

UHD Core Assessment

Instructions for Submitting Student Assignments

September, 2016

Introduction

Colleagues,

On behalf of the UHD Core Assessment Committee, I want to thank you for submitting your students' work to the Core Assessment project. If at any point you need help with the submission process, please contact UHD Blackboard Support by calling (713)221-2786 or by sending an email to bb@uhd.edu.

Some key facts about Core Assessment:

- This is not an evaluation of any individual faculty. Students build skills like communication, critical thinking and teamwork over multiple courses and the purpose of this assessment is to determine overall, how students are doing at this early point in their academic careers. For that reason, student and faculty identifiers will be removed from the student work before evaluators begin the assessment process. The results will be reported in the aggregate and there will be no reference to individual students or faculty in that document.
- The final assessment will use 100 student artifacts for each outcome, but we are collecting more to ensure proper demographics.
- These artifacts will be submitted to a group of your UHD faculty colleagues from all colleges for evaluation in January 2016. The evaluators will review each selected student artifact using either the AAC&U Written Communication Rubric or the AAC&U Teamwork Rubric.
- Findings will be submitted to the University Curriculum Committee/UHD General Education Committee and a report shared with the faculty at large in early March. At that point, faculty in the Core will be asked to review the findings and collaborate with UCC and General Education to determine how best to proceed. Faculty will also have an opportunity to make recommendations regarding the assessment and the student artifact collection processes.

If you would like additional information on the Core Assessment Process, please review the materials here or contact me directly.

Thank you again for your support and contributions to UHD's General Education Core.

Dr. Vida Robertson,
Chair, Core Assessment Committee
robertsonv@uhd.edu/ 713/222-5369

OVERVIEW OF THE PROCESS

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Direct any questions about the BB system to UHD Blackboard Support by calling (713)221-2786 or by sending an email to bb@uhd.edu. If you have questions about core assessment or the assignments themselves, please contact any member of the UHD Core Assessment Committee.

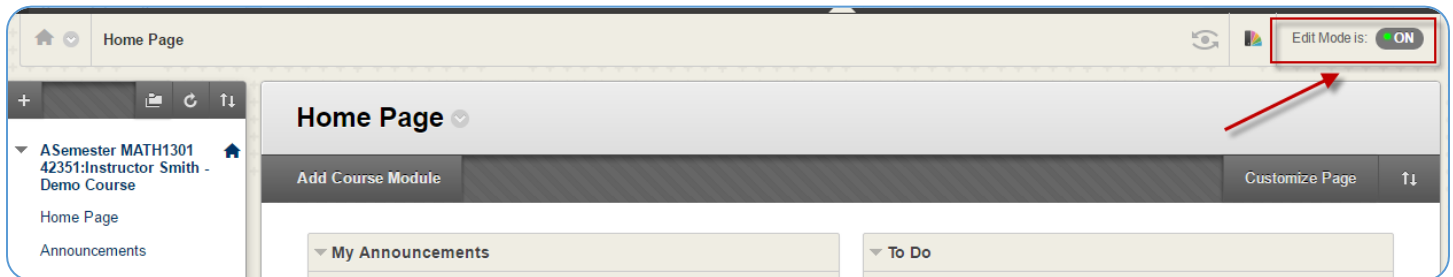
STEP 1: CREATE THE SIGNATURE ASSIGNMENT IN BLACKBOARD

NOTE: It is important that the assignment be properly set up in Blackboard for the process to be as simple as possible. If you are familiar with setting up an assignment in Blackboard and your students know how to submit an assignment, please skip to **Step 3: Batch Downloading the Signature Assignment**.

If you are interested in using a Turnitin Assignment Skip, to [Page 11: Creating Your Signature Assignment in Turnitin](#)

To create the signature assignment in Blackboard:

