If there is no BGP course shell template for the course that you are teaching, you may still use Canvas to submit your BGP data. It is important to note that you must adhere to the assessment plan submitted and approved for the BGP course.

Importing BGP Learning Outcomes

1. Open the BGP Template within Canvas, click on the "Outcomes" tab on the left side of the screen and then locate "Find."
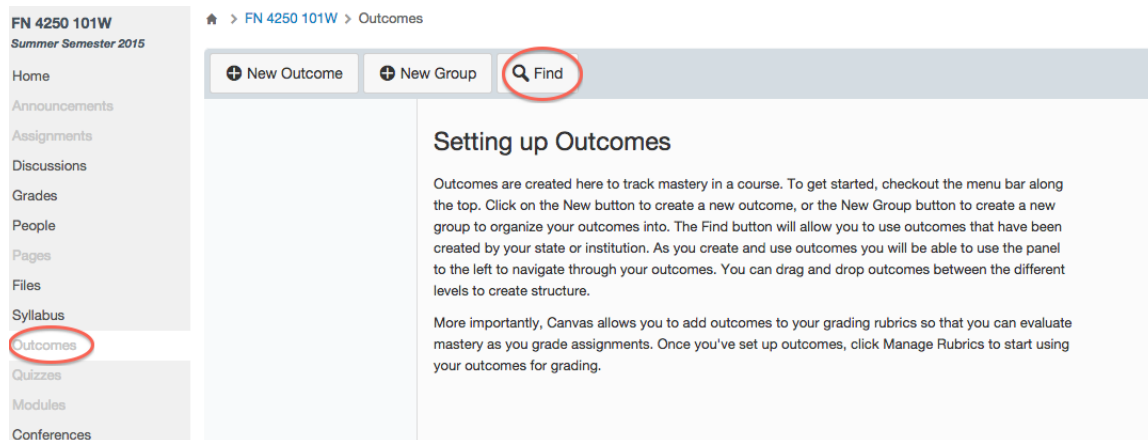

