GE Assessment in Canvas

The GE Assessment in Canvas consists of four main steps:

1. Using the GE Assessment Calculator to find the ILOs required for each course.
2. Importing the ILOs into your course.
3. Attaching the ILOs to assignments.
4. Completing the assessment for all students.

For more resources, please visit the GE Assessment page on the Lindenwood website.

Before beginning, please watch the GE Assessment Overview video.

Step 1: Using the GE Assessment Calculator

The GE Assessment Calculator is meant to make your life easier by finding the ILOs and the corresponding assignments and displaying them in an easy manner. The GE Assessment Calculator can be found on the GE Assessment page on the Lindenwood website.

1. Open the file.

You may have to Enable Editing on the file. You’ll see this at the top of the document.

2. Enter the department code, course code, and your campus abbreviation as directed at the top of the document. It is important that you read and follow the directions outlined in the Calculator.

3. Once you correctly enter your course information, you will see a few things:

   - **Content ILO Component**: Almost every course will assess content based on ILO 1.1 with a content area specific to the course. When you import the ILOs into your course, you will import ILO 1.1, but only assess based on your defined content area. You’ll also see the assignment or assignment type that you are meant to assess your students.
• **Skill ILO Component(s):** Your course will also have at least one skill ILO to assess. These will be listed along with the assignment or assignment type that you are meant to assess your students.

For more information, please view the [GE Assessment Calculator Video Guide](#).

### Step 2: Importing ILOs into Canvas

When you import ILOs into Canvas, you’ll notice that the ILOs are broken into smaller pieces. There are four ILOs that encompass twelve components with up to three KPIs within each component.

For example: ILO 4 has two components: 4.1 and 4.2. Component 4.1 has three KPIs and component 4.2 has three KPIs.

1. Go to your Canvas course.
2. Click **Outcomes** in the Course Navigation Menu.
   
   "Outcomes" will be grayed out if you have never used them previously.

3. Click the **Find** button in the top menu.

4. Click **Account Standards**.
5. Click **Lindenwood University**.
6. Then, select the ILO that you are assessing in the course. **Do not use anything in the Archives folder.**

7. Once you click on the ILO, the components for that ILO will appear. Select component you’d like to use.

8. Once you click on the component, a list of KPIs will appear. **It is important that you import each KPI listed.**

9. Click on the first KPI.
10. Click **Import.**
11. Repeat this process for all KPIs.

**For more information, please view the Importing ILOs Video Guide.**
Step 3: Attaching the ILOs to Assignments

Now that you’ve imported the ILOs, don’t stop now! Next, you’ll attach the KPIs that you imported into your course to the appropriate assignment.

**Tip:** If you’ve forgotten which assignment to add the KPIs to, check out the GE Assessment Calculator.

1. Go to **Assignments**.
2. *If you have already created the assignment:* click on it.
   *If you have not already created the assignment:* create it first like you would any other. Then, save it.
3. Click **+ Rubric** at the bottom of the assignment page. Although you are using the rubric tool to add the ILOs, this does not mean the ILOs are worth points.
4. *If you have an existing rubric that you use for grading purposes:* add the rubric first. Then, you will reopen the rubric by clicking on the pencil icon. Once your rubric is added, continue with step 5.
   *If you want to create a rubric for grading purposes:* add the criterion of the grading rubric first. Then, add the outcomes. Once your rubric is added, continue with step 5.
   *If you aren’t using a rubric to grade and are only using it to collect assessment data:* remove the first line of criterion by selecting the trashcan icon. Then, continue with step 5.

5. Now, begin adding your KPIs to the rubric. Click **Find Outcome**.
6. Click on the KPI you would like to import.
7. When you click on the KPI, it will show on your screen. For each KPI, scroll and **deselect the box next to Use this criterion for scoring.** If you do not do this, 5 extra points will be added to your assignment.

   ![Checkbox](image)

8. Then, click **Import.** The KPI will show in the rubric.

9. Repeat this process for **ALL KPIs.**

10. Finish by clicking **Create Rubric.**

    ![Button](image)

- To attach a rubric to a quiz in Canvas, follow the directions in the link below:
  
  [How do I add a rubric to a quiz?](#)

- To attach a rubric to a Turnitin assignment, follow the directions in the link below:

  [How do I attach a rubric to a Turnitin assignment?](#)

**For more information, please view the** [Attaching ILOs to Assignments Video Guide](#).
Step 4: Completing the Assessment

Once students complete their assignment, you can complete the assessment. Like everything else, this is done in Canvas.

1. Access the SpeedGrader by:
   
   **Clicking on the assignment. Then, by clicking SpeedGrader in the right menu.**
   
   Or
   
   **Clicking on Grades. Then, hover your mouse over the assignment and click the small down arrow. Then, click SpeedGrader.**

2. On the right side of the SpeedGrader, click the option for **View Rubric**.

   **Tip:** Make the viewing pane larger for easier assessment by clicking and dragging the gray bar that separates the submission and the grading pane.

3. Select the rating that represents the student’s competency in relation to the KPI you are assessing by clicking on the appropriate rating. Once you’ve selected a rating, you will see a colored icon at the bottom of the rating confirming your selection.

   **Note:** Competent at 3 points is the benchmark on the scale. These points do not mean anything in relation to the grade that you are awarding students. It is only there to represent a scale.

4. Fill out the rest of the assessment for any other KPIs. Then, click Save.
5. To move to the next student, click the arrows near the top right of the page.

Complete this process for all students and all assignments that have ILOs attached.

For more information, please view the Assessing ILOs Video Guide.
Help Resources

Please visit the [GE Assessment page on Lindenwood's website](https://www.lindenwood.edu/) for documents, reports, and guides.

**GE Assessment Video Guides**

**GE Assessment Calculator**

**School contacts:**

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