

Creating a Quiz and Attaching a Rubric Within the BGP Template Course Shell In Canvas

Overview:

A template course shell for each BGP course will be created by ITS and will be assigned to the professor who submitted the BGP proposal. Faculty will be able to upload the assignments, projects, portfolios, quizzes, etc. as assessment artifacts that were indicated in the approved BGP proposal as a measure of each of the Learning Outcomes (LOs). This way each professor who teaches a section of the course will have access to the materials in order to provide consistency across sections. **All assignments, portfolios, quizzes, and rubrics need to have the same name in every section of the BGP course** to allow data to be collected easily on the Learning Outcomes outlined in the BGP proposal.

The following sections provide a guide to assist you in:

- Uploading new BGP specific assignments (papers, portfolios, projects)
- Creating BGP specific quizzes/tests
- Importing BGP Learning Outcomes
- Creating rubrics
- Granting other professors access to the BGP Template
- Copying/importing BGP Template content into individual course sections

Special Note:

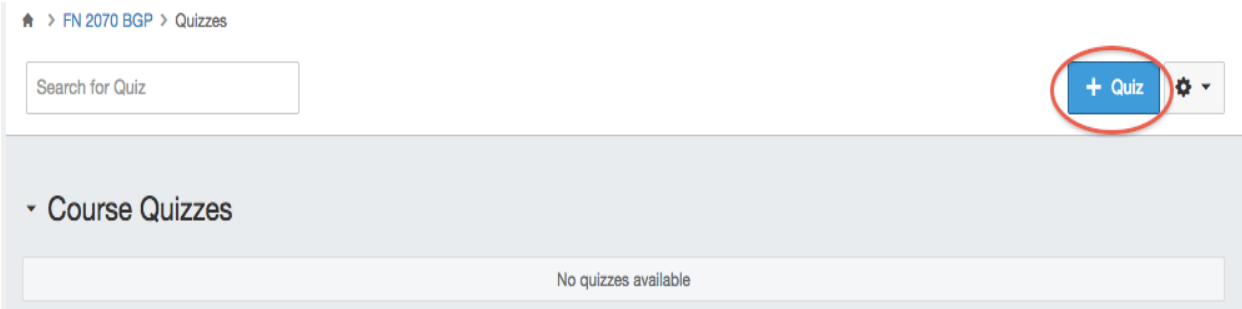
If a student does not turn in the final assignment, portfolio, etc, they are not to be assigned a data point using the Canvas rubric. For example, if you have 35 students in a class and only 32 students complete the assignment, there should only be 32 pieces of data for each learning outcome.

Step 1: Creating BGP Quizzes/Tests

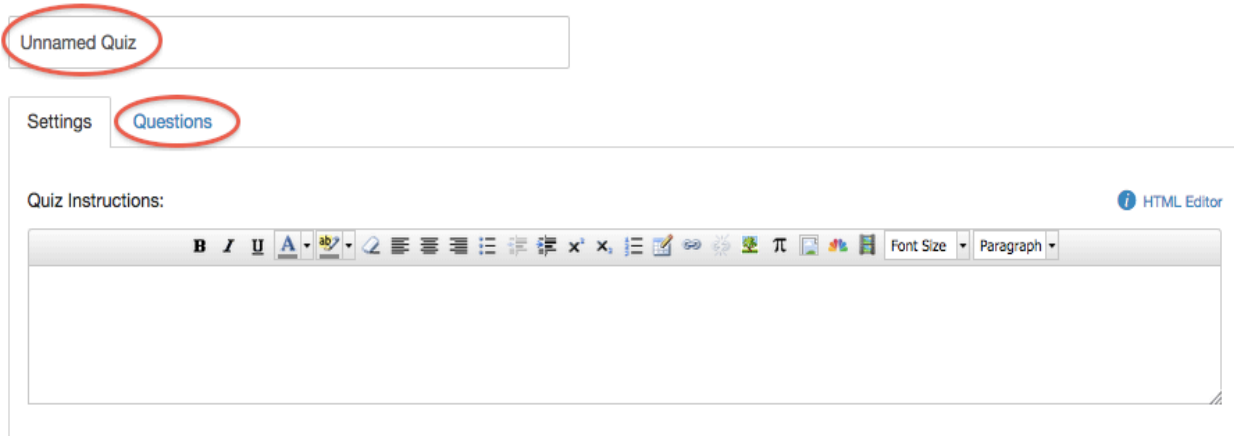
1. Log into the BGP Template Shell and click on “Quizzes.”