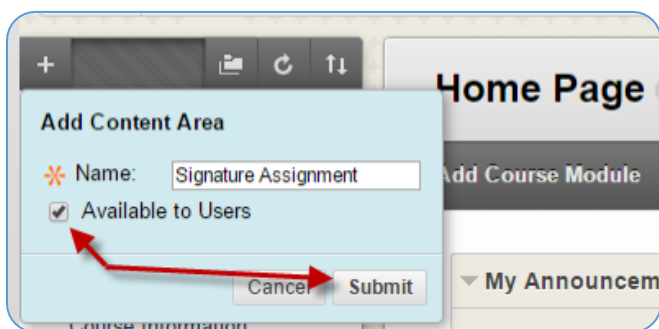
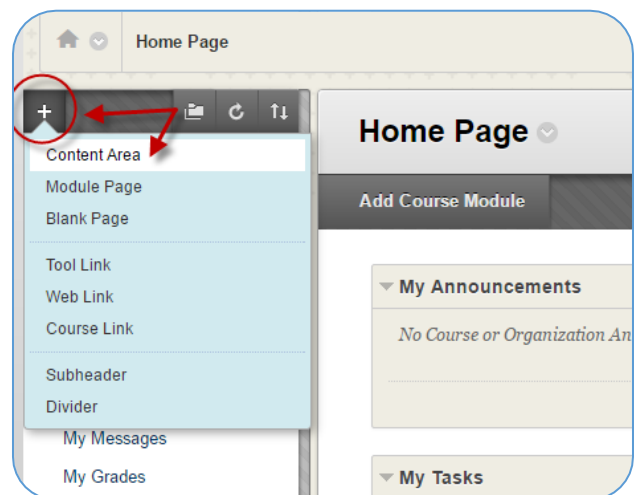
1. Log into Blackboard.
2. Enter the course in which you wish to create an assignment.
3. Make sure to turn edit mode ON at the top right-hand corner of the page.



You may want to **Create a new Content Area in the Content Menu** for Assignments.

CREATE A CONTENT AREA FOR THE SIGNATURE ASSIGNMENT

1. Select the (+) in the left-hand course menu and click Content Area.
2. Enter a name for the content area, such as *Signature Assignment*.



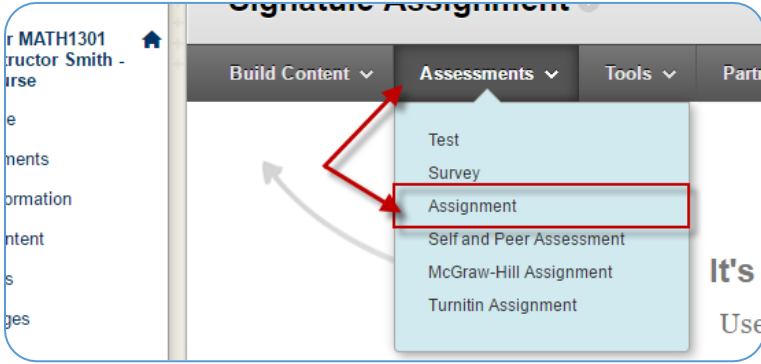
3. Click the Available to Users checkbox to allow users to view the item and then click Submit.

4. A new button will be added at the bottom of the main left-hand menu. Click the new button to enter the empty content area. You are now ready to create the Signature Assignment.



CREATE THE SIGNATURE ASSIGNMENT

1. In this new content area, click the Assessment button, and select Assignment.



2. Within the Create Assignment page, type the name, instructions, attach any files necessary.

Please see the **Appendix** for an example of instructions you can provide to students for submitting an assignment in Blackboard.

A screenshot of the 'Create Assignment' form. The form has a title 'Create Assignment' and a subtitle 'Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. More Help'. There are 'Cancel' and 'Submit' buttons. The form is divided into sections: 'ASSIGNMENT INFORMATION' with a 'Name of Assignment' field (containing 'Signature Assignment for Math 1301 423') and a 'Name and Color' dropdown (set to 'Black'); 'Instructions' with a rich text editor (containing 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)'); 'ASSIGNMENT FILES' with 'Attach File' and 'Browse My Computer' buttons. Red boxes and arrows highlight 'Name of Assignment', 'Assignment Instructions', and 'Add Attachments If Needed'.

3. Select the due date.
4. In Grading, you must type in the points possible. Expand Submission details to determine if it is an Individual or Group Submission.
5. Add any rubrics if necessary to this assignment.

A screenshot of the 'DUE DATES' and 'GRADING' sections of the form. The 'DUE DATES' section has a subtitle 'Submissions are accepted after this date, but are marked Late.' and a 'Due Date' field with a calendar icon. The 'GRADING' section has a 'Points Possible' field (set to '100') and an 'Add Rubric' button. Below these are expandable sections: 'Submission Details', 'Grading Options', and 'Display of Grades'. Red boxes and arrows highlight 'Add A Due Date', 'Points Possible', 'Add A Rubric', and 'Expand For More Options'.

