



## INSTRUCTIONS

### Core Assessment Overview

Each Core course instructor is responsible for developing and administering an assignment (or collection of assignments) that aligns with the appropriate Core Area learning outcomes. University Leadership examines assessment data to determine the extent to which students achieved Core learning outcomes. Additionally, the University submits an annual report to the Kentucky Council on Postsecondary Education (CPE), and assessment results are used as evidence for compliance with our regional accreditor, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation--to seek improvement based on assessment data.

Detailed instructions on importing and mapping outcomes begin on Page 2.

Below are guidelines to consider when deciding which assignment(s) to include for UK Core assessment.

#### **The mapped assignment(s) should:**

- Provide observable evidence of student achievement that can be evaluated using the standardized rubric(s) for the corresponding area(s).

#### **Ideally, instructors are encouraged to:**

- Limit the number of assignments mapped for a given course section to one assignment. If instructors map more than one assignment (three max), the student's highest score for each outcome will be recorded.
- When possible, select assignment(s) that address all program student learning outcomes for the UK Core area(s) for which the course has been approved.
- Select an assignment (or assignments) located at or near the end of the course to provide evidence of "exit-level" proficiency for the learning outcomes.
- Choose an assignment (or assignments) that provides the best evidence for the learning outcomes. For example, a recorded presentation offers stronger evidence of oral communication outcomes than a multiple-choice exam.



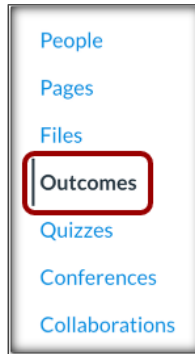
# UK Core Mapping Within Canvas

## INSTRUCTIONS

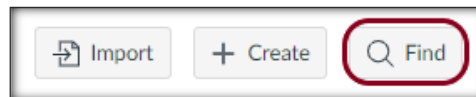
### How do I find UK Core learning outcomes in Canvas?

After logging into your UK Canvas account, follow these steps to find learning outcomes in Canvas.

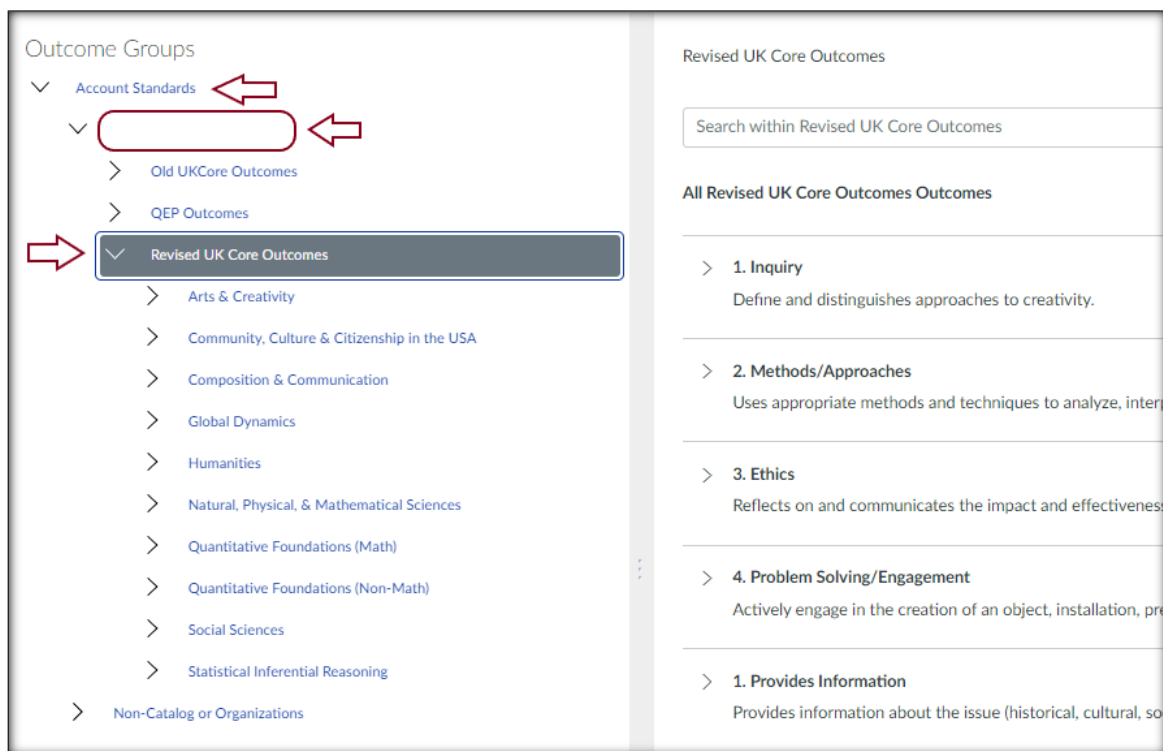
**Step 1:** Open 'Outcomes' in the navigation menu of your course shell.



