Instructions on How to Setup CANVAS Outcomes for Separate Information Literacy Assessment (Option 1)
Video Walkthrough Instructions (Option 1)

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 Information Literacy 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 "Information Literacy - 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 "+Rubric" button
2. Click on the "Find a Rubric" link.
3. In the far-left column, scroll down to UC Riverside and click it
4. In the middle column, select Information Literacy Core Competency Rubric
5. 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 information literacy 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