How to Link Assignments for Your Department/Program

1 · NAVIGATE TO COURSE SECTION

Consult your chair/director to confirm the course, assignment, and outcome to assess. 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 Helio Campus 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 to be assessed 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) to be 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 target identified in the assessment plan. Talk to your chair/director about how to set other levels. Click Save Settings.

ASSESSMENT
OF STUDENT LEARNING
MESSIAH UNIVERSITY