

Importing Student Learning Outcome (SLO) Data into Canvas from an Outside Application

Some curricula have applications for administering assessments and assignments that are proprietary to that publisher. If you are using such an application, it is still required that Student Learning Outcome (SLO) data is systematically entered into Canvas. This two-part process involves setting up an assignment in Canvas and then processing the data before entering it into Canvas by hand.

The basic Canvas requirements are still necessary.

- **Shell Setup**

- All faculty (full-time or adjunct) must have a shell set up for each course they teach. It can be a copy from prior classes, a copy of the blueprint, or a newly created shell.

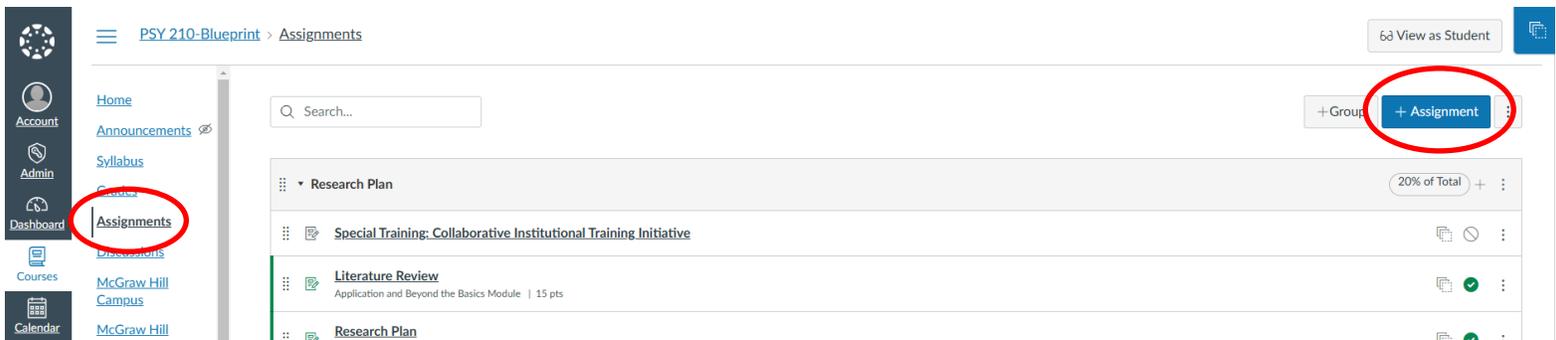
- **Student Learning Outcomes**

- All courses must have the department or program-designated SLOs imported for use.

- **Syllabus Posted in Each Course in Canvas**

- All faculty must have their most up-to-date syllabus posted on the Canvas syllabus tab for each course. The syllabus can also be posted in other locations, but it needs to be in the same spot for each course to enable student access.

1. Once in Canvas, go to the course and add an assignment. See the example below.



2. Name the assignment and decide if it will count as points in the course. Typically, zero points are given as assigning points could result in students having the same scores counted twice.

3. Mark the submission type as “No Submission”

4. Assign it to everyone, then save.

5. Once saved, add a rubric (+ Rubric button) and import the correct SLOs into the rubric.

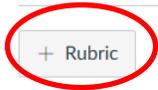
SLO import data

[Blueprint](#)
[Publish](#)
[Assign To](#)
[Edit](#)
⋮

No additional details were added for this assignment.

Points 0
Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-



6. Once the rubric is open, select the “Find Outcome” button and search for them, then add all the designated SLOs for this course. They will have to be imported to the rubric one at a time.

SLO import data

[Blueprint](#)
[Publish](#)
[Assign To](#)
[Edit](#)
⋮

No additional details were added for this assignment.

Points 0
Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

Title: [Find a Rubric](#)

Criteria	Ratings
Description of criterion ✎ 🗑	Full Marks ✎ + No Marks
+ Criterion Find Outcome	

I'll write free-form comments when assessing students
 Remove points from rubric
 Don't post Outcomes results to Learning Mastery Gradebook

7. Then select “Create Rubric”
8. Once the assignment is published, you can use “SpeedGrader” in Canvas to enter student scores for each SLO.

The screenshot shows the Canvas LMS interface for an assignment titled "import 2024". The assignment is in a "Published" state, indicated by a green checkmark. The interface includes a left-hand navigation menu with options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, and Rubrics. A central content area displays the assignment details, including a status bar with "Published", "Assign To", and "Edit" buttons. Below this is a table with columns for "Due", "For", "Available from", and "Until". A "Related Items" section on the right highlights "SpeedGrader" with a red circle.

Due	For	Available from	Until
-	Everyone	-	-

Once the assignment is set up in Canvas the data from the outside application must be prepared and hand-entered into Canvas.

The process to accomplish this will vary across applications, but these general requirements apply regardless of the application.

Assignments, quizzes and assessments can all be used as part of the SLO grade. However, they must be truly aligned to and fully represent the SLO as described. This may result in several assignments being used to capture the full student knowledge, skills and abilities required by each individual SLO.

1. Most applications allow the entire gradebook to be downloaded as a CSV or Excel file.
2. If the gradebook cannot be downloaded as a unit, it may be necessary to copy and paste data or to do this by hand for each student. If possible avoid doing calculations by hand, as this potentially introduces human error.
 - a. Identify the relevant grades for each SLO.
 - b. Combine and average them if more than one data point (student assignment grade) is used per SLO
3. Manually record those scores into Canvas on the assignment you created for them.
4. Once completed, verify that the SLO performance data is shown in the Canvas Gradebook.

If you need any help or have questions, please get in touch with the E-Learning office for technical assistance with Canvas or the Assessment Office for help with assessment questions.

E-Learning Office

- Email: online@bccc.edu
- Phone: 410-462-8016
- Hours: Monday – Friday,
8:00 AM to 7:00 PM

Assessment Office

- **Email:** AssessmentOffice@bccc.edu
- **Phone:** 410-462-7443
- **Hours:** Monday – Friday,
8:00 AM to 5:00 PM
- **Schedule a meeting** on the
[Bookings Page](#)