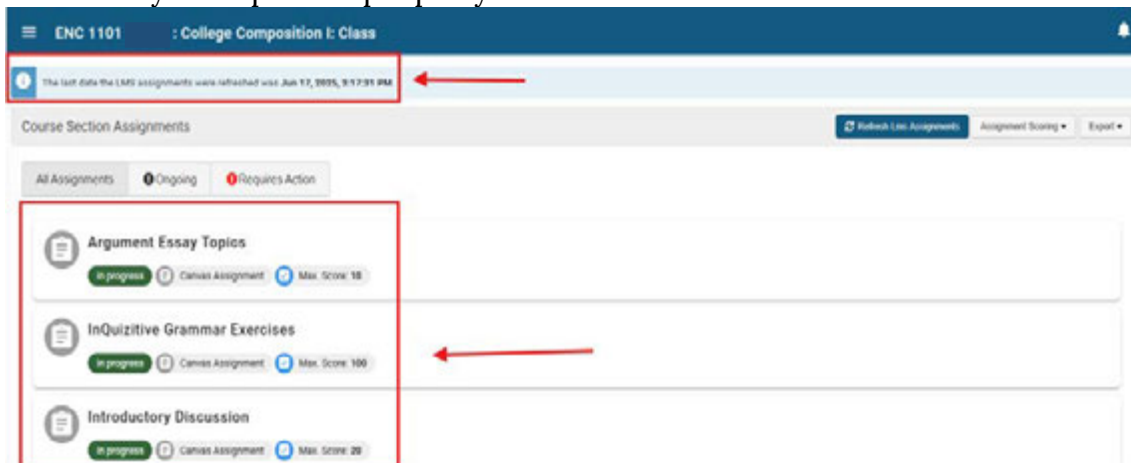# Assignment Linking in Canvas

1. Navigate to CANVAS and select the course you would like to use for assignment linking. You will then click on the AEFIS Tools tab within your course menu.
   - Please Note: The AEFIS Tools Tab is a HelioCampus plug-in that allows easy accessibility for faculty to link assignments.
2. In the AEFIS Tools Tab there is a blue Refresh LMS Assignments button on the right-hand side of the screen, select that button to ensure that your assignments are good to go and refreshed for the new term.
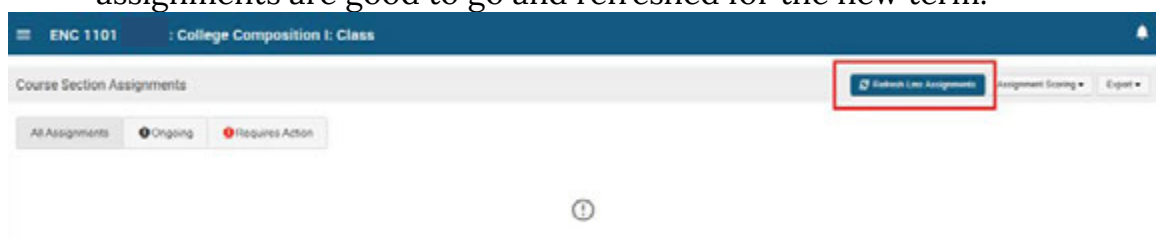

❗ **Helpful Tip** 🔔 : If there are a lot of red "requires action" assignments, especially for assignments you would like to use for linking, refresh it again. If you have refreshed your assignments twice and are still having the red requires action notice within your assignments you want to choose for linking, please contact the office of Institutional Effectiveness' email assessment@lssc.edu for more assistance. ❗

3. Once the assignments are correctly refreshed for your course, assignments should say "in progress." It is good to check when the last time your assignments have been refreshed into HelioCampus to ensure they are updated properly.
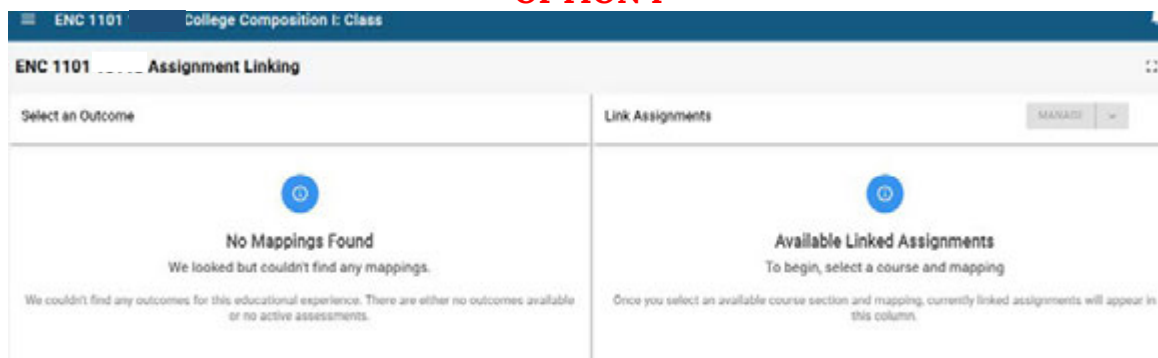

4. Click on the hamburger menu on the upper left-hand corner of the HelioCampus plug-in screen and toggle to assessments then assignment linking to begin the assignment linking process.
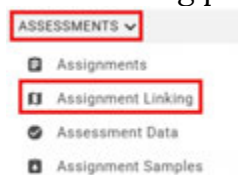
5. Your screen will be split into two sections. The left side of the screen will say "select an outcome" and the right side of the screen will say "link an assignment."

