

How to Link Assignments for General Education Assessment

1

NAVIGATE TO COURSE SECTION

Open HelioCampus (messiah.aefis.net). Under the main menu (three white lines in top left corner), select **Course Sections** and use the filters to find your course section. Open by clicking **Manage** on the right. OR, find the **HelioCampus Tools** in the left navigation within your Canvas course.

2

REFRESH ASSIGNMENTS

Once your course section opens, click **Assignments** on the left navigation. Then click the blue **Refresh LMS Assignments** to sync your Canvas assignments with HelioCampus.

3

SELECT AN OUTCOME TO LINK

Click **Assignment Linking** in the left navigation. Find the outcome you wish to link on the left side of the assignment linking screen. Then click the carrot arrow next to that outcome or anywhere on the PLO.

4

SELECT ASSIGNMENTS TO LINK

Click the blue **Manage** button. Your Canvas assignments will appear in a pop-up screen on the right. Select the assignment(s) that best align with the course objective assessed. Click the blue **Save Links** button. After you save, your linked assignment(s) will appear on the right under assignment links. The turquoise icon indicates a valid assignment linkage.

5

EDIT PROFICIENCY SCALES

If you need to edit the proficiency ranges, click the grey **Proficiency Scale** next to the outcome. Edit the slider bars so the 3 (proficient range) starts at the assessment target (80 for general education; for assessment of majors/graduate programs, consult with your chair/director). Click **Save Settings**.

