

# Using Canvas for Assessment: Shared GER Rubrics

## Background:

**Assessment** is a process of gathering and responding to data about student learning in order to facilitate program or course improvement. UWM's regional accrediting body (Higher Learning Commission) requires documentation of the assessment of student learning in courses which carry general education credit.

Because general education at UWM is decentralized, this process is intended to make it **easier** for individual faculty or departments to conduct and document assessment for general education courses. Faculty can complete a rubric, reflect on the results, and determine any future changes to their courses **either individually or collectively within specific departments**. At the institutional level, the goal is to facilitate and document this process.

## The Rubrics:

Most of the shared GER rubrics that are currently available were developed by faculty at the College of General Studies to assess UWS Shared Learning Goals. They are adapted from the AAC&U VALUE rubrics. Each is a developmental rubric intended to facilitate the assessment of student learning across disciplines and departments and is therefore **not recommended as a grading tool**.

## Setting up Canvas with the Rubric:

1. At or near the end of the semester, create an **assignment** in Canvas. It can be titled "GER Assessment" (the name you choose doesn't really matter). This assignment must be **published** in order to use the Speedgrader (which you will need), however it can be created inconspicuously if you create it under "Assignments" and *do not* add it to a module on the Home page. If necessary, you can explain to students that it is a placeholder for gathering course improvement data, and does not affect their grade in the course.
2. Display grade as points. Make it worth **the same number of points as the rubric you are using is worth**. If you do not yet know, you can use the "edit" function to go back and adjust this number later.
3. You may need to click "More Options" to see the whole range of settings for the assignment.
4. There is a **checkbox** "Do not count towards course grade"- make sure you have this checked.
5. Set as "No Submission." (meaning students do not have to turn anything in).
6. Then **Save and Publish**.

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7. On the next screen at the bottom is an option to add a rubric. There is then a link with a **magnifying glass** that says "**Find a Rubric**"- click this.
8. The box opens up- and you'll see 3 columns. In the left hand column, all the way at the bottom, it will say "**UW-Milwaukee-Instructional SIS Courses.**" Click on this option. Then you should see in the second column a list of the available GER rubrics. Select the rubric that you wish you use. Then, a preview will open up in the **third column** at the far right. **Click on the rubric title in the third column**, and it will be added to your assignment in Canvas.
9. You will then use the **Speedgrader** to use the rubric for each student. Once you've opened the Speedgrader, click on "**View Rubric.**"
10. The rubric will appear on the right side of the screen. Part of it will be hidden. **Drag the grey separator bar to the left** to show the entire rubric.
11. All you have to do is click on the **appropriate box** on the rubric for each trait. Fill in the total score at the top (it will be calculated at the bottom of the rubric automatically for you, but needs to be typed by hand into the box at the top). Then **save**. [Note, the "submit" button at the bottom is for comments- ignore it.] That's it. Repeat this step for each student.
12. To see information about performance levels for each criterion, click on "**View Longer Description**" on the left side of the rubric. The rubric text for each performance level, for that criterion, will be listed.
13. As you complete the rubric for each student, it is helpful to **track how many students score at each performance level for each criteria on the rubric**. This is information you will include when you complete the GER assessment data reporting form (see below).
14. We recommend that you keep this **hidden** in the gradebook (i.e., do not "post" grades for this assignment).
15. The assessment data from shared rubrics can be pulled from Canvas by the assessment coordinator, however it is **still necessary to complete the Qualtrics reporting form** at [https://milwaukee.qualtrics.com/jfe/form/SV\\_3kobtG0xwEAH85D](https://milwaukee.qualtrics.com/jfe/form/SV_3kobtG0xwEAH85D) . The Qualtrics form documents how faculty **interpret** and **respond** to the assessment data- which is (both practically and for accreditation) more important than the data itself.