

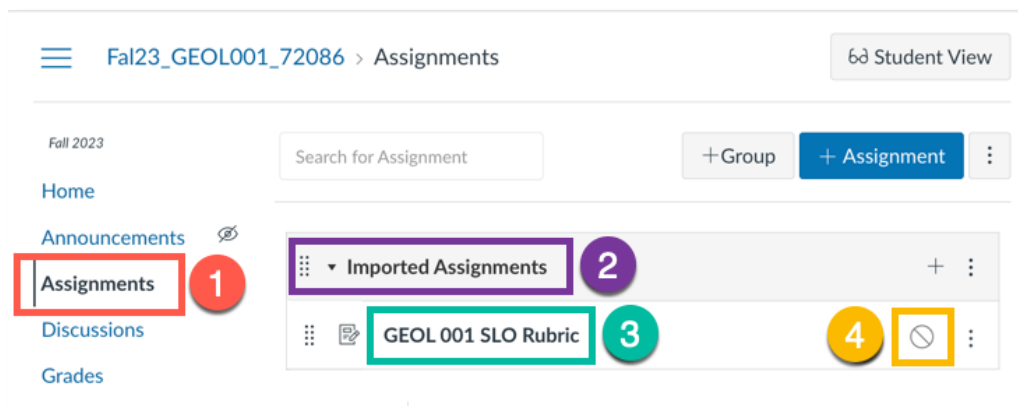
Rubric Guidelines for Course Student Learning Outcomes

This document guides instructors how to record student assessment scores for Course Student Learning Outcomes (referred to in this document simply as “SLOs”) through their course’s Canvas shell.

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NOTE for non-Canvas users: Even if you do NOT use Canvas for your course, this is where you will enter your SLO assessment scores. Your students will not be aware that there is a Canvas shell attached to the course as long as you leave the shell unpublished.

Find and Publish the SLO Rubric



1. Click on the **Assignments** link in the Course Navigation menu.
2. You’ll see there is an Assignment Group with the name **Imported Assignments**.
3. Within this Assignment Group, you’ll find your SLO rubric assignment. The name will follow the convention [**Course Name**] + [**Course Number**] + **SLO Rubric**.
4. The gray circle/slash icon indicates that this assignment is unpublished. As long as the assignment is left unpublished, students will not be able to see the assignment or read the details and rubric.

To use this rubric for grading in Canvas, you will first need to publish the assignment. You can do this by clicking the gray circle slash seen above (which will then turn into a green circle with a checkmark) or by clicking the gray **Publish** button on the assignment details page. (See *image on page 4.*)




Note: Once you publish the assignment, it will be visible to students in the Assignments area of your course. Once you have completed your SLO rubric grading, you can unpublish the assignment again by clicking the green circle with a checkmark, or the green **Published** button. The scores will still be saved. You also have the option to hide your Assignments area altogether by going to **Settings > Course Navigation** and [hiding the Assignments link](#) from students in your Course Navigation menu.

View the Rubric and SLOs for Your Course

Click on the assignment title to open the rubric instructions and details:

This assignment does not count toward the final grade. **1**

GEOL 001 SLO Rubric

Welcome to your class's SLO rubric!

Each semester Student Learning Outcome (SLO) scores should be entered in Canvas through an assignment called "course name SLO Rubric" (e.g., GEOL003 SLO Rubric). All course SLOs are listed in the rubric, but you only need to assess the recommended SLO(s) for this term or the SLOs agreed upon by your department. The suggested SLOs to be assessed each term is posted on the [SLO Assessment website](#).

- Check with your Course Coordinator for information about the common assessment that will be used by all course section instructors.
- The provided rubric has 4-3-2-1 ratings categorized below. Only whole numbers may be assigned (no decimals).
 - 4-exceeds
 - 3-met
 - 2-partially met
 - 1-not met
- If a student does not take the assessment, do not enter anything for them. "N/A" is not an available option.

NOTE: Although these scores will be columns in your grade book, the students will not see them. You can verify this by checking that the column heading has "out of 0 MANUAL".

If you have any questions or concerns, please check with your Course Coordinator and/or Department Chair.

