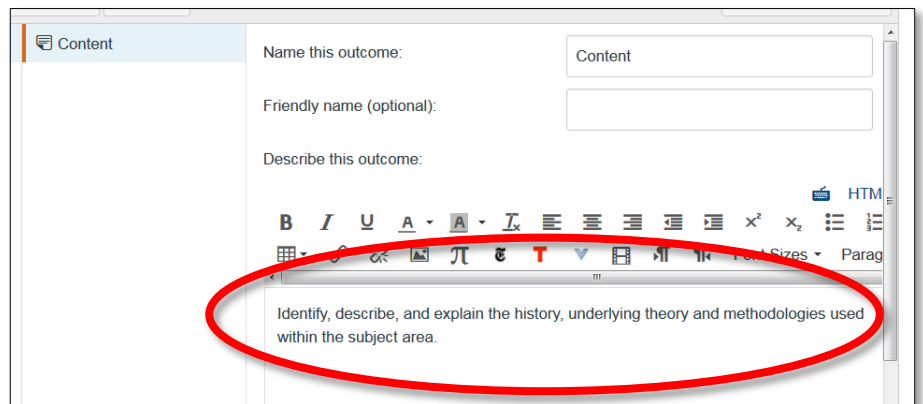
Adjust Criterion Ratings

1. Scroll down to see the outcome settings. By default, Canvas provides three criteria levels worth a maximum of 5 points.

2. Click the pencil icon to change the criterion level and point value or to delete items.

UF's General Education Performance Indicators are Mastery and Non-Mastery. You may set up the criterion ratings and points as you prefer. The General Education Committee Recommends using:

- Exceeds Expectations (2 points)
- Meets Expectations (1 point)
- Does Not Meet Expectations (0 points)

3. Click **OK** to save the new criterion.

Add additional criterion ratings by clicking **Insert**. Type in your desired point value.

4. Finally, enter the point value that will indicate mastery of the outcome.

Set Calculation Method

1. Scroll down to select the calculation method that will be used to determine outcome mastery for the course. Four options are available.

(a) The default method is **Decaying Average**, which averages all assessment items and weights the most recent item at a higher percentage.

By default, the last item the student completes will be weighted at 65% with the earlier items being weighted at 35%.

 (b) **n Number of Times**, specifies the number of times that mastery must be met or exceeded along with the total number of opportunities for outcome mastery.

(c) The **Most Recent Score** always selects the score for the most recent assessment item.

(d) The **Highest Score** method always selects the highest score from amongst all of the assessment items.

For details on these calculation methods, visit the Canvas Guides.

Which calculation method should I use?

You may select the calculation method that best meets your course needs, however, the General Education Committee recommends that you use the **Decaying Average** and adjust it to calculate the "straight average" or mean. This helps you to "even out" the outcome evaluation over multiple assignments and doesn't overly penalize students who may have done poorly on one assessment.

To calculate the mean, determine the weight of one item and enter that value into the **Last Item** textbox:

100% ÷ total number of items = weight of last item

In a course that provides 5 opportunities to achieve Mastery, the formula would look like this:

100% ÷ 5 = 20%

Therefore, 20 is the percentage entered in the **Last Item** box.

Calculation Method: Decaying Average

Last Item 20
Between 1% and 99%

Calculation Method: 20/80 Decaying Average
Example: Most recent result counts as 20% of mastery weight, average of all other results count as 80% of weight. If there is only one result, the single score will be returned.
1- Item scores: 1, 4, 2, 3, 5, 3, 6
2- Final score: 3.6

Cancel   Save

NOTE: Once you have aligned the outcome with an assessment and used it for grading, you won't be able to make changes to the outcome. You'll have to create a new outcome to make changes.

2. Click the **Save** button to create the Outcome.

Tip: Plan out your course assessments and assignments in a spreadsheet so that you can easily determine which items will be aligned with Outcomes. This can help you to determine which calculation method fits your needs.

Outcome		Discussion 3	Midterm	Discussion 8	Essay	Video	Audio Essay
Content	Identify, describe, and explain the history, underlying theory and methodologies used within the subject area.		x		x	x	x
Critical Thinking	Identify and analyze key elements, biases and influences that shape thought within the subject area. Approach issues and problems within the discipline from multiple perspectives.	x	x	x	x		x
Communication	Identify and analyze key elements, biases and influences that shape thought within the subject area. Approach issues and problems within the discipline from multiple perspectives.	x	x	x	x	x	x

Align Outcomes with Assignments/Assessments

1. Attach one or more outcomes to a rubric within the quiz or assignment. To do this, click on the pencil icon to edit the rubric and scroll to the bottom. Choose **Find Outcome**.

2. Navigate to the desired outcome.

3. Check the appropriate box, if you wish to use the outcome as part of the points for the assignment. You'll need to use the same point value each time the outcome is used.

