CANVAS ADMINISTRATORS: OUTCOMES & REPORTING

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Division (Dean) or Department (Chair) Administrators must create Outcomes at the sub-account (department) level prior to faculty use. Outcomes created at a course level will NOT be included in the sub-account (department) reporting and analytics.

ACCESS THE ADMINISTRATIVE DASHBOARD & SUB-ACCOUNT

To access the Administrative Dashboard, click the **Admin (1)** link on the Global Navigation Menu, then select the **Sub-Account or Department (2)** from the menu.
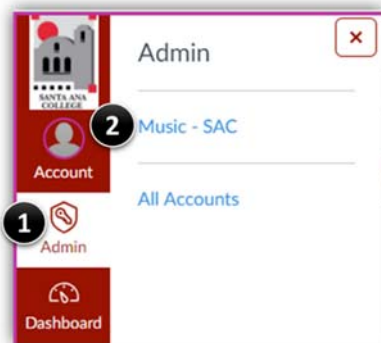

The Administrative Dashboard will default to Courses. Click on the **Outcomes** link on the Administrative Menu on the left side.
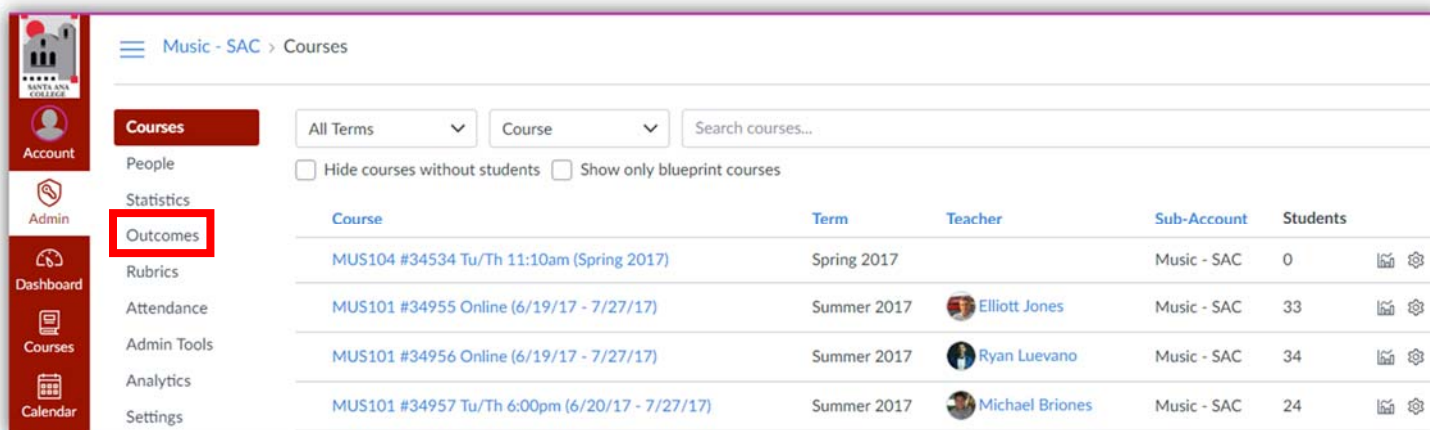
CREATE AN OUTCOME GROUP

