## 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	r
8	HHP 200 - Personal Wellness	6	Fall Semester 2022 (08/22/2022-12/16/2022)	E	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
- B Course & Course Name ART 180: Fundamentals and Appreciation of Art ART 201: Survey of Art History I ART 202: Survey of Art History II BCOM 301: Strategic Business Communications BCOM 695: Corporate Communication BIOL 100: Human Biology BIOL 102: Human Biology Lab BIOL 180: Principles of Biology
- 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 🔻	
A DT 190: Fundamentals	2: Broad and Integrative Knowledge/2.1: Knowledge of the Liberal Arts/2.1-A: Aesthetic Mode of Inquiry/1		GE-AMI-B1	
and Appreciation of Art	2: Broad and Integrative Knowledge/2.1: Knowledge of the Liberal Arts/2.1-A: Aesthetic Mode of Inquiry/2		GE-AMI-B2	
and Appreciation of Art	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.

<ul> <li>Go to: Full Grade Center</li> </ul>	Gra	ade Center	e e
<ul> <li>Go to: Manage – Categori</li> </ul>	es. A	eds Grading I Grade Center ssignments	
Assessment Training Sandbox Classic	Grade Center		
Assessment Training      Grade     Sandbox Classic	e Center : Full Grade Ce	enter 💿	
Home Page OCreate	Column Create Calculate	d Column 🗸 🛛 Manage 🗸	Reports v
Announcements Syllabus		Grading Periods Grading Schema	15
Instructor Information	Move To Top 🛛 Email 🛇	Grading Color Co	odes
Start from Here	e Information Bar	Categories Smart Views	

*	Go to: Create Category	Assessment Train	Grade Center	-		
		<ul> <li>Assessment Trai</li> <li>Sandbox Classic</li> </ul>	∿uCE ning n	Cate	gories	
		Home Page	e	Creat	te Category	
*	Name: General Education	CATEGORY INFORMAT				
	Assessment	* Name	Ge	eneral Education A	Assess	-
		Description				
*	Click Submit	Cancel Submit				
*	Click OK (returns you to grade	e center)	ems	Show All	Edit Paging	
			cms -	SHOW AI	Concreging	
					← ОК	

## 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)

	COLUMN INFORMATION										
Column Name: AEFIS Code identified in Excel (ex: GE-AMI- B1)	* Column Name	GE- AMI-B1									
	Grade Center Name	GE- AMI-B1									
identified in Excel (ex: GE-AMI-	Description For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).										
	B I ⊻ S Parag	raph 🗸 Arial 🚿	/ 10pt ~ !≣								
			) <> 🛉 (;) 💽 🤅								
	p										
	Primary Display	Score 🗸									
	Secondary Display	None 🗸									
Category: General Education Assessment	Category	General Education Assessment 💙									
Points Possible: 4	* Points Possible	4									
	Associated Rubrics	Add Rubric ¥									
		Name	Туре								
	DATES										
	Date Created	Aug 10, 2022									
Due Date: 48 hours after Final Grades are Due. (ex: Fall 2022	Due Date	✓ 12/21/2022 11:59 PM									
full semester, final grades are due 12/19/2022, due date will be 12/21/2022)	OPTIONS										
Include this column in Grade Center: No	Include this column in Grade Center calculations	🔾 Yes 💿 No									
Show this column to students:	Show this column to students	🔿 Yes 💿 No									
NO	Show Statistics (average and median) for this column to Students in My Grades	🔾 Yes 💿 No									

- Category: General Education Assessment
- Points Possible: 4

All other column details can be left as is.

Include this column in Grade

Show this column to students:

Due Date: 48 hours after Final Grades are Due. (ex: Fall 2022 full semester, final grades are

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.

Grade	e Center : F	ull (	Grade Cente	r 😋	)											
Create	Column	Creat	e Calculated Co	um	n 🗸 🛛 Manage 🗸	Reports	~				We	ork (	Offline 🗸 🛛	Discov	ver Content	Filter
Grade	Move To Top Information Bar	Em	nail 🛇							So	rt Columns By:	Layc	ut Position 📎 C	Drder:	▼Descending	к ж 2 м
	LAST NAME		FIRST NAME		LAST ACCESS	AVAILABILITY		WEIGHTED TOTAL	●TOTAL		øGE-AMI-B1		ØGE-AMI-B2		ø GE-AMI-B3	
	Ø Taylor		Peyton			Unavailable										
Selecto	ed Rows: <b>0</b> Move To Top	Em	nail 💝					·							Icon Leg Edit Rows Displa	end ayed

If you should have any questions, please reach out to either Andrew Cutright (628-4540, <u>abcutright@fhsu.edu</u>) or Shelly Gasper (628-5819, <u>s\_miller@fhsu.edu</u>).