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.”

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).

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

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.
**Step 4: Adding A Rubric to a Quiz**

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

![Assignment Quizzes](image)

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

![Quiz #1: Theories of Aging/Elderly Programs](image)

3. Click on “Add Rubric”

![Assignment Rubric Details](image)

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).
5. 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.

6. Within SpeedGrader, click on "View Rubric" to see and complete the rubric.

7. 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.