**Step 2:** Click the 'Find' button in the upper right corner.



**Step 3:** Under 'Outcome Groups,' select 'Account Standards' > 'Blank Option' > 'Revised UK Core Outcomes.'

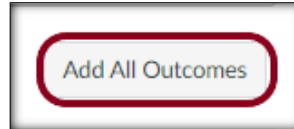




## UK Core Mapping Within Canvas

### INSTRUCTIONS

**Step 4:** Click your course's Core area from the options listed below 'Revised UK Core Outcomes' and select 'Add All Outcomes' in the upper right corner.

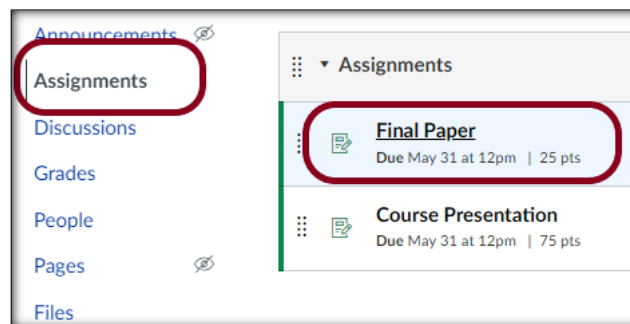


After adding all outcomes, click 'Done' in the lower right corner; this returns you to the course shell.

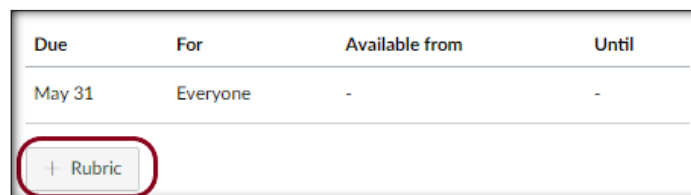
### How do I map UK Core learning outcomes to assignments?

**NOTE:** Steps 6 and 9 vary depending if the assignment has an attached rubric in Canvas. If your assignment has an attached rubric, please only read the step labeled 'ATTACHED RUBRIC.' If your assignment does not have an attached rubric in Canvas, please only read the step labeled 'NEW RUBRIC.'

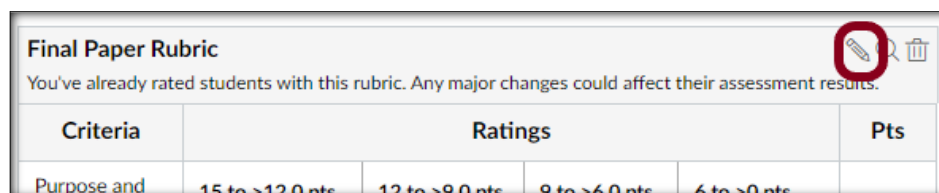
**Step 5:** In the 'Assignments' tab of the navigation menu, find and open the assignment chosen for Core assessment. For this tutorial, I am using 'Final Paper.'



