General Education Assessment Course Setup Blackboard Classic Instructions

Identify Course Sections and Naming Conventions

As part of the notification that you have course(s) that are a part of the General Education Assessment, you will receive an Excel document titled "General Education Assessment Outcomes Structure". Upon opening the file, you will find 3 tabs, "Fall 2022 GE Info-->", "GE Courses & Sections Offered" and "Courses & AEFIS Codes".

The first tab, "Fall 2022 GE Info-->", will give the user an explanation about the other tabs in the file. At the bottom of the page, you will find contact information should you encounter any issues while setting up your course.

The second tab, "GE Courses & Sections Offered", allows the user to filter down to their course section(s) taught for the semester and part of the general education assessment requirements.

❖ Filter "General Education": "YES"
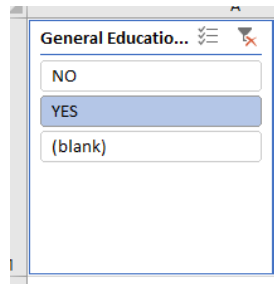
❖ Filter "All Instructors": Your Name
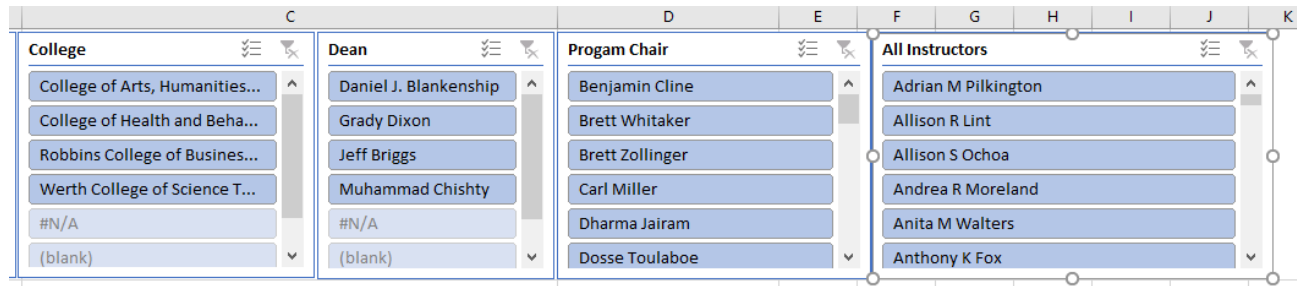
❖ You will now see your course, the period taught, and the sections requiring setup for data collection.

Course		Academic Period		All Instructors		Course Section	
HHP 200 - Personal Wellness	⊟	Fall Semester 2022 (08/22/2022-12/16/2022)	⊟	Adrian M Pilkington		VE	

The third tab, "Courses & AEFIS Codes", allows the user to filter down to the outcomes that will be measured in their course(s).

- ❖ Filter "Course & Course Name": course(s) identified on previous tab
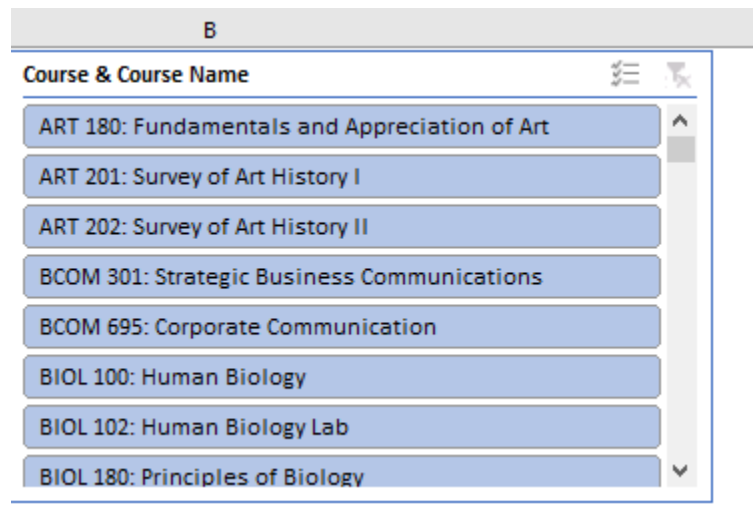
- ❖ You will now see the outcomes measured and the names for the columns to be added to Blackboard for those outcomes.
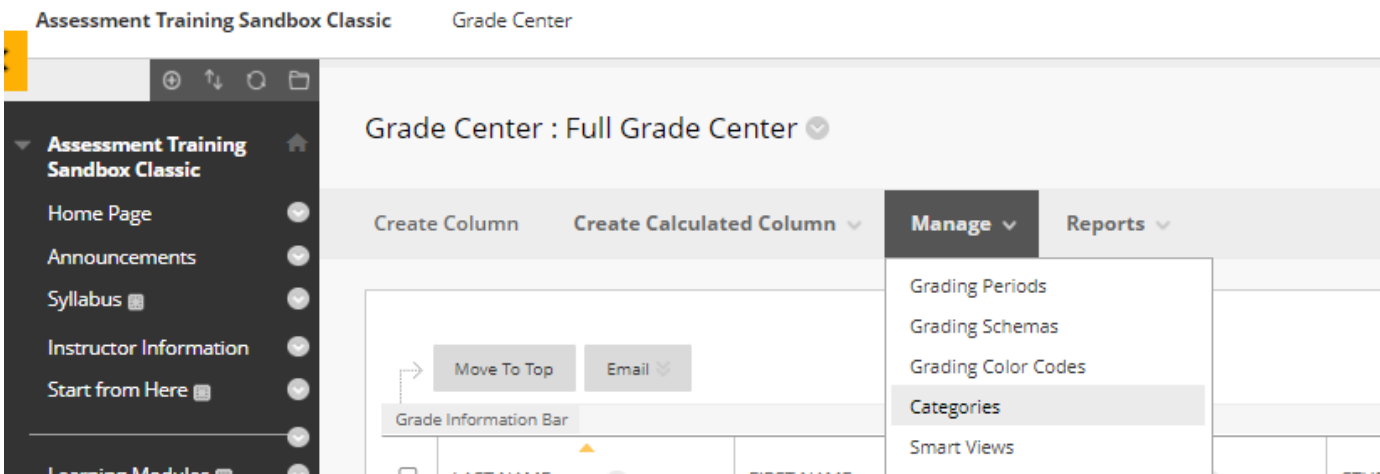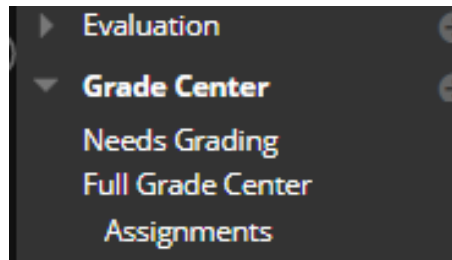
Course & Course Name		GE Outcome Identifier Code		AEFIS Outcome Code
ART 180: Fundamentals and Appreciation of Art	⊖	2: Broad and Integrative Knowledge/2.1: Knowledge of the Liberal Arts/2.1-A: Aesthetic Mode of Inquiry/1	⊖	GE-AMI-B1
	⊖	2: Broad and Integrative Knowledge/2.1: Knowledge of the Liberal Arts/2.1-A: Aesthetic Mode of Inquiry/2	⊖	GE-AMI-B2
	⊖	2: Broad and Integrative Knowledge/2.1: Knowledge of the Liberal Arts/2.1-A: Aesthetic Mode of Inquiry/3	⊖	GE-AMI-B3

