

Instructions on How to Setup CANVAS Outcomes for Linked Written Communication Assessment (Option 2)

Video Walkthrough Instructions (Option 2)

Step 1: Logging into the correct course

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

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: Linking the Assignment

1. Go to the assignment you would like to use for the Written Communication assessment.
2. If a rubric was not assigned, scroll down to the rubric section of the assignment.
 - a. Click on the “+Rubric” button
 - b. Click on the “Find a Rubric” link.
 - c. In the far-left column, scroll down to UC Riverside and click it
 - d. In the middle column, select Written Communication Core Competency Rubric
 - e. Click the “Use This Rubric” button in the right column
3. If a rubric was assigned, click on the Edit Rubric icon
 - a. Click on “Find Outcome”
 - b. Select one of the WC Outcomes listed
 - c. Uncheck the “Use this criterion for grading” to make sure that their grades are not impacted by rubric scores using the WC Outcomes.
 - d. Click on “Import”
 - e. Repeat for each WC Outcome listed

Once you are done with the above steps, should automatically be linked to the published assignment.

Step 4: 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 WC criteria
 - a. You can do this while you are grading your students on any criteria of your own
5. Click the “Save” button
6. If you would like to make any comments regarding their Written 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