Developing Program Level Learning Outcomes Assessment Using Rubrics in ELMS for Program Administrators

Learning outcome assessment in ELMS enables faculty to access program-level **Rubrics** via the **Assignment** tool and collect data from the review of student work using the ELMS **Speedgrader** tool. This document provides instructions for program administrators to set up program level learning outcomes assessment in ELMS using the ELMS **Outcomes** and **Rubrics** tools. These instructions are specific to the application of ELMS tools to learning outcomes assessment. They do not explore the process of developing the program learning outcomes necessary for assessing student learning. Before you begin work with your program to:

- develop a rubric with defined by levels of performance and points associated with each level. In this protocol, the points will allow tracking of student performance and will not contribute to a student's course grade
- decide how you will use the "mastery score" and what calculation method you will use to present the assessment data (see Create and Outcome Step 9)

Note: an ELMS **Rubric** mirrors the structure of a traditional rubric – with options for rows with criteria and columns that indicate levels of student performance. Note that in ELMS, **Rubrics** are constructed row by row. Each row of a rubric is referred to as an **Outcome**. ELMS **Outcomes** are akin to a criterion row in a rubric. Elms **Outcomes** do not equal learning outcomes.

> ↗🗐 this row in ELMS is an **Outcome.**
>
> ELMS **Rubrics** are akin to a stack of **Outcomes.**

Request Administrator Access

Individuals wishing to create and deploy program-level Outcomes and Rubrics within ELMS must complete the [Request for Administrator Access to Enterprise Instructional Technology Systems](#). Under Options, select **ELMS-Canvas**, and **Researcher** as the ELMS-Canvas role; add the Subaccount. Once approved, A DIT representative will add that individual into ELMS-Canvas. For more information about ELMS-Canvas Administrative Roles, visit [Enterprise Instructional Technology Systems Compliance Procedures](#).

Manage Program Level Learning Outcomes

Once the Service Level Agreement for Outcomes Administrators (OAs) has been completed, individuals tasked with that role will have access to an "Admin" link on the ELMS global toolbar. After selecting the "Admin" link, OAs will see links to the institutional subaccounts for which they have permission to use the ELMS tools to create program-level **Outcomes** and **Rubrics.** This process requires that you "deconstruct" each rubric into rows that will serve as ELMS **Outcomes**.

Follow these steps to set up folders of **Outcomes** corresponding to your program rubrics.
1. Click on the "Subaccount" title link to enter the account.
2. Click on the "Outcomes" link on the navigation menu.
3. Click on the "+Group" button to Set up a group for your program.
4. Name the **Group** (Program name) and click on the "Save" button.
5. Set up a sub group for each program rubric: click on the "+Group" button.
6. Name the sub **Group** (according to the rubric name) and click on the "Save" button.
7. Repeat this process to generate sub **Groups** for each program rubric.

For instance, General Education has 13 rubrics and has created 13 **Outcomes** sub **Groups**. Each sub **Group** contains **Outcomes** for a specific General Education Rubric (e.g., Scholarship in Practice).

Create an Outcome

This is where you will input the information from your assessment rubric in a row by row approach. Each row will become an ELMS **Outcome**. Access the ELMS **Outcome** sub **Group** for the specific program rubric:
   a. Select the "Admin" link on the ELMS global toolbar.
    b. Click on the Subaccount name.
    c. Select the "Outcomes" link from the navigation menu.
    d. Click on the group folder for the rubric.

For example, within the General Education **Analytic Reasoning Outcomes Group**, there are three rows in the rubric defined by the criterion topics: Methods, Information, and Interpretation.

1. Select the "+Outcome" link.
2. Enter a unique name for the **Outcome** in the "Name this outcome:" field. (in the example for Analytic Reasoning the names for the criterion topics are used).
3. Provide a general description of the purpose of the **Outcome** in the "Describe this outcome" field (this is optional).

Provide explanatory details for the **Criterion** ratings. These will relate to the performance levels that you have defined in your program rubrics. General Education rubrics use 4 levels of performance: Advanced, Proficient, Beginning and Unacceptable. For each level, input the text from your program rubric that describes the student performance.