6. Scroll down to enter the Assignment Availability Dates.
7. Select to Track the Number of Views if you would like.
8. Verify your Assignments settings, and then click Submit to save the Assignment.

AVAILABILITY

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

Dates Available (points to the date input fields)

Track Student Views (points to the Track Number of Views checkbox)

Submit (points to the Submit button)

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel Submit

STEP 2: COLLECT STUDENT SUBMISSIONS IN BLACKBOARD

Once the signature assignment has been set up, students will be able to submit their signature assignment during the dates of availability you assigned in the previous step. You will see the submissions appear in the Grade Center.

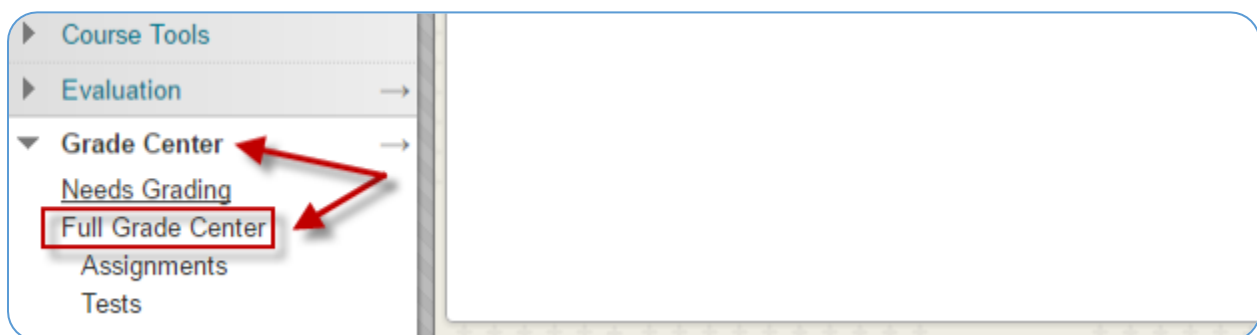
STEP 3: BATCH DOWNLOAD SIGNATURE ASSIGNMENTS

NOTE: Do this step BEFORE YOU GRADE THE SIGNATURE ASSIGNMENT

Once the due date for the signature assignment has passed but BEFORE you grade the assignment, you will need to batch download the signature assignments.

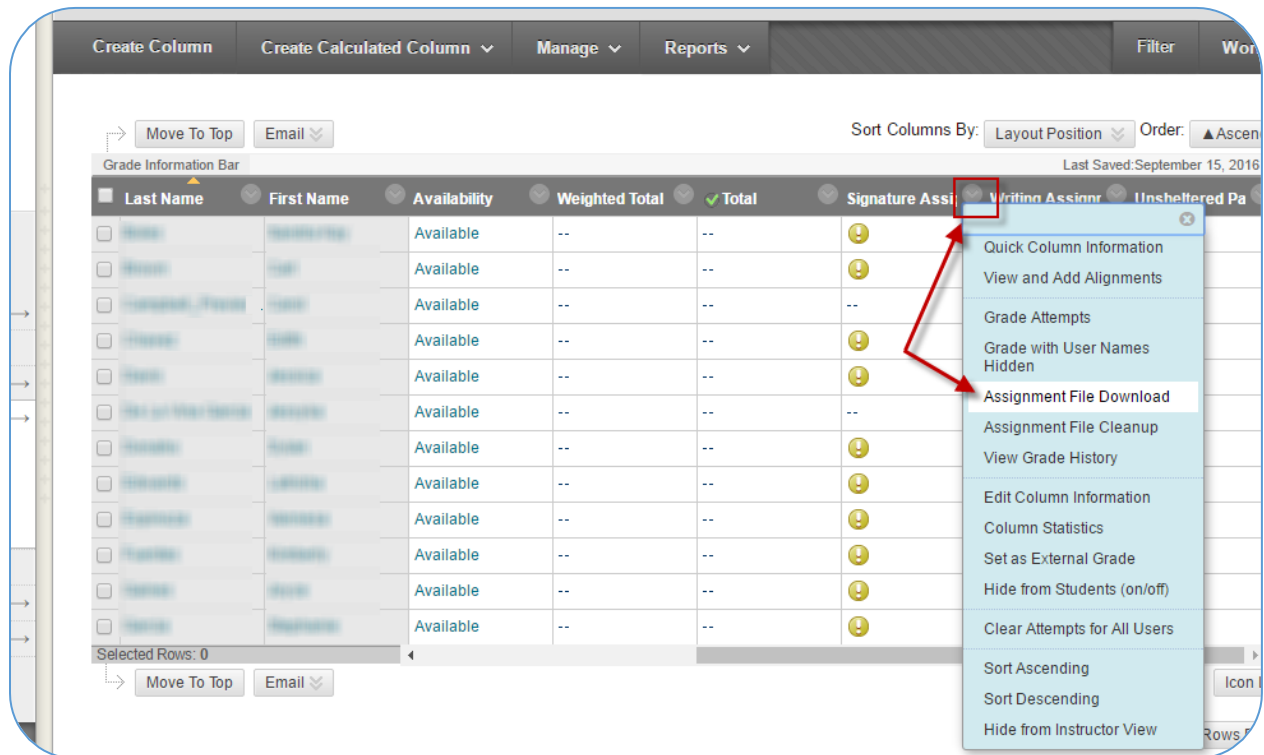
Note: When you use the Assignment File Download function, students' usernames are included automatically in the file names for easy identification. However, files downloaded one by one from the Grade Assignment page will not include usernames. **Therefore it is important to download the signature assignments using the Assignment File Download function described below.**