The screenshot shows the Canvas LMS interface for a course shell. The top navigation bar includes the BGSU and Canvas logos, and user information for Carrie Hamady. The main content area displays a message: "THIS COURSE IS UNPUBLISHED" with a sub-message "Only Teachers Can See This Course Until It Is Published" and a "Setup Checklist" button. A sidebar on the left lists course navigation options, with "Quizzes" circled in red. Below the main content, there is a "Recent Activity in FN 2070 BGP" section showing "No Recent Messages" with a sub-message: "You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc."

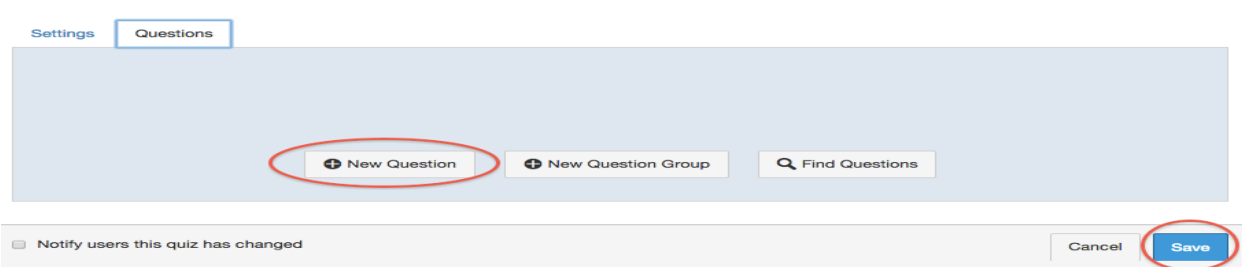
2. Click on “+ Quiz” to add a quiz or a test.



3. The next screen will ask you to name the quiz/test- **REMEMBER- all quizzes/tests used for BGP Assessment need to have the same name in ALL sections of the course.** Then click on “Questions” to input all the questions.

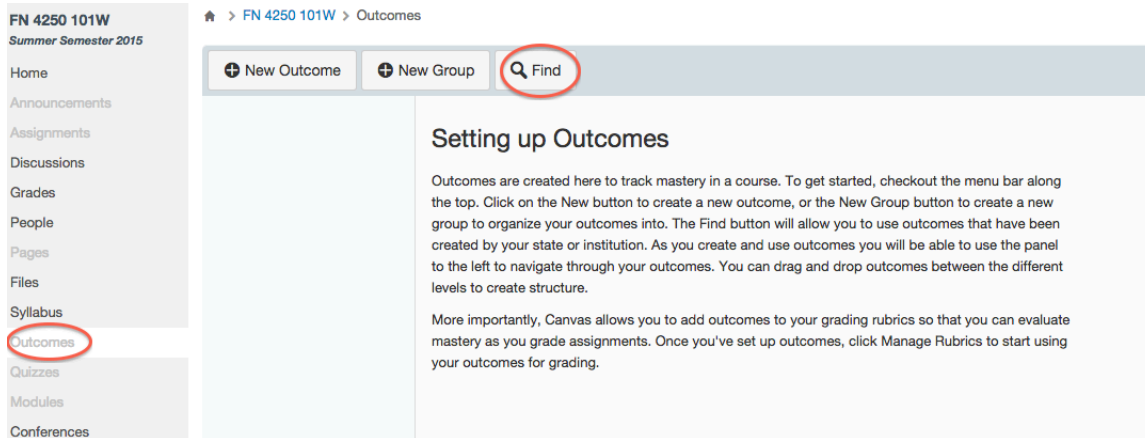


4. After clicking on “Questions,” choose “New Question” and begin building your quiz/test. Once all questions are put into the quiz/test, select “Save” and your quiz/test is complete.