2. A new text box will open, click on Account Standards. A new column will appear, click on BGSU-ACAD, and all the outcomes will be found there.
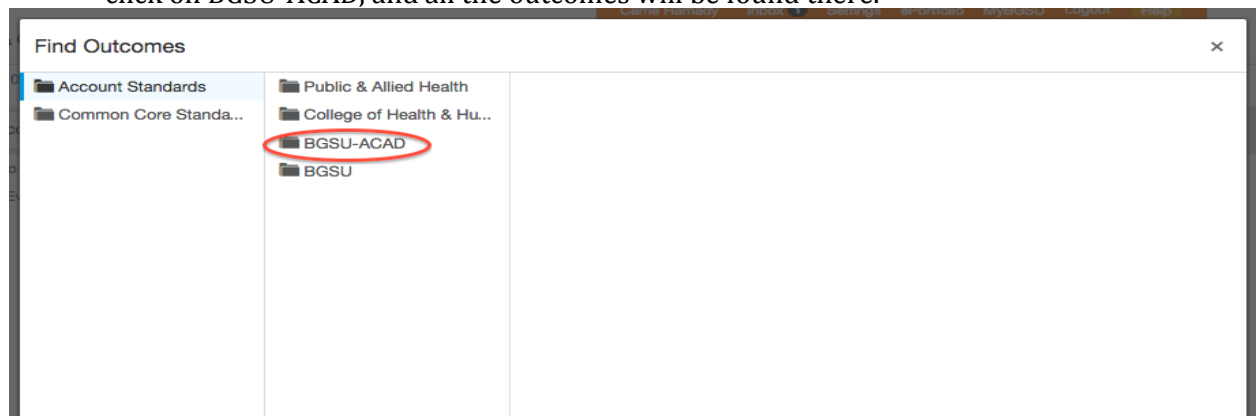
3. Click on "BGP" and another column to the right will appear with all the BGP LO categories.
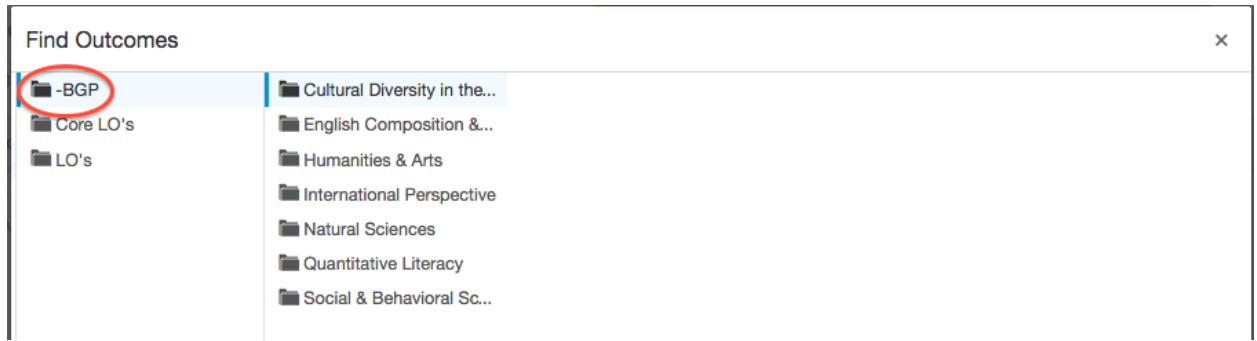
4. After you click on the category you need, another column will appear to the right with the specific outcomes listed. Click on one outcome (1), click "import" (2) and then "ok" (3).
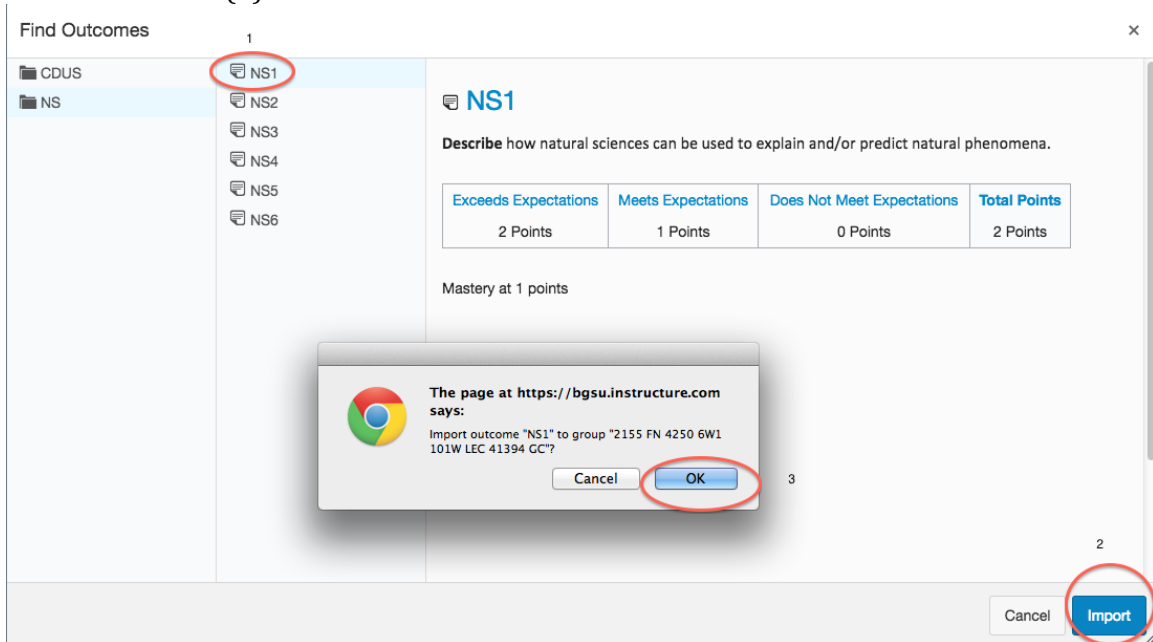
5. Repeat this process to import all BGP LOs that pertain to your BGP Course.
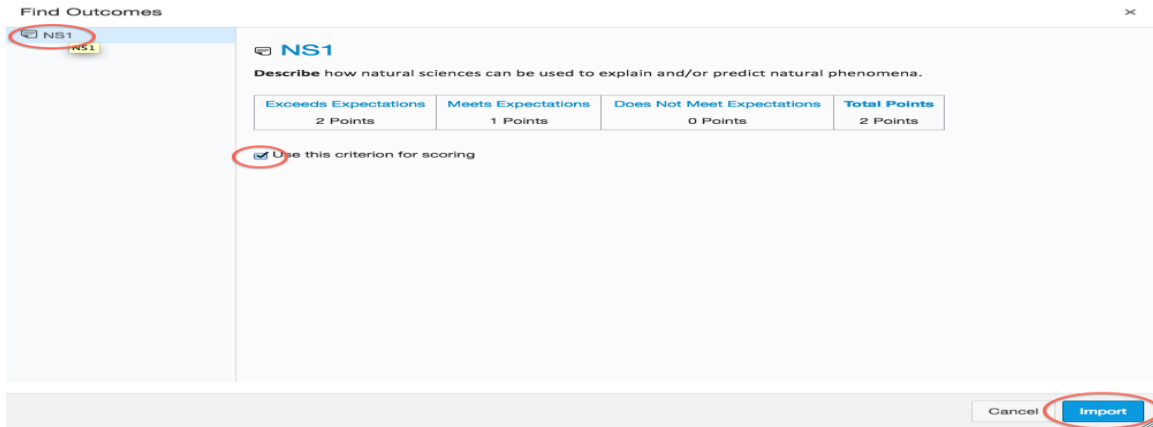
Creating a Rubric Using BGP Learning Outcomes

