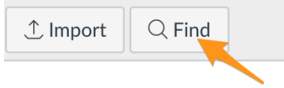


Importing Student Learning Outcomes into a Course

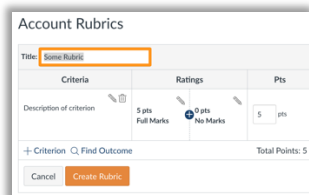
1. In your course, click Outcomes.
2. Click the **Find** button.



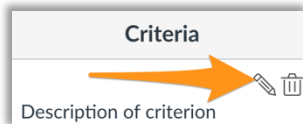
3. Select **Account Standards**. Follow the folder structure to locate your learning outcomes.
4. Select the appropriate folder, then click **Import**.
 This will add the learning outcomes to your course.

Creating a Rubric

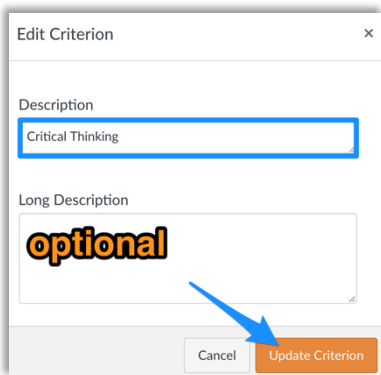
1. In your Assignment, click the + **Rubric** button.
2. Title your rubric.



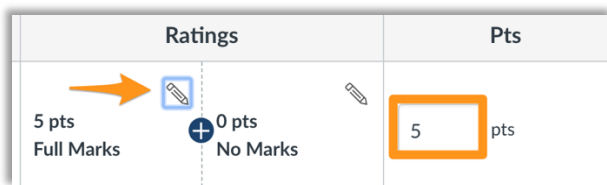
3. Click the edit icon to enter a criterion.



4. A description is required, a long description is optional.



5. Enter the maximum number of points in the Pts column, click the edit icon for the first rating material.



6. Use the + button to create a new rating for each performance level (exemplary, proficient, developing, beginning, non-evident) and add the rating description.
7. Create a new criterion row using the **+Criterion** button.
8. Repeat steps 4-8 as necessary.
9. Save your changes by clicking **Create Rubric**.

Linking Outcomes to a Rubric

1. Click the edit icon for the rubric.
2. Select *Find Outcome*.
3. Follow the folder structure to locate your learning outcome. Select the appropriate outcome, then click **Import**.

Exemplary	Proficient	Developing
4 Points	3 Points	2 Points

Use this criterion for scoring

Calculation Method: Decaying Average

Deselecting the *use this criterion for scoring* option **will not count** the outcomes score against the students' grade.

4. Repeat steps 2-3 as necessary.
5. Click **Update Rubric** to save your changes.