

## College Wide Abilities (CWAs) Reporting Process

In each course that you teach for Fall 2025, Winter 2026, and Spring 2026, you will need to complete the following steps:

### Step 1—Before the Quarter Starts:

- Review your [course outline](#) in courseleaf and note which CWAs are listed
- Identify at least one assignment in the course where you assess each relevant CWA (Note: this should be a summative assessment that occurs at a point in which students should be able to demonstrate proficiency in the CWA. When selecting, ask yourself--Can I assess the CWA based on this assignment?)

### Step 2—During the Quarter Before You Assess the CWA:

- Create a new rubric, update an old rubric, or add your CWA outcome(s) to an existing rubric.
- Attach the rubric to an assignment in Canvas for the student work you plan to assess. (see directions below or watch a [short how-to video](#)).
- Make sure the assignment is published, unhidden, and is clearly connected to one of the CWA outcomes (in other words, please do not make your own outcome for the CWA, even if it's the same language; we won't be able to pull that data).
- If you run into problems adding outcomes, email Ellen Vujasinović: [evujasinovic@spscc.edu](mailto:evujasinovic@spscc.edu)

### Step 3—By the Assessment Deadline for that Quarter:


- Use Speed Grader to assess each CWA in your class for each student (“met,” “unmet,” or “not attempted”).
- **Fall Deadline:** Friday, December 12th, 2025; **Winter Deadline:** Friday, March 27<sup>th</sup>, 2026, **Spring Deadline:** Friday, June 26<sup>th</sup>, 2026 (CWA data not collected for summer quarter)

### Instructions—How to Add an Outcome to a Rubric:

1. From the Assignments tab, open the assignment you want to use to score the CWA
2. Click on + Rubric if you do not already have a rubric for the assignment or Edit Rubric (the pencil in the top right corner of the rubric box) if you are adding the CWA outcome to an existing rubric.
3. Under the criteria box, click Find Outcome (in blue).
4. Click on the imported outcome that you would like to add to the rubric. Make sure you choose the correct level.
5. If you DO NOT want to assign points to the outcome in the rubric, UNCHECK the box that says, “Use this criterion for scoring.” (under the met/unmet/not attempted boxes)
6. Click the blue Import button at the bottom of the box.

7. Click **OK** in the “are you sure” dialog box that pops up.
8. Click **Create Rubric** for a new rubric or **Update Rubric** if you are editing an existing one.

## Common Issues

- Did you update your rubric from previous years? Double check that you are using the correct CWA (with the level) for your course.
- Did you use the actual Outcome, or did you type your own? The actual CWA Outcome that will be pulled in a report has a little bullseye icon: . If you manually typed it into your rubric, it will not have that icon and will not be pulled into the report. (A less common error is that you, or a previous instructor, typed it into your course Outcomes. These will have the bullseye but will not be pulled by the account-level report.) **The only way to successfully add the CWA Outcomes is by using the process above (Find Outcome).**
- Did you click met/unmet in the rubric? If you didn't click through the rubric in the Speedgrader, your data cannot be pulled into the report.

## Help and Support

If you have questions or have any difficulty completing the tasks outlined above by the quarter deadline, please contact Ellen Vujasinović, Director of Student Learning Assessment, your dean, or a SLAC member from your division.