OPTION 1

If you are encountering option one – you either do not have any **published** assignments to link, **OR** your assignments are published, but there is a linking issue.

Follow the prompt on the right and select the assignment you would like to link.

🔔 **Helpful Tip** 🔔 : Make sure once you click your assignment to link to the PSLO or ISLO, you are ALSO ensuring there is criteria (your rubric for the assignment) selected for the course. Criteria is a **requirement** to have for ISLOs. ❗

6. First, select the outcome you would like to use for assignment linking, then press the blue manage button on the right-hand side of your screen to select an assignment for your chosen outcome. **You will not see linked assignments until you have selected them from the manage button.**

7. Select the assignment you would like to link by clicking into the checkbox next to the assignment name. You may select criteria if it is necessary for this assignment by clicking the criteria dropdown button and select the criterion from your embedded rubric from CANVAS to be tracked for this linking.

      ❗ **Helpful Tip** 🔔 : If you do not see any criteria to select, you do not have an affiliated rubric with this assignment. If this is an ISLO assignment, you will need to attach the ISLO rubric created by the institution within your assignment that you would like to link and restart the linking process to select criteria in the HelioCampus plug-in. ❗

Manage Linked Assignments   CANCEL   **SAVE LINKS**

☑ 📋 Argument Essay Final Draft (ENC 1101 Common Assessment)   🏠

     📊 MAX. SCORE **200**   📈 LINKED CRITERIA **0 of 10**   **CRITERIA ∨**   Weight **100** %

8. When selecting criteria (your rubric for the assignment), it is important you are selecting the correct criteria (either ISLO or program outcomes); this selection will depend on the outcome being assessed.

<p style="text-align:center; color:red;">ISLO Criteria</p>

☐ **Locating Research**

ISLO Information Fluency - Identify & Access:
 Locates and selects three or more appropriate and credible sources, with at least one source drawn from the library's database collection.

📊 MAX. SCORE **20**

<p style="text-align:center; color:red;">Program Criteria</p>

☐ **Details**

Provides relevant, accurate content and/or evidence that contribute to the overall purpose and message

📊 MAX. SCORE **20**

9. Once all of your criteria is selected, or you would not like to use criteria for this specific linked assignment because it is not an ISLO, press save links.

Manage Linked Assignments   CANCEL   **SAVE LINKS**

10. You should have the assignment name under the link assignments section on the right hand side of the HelioCampus plug-in. This is one indicator to let you know that the assignment has been linked properly.
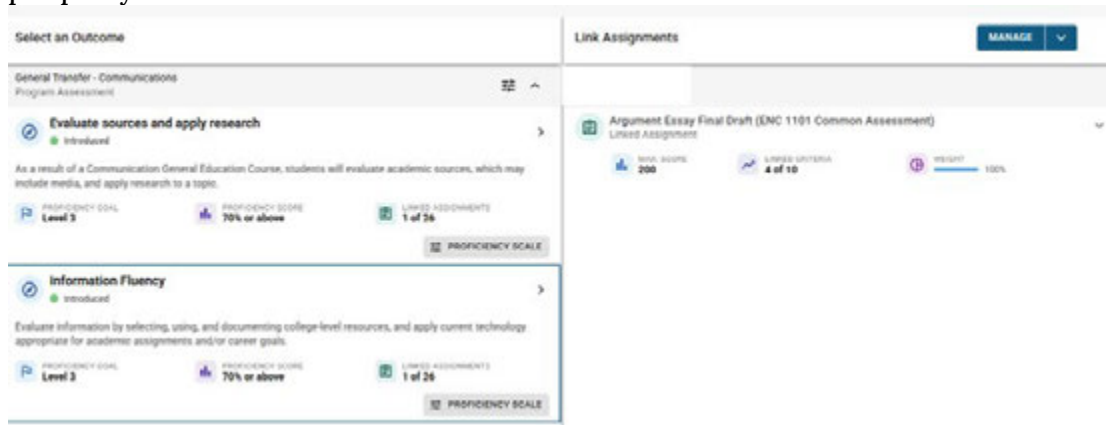
11. Another way to check if your assignment was linked properly is by navigating back to the hamburger menu, under the assessments tab select assignments. You will need to scroll through your assignments until you see the assignment you have linked. This linked assignment will have an ISLO or program outcome tag underneath the assignment name. This will also indicate an assignment was linked properly.