Thank you for your participation assessing student success at PCC.
The Learning Assessment Team








2

Points	0
Submitting	Nothing

Due	For	Available from	Until
-	Everyone	-	-

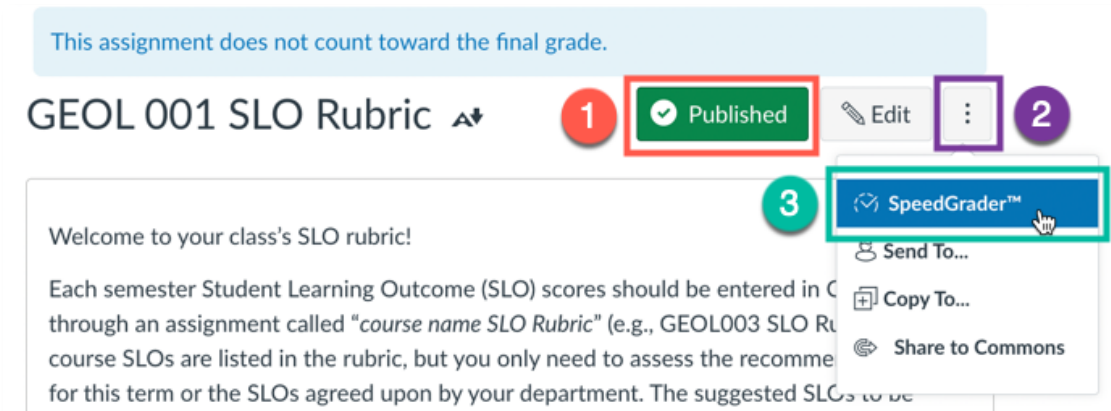
1. The note at the top of the assignment shows that the assignment will not count toward the final grade. It will not change the total points available in your course.
2. The assignment is also set up to be worth 0 points and require no submission from the students.

Beneath the assignment instructions will be the rubric itself. The rubric will contain all of the SLOs for your course, however, you only need to assess the recommended SLO(s) for this term or the SLOs agreed upon by your department. Be sure to check with the Course Coordinator for this course to get the details of the actual assessment. Questions or concerns can also be directed to your Department Chair.

GEOL 001 SLO Rubric   					
Criteria	Ratings				Pts
<p> GEOL 001 SLO 1. Critical Thinking</p> <p>Identify and evaluate the resource potential of physical mineral and rocks samples using geologic tools and principles.</p> <p>threshold: 3.0 pts</p>	4 pts Exceeded	3 pts Met	2 pts Partially Met	1 pts Not Met	4 pts
<p> GEOL 001 SLO 2. Geologic processes</p> <p>Describe factors and processes involved in the formation and evolution of geological environments through time.</p> <p>threshold: 3.0 pts</p>	4 pts Exceeded	3 pts Met	2 pts Partially Met	1 pts Not Met	4 pts
<p> GEOL 001 SLO 3. Critical thinking</p> <p>Use critical thinking and problem solving skills to formulate geologically-informed solutions to real-world problems.</p> <p>threshold: 3.0 pts</p>	4 pts Exceeded	3 pts Met	2 pts Partially Met	1 pts Not Met	4 pts
<p> GEOL 001 SLO 4. Quantitative Reasoning</p> <p>Use the scientific method in the evaluation of geologic data.</p> <p>threshold: 3.0 pts</p>	4 pts Exceeded	3 pts Met	2 pts Partially Met	1 pts Not Met	4 pts

