


# Downloading Assessment Data from Canvas:

Note: Only department outcomes managers can access and download assessment data in Canvas.

Data collected from department level outcomes can be downloaded (i.e., data collected by instructors who imported a department rubric, or who created a rubric by importing department level outcomes). Any data collecting using criteria created by individual instructors will not be accessible. Please pay particular attention to step 10 below.

- 1) Wait until the semester is over to download assessment data from Canvas.
- 2) The **Outcomes Manager** should log into their “Admin” tab as usual, selecting the subaccount they want to download data from.
- 3) Select “Settings” from the options on the left hand side. You should then see tabs across the top, including “Admins,” “Announcements,” “Reports,” and “Apps.” It’s **the “Reports” tab** that you will need.  
  
While outcomes managers should have reporting access by default, it could be deactivated. If you do not see this tab under “Settings,” then contact CETL to ask for the reporting function to be enabled for you.
- 4) On the “Reports” page, you will see a list of possible reports. The report you will want to run is **“Outcome results.”**

- 5) Select “Configure” in order to set up the report. Select the appropriate term (ex: for Fall 2020 term, select “MIL FALL 2020.”) The dropdown includes a list of terms for each UW system campus, and for short terms such as Winter. **The terms you will want should include MIL FALL, MIL SPRNG, and MIL SUM.**
- 6) You can choose to order the report by User, by Course, or by Outcome. This option only sorts the order of cases (rows) in the spreadsheet, and can be overridden by re-sorting the data in the spreadsheet later.
- 7) Run the report. It will say “The report is running. You will receive an email when it is done.”
- 8) When the report is finished running, return to the same screen. You will see on the “Outcome results” row a description of the report available for download, and an icon (  ) you can click on to download the report itself. The file format will be .csv, but you should save it as .xlsx when prompted to do so by Excel.
- 9) The Excel spreadsheet you download will contain a unique case for each combination of student and outcome, meaning that **if your department is assessing five outcomes, each student will be listed five times** (once for each outcome). It may be necessary to

sort the spreadsheet by outcome (select all, then from the “Data” tab in Excel, choose “Sort”), and then copy/paste the data for each outcome into a separate sheet in the workbook in order to pull the most useful information out of the dataset. You can also use formulas to automatically tally the results (see below).

- 10) While the spreadsheet will contain data relating to the # of students achieving mastery, based on whatever benchmark was programmed into Canvas, this is not ideal assessment data (because while it tracks student achievement of benchmarks, it seldom points to areas of potential improvement). Instead, you will **want the # and % of students scoring at each performance level, for each outcome**, allowing you to see the distribution patterns (and note any outcomes for which the distribution skews lower, indicating a potential area of weaker performance). This is typically what is reported as assessment data.

## Using formulas to tally results:

Be certain the spreadsheet is sorted by outcome, so that the data in any given span/column is for only one outcome.

```
=COUNTIF(B1:B20, 4)
```

This formula counts the number of instances of the score “4” occurring in Column B between row 1 and row 20. To adapt this formula, just adjust the cell information to match your spreadsheet.

```
=B22/SUM(B22:B26)
```

This formula can calculate the % scoring at a given performance level if B22 is the cell containing the count of students scoring “4”, and each cell between B22 and B26 contains the counts of the other possible scores (resulting in the total count of all scores combined). The formula divides the count of students scoring “4” by the total counts of all scores, resulting in the % of students that scored “4.”