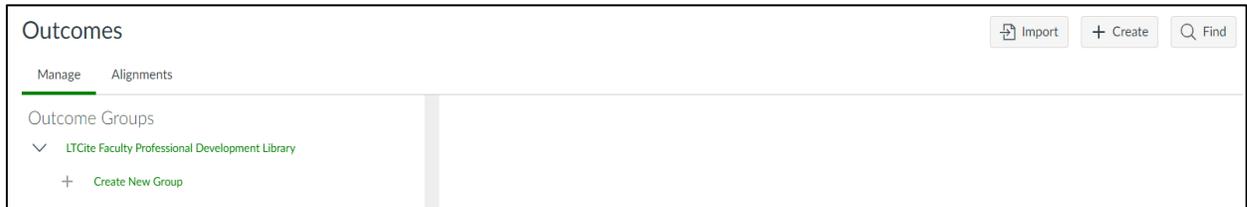


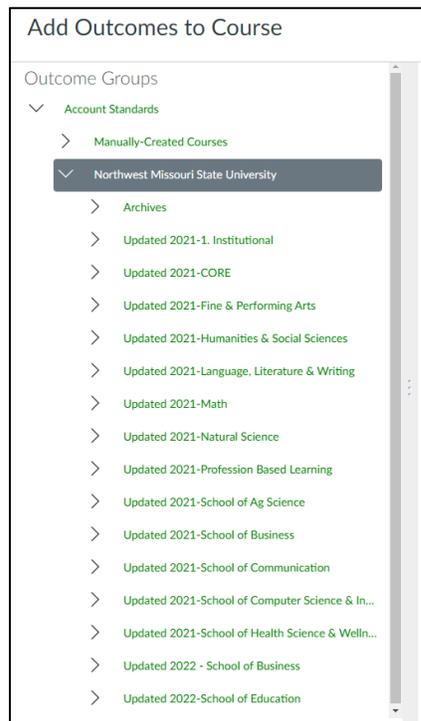
Importing Outcomes Into Northwest Online (Canvas)

1. Within your course, in the Course Navigation menu, click the **Outcomes** link.
2. You should see the following when you open the **Outcomes** link and the name of your course will be the first link:

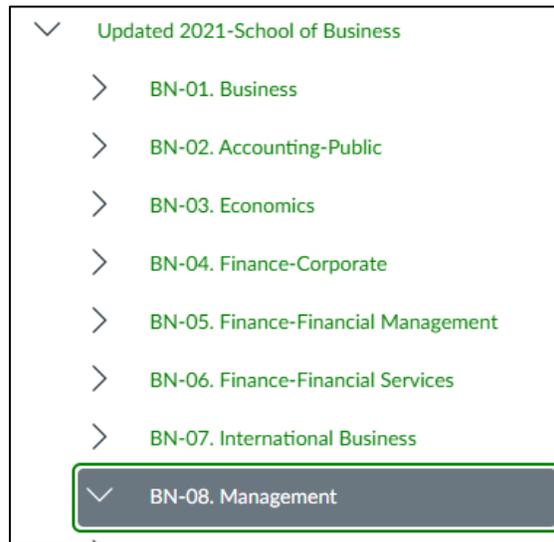


Note: It is recommended that you create a Group for your outcomes by clicking on the **+ Create New Group** link and name it. This makes it easier to attach to a rubric or quiz and avoid the full “Find” process each time you want to use the outcome.

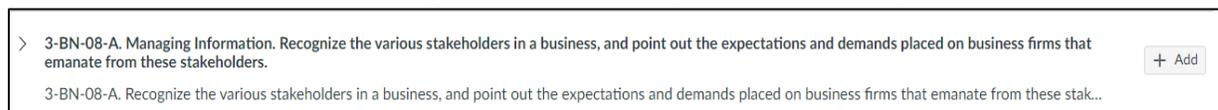
3. Click the **Find** button, then click on the **Account Standards** link, then click on the **Northwest Missouri State University** link.
4. You should see a list of Institutional, Core, and Department/School links:



5. Locate and click on your Department/School. Then click on your program, i.e. Management



6. Click on the **+ Add** button by the outcomes you want to import



7. Click **Done** after you have added the outcomes you want to import. The outcomes will be located in the group you created.