

General Education Assessment Course Setup

Blackboard Ultra Instructions

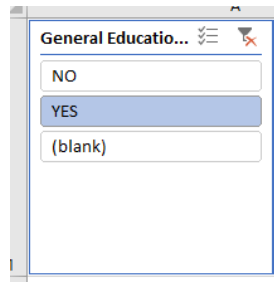
Identify Course Sections and Naming Conventions

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".

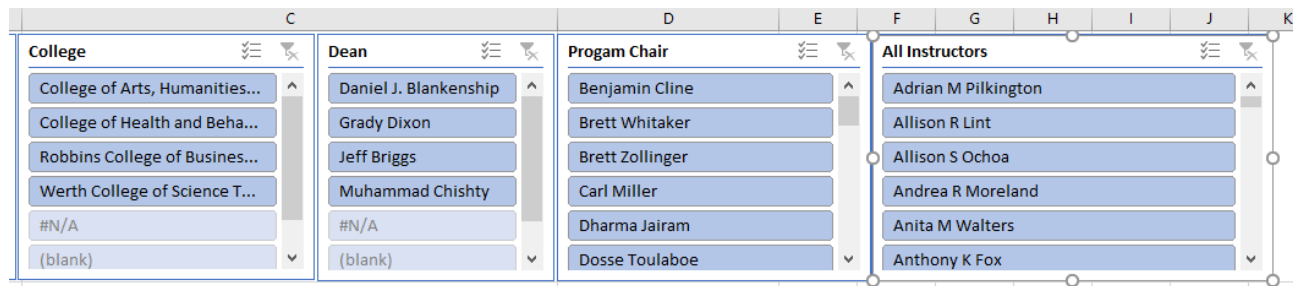
The first tab, "Fall 2022 GE Info-->", will give the user an explanation about the other tabs in the file. At the bottom of the page, you will find contact information should you encounter any issues while setting up your course.

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

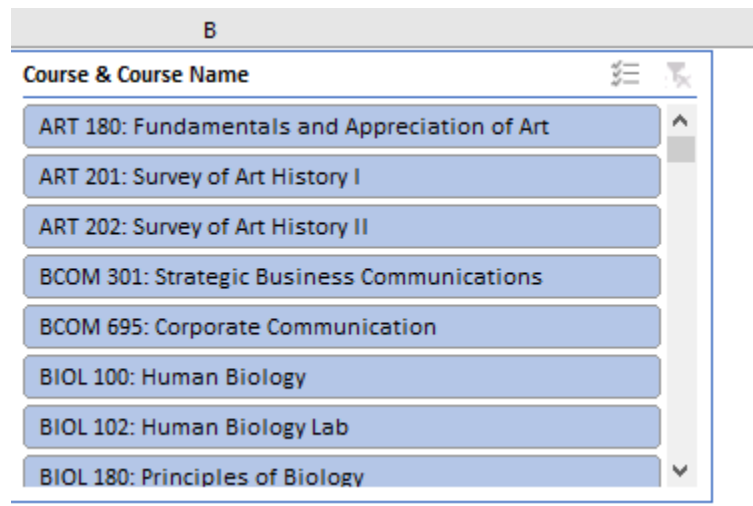


- ❖ You will now see your course(s), the period taught, and the sections requiring setup for data collection.

Course	Academic Period	All Instructors	Course Section
ART 180 - Fundamentals and Appreciation of Art	Fall Semester 2022 (08/22/2022-12/16/2022)	Danielle L Robinson	A

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.