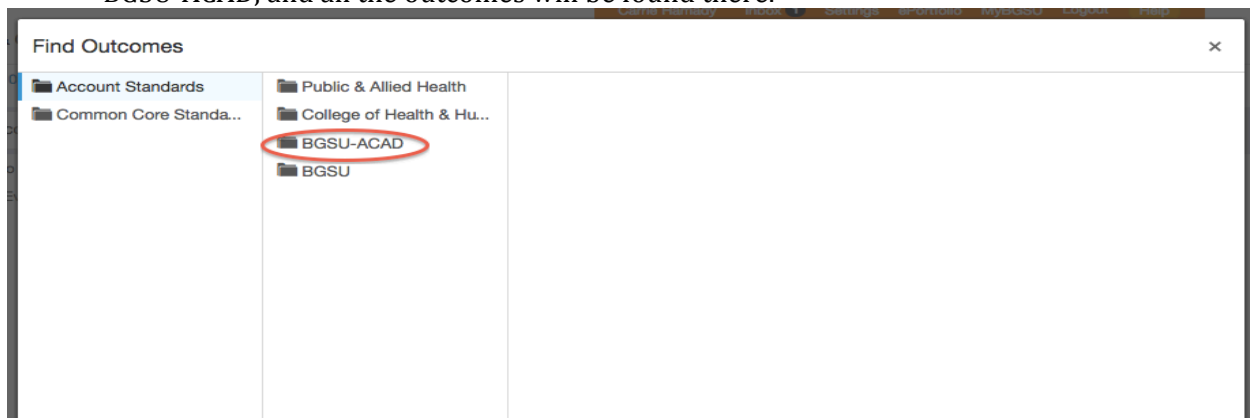


Step 2: Importing BGP Learning Outcomes

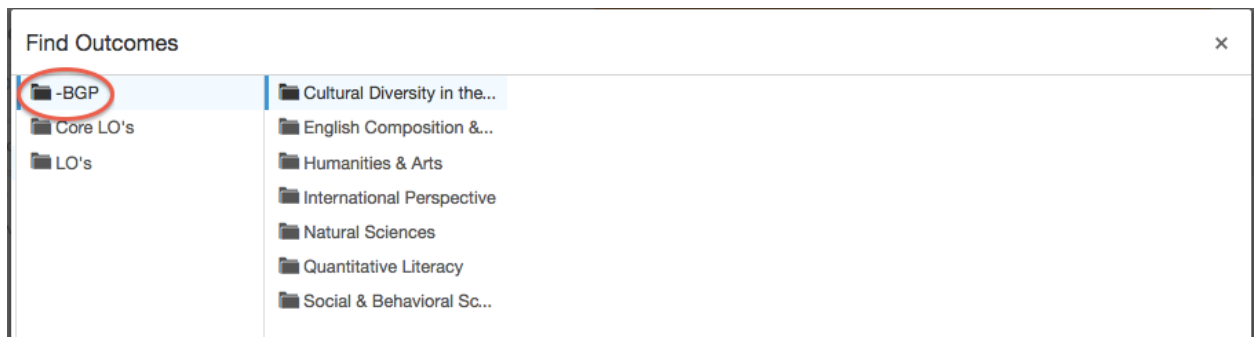
1. Open the BGP Template within Canvas, click on the “Outcomes” tab on the left side of the screen and then locate “Find.”



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).

The screenshot shows the 'Find Outcomes' window. On the left, a tree view shows 'CDUS' and 'NS'. Under 'NS', outcomes NS1 through NS6 are listed. NS1 is selected and circled with a red circle labeled '1'. On the right, the details for NS1 are shown: 'Describe how natural sciences can be used to explain and/or predict natural phenomena.' Below this is a table with four columns: 'Exceeds Expectations' (2 Points), 'Meets Expectations' (1 Point), 'Does Not Meet Expectations' (0 Points), and 'Total Points' (2 Points). Below the table, it says 'Mastery at 1 points'. At the bottom right of the window, there are 'Cancel' and 'Import' buttons. The 'Import' button is circled with a red circle labeled '2'. A dialog box is overlaid in the center, with the text: 'The page at https://bgsu.instructure.com says: Import outcome "NS1" to group "2155 FN 4250 6W1 101W LEC 41394 GC"?'. The dialog box has 'Cancel' and 'OK' buttons. The 'OK' button is circled with a red circle labeled '3'.