4. Click the **Import** button on the lower right corner.

☑ Use this criterion for scoring

Calculation Method: Decaying Average

Last Item: 20 Between 1% and 99%	Calculation Method:	20/80 Decaying Average
	Example:	Most recent result counts as 20% of mastery weight, average of all other results count as 80% of weight. If there is only one result, the single score will be returned.
	1- Item scores:	1, 4, 2, 3, 5, 3, 6
	2- Final score:	3.6

Cancel   Import

5. The outcome will appear in your rubric with a target icon. If you have chosen to use the item for scoring, those points will be added to the total.

| ⌖ Essay Critical Thinking: Reading 2 view longer description threshold: 34 pts	Outstanding 40 pts	Good 37 pts	Satisfactory 34 pts	Needs Improvement 29 pts	Unsatisfactory 0 pts	40 pts
⌖ Essay Critical Thinking: Analysis view longer description threshold: 16 pts	Outstanding 20 pts	Good 18 pts	Satisfactory 16 pts	Needs Improvement 14 pts	Unsatisfactory 0 pts	20 pts
Content: Explanation of evidence to support the main idea	Outstanding 20 pts	Good 18 pts	Satisfactory 16 pts	Needs Improvement 14 pts	Unsatisfactory 0 pts	20 pts
⌖ Content view longer description threshold: 1 pts	Exceeds Expectations 2 pts		Meets Expectations 1 pts		Does Not Meet Expectations 0 pts	2 pts
					Total Points: 162	

Align Outcomes to a Question Bank

You can align Outcomes to Question Banks but this can be a bit tricky.

1. To edit or create a Question Bank go to **Quizzes** > **Settings.**
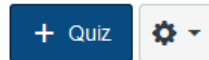
2. Select the desired question bank.

3. Choose **Align Outcomes** from the menu to the right and navigate the outcome you would like to use.

4. **Here's where it gets tricky!** You will be asked to "Set mastery for any score at or above _____%"

This means that you need to determine the percentage of test bank questions that a student will need to answer correctly to achieve "Mastery."

5. Click the **Import** button. You will see the newly aligned outcome on the sidebar.
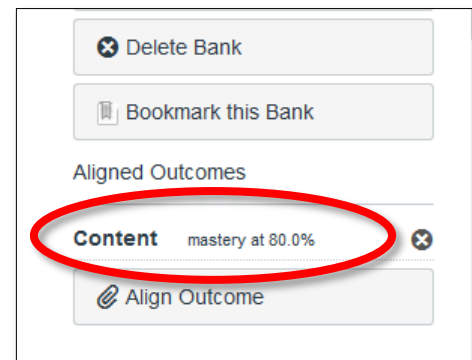
View Outcomes

View a list of items and artifacts that are aligned with specific outcomes.

1. Open **Outcomes** in the left menu.

2. Navigate to the **Outcome** you wish to view, and click its name.

3. Aligned items are identified by different icons within a list.

Aligned Items

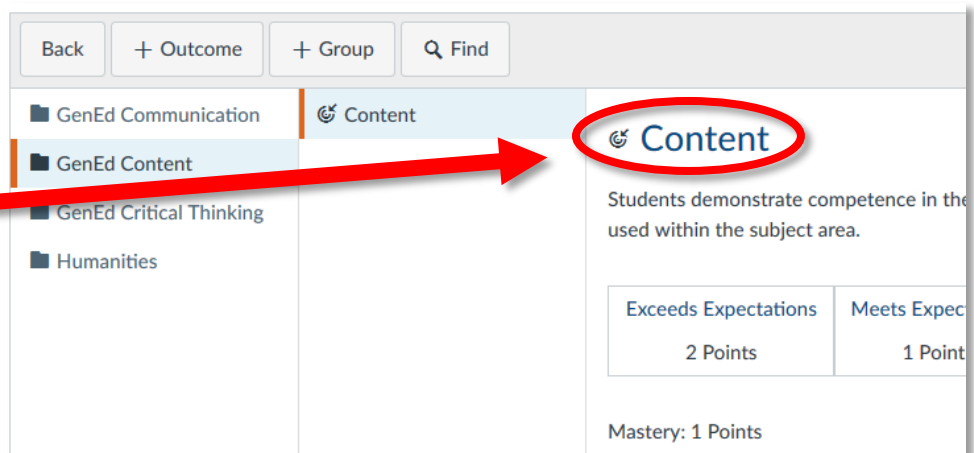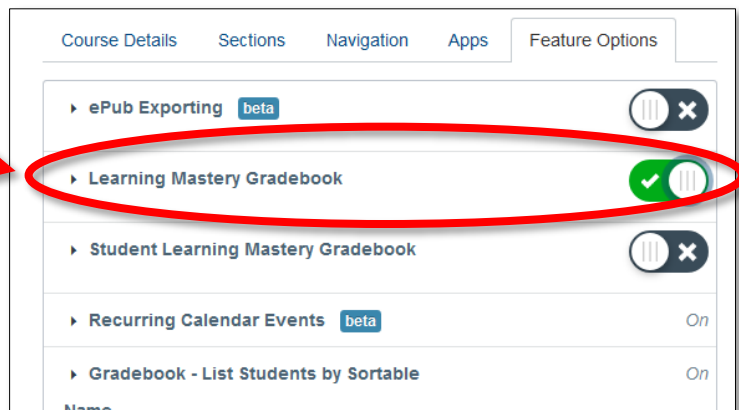|		
Celebrating Quiz, UFO Multiple Choice		⊗
TIB Final (1)		⊗
TIB Final		🔒
Midterm Essay		⊗
Midterm Exam		🔒
Midterm Essay (1)		⊗
Final Exam		🔒

◀ Back to Outcomes

Learning Mastery Gradebook

Use the **Learning Mastery Gradebook** to see how students are doing in your course.

