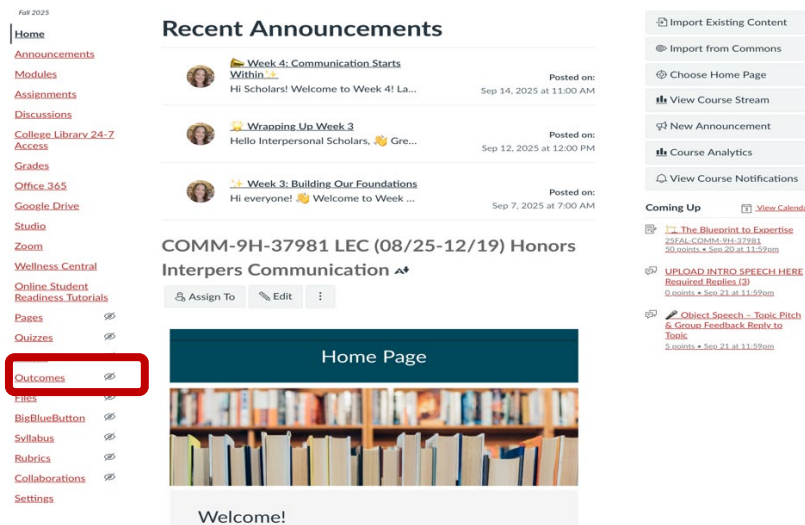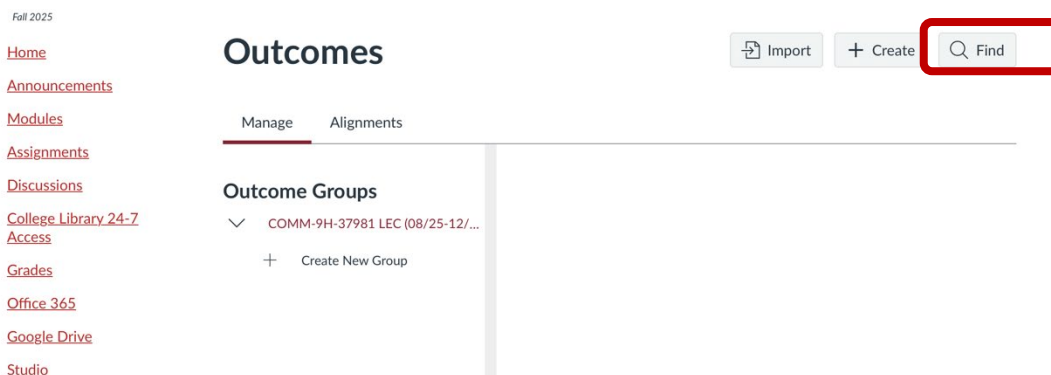# Import Program Learning Outcomes (PLO)

Overview: To use your Course Canvas for PLO Assessment, you must first add (import) the course outcomes.

1) Starting from the course "Home Screen," find the tab towards the left of the screen labeled "Outcomes" and left-click to select it.
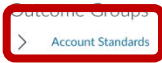

2) When the "Outcomes" screen appears, locate and select the "Find" icon, which should be towards the upper right side of your screen.
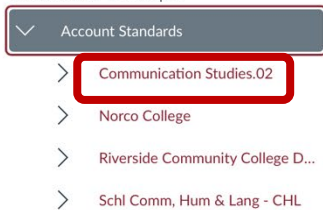
3) On the next screen, locate and select the "Account Standards" dropdown menu towards the upper left.
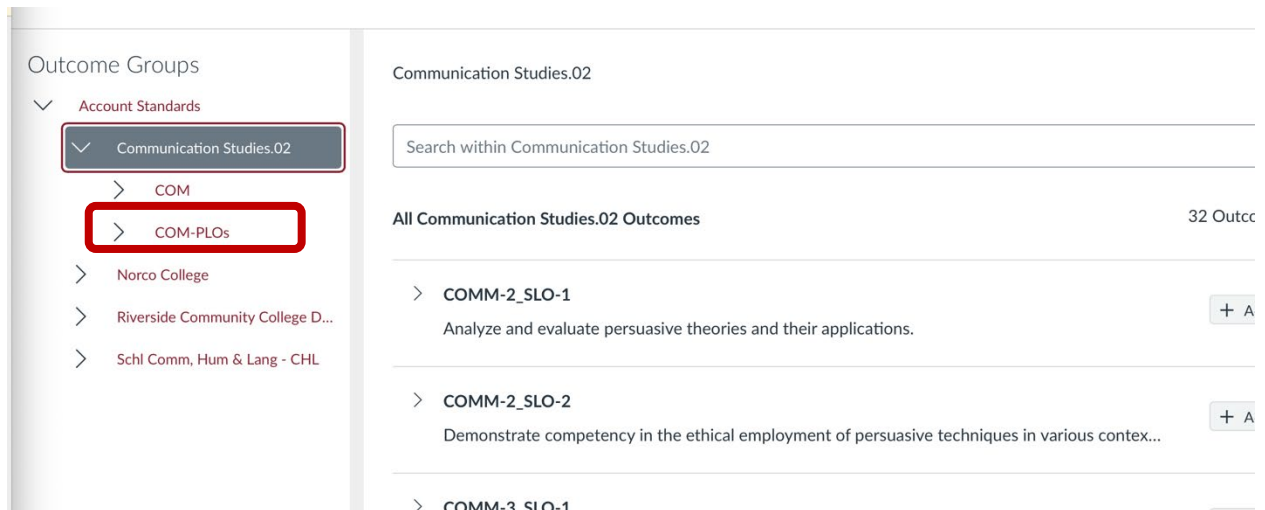
Add Outcomes to Course