5. Repeat this process to import all BGP LOs that pertain to your BGP Course.

Step 3: 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.”

The screenshot shows the Canvas LMS interface for an assignment titled "Research Paper". The left sidebar contains navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, LockDown Browser, and Settings. The main content area shows the assignment details, including a file upload box, a table with columns for Due, For, Available from, and Until, and a circled "Add Rubric" button.

| Due | For | Available from | Until |
|--------|----------|----------------|-------|
| Mar 17 | Everyone | - | - |

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.

The screenshot shows the "Create Rubric" dialog box. The title field contains "BGP Assessment Rubric". Below the title is a table with columns for Criteria, Ratings, and Pts. The table has one row with a description of a criterion, full marks of 5 pts, and no marks of 0 pts. The "Find Outcome" button is circled in red. There are also checkboxes for "I'll write free-form comments when assessing students", "Use this rubric for assignment grading", and "Hide score total for assessment results".

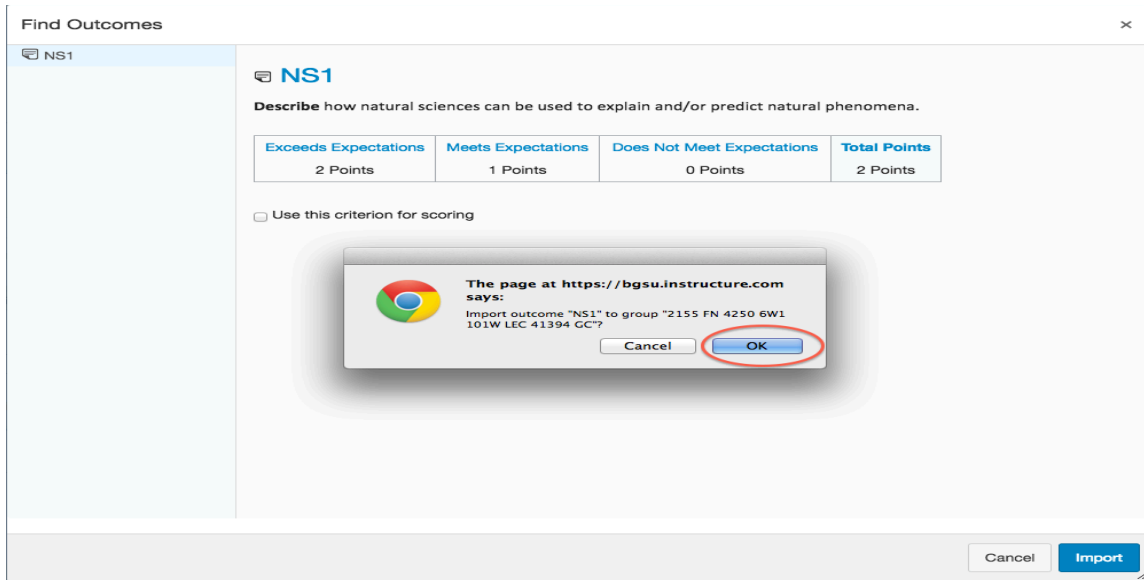
| Criteria | Ratings | Pts |
|---|--|-------|
| Description of criterion view longer description | Full Marks 5 pts No Marks 0 pts | 5 pts |

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.”