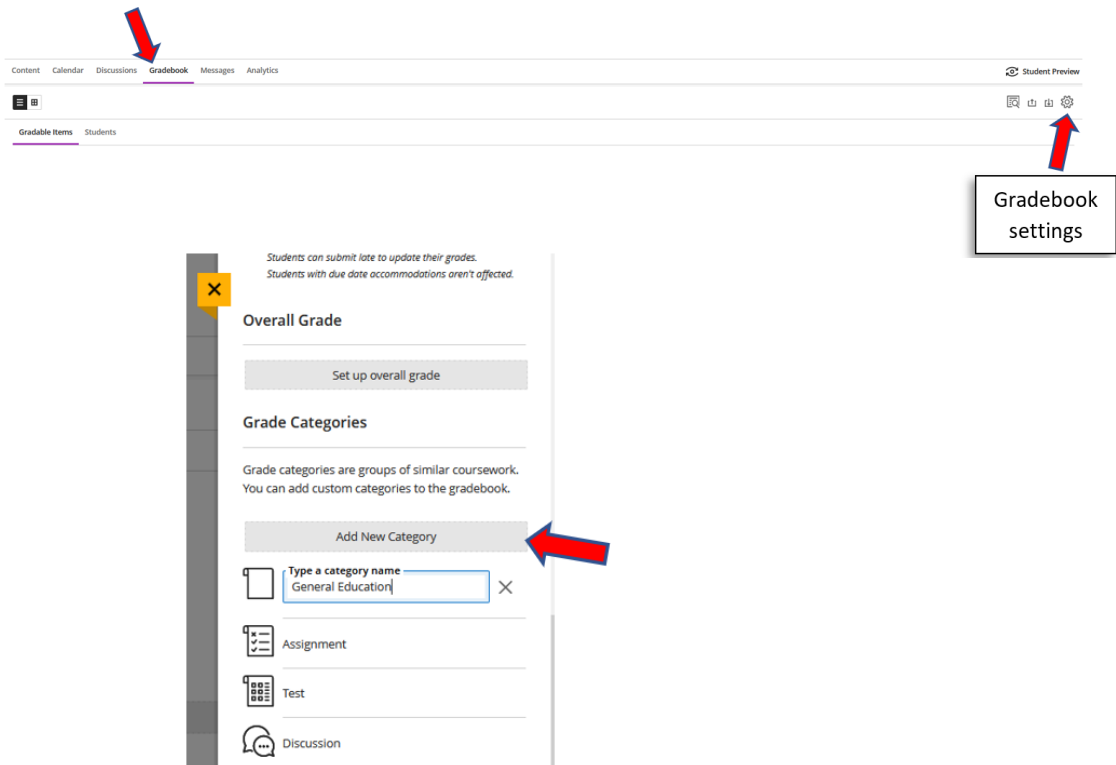
Course & Course Name	GE Outcome Identifier Code	AEFIS Outcome Code
ART 180: Fundamentals and Appreciation of Art	2: Broad and Integrative Knowledge/2.1: Knowledge of the Liberal Arts/2.1-A: Aesthetic Mode of Inquiry/1	GE-AMI-B1
	2: Broad and Integrative Knowledge/2.1: Knowledge of the Liberal Arts/2.1-A: 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 Gradebook category to Blackboard will allow instructors to ensure that assessment scores are not included in the grade or weighted totals.

- ❖ Go to: Gradebook
- ❖ Go to: Gradebook Settings (the gear icon on the far right)
- ❖ Select "Add New Category" and Name it "General Education Assessment"



- ❖ Now click on "Manage overall grade settings"

View class performance

Send activity stream alerts to students based on these settings

Automatic Zeros

Assign automatic zeros for past due work
Students can submit late to update their grades. Students with due date accommodations aren't affected.

Overall Grade

[Manage overall grade settings](#)

Grade Categories

Grade categories are groups of similar coursework. You can add custom categories to the gradebook.

Add New Category

- General Education Assessment ***
- Assignment

- ❖ Click the slashed-out circle next to the "General Education Assessment" category to Exclude items and categories from the overall grade calculation. If done successfully the slashed-circle will turn purple. Click "save" and return to the main Gradebook page

Select a Calculation Type

Points | Weighted | Advanced

Assign point values to grade categories (such as tests or assignments) and grading items (such as a particular test). [Hide instructions](#)

- Unlink [] an item from its category to calculate it independently.
- Exclude [] items and categories from the overall grade calculation.

Assignment 0 Items Edit calculation rules	0		
Discussion 0 Items Edit calculation rules	0		
Exam 0 Items Edit calculation rules	0		
General Education Assessment 0 Items Edit calculation rules	0		
Homework 0 Items Edit calculation rules	0		

Add Gradebook Items to Blackboard

❖ Under Gradebook, click the plus icon (+) and select "add item" option

❖ For the new item, rename it to align with the identified AEFIS Code name for the associated learning outcome found in the "General Education Assessment Outcomes Structure" Excel document

❖ Ensure the "Hidden from students" option is selected

❖ Update the due date to align with the assessment reporting requirement of 48 hours following final grades

❖ Set the "Maximum points" to 4

❖ Select the "General Education Assessment" for the Grade category and then click save

