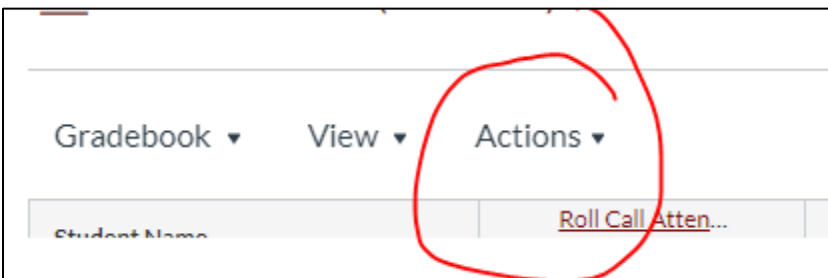


Course Assessment Instructions

Step 1: Export student list from Canvas

For each course that has a signature assignment:

1. Open Canvas (canvas.iu.edu)
2. Open the course.
3. Click the **Grades** menu item on the left side menu.
4. Click **Export** under “Actions” on the upper left of screen.



5. The file will automatically be saved to your “Downloads” folder. Do not open or modify the exported file.

Step 2: Upload student list to portal

1. Open the school webpage (socialwork.iu.edu).
2. Click **Tools** in upper right corner, or within the menu if in a mobile view.
3. Click the **Database Portal** button.
4. Click **Faculty Portal**.
5. Click the **Complete the Signature Assignment** button for the course you are assessing.
6. Click **Add Students**.
7. Click **Browse** or **Choose Files**.
8. Locate and select the exported Canvas grade .csv file (from Step 1). Click **Open**.
9. Click **Submit**. The student list is uploaded and you are ready to complete the student assessments.

Note: If you try to upload a CSV file from a different course you will receive an error message.

Step 3: Complete each student assessment for the course

1. Use the drop down menu and rate the student's level of competency, as evidenced by the signature assignment.
 - As you complete each question for each student, the application automatically saves your progress.
 - View the grades for each student. Click Grades in right hand corner of student line item.
 - If a student does not need an assessment, click **Remove Student**. Click **Delete**.
 - As questions are completed, the progress bar will update.
 - You can filter for certain students or by incomplete assessments.
 - i. "Search by last name, first name" shows only the names that match the text input. To remove the filter clear the text input.
 - ii. Filter Students that are Not Complete.
2. Click **Submit Results** when 100% of the student assessments are completed.