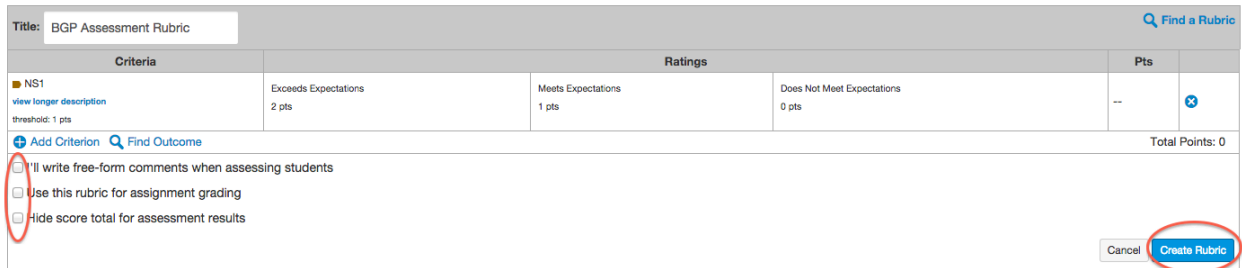
The screenshot shows the "Find Outcomes" dialog box. The "NS1" category is circled in red. The dialog box displays the category name "NS1" and a description: "Describe how natural sciences can be used to explain and/or predict natural phenomena." Below the description is a table with columns for "Exceeds Expectations", "Meets Expectations", "Does Not Meet Expectations", and "Total Points". The "Use this criterion for scoring" checkbox is circled in red.

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

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

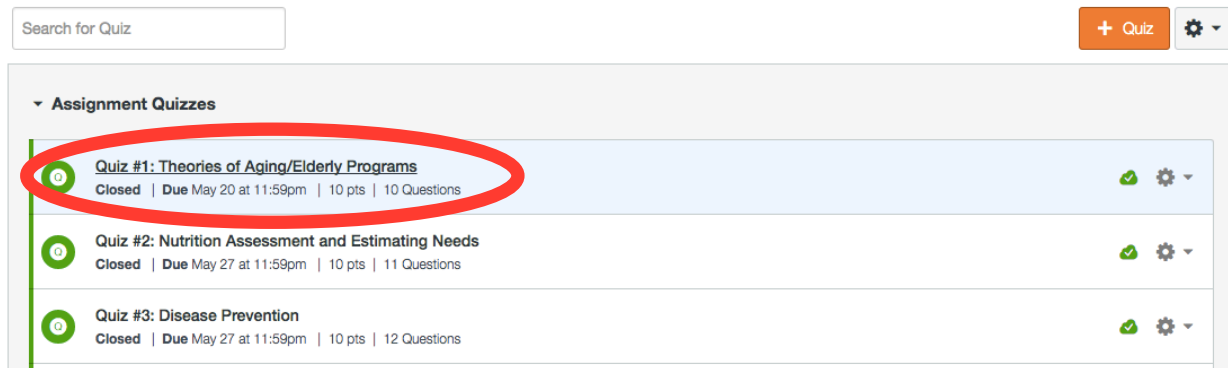


- Once you are finished with entering all the BGP LOs needed for the assessment, check the box in the middle that says, “use this rubric for assignment grading” (this way when it is published, you can use the speedgrader function). Then click “Create Rubric” and it is done.

