

Reference Guide for Institutional Learning Outcome Project

Please print this guide to use as a reference and complete the following instructions to register for the CSN ILO Assessment Project. Please note that the registration period for this project ends two weeks after the first day of each Fall, Spring, and Summer semester. If after this time frame, please follow the instructions under the last heading Manual Entry ILO Assessment Project.

1. Visit your Canvas Course shell to determine which assignment you want to use for the ILO Assessment Project. Please make note of the exact assignment name. Watermark will look for this assignment to extract data used for this project.
2. Please click on the link below to register for the CSN ILO Assessment Project
3. <https://forms.office.com/Pages/ResponsePage.aspx?id=dNU137qfzkigc3N4aNd6SJ97iJ3rqIhNvGQqO1kk5KhUNkpISTRQVUMyT0lVNkFQtkJQMUhTQkJBVS4u>
4. Complete the form entirely and save a copy as a reference.
5. The rubric(s) associated with the ILO(s) you have chosen in the registration process will be accessible to you within 48 hours of registration.
6. Please follow the rubric set up instructions below based on your grading process.

Assignment is graded in Canvas without an existing Canvas rubric

SETUP

- Enter your course shell in Canvas associated with your ILO Assessment Project Request
- Click on the Assignments tab in the left-hand navigation column and select the assignment associated with your ILO Assessment Project Request.
- Scroll down till you see the +Rubric (add Rubric) and click on the button.
- Click on Find a Rubric on the right side of the display.
- In the left-hand navigation column, scroll down till you see College of Southern Nevada and click on the title hyperlink. All ILO rubrics will be displayed.
- Click on the ILO Rubric title to display your selected rubric.
- Use the furthest right hand scroll bar to scroll to the bottom of the rubric and click on Use this Rubric.
- The rubric should appear in your assignment. NOTE: ILO rubrics are not point based and should not be altered with points.

GRADING

- Use the Speed Grader to manually enter the assignment grade then click on View Rubric.

- For each rubric criterion, please select the appropriate rating for student performance.
- When the rubric is complete, then you can move to the next student within Speed Grader till all grades are entered and a rubric is completed for each student.

Assignment is graded in Canvas with an existing Canvas rubric

SETUP OPTION 1 - Easiest

- Enter your course shell in Canvas associated with your ILO Assessment Project Request
- Click on the Assignments tab in the left-hand navigation column and select the assignment associated with your ILO Assessment Project Request.
- To the right of the assignment title, click on the three vertical dots and select Duplicate.
- NOTE: leave the duplicated assignment unpublished.
- Click on the three vertical dots on the right again and select Edit.
- Delete the word Copy and replace with “ILO# Rubric” replace the hashtag sign with the appropriate ILO number. Then click on Save.
- Click on the duplicate assignment title to enter and edit the duplicate assignment.
- Scroll down to the rubric and click the trashcan on the right side to delete your existing rubric.
- Click on Find a Rubric on the right side of the display.
- In the left-hand navigation column, scroll down till you see College of Southern Nevada and click on the title hyperlink. All ILO rubrics will be displayed.
- Click on the ILO Rubric title to display your selected rubric.
- Use the furthest right hand scroll bar to scroll to the bottom of the rubric and click on Use this Rubric.
- The rubric should appear in your assignment. NOTE: ILO rubrics are not point based and should not be altered with points.

GRADING

- Grade the assignment with your existing Canvas rubric.
- After all grades are entered, return to the assignment and click on Download Submissions.
- After the submissions have downloaded click on the download link provided or retrieve the zip file from your downloads folder.
- Click on the Assignments tab in Canvas and click on the Duplicate assignment title.

- Click on Speed Grader. You will need to view each student submission from the download file in a separate window and then complete the ILO rubric in Speed Grader.
- Do not enter a value in the grade window, instead click on View Rubric.
- For each rubric criterion, please select the appropriate rating for student performance.
- When the rubric is complete, then you can move to the next student within Speed Grader till all grades are entered and a rubric is completed for each student.

SETUP OPTION 2 – More involved

NOTE: You will be adding the ILO Rubric criterion to your existing rubric as non-graded criteria.

