Align CLOs to an Assignment via a Rubric

View Assignments

In Course Navigation, click the Assignments link.

Open an Assignment

Click the assignment title to open it.

Edit Rubric

Hover near the right side of the Rubric you’d like to edit, and click the Edit icon.
Find Outcome

Click Find Outcome link to see the list of outcomes for your course. A pop-up window will appear in your browser.

Review Outcomes List

The CLOs should look like documents in the list. If CLO folders, OLD CLOs, or duplicates are present, this indicates an old version of CLOs are on rubrics in your course. Delete CLOs from rubric, and add new CLOs.

Correct list of Outcomes
(CLOs have document icons)

Incorrect list of Outcomes
(includes folders, OLD documents, or duplicates)

Indicates old version of CLOs exist on course rubrics. You need to realign CLOs. Notify Christine if need help.

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Choose Outcome

Click on the CLO you want to align to the assignment [1].

**Full description of the CLO** will appear [2]. **Verify** that the CLO text is correct and applies to the assignment.

**Do not** check **Use this criteria for scoring** checkbox [3] so points will not be added to the total points of the rubric for scoring.

Click the **Import** button [4].

Repeat the process to add more CLOs to your rubric.
**Update Rubric**

View the aligned outcome in the rubric. Confirm that a **yellow arrow** appears in front of the CLO [1]. This indicates the CLO is aligned to the rubric. If yellow arrow does not appear, delete outcome from rubric and add it again.

No points should appear in the Points column [2]. If they do, click the X to delete outcome and add again being certain to leave **Use the criteria for scoring** box unchecked.

Find and add additional outcomes, or click **Update Rubric** if finished [3].