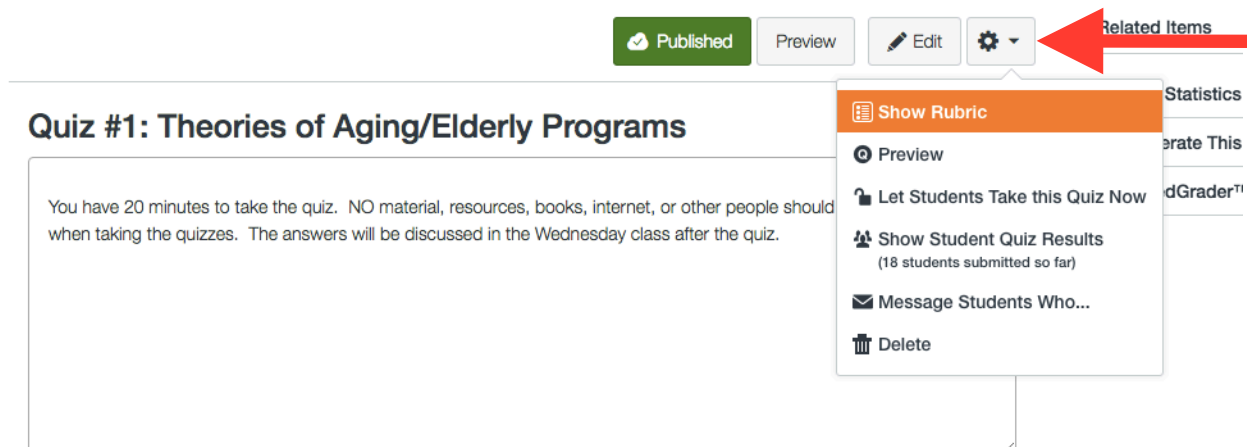


Step 4: Adding A Rubric to a Quiz

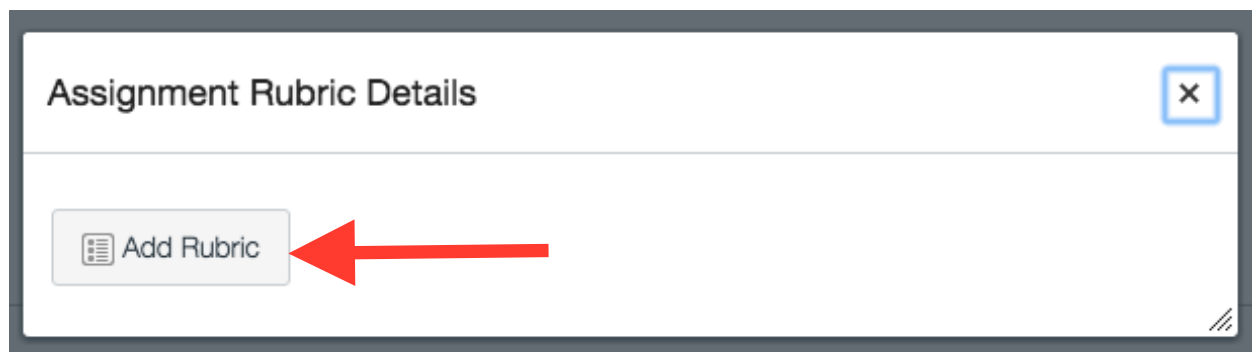
1. Click on the “Quizzes” tab and then select the desired quiz.



2. Once you select the quiz, click on the gear-shaped settings icon, next to the “Edit” button and select “Show Rubric.”



3. Click on “Add Rubric”



4. Then you can either search for an existing rubric or create one with the outcomes you imported into the shell (see steps 3 and 4 for importing outcomes and creating a rubric).

- Once a rubric is chosen or created, it is automatically “attached” to the quiz. To see it, click on SpeedGrader in the upper right corner of the quiz screen

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Quiz #1: Theories of Aging/Elderly Programs

You have 20 minutes to take the quiz. NO material, resources, books, internet, or other people should be used/consulted when taking the quizzes. The answers will be discussed in the Wednesday class after the quiz.

Related Items

- Quiz Statistics
- Moderate This Quiz
- SpeedGrader™**

- Within SpeedGrader, click on “View Rubric” to see and complete the rubric.

Score for this quiz: 9 out of 10
Submitted May 20 at 10:26pm
This attempt took 18 minutes.

Question 1 1 / 1 pts

Assessment
Grade 9 out of 10
View Rubric

Score for this quiz: 9 out of 10
Submitted May 20 at 10:26pm
This attempt took 18 minutes.

Question 1 1 / 1 pts

Services provided under Title III C include the following, **EXCEPT**....

Grading

| Criteria | Ratings | | | Pts |
|---|------------------------------------|----------------------------------|--|-----|
| NS1 view larger description threshold: 1.0 pts | Exceeds Expectations 2.0 pts | Meets Expectations 1.0 pts | Does Not Meet Expectations 0.0 pts | -- |
| Total Points: 0 out of 0.0 | | | | |

Save Cancel

- Helpful hint: within the “Additional Comments” section of the quiz, where you can put answers, you can list which learning outcome the question relates to so you know how to complete the rubric.