Outcome Groups are a "folder" for a set of outcomes. Using Outcome Groups allows instructors to easily find and use the outcomes for their course. **Use the naming convention of YrSemester CourseAbbreviationNumber** (e.g. **18SP MUS101, 18SP BUS222**, etc.) for Outcome Groups to facilitate organization, consistency, and searchability.
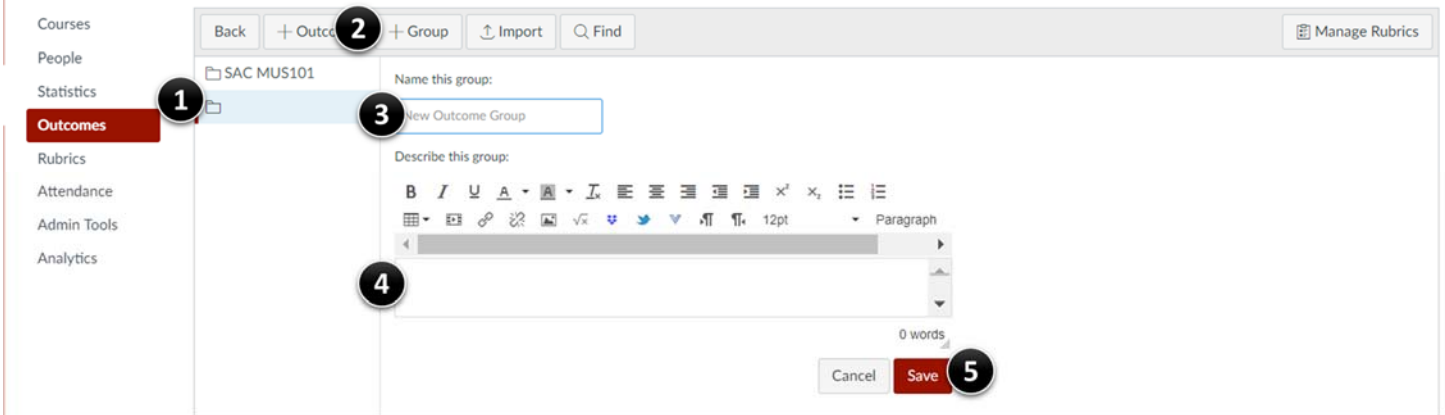
The Outcomes Group Page will list all existing Outcome Groups (1) in the first column. To create an Outcome Group for a Course, click the **+ Group (2)** button on the top tool bar. Enter the Outcome **Group Name (3)** in the provided field (see above for naming convention). Enter the **Group Description (4)** in the text field. The description should include "[Semester Year] Student Learning Outcomes for [Course Name & Number]." Click the **Save (5)** button to add the group.

CREATE AN OUTCOME

Outcomes should use the naming convention YrSemester CourseAbbreviationNumber SLO## (e.g. **18SP MUS101 SLO01, 18SP MUS101 SLO02,** etc.) to facilitate organization, consistency, searchability, and reporting.
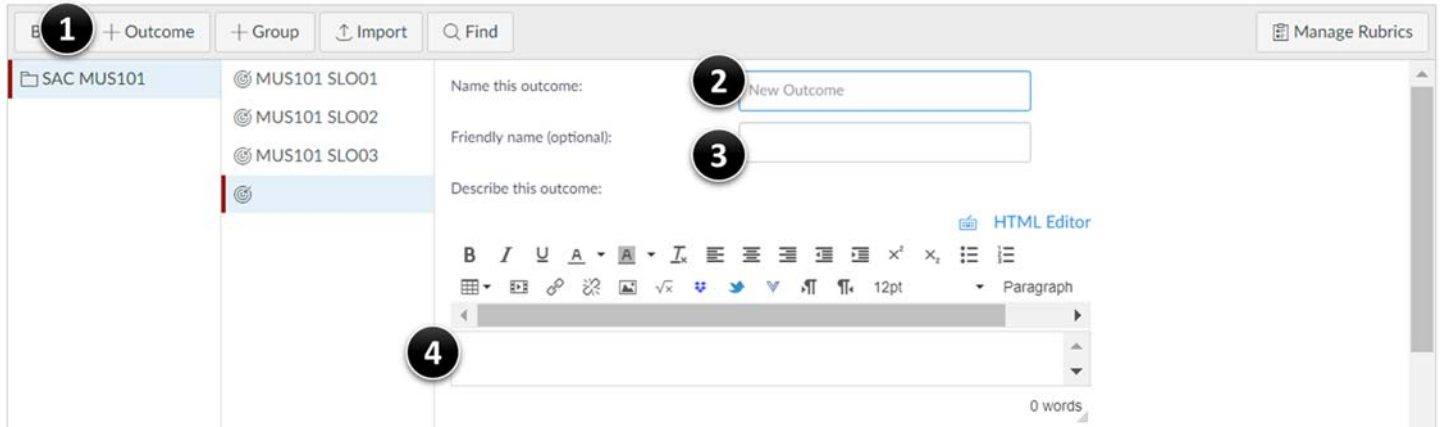
To Create an Outcome, click on the Group folder for that course:

1. Click the **+ Outcome** button on the top tool bar. Administrators can also reuse existing Outcomes by clicking the **Find** button.
2. Enter the **Outcome Name** in the provided field. Use the format YySemester CourseAbbrieviationNumber SLO## (e.g. 18SP MUS101 SLO01, 18SP MUS101 SLO02, etc.).
3. (OPTIONAL) Enter the **Friendly Name** for the outcome. The Friendly Name creates a custom outcome name displayed to the students. For example, "Writing Proficiency" instead of ENGL100 SLO03 would be displayed for students.
4. Enter the **Outcome Description** in the provided text box. The description is where the Student Learning Outcome is stated.

Scroll down to continue the Outcome creation process, and to add the criterion, ratings, mastery level and calculation methods.

1. Add the **Ratings** for the Outcome. Click the **Edit** (✎) icon to edit the name or point value of existing rating descriptions and/or points. Use the **Insert** link (Insert ⌄) at the top to add additional ratings.
2. Enter the **Mastery Level** in the provided field. The Mastery Level is the point value from the ratings at which the student has achieved an acceptable master level. It is a recommended that a consistent Mastery Level point value be used for all Outcomes for a course to ensure consistent and meaningful data.
3. Select the **Calculation Method**, or the way that Outcome will be calculated. There are a few options:
    a. *Decaying Average*: The last artifact is weighted more heavily than the rest. Administrators must specify the percentage. For example, the most recent artifact can be worth 65%, while the average of the remaining artifacts is worth 35%.
    b. *n Number of Times*: Administrator will define "n" as the number of attempts where a student must achieve a mastery score. This method requires that the students have more than the specified ("n") number of assignment to allow them the opportunity to reach the mastery level required.
    c. *Most Recent Score*: The most recent score of the artifact will be used for mastery level.
    d. *Highest Score*: The highest score achieved on the artifact will be used for mastery level.
4. **Mastery Level Specifications** may need to be added, such as a percentage or number of times a student will need to demonstrate the mastery level.
5. Click the **Save** button to create the outcome.

Use a consistent Mastery Level point value for all Outcomes for a course, or if the Outcomes are being used by multiple courses, for a department to ensure consistent, meaningful data, and analytics. **Do NOT change an Outcome once it has been used for student assessment**, as it will impact the validity of the data and analytics.

REPORTING & ANALYTICS

Administrators can manage reports and analytics on Outcomes at the Sub-Account (Department) level. Instructors and/or Administrators can run reports and analytics on Outcomes at the Course level.

SUB-ACCOUNT REPORTS & ANALYTICS

Canvas will generate CSV reports on Outcomes at the Sub-Account Level.

To access the reports:

1. Click the **Settings** link on the navigation menu on the left.
2. Click the **Reports** tab at the top.
3. **Outcome Results** report provides analytics on all outcomes aligned with rubrics, assignments, and question banks in a CSV format.
4. **Student Competency** report provides analytics only on outcomes aligned with rubrics and assignments.

Click the **Question Mark** (ⓘ) icon to see an example of the report, including the headers.

To run the report, click the **Configure** button to the right.

Use the pull down menu to select the **Term**.

There is an optional check box to Include Deleted Objects, click the check box to select it.

Select the desired default sort **Order**. Sorting will be by Users, Courses, or Outcomes.

Click the **Run Report** button to generate the report.

OUTCOME ANALYTICS

Individual Outcome Analytics can be viewed by clicking the **Outcomes** link on the navigation menu, then selecting the Outcome. Select the Outcome Folder, then click the **Outcome Name** to view the analytics. The analytics will include all aligned items, artifacts, and student performance with the ability to drill down to the individual items, and a link to view all outcome results for a specific student.