

Instructions on Using CANVAS Outcomes for Core Competency Assessment

[Video Guided Instructions are also available at Oral Communication CANVAS How-To](#)

Step 1: Logging into the correct course

(If you have multiple courses listed, you will need to do this for each course listed)

1. Go to elearn.ucr.edu and log into the course listed in the email you received

Step 2: Learning Mastery Gradebook

1. Click on “Settings” on the bottom left of the screen
2. Click on the “Feature Options” tab
3. Make sure that “Learning Mastery Gradebook” is enabled with a Green Check. If not, enable it
4. Make sure that “Student Learning Mastery Gradebook” is disabled with a Red X. If not, deactivate it

Step 3: Create an assignment group

Utilizing a separate Assignment Group will help to keep this separate from you other assignments.

1. Once in the correct course, click on “Assignments” on the left-hand side of the screen
2. Then click on the “+ Group” button
3. Label the group as “Campus Data” and click the “Save” button

Step 3: Creating the assignment

Once you have created the group to keep the assignment separate from your other assignments, create an assignment linked to the Oral Communication rubric being used for the campus level assessment.

1. Make sure that you are still in the “Assignments” section of the course. If not, follow Step 2.1 from above.
2. Click on “+ Assignment ” button
3. Name the assignment “Oral Communication - For Campus Data - Not For Student Grades”
4. In the assignment description, put the following; “This is not for student grades. This is solely for UCR campus data.”
5. Leave the points as “0”
6. Under Assignment Group, select “Campus Data”
7. Under Display Grade As, select “Not Graded”
8. Keep “Assign to Everyone”
9. Select a Due date at the end of the of the quarter
10. Select an Available date from the current date you set it up to the Due date
11. Click Save

Step 4: Adding the Rubric and Outcomes

1. Once the assignment is created, scroll down to the rubric section of the assignment. Click on the “Find a Rubric” link.
2. In the far-left column, scroll down to UC Riverside and click it
3. In the middle column, select Oral Communication Core Competency Rubric
4. Click the “Use This Rubric” button in the right column

Once you are done with the above steps, click the “Publish” button on the assignment.

Step 5: Scoring

1. Go to the assignment by clicking on it from your Assignments tab
2. Click on the SpeedGrader link on the right side of the screen
3. Click on the “View Rubric” button on the right side of the screen
4. Simply score the student on each criteria by selecting the appropriate rubric rating – DO NOT add any points at the end of each criteria
5. Click the “Save” button
6. If you would like to make any comments regarding their oral communication performance, you may do so in the Assignment Comments box and click submit
7. Repeat the scoring for all students in the course. This part can be done by instructor’s and TAs

Frequently Asked Questions:

Why are we assessing Oral Communication through this distributed assessment process?

This process was selected after discussions with CEP. The other options for assessing oral communication required instructors to be more involved with logistics, possibly increasing instructor involvement. This distributed process also allows for contextual understanding to be considered during scoring, which was a recommendation made by previous core competency assessment teams.

Why do we need to use CANVAS?

CANVAS is UCR's LMS. Since much of the work that happens in courses runs through CANVAS, it made sense to use it for this assessment. Plus, the use of CANVAS Outcomes allows for consistency through the use of a common rubric. It also makes data collection easier and considerably less time consuming.

Why do we have to assess Oral Communication?

Oral communication is a WSCUC core competency, and in order to meet accreditation requirements, we assess each of the WSCUC core competencies once every five years at the institutional level. The five WSCUC core competencies are critical thinking, information literacy, oral communication, quantitative reasoning, and written communication.

Will you need to upload student work?

No. Since this is an observational assessment that you are doing of your students, you will not need to have students upload any work into CANVAS, nor will you need to. All you need to do is observe the student during the assignment you identify as speaking to oral communication and score them through CANVAS. However, it does help if you are referencing a specific assignment as your basis for a score.

Can TAs do any of the scoring?

Yes. TAs can work off of the same rubric and score students the same way you do. Just make sure that you are all on the same page as to what assignment should be observed and where to score the students in CANVAS.

How does this impact the instructor/TA?

The only impact it has on the instructor/TA is the time they put into scoring their students. This does not impact instructors/TAs in any other way. In other words, this is to provide a picture of student achievement of oral communication, and is not a look at instructors/TAs.

Does this impact student grades?

No. We specifically designed the setup of this evaluation so that it does not impact student grades.

When does this need to be completed by?

Scores needed to be submitted within two weeks after the end of the quarter.

What rubric should be used?

The rubric being used is the [AAC&U VALUE Rubric for Oral Communication](#). It is already in CANVAS. By following the how-to instructions, you will add it to your CANVAS course.

How do I know what scores to give?

Please keep in mind that there is flexibility in how students are scored. The rubric being used provides a very good structure for assessing oral communication, but the context within which the oral communication happens matters. So, your job is to look at the examples below along with the rubric and use them as a general guide when scoring your own students on oral communication. The following are good, and not so good, examples of oral communication along with suggested rubric scores:

- [Speech Example #1](#)
 - Organization – 4
 - Language – 4
 - Delivery – 4
 - Supporting Materials – 4
 - Central Message – 4
- [Speech Example #2](#)
 - Organization –4
 - Language – 3
 - Delivery – 4
 - Supporting Materials – 3
 - Central Message – 4
- [Speech Example #3](#)
 - Organization –2
 - Language – 3
 - Delivery – 1
 - Supporting Materials – 2
 - Central Message – 2
- [Speech Example #4](#)
 - Organization –3
 - Language – 3
 - Delivery – 1
 - Supporting Materials – 3
 - Central Message – 2