1. Log into Blackboard and go the Grade Center in your course. The Grade Center is located toward the lower part of the left navigation column. Select Full Grade Center.

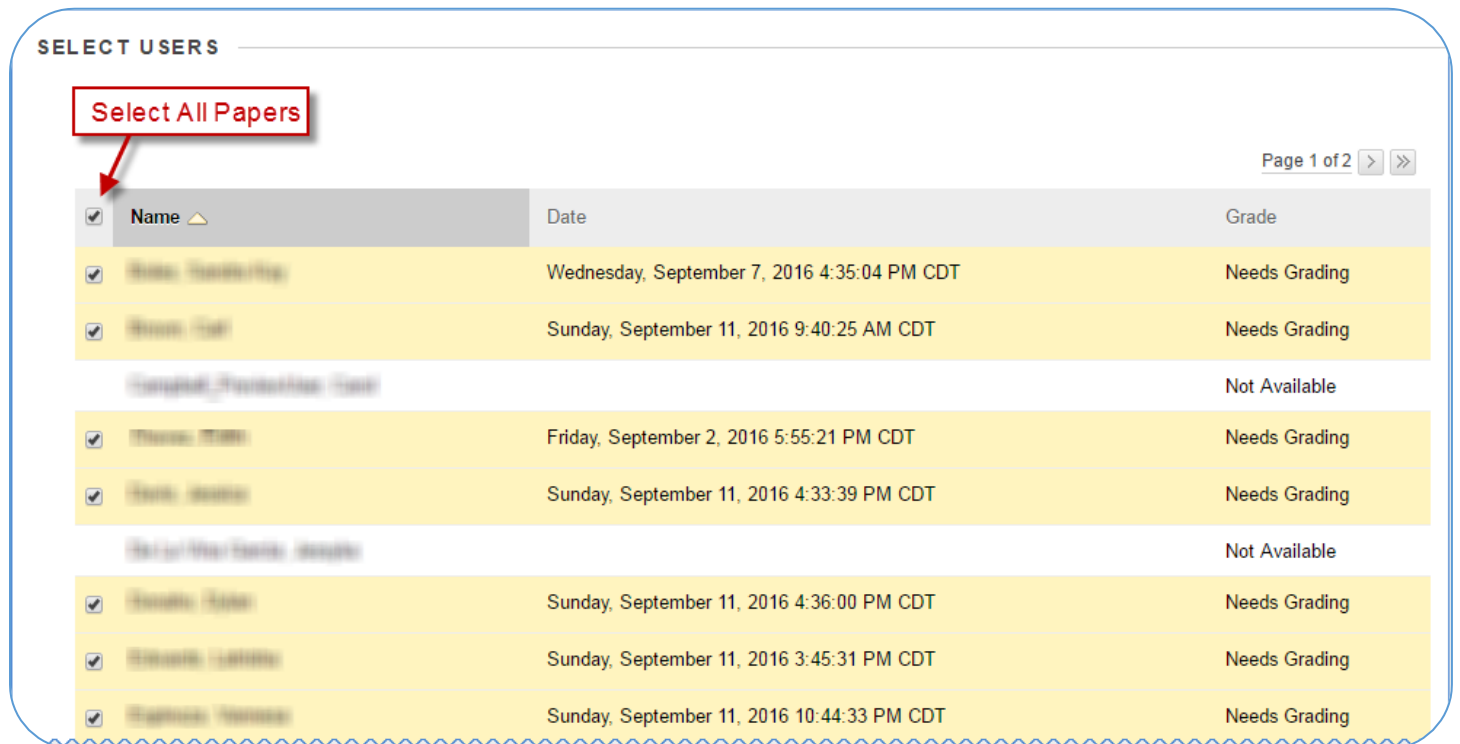


Note: The yellow circle with the exclamation point means that the student has completed the assignment. Dashes indicate the student has not submitted the assignment.