1. First, you'll need to enable that feature within your course. To do this, choose **Settings** (from the left menu) **> Feature Options** (from the top menu.)

2. Click the slider to the right of Learning Mastery Gradebook.

3. You can allow students to see their outcomes within the **Student Learning Mastery Gradebook**.
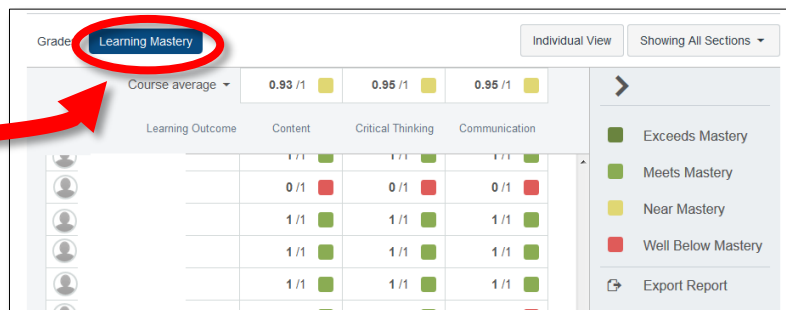
Course Details	Sections	Navigation	Apps	**Feature Options**

▸ ePub Exporting beta

▸ **Learning Mastery Gradebook** ✔

▸ **Student Learning Mastery Gradebook**

▸ **Recurring Calendar Events** beta On

▸ **Gradebook - List Students by Sortable Name** On

> **Best Practice**
> If you decide to give students access to the Learning Mastery Gradebook, provide information about what the SLOs are and what they mean within the context of the course.

4. Once you have enabled the tool, go to **Grades**. Click the **Learning Mastery** button at the top left.

For details on how to use the Learning Mastery Gradebook, visit the Canvas Guides.

Grade Learning Mastery   Individual View   Showing All Sections ▾

Course average ▾	0.93 /1	0.95 /1	0.95 /1	❯
Learning Outcome	Content	Critical Thinking	Communication	
	1/1	1/1	1/1	
	0/1	0/1	0/1	
	1/1	1/1	1/1	
	1/1	1/1	1/1	
	1/1	1/1	1/1	

■ Exceeds Mastery
■ Meets Mastery
■ Near Mastery
■ Well Below Mastery
⤴ Export Report

Export a Report

1. To create a report for submission to the General Education Committee click on **icon** within the **Export Report** button to the right.

Depending upon the size of your course, it may take some time for the .csv file to generate.
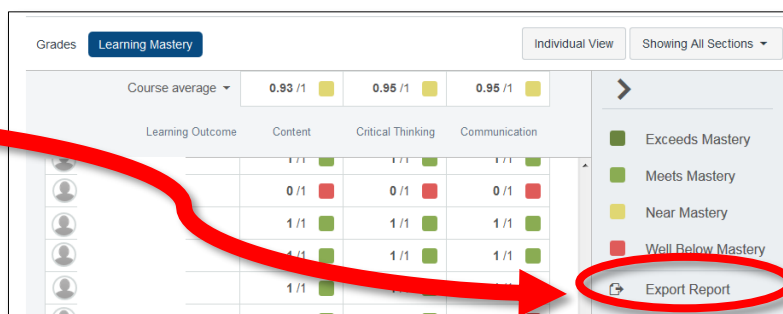
2. Notice that each outcome has two columns.

- The first column is the score that the student receives based upon the calculation method you have chosen.
- The second column indicates the number of points possible for that outcome. If you have chosen to use the 2 point scale recommended by the General Education Committee, that value will be 2.

Student name	Student ID	**Column 1** Humanities > Content result	**Column 2** Humanities > Content mastery points
Braxton, Romero	64282923	1.2	2
Byrd, Jakob	64282923	1.8	2

How should I prepare my report?
1. Remove student identifiers such as names and UFIDs.
2. Include:
    a. Course **Criterion Levels** and their associated points
    b. Level/points required for **Mastery**
    c. **Calculation** method used
3. Determine the percentage of students who achieved mastery for each outcome
    a. You can do this by using the COUNTIF function in Excel to determine the number of students who achieved **Mastery**
    b. Next divide the number of students who achieved mastery by the total number of students
    c. Multiply that number by 100 to get the percentage