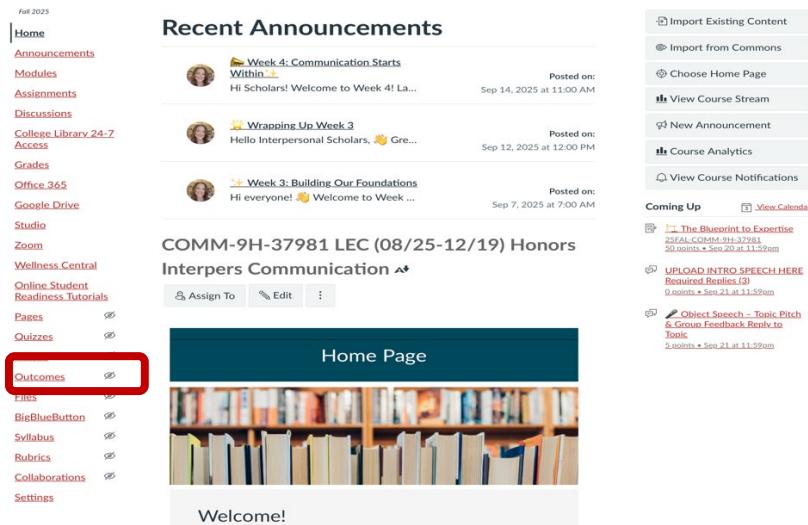


# Import Program Learning Outcomes (PLO)

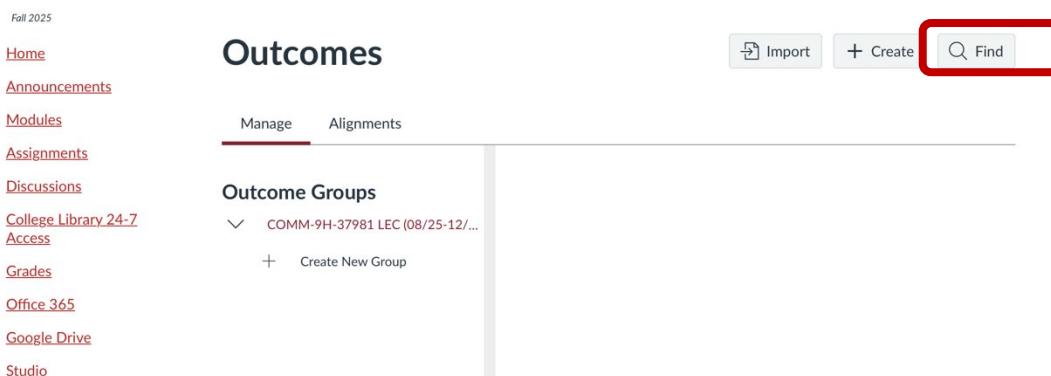
Overview: To use your Course Canvas for PLO Assessment, you must first add (import) the course outcomes.

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



The screenshot shows the Course Canvas Home Screen for the Fall 2025 semester. The left sidebar contains a list of course modules and resources, with the 'Outcomes' tab highlighted and a red box drawn around it. The main content area displays 'Recent Announcements' and a course section titled 'COMM-9H-37981 LEC (08/25-12/19) Honors Interpers Communication'. The 'Coming Up' section on the right lists several upcoming events and assignments, including 'The Blueprint to Expertise', 'UPLOAD INTRO SPEECH HERE', and 'Object Speech - Topic Pitch & Group Feedback Reply to Topic'.

- 2) When the “Outcomes” screen appears, locate and select the “Find” icon, which should be towards the upper right side of your screen.



The screenshot shows the 'Outcomes' screen. The left sidebar is identical to the previous screenshot. The main area is titled 'Outcomes' and features a 'Find' icon with a red box around it in the top right corner. Below the title, there are tabs for 'Manage' and 'Alignments', with 'Manage' currently selected. The 'Outcome Groups' section shows a single group for 'COMM-9H-37981 LEC (08/25-12/19)' with a 'Create New Group' button.

3) On the next screen, locate and select the “Account Standards” dropdown menu towards the upper left.

