

Import Outcomes Instruction

Overview: In order to use your Course Canvas for Student Learning Outcomes Assessment you must first add (import) the course outcomes.

- 1) Starting from the course “Home Screen” find the tab towards the left of the screen labeled “Outcomes” and left click to select it.



- 2) When the “Outcomes” screen appears, locate and select the “Find” icon which should be towards the upper right side of your screen.

- 3) On the next screen locate and select the “Account Standards” dropdown menu towards the upper left.



- 4) Then find and select the dropdown menu labeled with the course discipline. Example: An ENE course would be labeled “Engineering”.



5) Next, you should see the list of course outcomes. Outcomes contain unique titles (Course Number_SIX) to help with identification. Search for desired outcomes using the search bar or by scrolling through the list then select the “Add” icon to import it into the course. Continue this process until all outcomes for the course have been added, then select the “Done” icon to the lower right of the screen. Note: Course outcomes will be updated annually during