4. Click on the "Pencil" icon associated with the default "Exceeds Expectations" rating. Replace "Exceeds Expectations" with rating term used in your rubric, e.g., "Advanced**",** (if you wish to follow the General Education outcome model). Input the text from the rubric that describes the student performance for this level.
5. Change the "pts" value to [level that you have decided – General Education uses 3]. Click on the "OK" button.
6. Repeat this process for replacing "Meets Expectations" with next level of performance (Proficient**)** and "Does Not Meet Expectations" with next level of performance (Unacceptable).
7. Click on the "Insert arrow" between the levels to add an additional level(s) (e.g., **Beginning**) and add appropriate pt value.
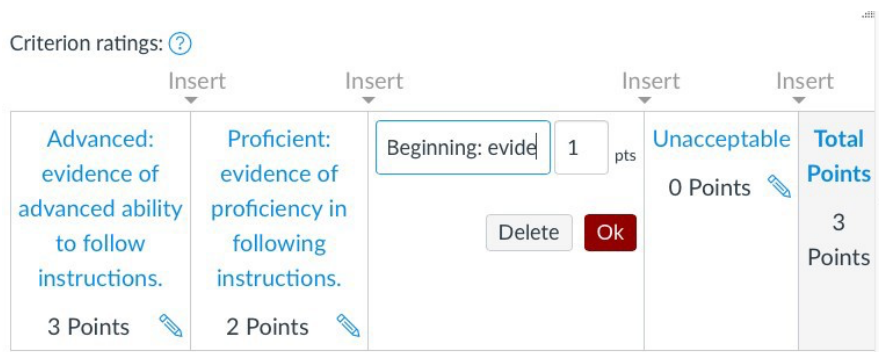
8. Enter the score that you have selected for Mastery field (General Education uses **3**).

9. Choose Calculation Method (General Education uses **Most Recent Score**).

10. Click on the "Save" button.

Create an **Outcome** for each row of the your program rubric. **Outcomes** can be edited, deleted or moved to a different **Outcome** group folder during the development process. *Once an Outcome has been used to assess student learning, through either a program-level rubric or an assignment rubric, it can no longer be edited, deleted or moved.*

Create a Program Level Rubric Based on Outcomes

For program-level assessment, **Outcomes** are incorporated into an ELMS **Rubric**.

1. Select the "Admin" link on the ELMS global toolbar.
2. Click on the Subaccount name, then click on the "Rubrics" link in the navigation menu.
3. Click on the "+Add Rubric" button.
4. Enter a Title: for the rubric. According to protocol established in setting up **Outcome** folders both the **Outcomes** and the **Rubric** folders are named after the program rubric: but this naming convention is optional.
5. Click on the "Find Outcome" link. Select an **Outcome** from the corresponding **Outcome** group folder.

6. You will see the rating structure associated with the **Outcome**. Be sure to **"unselect"** the **"Use this criterion for scoring"** option. This will ensure that when used to score learning mastery, the assessment is not included in student grades.
7. Click on the "Import" button.
8. Click on the "OK" button when prompted to confirm the addition of the **Outcome** to your **Rubric**.
9. Repeat steps 5-8 until you have included all **Outcomes** in the **Rubric**.
10. Delete the empty criterion row from the **Rubric** by clicking on the "Trashcan" icon associated with it.
11. Click on the "Create Rubric" button.

Normally, the work of the Outcomes Administrator is concluded when all program-level **Outcomes** and **Rubrics** have been created in ELMS. Instructors teaching courses, usually associated with the ELMS subaccount (e.g., College of Information Studies, Chemistry & Biochemistry) for which **Outcomes** and **Rubrics** have been created, can then create learning outcomes assessment **Assignments** within their course(s). It is also possible for OAs to perform this task on behalf of instructors whose courses are within their OA subaccount(s). The article "Program Level Learning Outcomes Assessment Using Rubrics in ELMS" provides the instructions for integrating program-level rubrics into ELMS **Assignments**.