# AI QEP Assessment Setup

## Request an Appointment

If you run into any issues setting up your assessment or would like one-on-one assistance, you may request an appointment with a CITT instructional designer using Microsoft Bookings:

* [Request an appointment](https://outlook.office365.com/book/QuestAssessmentOutcomesConsultations@uflorida.onmicrosoft.com/)

## Videos

* Step 1: [Purpose and Choosing an Assignment (2:00)](https://mediasite.video.ufl.edu/Mediasite/Play/6ce11cc039784cd49d17b643928f47fe1d)
* Step 2: [Setting up Outcomes in Canvas (3:31)](https://mediasite.video.ufl.edu/Mediasite/Play/3daca221e4d34f939855a80fe706d4961d)
* Step 3: [Scoring Outcomes in Canvas (1:34)](https://mediasite.video.ufl.edu/Mediasite/Play/f90e50cd429c47eaa9af93d8852db85c1d)

## Step 1: Choose an Assignment

Review the [UF QEP Assessment faculty guide and rubrics PDF](X://00.Assessment%20and%20Accreditation/OIA_ProjectManagementFolder/3.QEP_AssessmentDocs/SupportingDocs/UF_QEP_AI_Curriculum_AssessmentGuide.pdf) you received.

Select an assignment in your course that aligns well with one of the AI SLO Rubric types (Paper, Presentation, Project, Performance/Production, or Reflection) and that happens within the second half of the semester.

## Step 2: Import Outcomes into Your Course

Now that you have selected a rubric type, you will import the QEP outcomes for that rubric.

1. Log into Canvas and navigate to your course site
2. Click Outcomes (if you don’t see this option follow the instructions for [How do I manage Course Navigation links?](https://community.canvaslms.com/docs/DOC-12933-how-do-i-manage-course-navigation-links))
3. Click "Find"
4. Click "Account Standards", "University of Florida", "QEP", click Import
5. Click on the type of rubric you selected (Paper, Performance/Production, etc.)
6. Click “Import”
7. Click “OK”

Now you will see the rubric items listed on the outcomes page. You can proceed with attaching the outcomes to the selected assignment.

## Step 3: Attach Outcomes to The Assignment

In Canvas, go to the assessment/assignment you want to measure (should be a Paper, Performance/Production, Presentation, Project, or Reflection). If you are planning to use a rubric when grading the assessment, make sure it is already [attached to the assessment in Canvas](https://community.canvaslms.com/docs/DOC-26472-how-do-i-add-a-rubric-to-an-assignment).

Once your rubric is complete, follow these steps to build the Quest Assessment Rubric onto the bottom of the rubric (this part will NOT affect the students' grades):

1. Click the Pencil icon next to the rubric to edit it (or click +Rubric if you have not started a rubric)
2. Click Find Outcome at the bottom of the rubric
3. Click on the folder you imported (e.g., “QEP”)
4. Click on the assessment type folder (Paper, Performance/Production, Presentation, Project, or Reflection) you want
5. Click on an Outcome (to match the rows of the rubric in the [faculty guide](X://00.Assessment%20and%20Accreditation/OIA_ProjectManagementFolder/3.QEP_AssessmentDocs/SupportingDocs/UF_QEP_AI_Curriculum_AssessmentGuide.pdf), start with outcome listed at the top)
6. Uncheck the box that says "Use this criterion for scoring"
7. Click Import
8. Repeat for each criterion in the rubric/assessment type folder (to match the rows of the rubric in the [faculty guide](X://00.Assessment%20and%20Accreditation/OIA_ProjectManagementFolder/3.QEP_AssessmentDocs/SupportingDocs/UF_QEP_AI_Curriculum_AssessmentGuide.pdf), start at the top of the outcome list, and work your way to the bottom)
9. Check the box "Use this rubric for assignment grading"
10. Click Update Rubric

## Step 4: Score Outcomes for Selected Students

Later in the semester, once the assignment is complete you will need to go into Speed Grader and score the outcomes for the 20% sample of students you will receive from the Office of Assessment. To enter scores,

1. Go to the assignment in Canvas.
2. Click on SpeedGrader at the top right of the screen (this will only appear if the assignment is published)
3. Click on the name of a student that was selected to be scored and then click View Rubric
4. Click on a rating for each outcome in the rubric. Remember, the target for mastery is a 3. You would only select 4 if the student far exceeded expectations for mastering an objective.
5. Click Save once you have entered a rating for each outcome.

It is not required that you score the outcomes at the same time that you grade assignments, but this may be the easiest workflow for you. It’s up to you!