1. Once all BGP LOs are imported, click on the assignment or project in which you want to develop the rubric.
2. Scroll to below the assignment details and click on "Add Rubric."

3. From here, you will give the rubric a title and start to add the criterion. First, click on the blue X to remove the 5 point sample criterion that is given to you in order to start fresh. REQUIRED for BGP Assessment, click on "Find Outcome Criterion" to add the BGP LO(s) you just loaded into your shell into the rubric.

4. After you click on "Find Outcome," the category will appear, for the example it appears as "NS." Click the category and you will see all the outcomes you downloaded. To start:
   a. Click on the first LO needed
   b. **Deselect the "Use this criterion for scoring"**
   c. Click on "Import."

Find Outcomes   ×

NS1

□ NS1

Describe how natural sciences can be used to explain and/or predict natural phenomena.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
2 Points	1 Points	0 Points	2 Points

☑ Use this criterion for scoring

Cancel   **Import**

5. When you click on "Import, " the following screen appears- NOTE that "Use this criterion for scoring" is not selected now- click "OK."

Find Outcomes   ×

NS1

□ NS1

Describe how natural sciences can be used to explain and/or predict natural phenomena.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
2 Points	1 Points	0 Points	2 Points

☐ Use this criterion for scoring

The page at https://bgsu.instructure.com says:

Import outcome "NS1" to group "2155 FN 4250 6W1 101W LEC 41394 GC"?

Cancel   OK

Cancel   Import

6. Once you are finished with entering all the BGP LOs needed for the assessment, check the box in the middle that says, "use this rubric for assignment grading" (this way when it is published, you can use the speedgrader function). Then click "Create Rubric" and it is done.

Title: BGP Assessment Rubric   Find a Rubric

Criteria	Ratings			Pts	
NS1 view longer description threshold: 1 pts	Exceeds Expectations 2 pts	Meets Expectations 1 pts	Does Not Meet Expectations 0 pts	--	✕

⊕ Add Criterion Find Outcome   Total Points: 0

☐ I'll write free-form comments when assessing students
☐ Use this rubric for assignment grading
☐ Hide score total for assessment results

Cancel   Create Rubric