> Account Standards

4) Then, find and select the dropdown menu labeled with the course discipline. Example: A COM course would be labeled "Communication Studies."
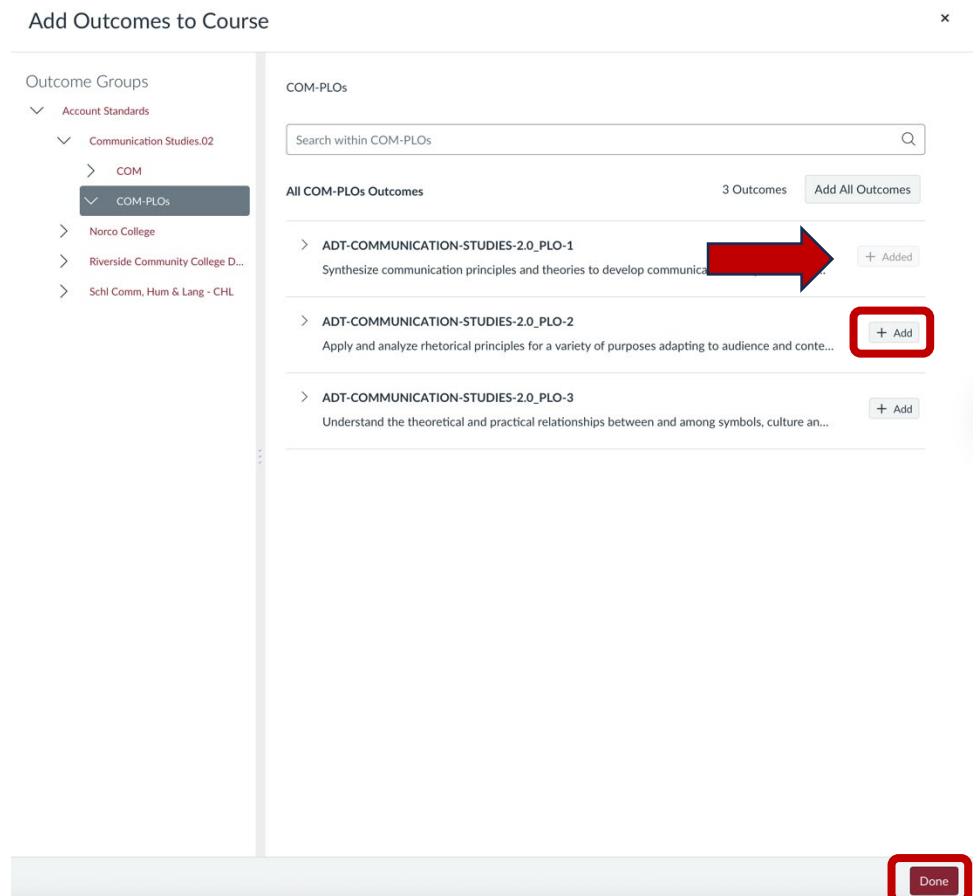
Outcome Groups

∨ Account Standards

> Communication Studies.02

> Norco College

> Riverside Community College D...

> Schl Comm, Hum & Lang - CHL

5) Next, you will see the discipline abbreviation, PLOs. Select that drop-down to reveal the PLOs associated with the discipline.

6) Next, you should see the PLOs you will want to add to the course to assess. You will select the "Add" icon to import the desired PLO into the course. It will show "Added" once the PLO is added to the course. Continue this process until all of the PLOs you want for the course have been added, then select the "Done" icon to the lower right of the screen.

7) Your PLOs have now been added, and your Canvas is now set up.