Add Outcomes to Course

Outcome Groups  
> Account Standards

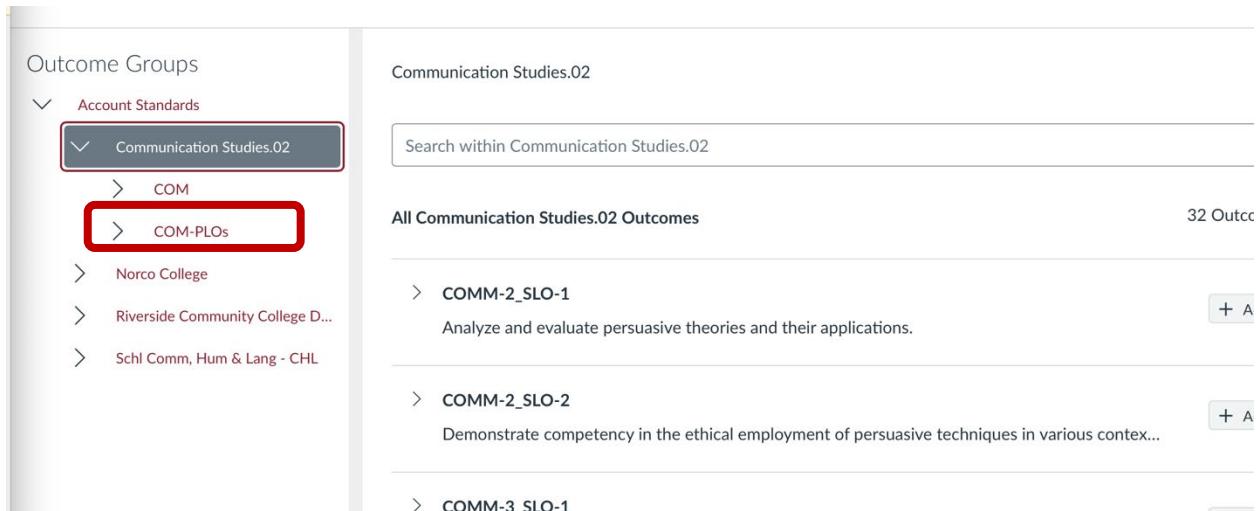


4) Then, find and select the dropdown menu labeled with the course discipline. Example: A COM course would be labeled “Communication Studies.”

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.



Outcome Groups

Account Standards

Communication Studies.02

Search within Communication Studies.02

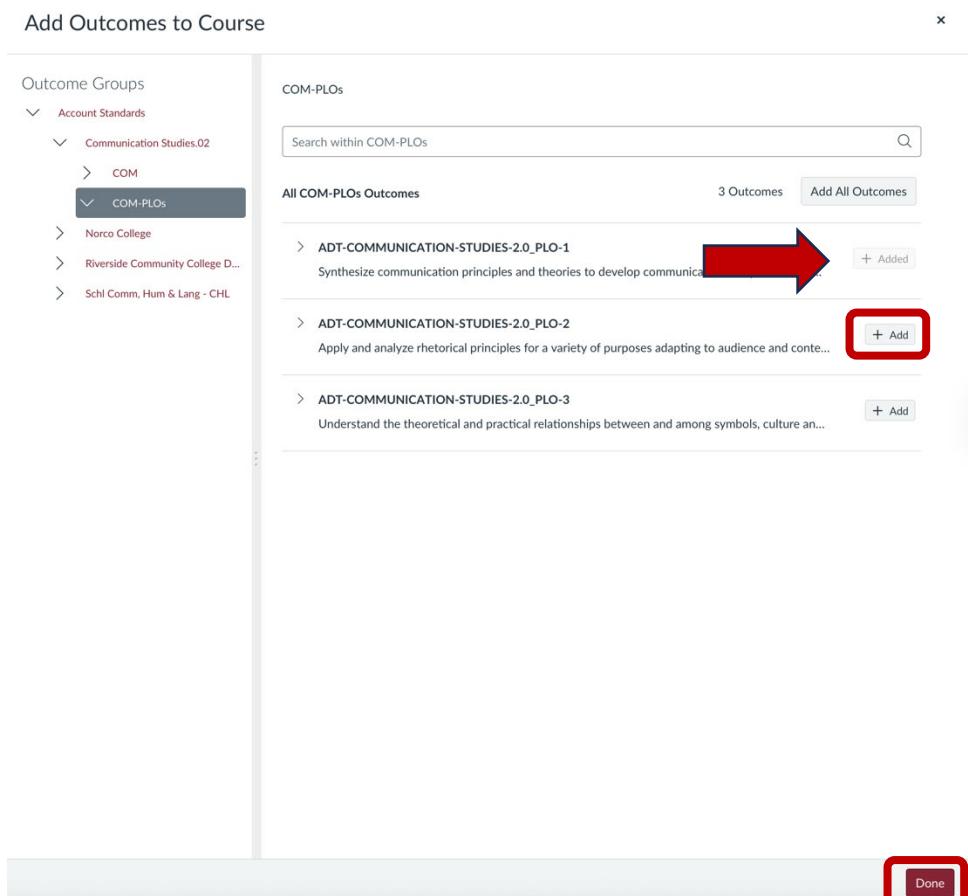
All Communication Studies.02 Outcomes 32 Outcc

COMM-2\_SLO-1 Analyze and evaluate persuasive theories and their applications. + A

COMM-2\_SLO-2 Demonstrate competency in the ethical employment of persuasive techniques in various context... + A

COMM-3 SLO-1

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.



Add Outcomes to Course

Outcome Groups

Account Standards

Communication Studies.02

Search within COM-PLOs

All COM-PLOs Outcomes 3 Outcomes Add All Outcomes

ADT-COMMUNICATION-STUDIES-2.0\_PLO-1 Synthesize communication principles and theories to develop communica... + Added

ADT-COMMUNICATION-STUDIES-2.0\_PLO-2 Apply and analyze rhetorical principles for a variety of purposes adapting to audience and conte... + Add

ADT-COMMUNICATION-STUDIES-2.0\_PLO-3 Understand the theoretical and practical relationships between and among symbols, culture an... + Add

Done

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