



INSTRUCTIONS

## Core Assessment Overview

**Please review the information below before deciding which assignment(s) to include for UK Core assessment.**

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.

**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).

**Guidelines:**

- Review the standardized rubric for the associated Core area before selecting an assignment (see Canvas Core shell or contact OSPIE at [OSPIE@UKY.edu](mailto:OSPIE@UKY.edu) for a copy).
- When possible, select a single assignment that addresses all program student learning outcomes for the UK Core area(s) for which the course has been approved.
- Limit the number of assignments mapped to every outcome for a given course section to one assignment.
- If one assignment does not address all learning outcomes, instructors can map up to three assignments to different learning outcomes.
- When multiple assignments are needed to address all outcomes, please map only one assignment per outcome. Multiple assignments per outcome is challenging for evaluation purposes.
- 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.
- After selecting the assignment(s), please ensure the assignment instructions are available in the Canvas shell of the Core course scheduled for assessment.

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

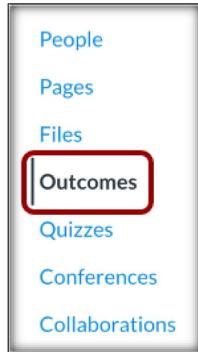


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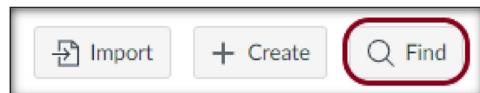
### How do I find UK Core learning outcomes in Canvas?

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' > 'University of Kentucky' > 'Revised UK Core Outcomes'

Outcome Groups

- ▽ Account Standards
- > Non-Catalog or Organizations
- ▽ University of Kentucky
  - > DO NOT USE - OLD TEK
  - > DO NOT USE\_Old UKCor...
  - ▽ Revised UK Core Outcomes
    - > Rev. Arts & Creativity
    - > Rev. Community, Cu...
    - > Rev. Composition &...



## 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.

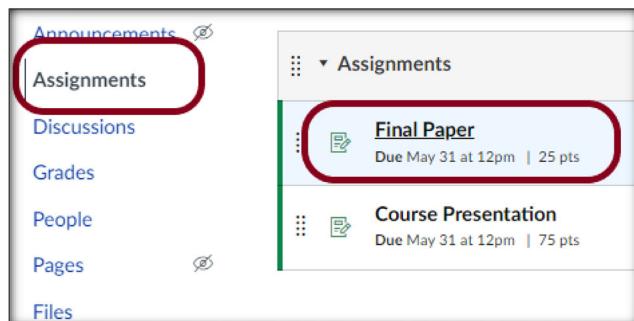


After adding all outcomes, click 'Done' in the lower right corner; this returns you to the course shell.

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

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

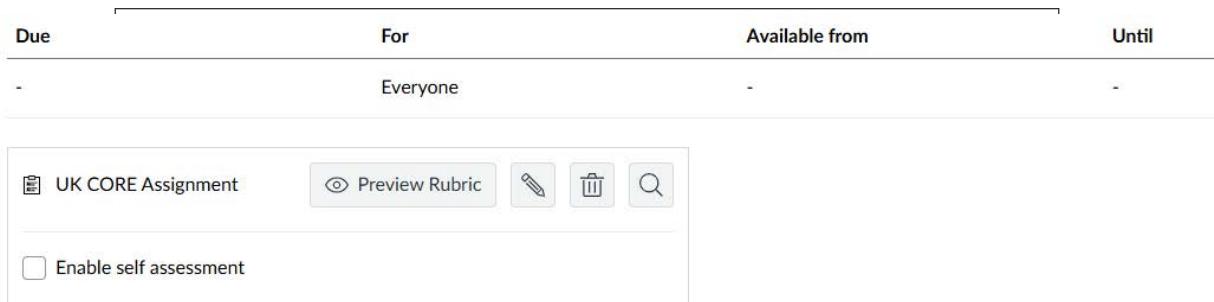
**Step 5:** In the 'Assignments' tab of the navigation menu, find and open the assignment chosen for Core assessment. For this tutorial, I am using 'Final Paper.'



**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.





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### Step 7: Click 'Create From Outcome'



Draft New Criterion



Create From 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.

