

LAC Faculty Assessment Representative (FAR)

Suggestions for Communication with Units Preparing to Complete Direct Assessment

Based on follow-up conversations with units who have undertaken LAC Direct Assessment, the following are provided as information you may find helpful in working with your units on the steps involved in LAC DA.

Acquiring outcomes in instructor Canvas shells for assessment:

- Instructors will need to navigate to the “Outcomes” section in their Canvas shell. Once there, they will “Find” the outcomes to be assessed in the LAC course.
- Then, navigate to the “University of Northern Colorado” directory (one of these is empty and can be ignored). Once there, they will select the “GTP” outcomes sub-directory.
- Outcomes can then be added into the course shell by clicking the “Add” button next to each outcome to import that outcome into their course shell.
- Once the outcomes have been added into the course shell, instructors can tag specific assignments with the LAC outcomes to be assessed in those assignments—see below.

Choosing or constructing assignments that align with the SLOs:

- Units should already have an idea of how coursework and specifically assignments (course -embedded assessments) align with the required outcomes through their work on LAC required syllabus mapping.
- Instructors will need to decide whether one assignment will be used to assess all required LAC SLOs or will split up the required outcomes across multiple assignments.
 - If anyone in the unit has participated in the Academic Effectiveness LAC quality improvement project, they have worked on assignment design for assessment and may be a resource for the unit.
- If possible, units should discuss what the rubric “means” in terms of their discipline as well as when student work demonstrates the discrete performance levels on the rubric.
 - This way, units may “norm” the rubric so everyone in unit is interpreting/using it in a similar way.

Tagging required LAC outcomes to an assignment in Canvas:

- Assignments to be assessed using a rubric can “tag” one or more outcomes to be assessed by adding a rubric with the “+Rubric” button. A placeholder criterion is automatically created, but this can be modified or deleted, as necessary.
- In the rubric, use the “Find Outcome” link to view the outcomes in the Canvas shell. Instructors can then select the outcome(s) to be assessed in the assignment. Once selected, the outcome will be added as a criterion in the rubric along with its performance level descriptors.
 - **Note: if instructors do not desire the outcome point values to be included in the total points for the graded assignment, unselect the box labeled, “Use this criterion for scoring,” before adding the outcome to the rubric.**
- The above process can be repeated for each outcome to be assessed in the assignment.

- Instructors may merge a grading rubric and the assessment outcomes into one rubric by first importing a grading rubric by using the link, “Find a Rubric” after clicking the “+Rubric” button. Once the grading rubric is imported, the assessed outcomes can be added by editing the grading rubric and using the steps above to add outcomes to the rubric.

Having students upload submission/artifact to assignment on Canvas:

- Some units might anticipate issues asking students to submit their work products into Canvas for assessment either due to the nature of the work or the desire not to share the assessed outcomes with students.
- If a unit expects issues with students submitting their work into Canvas, what are the issues a unit cites concerning asking students to upload their work into the LMS?
- Instructors may create a “dummy” assignment to be used for assessment so students don’t see the assessment rubric; otherwise, the assessed outcomes will be visible to students. More information concerning how to create “dummy” assignments or course shells is available upon request.
- It is important that the LAC be able to connect assessment results with individual student work, so student work products must be saved, though alternatives to Canvas may be possible, upon request.

Entering assessment performance level score in Canvas:

- Once an assignment has been tagged with the outcomes to be assessed in the Canvas shell, instructors will need to use Speed Grader to select the performance level of each assessed outcome demonstrated in the student assignment submission.
- If instructors do not use Speed Grader or only provide comments and/or a summary score for submitted student work, assessment results for the required outcomes will not be recorded in the Canvas system.

Locating additional support:

- Videos demonstrating the process are available on the [LAC outcomes and assessment webpage](#).
- The Office of Assessment can provide assistance with these processes and meet with units upon request.
- The Office of Instructional Design and Development (ID&D) can assist instructors to develop course shells and online instructional content.
- The Center for Engaged Teaching and Learning (CETL) can assist instructors with pedagogical questions and to develop active learning strategies.