Having this knowledge, you can move to your Blackboard course shell to add the needed columns for assessment.

Add Category to Blackboard

Adding a category to Blackboard will allow instructors to ensure that assessment scores are not included in grade or weighted totals.

- ❖ Go to: Full Grade Center

- ❖ Go to: Manage – Categories.

❖ Go to: Create Category

Assessment Training Sandbox Classic   Grade Center

Categories

▼ **Assessment Training Sandbox Classic**

Home Page

Create Category
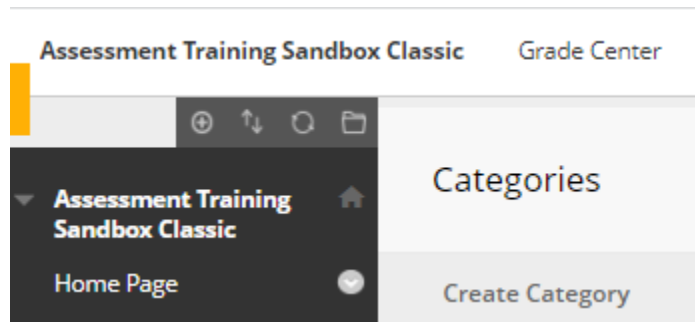
❖ Name: General Education Assessment

CATEGORY INFORMATION

∗ Name   General Education Assess

Description

❖ Click Submit

Cancel   Submit

❖ Click OK (returns you to grade center)

ems   Show All   Edit Paging...

← OK

Add Column(s) to Blackboard

❖ Full Grade Center: Create Column

❖ Column Name: AEFIS Code identified in Excel (ex: GE-AMI-B1)

❖ Grade Center Name: AEFIS Code identified in Excel (ex: GE-AMI-B1)

❖ Category: General Education Assessment

❖ Points Possible: 4

❖ Due Date: 48 hours after Final Grades are Due. (ex: Fall 2022 full semester, final grades are due 12/19/2022, due date will be 12/21/2022)

❖ Include this column in Grade Center: No
❖ Show this column to students: No

All other column details can be left as is.

COLUMN INFORMATION

* Column Name   GE- AMI-B1

Grade Center Name   GE- AMI-B1

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

| B | I | U | S | Paragraph | Arial | 10pt |

p

Primary Display   Score

Secondary Display   None

Category   General Education Assessment

* Points Possible   4

Associated Rubrics   Add Rubric ⩔

     Name   Type

DATES

Date Created   Aug 10, 2022

Due Date   ☑ 12/21/2022   🗓   11:59 PM   ⏰

OPTIONS

Include this column in Grade Center calculations   ○ Yes ⦿ No

Show this column to students   ○ Yes ⦿ No

Show Statistics (average and median) for this column to Students in My Grades   ○ Yes ⦿ No

Repeat this for each outcome as identified in "General Education Assessment Outcomes Structure" Excel Sheet. A completed course set up would look similar to the picture below.

If you should have any questions, please reach out to either Andrew Cutright (628-4540, abcutright@fhsu.edu) or Shelly Gasper (628-5819, s_miller@fhsu.edu).