The screenshot shows the 'Find Outcomes' dialog box. On the left, a sidebar lists categories: Social Sciences, 1. Inquiry (selected), 2. Methods/Approaches, 3. Evaluation, 4. Ethics, and 5. Problem Solving/Eng... The main content area shows '1. Inquiry' with a description: '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.' Below this is a rubric table:

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

At the bottom of the dialog, there is a section with a checkbox labeled 'Use this criterion for scoring' and a note 'Calculation Method: Decaying Average'. The 'Import' button is located at the bottom right.

**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

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**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		5 pts	Full Marks	
Range <input type="text"/>				
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
<a href="#">+ Criterion</a> <a href="#">Find Outcome</a>				
<input type="checkbox"/> I'll write free-form comments when assessing students <input type="checkbox"/> Remove points from rubric <input type="checkbox"/> Don't post Outcomes results to Learning Mastery Gradebook <input type="checkbox"/> Use this rubric for assignment grading <input type="checkbox"/> Hide score total for assessment results				
<a href="#">Cancel</a> <a href="#">Create Rubric</a>				

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

Criteria				
Description of criterion		5 pts	Full Marks	
Range <input type="text"/>				
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
<a href="#">+ Criterion</a> <a href="#">Find Outcome</a>				
<input type="checkbox"/> I'll write free-form comments when assessing students <input type="checkbox"/> Remove points from rubric <input type="checkbox"/> Don't post Outcomes results to Learning Mastery Gradebook <input checked="" type="checkbox"/> Use this rubric for assignment grading				
<a href="#">Cancel</a> <a href="#">Update Rubric</a>				



## 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 'Outcomes' page in Canvas. The left sidebar has 'Outcomes' highlighted with a red box. The top navigation bar has 'Alignments' highlighted with a red box. The main content area shows '4 OUTCOMES' and '100% Coverage 2.0 Avg. Alignments per Outcome'. Below this, there are four sections: '1. Inquiry' (Define and distinguishes approaches to creativity), '2. Methods/Approaches' (Uses appropriate methods and techniques to analyze, interpret, and critique the creative works of others), '3. Ethics' (Reflects on and communicates the impact and effectiveness of their own creative work), and '4. Problem Solving/Engagement' (Actively engage in the creation of an object, installation, presentation, or performance). Each section lists assignments mapped to it, such as 'Final Paper' and 'Final Paper Rubric'.

### Contact Information

#### Office of Strategic Planning and Institutional Effectiveness:

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

# UK CORE Canvas Outcomes Mapping – FAQS

## A. Importing Outcomes

- **Do I import all Core Area outcomes?**

No — import only the Core Area outcomes relevant to **your** course.

- **UK Core Outcomes appear with Course Learning Outcomes. Is that normal?**

Yes — Canvas displays all outcomes together by default.

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## B. Mapping Expectations

- **Do I need to map all outcomes for my Core Area?**

Yes, all instructors should map all outcomes for the Core Area. If you are not able to map all outcomes for this semester, we strongly recommend you to consider how to map to all outcomes for future semesters.

- **I don't have an assignment for one or more outcomes. What do I do?**

You may **skip mapping** those outcomes.

- **How should I map the assignment for outcome assessment?**

Map the assignment **based on the specific outcome** being assessed, not the overall assignment. Choose assignments that clearly demonstrate the outcome, as they will be reviewed by an instructor new to your course.

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## C. Rubrics & Alignments

- **Why do I see two alignment items (assignment + rubric) when I mapped only one?**

This is normal — Canvas shows both the **assignment** and the **rubric** under alignments.

- **I can't save my rubric after adding outcomes. Why?**

Rubrics must have a **name** before they can be saved.

- **Will students see the outcomes and the rubric?**

No — students cannot see the rubric used for Core Outcome assessment.

- **Can students see the scores I enter in the outcome rubric?**

No — these scores do **not** appear in the student Gradebook. Only instructors or assessment admins can extract them.

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#### **D. Assignment Types & Submission Issues**

- **What type of assignment should I use for outcome mapping?**

Choose assignments that are **subjective and assessable** (e.g., essays, projects).

Avoid MCQs or auto-graded quizzes.

- **My assignment isn't submitted in Canvas. How will assessment work?**

Either:

- our team can request, scan, and return physical copies, **or**
- you may scan and send them yourself to our team.

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#### **E. Special Case: Discussion Boards**

- **How do I map a Discussion Board?**

Discussions do **not** appear in the Assignments tab.

Please contact our team for guidance on mapping discussion-based work.