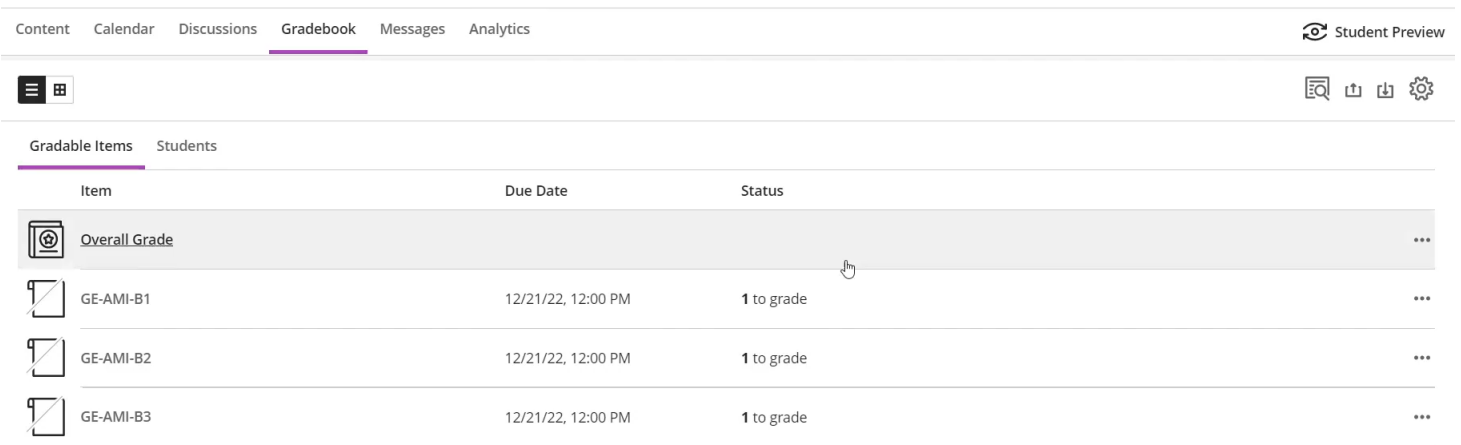
The screenshot shows the Blackboard Gradebook interface. At the top, there are navigation tabs: Content, Calendar, Discussions, **Gradebook**, Messages, and Analytics. Below the tabs, there are sections for 'Gradable Items' and 'Students'. A table with columns 'Item', 'Due Date', and 'Status' is visible. A red arrow points to a plus icon in the top right corner of the table. Below the table, there are dropdown menus for 'College', 'Dean', 'Program Chair', and 'Course & Course Name'. At the bottom, there is a table with columns 'Course & Course Name', 'GE Outcome Identifier Code', and 'AEFIS Outcome Code'. A red arrow points to the 'AEFIS Outcome Code' column.

The screenshot shows the 'Add Item' form in Blackboard. The title is 'GE-AMI-B1'. There is a checkbox for 'Hidden from students'. The 'Due date' is set to 12/21/22 at 12:00 PM. The 'Grading' section has 'Grade using' set to 'Points' and '* Maximum points' set to 4. The 'Grade category' is set to 'General Education Assessment'. There is a text input field for 'Type a description'. At the bottom, there are 'Cancel' and 'Save' buttons. Red arrows point to the title, the 'Hidden from students' checkbox, the 'Due date' field, the 'Maximum points' field, the 'Grade category' dropdown, and the 'Save' button.

Repeat this for each additional outcome identified in "General Education Assessment Outcomes Structure" Excel Sheet.

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

A completed set up for this particular course would look similar to the picture below.



The screenshot shows a course management interface with a navigation bar at the top containing 'Content', 'Calendar', 'Discussions', 'Gradebook', 'Messages', and 'Analytics'. The 'Gradebook' tab is selected. On the right side of the navigation bar, there is a 'Student Preview' button and a settings icon. Below the navigation bar, there are two tabs: 'Gradable Items' (selected) and 'Students'. The main content area displays a table with the following data:

Item	Due Date	Status
Overall Grade		
GE-AMI-B1	12/21/22, 12:00 PM	1 to grade
GE-AMI-B2	12/21/22, 12:00 PM	1 to grade
GE-AMI-B3	12/21/22, 12:00 PM	1 to grade

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).