- View the ILO rubrics at the following link:
<https://w.taskstream.com/ts/manager479/InstitutionalLearningOutcomesandRubrics>
 Select the appropriate rubric from the left-hand column and click on the ILO rubric file to download it to your computer. You will use this file when editing your existing assignment rubric.
- Enter your course shell in Canvas associated with your ILO Assessment Project Request
- Click on the Assignments tab in the left-hand navigation column and select the assignment associated with your ILO Assessment Project Request.
- Scroll down to view your existing Canvas rubric.
- To the right of the Assignment rubric title, click on the edit pencil.
- You may receive a prompt saying, “You can't edit this rubric, either because you don't have permission or it's being used in more than one place. Any changes you make will result in a new rubric based on the old rubric. Continue anyway?” Click on OK.
- Scroll to the bottom of the rubric and click on +Criterion (add criterion).
- Using the downloaded ILO rubric file, you will need to copy and paste each ILO rubric criterion and corresponding rating level into your existing rubric. Use copy (Control C) and Paste (Control V). NOTE: Use a zero-point value for all ILO rubric criteria.
- After entering all ILO rubric criterion, at the bottom of the rubric, make sure that the option “Use this rubric for assignment grading” IS selected, then click on UPDATE RUBRIC.

GRADING

- Grade the assignment within Speed Grader with your existing Canvas rubric.

- For each rubric criterion, please select the appropriate rating for student performance. To clarify, Not Assessed = the specific criterion was not assessed within the assignment requirements.
- The student score should automatically populate at the top of the rubric and be based solely on your point-based criteria.
- When the rubric is complete, then you can move to the next student within Speed Grader till all grades are entered and a rubric is completed for each student.

Assignment is graded externally then the grade is manually entered into Canvas.

SETUP

- Enter your course shell in Canvas associated with your ILO Assessment Project Request
- Click on the Assignments tab in the left-hand navigation column
- Select the assignment associated with your ILO Assessment Project Request.
- Scroll down till you see the +Rubric (add Rubric) and click on the button.
- Click on Find a Rubric on the right side of the display.
- In the left-hand navigation column, scroll down till you see College of Southern Nevada and click on the title hyperlink. All ILO rubrics will be displayed.
- Click on the ILO Rubric title to display your selected rubric.
- Use the furthest right hand scroll bar to scroll to the bottom of the rubric and click on Use this Rubric.
- The rubric should appear in your assignment. NOTE: ILO rubrics are not point based and should not be altered with points.

GRADING

- Use the Speed Grader to manually enter the assignment grade then click on View Rubric.
- For each rubric criterion, please select the appropriate rating for student performance.
- When the rubric is complete, then you can move to the next student within Speed Grader till all grades are entered and a rubric is completed for each student.

Assignment is graded externally only. Canvas is not used to enter grades

SETUP

- Enter your course shell in Canvas associated with your ILO Assessment Project Request
- Click on the Assignments tab in the left-hand navigation column
- On the upper right, click on +Assignment (add assignment) to create an assignment with the title associated with your ILO Assessment Project Request.
- Scroll down and make sure the point assigned are “0”.
- Skip “assignment group” and “display grade as”.
- For submission type select “on paper”.
- Skip all remaining criteria and then click on SAVE.
- Scroll down till you see the +Rubric (add Rubric) and click on the button.
- Click on Find a Rubric on the right side of the display.
- In the left-hand navigation column, scroll down till you see College of Southern Nevada and click on the title hyperlink. All ILO rubrics will be displayed.
- Click on the ILO Rubric title to display your selected rubric.
- Use the furthest right hand scroll bar to scroll to the bottom of the rubric and click on Use this Rubric.
- The rubric should appear in your assignment. NOTE: ILO rubrics are not point based and should not be altered with points.

GRADING

- Use the Speed Grader to manually enter the assignment grade then click on View Rubric.
- For each rubric criterion, please select the appropriate rating for student performance.
- When the rubric is complete, then you can move to the next student within Speed Grader till all grades are entered and a rubric is completed for each student.

Manual Entry ILO Assessment Project

NOTE: Only use this option if the timeframe has passed for ILO Assessment Project registration.

- View the ILO rubrics at the following link:
<https://w.taskstream.com/ts/manager479/InstitutionalLearningOutcomesandRubrics>
- Select the appropriate rubric from the left-hand column and click on the ILO rubric file to download it to your computer.
- Print out or electronically copy a rubric for each student assignment submission.
- Complete the ILO rubric while viewing and grading each student's work.
- If completing the rubric electronically, save each rubric file under the following format:
 - ILO # Course prefix, number, section and submission #
 - Email the rubrics in batch to sharon.peterson@csn.edu
 - Make sure that the email subject line contains the following information:
 - ILO #, Course prefix, number, and sections(s)
- If completing the rubric via paper, provide the following information on each rubric
 - Course prefix, number, section and submission #
 - Scan and email the rubrics in batch to sharon.peterson@csn.edu or Inter-office mail the rubrics to WC E306
- The rubrics will be manually entered into Watermark for the ILO Assessment Project.