**Step 6 (NEW RUBRIC):** If the assignment does not have a rubric in Canvas, click '+ Rubric.'



**Step 6 (ATTACHED RUBRIC):** If the assignment does have a rubric in Canvas, click the edit pencil icon.



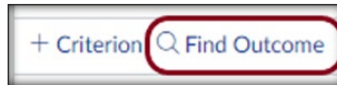
Final Paper Rubric					
You've already rated students with this rubric. Any major changes could affect their assessment results.					
Criteria	Ratings				Pts
Purpose and	15 to >12.0 pts	12 to >9.0 pts	9 to >6.0 pts	6 to >0 pts	



## UK Core Mapping Within Canvas

### INSTRUCTIONS

**Step 7:** Click 'Find Outcome.'



**Step 8:** Open your Core area's folder and select the outcome you want to map to your assignment. Make sure the box labeled 'Use this criterion for scoring' is unchecked and click 'Import.'

**NOTE:** Unchecking 'Use this criterion for scoring' ensures the outcome's points are not included in the assignment's point total.

Find Outcomes

Social Sciences

- 1. Inquiry
- 2. Methods/Approaches
- 3. Evaluation
- 4. Ethics
- 5. Problem Solving/Eng...

**1. Inquiry**

Demonstrate an ability to identify a well-formulated question pertinent to a social science discipline and to employ the discipline's conceptual and methodological approaches in identifying reasonable research strategies that could speak to the question.

Exceeds Mastery	Mastery	Near Mastery	Below Mastery	No Evidence	Total Points
4 Points	3 Points	2 Points	1 Points	0 Points	4 Points

☐ Use this criterion for scoring

Calculation Method: Decaying Average

Last Item: 65  
Between 1% and 99%

Calculation Method: 65/35 Decaying Average

Example: Most recent result counts as 65% of mastery weight, average of all other results count as 35% of weight. If there is only one result, the single score will be returned.

1- Item scores: 1, 4, 2, 3, 5, 3, 6, 1, 4, 2, 3, 5, 3, 6

2- Final score: 5.03

Cancel Import

**NOTE:** If you are adding all outcomes to one assignment, repeat Steps 7 and 8 (i.e., Find Outcome > Import) until every outcome is added to the assignment rubric.



## UK Core Mapping Within Canvas

### INSTRUCTIONS

**Step 9 (NEW RUBRIC):** After adding the outcomes to the assignment, 1) delete the blank criterion at the top of the rubric; 2) make sure all the circled boxes are unchecked; and 3) 'Create Rubric.'

Criteria			
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks		
1. Inquiry threshold: 4 pts	4 pts Exceed Standard	3 pts Meet Standard	2 pts Near Standard
2. Methods/Approaches threshold: 0 pts	4 pts Exceeds Mastery	3 pts Mastery	2 pts Near Mastery
3. Ethics threshold: 0 pts	4 pts Exceeds Mastery	3 pts Mastery	2 pts Near Mastery
4. Problem Solving/Engagement threshold: 0 pts	4 pts Exceeds Mastery	3 pts Mastery	2 pts Near Mastery

+ 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
- ☐ Use this rubric for assignment grading
- ☐ Hide score total for assessment results

**Step 9 (ATTACHED RUBRIC):** After adding the outcomes to the assignment, click 'Update Rubric.'

+ 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
- ☒ Use this rubric for assignment grading



## INSTRUCTIONS

### How to confirm your course is successfully mapped?

**Step 10:** Click 'Outcomes' in the navigation menu and then 'Alignments.' The page should list the outcomes added to the course and the mapped assignment(s).

The screenshot shows the Canvas 'Outcomes' page. On the left sidebar, the 'Outcomes' menu item is highlighted with a red box. At the top of the page, the 'Alignments' tab is selected and highlighted with a red box. The main content area shows a summary of 4 outcomes with 100% coverage and 2.0 average alignments per outcome. Below this, there is a search bar and a list of outcomes. The first outcome, '1. Inquiry', is expanded, showing its description and associated assignments: 'Final Paper' and 'Final Paper Rubric'. The other outcomes are partially visible: '2. Methods/Approaches', '3. Ethics', and '4. Problem Solving/Engagement'.

### Contact Information

**Office of Strategic Planning and Institution Effectiveness:**

- Email: [ospie@uky.edu](mailto:ospie@uky.edu)
- Website: <https://ospie.uky.edu/>

**Justin Johnson, Data & Assessment Analyst:**

- Email: [justin.johnson@uky.edu](mailto:justin.johnson@uky.edu)