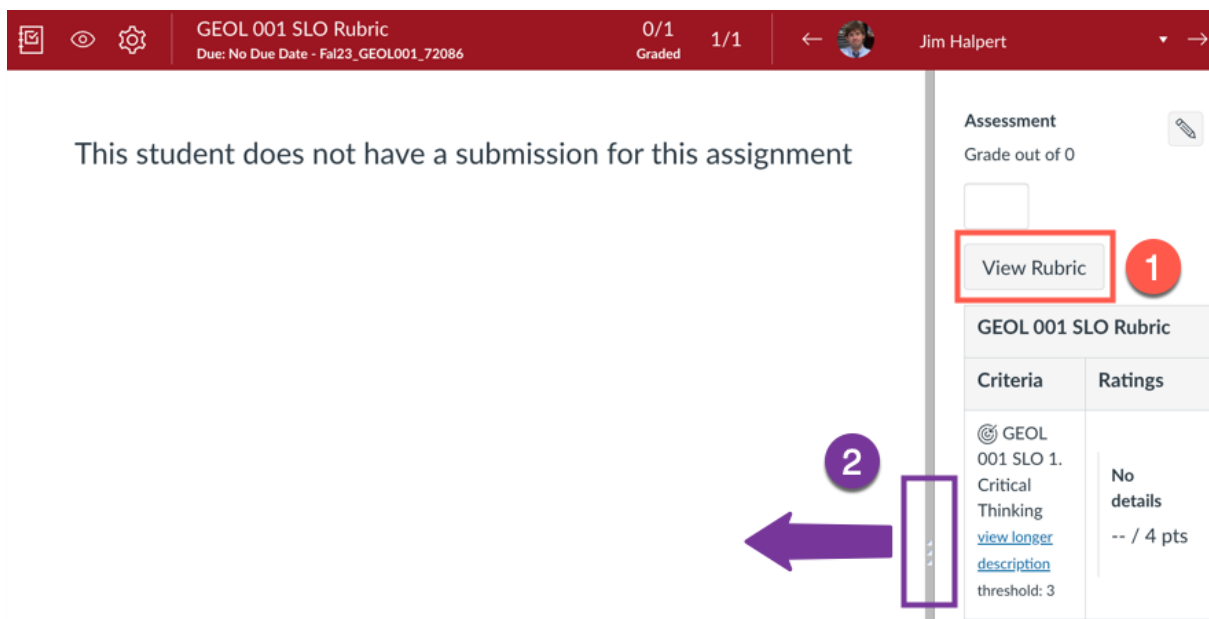
View the Rubric in Speedgrader

The Canvas Speedgrader will allow you to use the rubric to easily assess your students. Click on the assignment title to view the assignment details and rubric as explained above.



1. First, confirm that the assignment is published – if so, you should see a green **Published** button like above. If it is still unpublished, just click the gray **Publish** button to publish it.
2. Click on the 3-dot ellipsis menu button, opening the option menu.
3. Click on **Speedgrader** in the menu.









When the assignment opens in Speedgrader, you'll see the student's name in the upper-right corner, and the rubric on the right side of the window.



1. Click on the **View Rubric** button to open the rubric and make it gradable.
2. Click, hold, and drag the gray dividing bar to the left to expand your view and make the rubric fully visible.

Enter Student Scores in Speedgrader

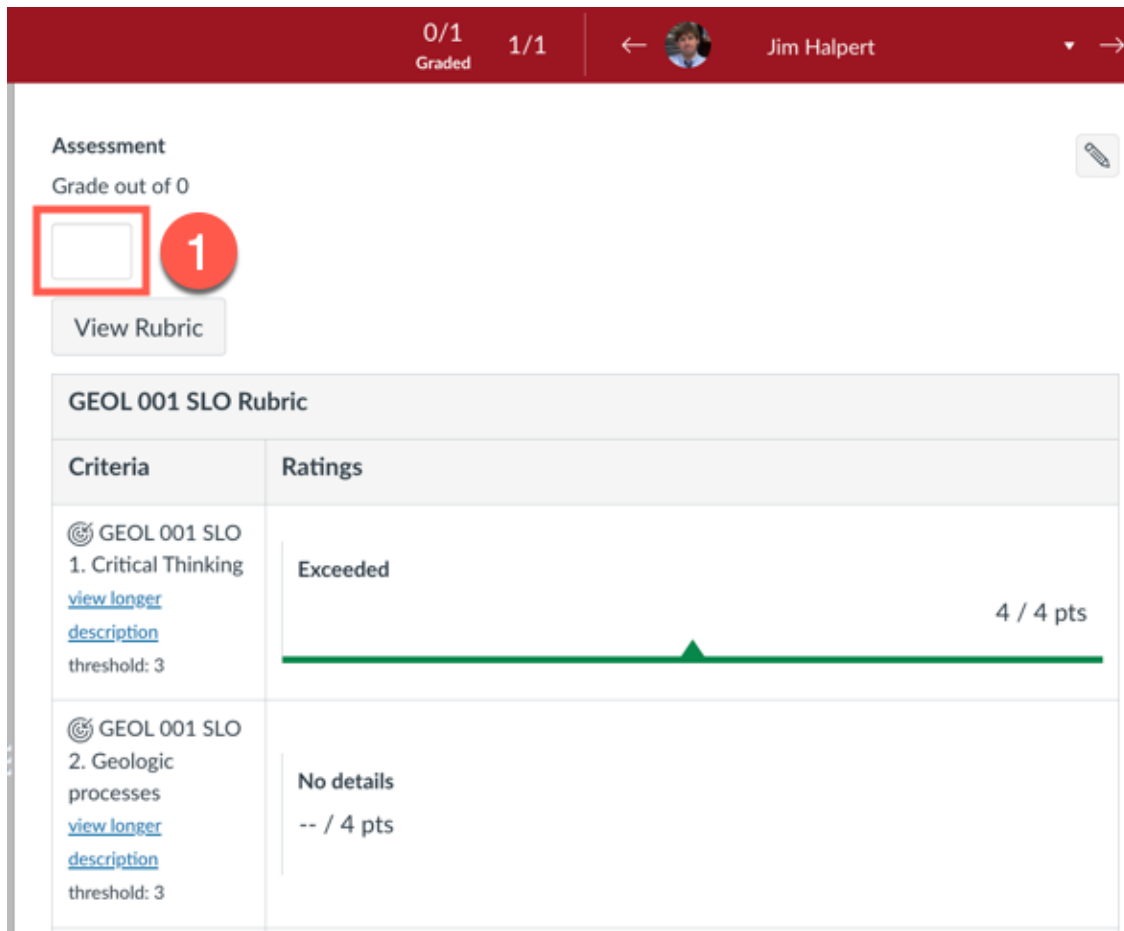
The expanded rubric will be interactive and clickable:

Criteria	Ratings				Pts
 GEOL 001 SLO 1. Critical Thinking view longer description threshold: 3	4 pts Exceeded	3 pts Met	2 pts Partially Met	1 pts Not Met	<input type="text"/> / 4 pts 
 GEOL 001 SLO 2. Geologic processes view longer description threshold: 3	4 pts Exceeded	3 pts Met	2 pts Partially Met	1 pts Not Met	<input type="text"/> / 4 pts 
 GEOL 001 SLO 3. Critical thinking view longer description threshold: 3	4 pts Exceeded	3 pts Met	2 pts Partially Met	1 pts Not Met	<input type="text"/> / 4 pts 
 GEOL 001 SLO 4. Quantitative Reasoning view longer description threshold: 3	4 pts Exceeded	3 pts Met	2 pts Partially Met	1 pts Not Met	<input type="text"/> / 4 pts 



As you hover your mouse over each score it will highlight green. To make your selection, just click the appropriate box for each SLO you are scoring. Once you have made your selections, click the blue **Save** button. And that is all you need to do, your SLO score has been recorded.

After you save, the rubric will display your selections as shown below:

1. You may notice an empty score field. You **DO NOT** need to put anything in this box – this would award your student points for the assignment which could impact their grade. Selecting and saving the rubric score is all you need to do to successfully record your SLO assessment for the student.



The screenshot shows the SLO Rubric interface. At the top, it displays '0/1 Graded' and '1/1' next to a user profile for 'Jim Halpert'. Below this, the 'Assessment' section shows 'Grade out of 0' and an empty score field (highlighted with a red box) next to a red circle containing the number '1'. A 'View Rubric' button is located below the score field. The main content area is titled 'GEOL 001 SLO Rubric' and contains a table with two columns: 'Criteria' and 'Ratings'.

Criteria	Ratings
 GEOL 001 SLO 1. Critical Thinking view longer description threshold: 3	Exceeded 4 / 4 pts
 GEOL 001 SLO 2. Geologic processes view longer description threshold: 3	No details -- / 4 pts

Note: If you view your course Gradebook while the SLO rubric assignment is published, you will notice the word **MANUAL** in the gradebook column header:



This indicates that the assignment is set up for “manual” grading, meaning that by default any grade information for the assignment will not be shared with students.

Support for the Canvas SLO Rubric

Technical Support

If you have any technical issues while using the SLO rubric in Canvas, can't find the SLO rubric assignment, or believe the incorrect rubric is in your course, please contact **PCC Online** at pconline@pasadena.edu.

Please email from your @pasadena.edu email account and provide as much information as possible, including the CRN of the course(s).

SLO or Assessment Support

If you have questions related to the SLOs or assessment, please contact the SLO Assessment Coordinators. Contact information can be found at PCC's [SLO Assessment website](#).