2. Access the assignment column's drop down menu and select Assignment File Download.



3. On the next screen, select the student submissions to download (last attempt) and then select Submit.



- Click the Download assignments now link.

Download Assignment: Signature Assignment

The assignments have been packaged. [Download assignments now.](#) (416 KB)
Friday, September 16, 2016 1:23:03 PM CDT



- In the pop-up window at the bottom, select Save File and click OK.
- Save the file to your desktop using the following naming structure:

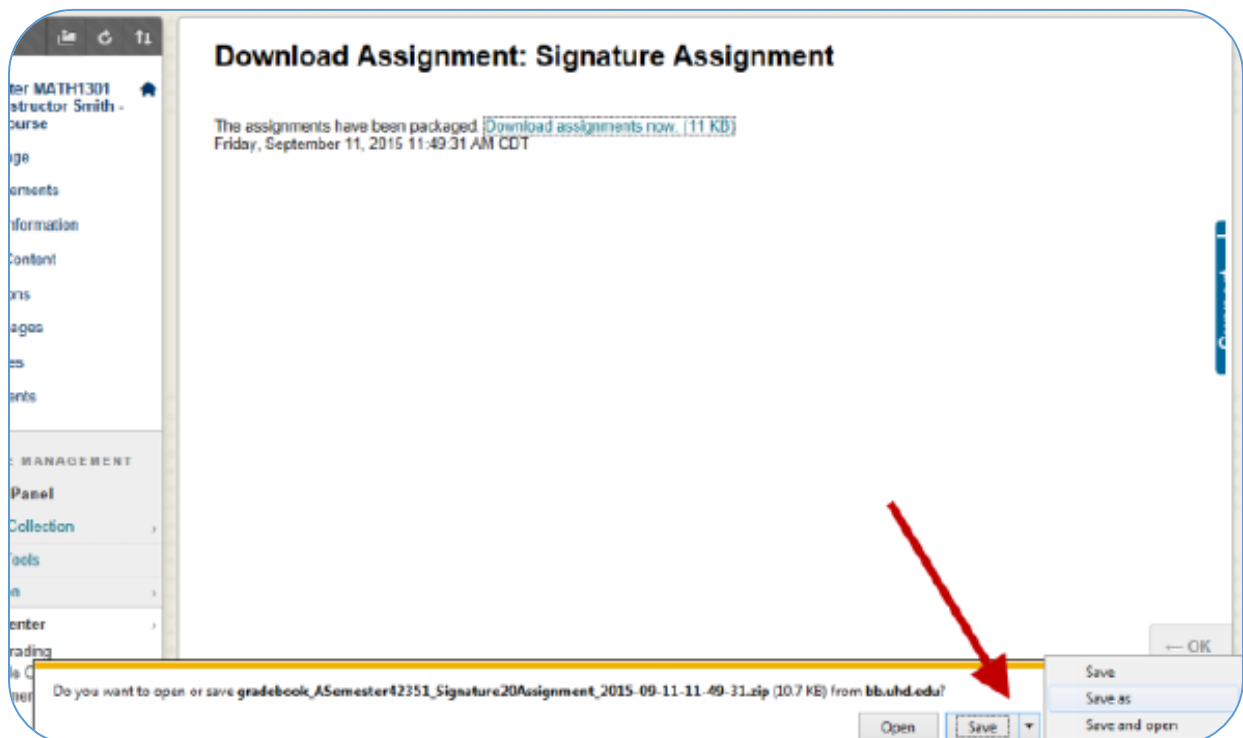
For a **teamwork** assignment:

TEAMWORK_Instructor'sLastname_Courseprefix_Number_CRN

(Ex: TEAMWORK_Smith_CHEM1301_42351)

For a **written communication** assignment: **WRITING_Instructor'sLastname_Courseprefix_Number_CRN**

(Ex: WRITING_Jones_History1301_43226).

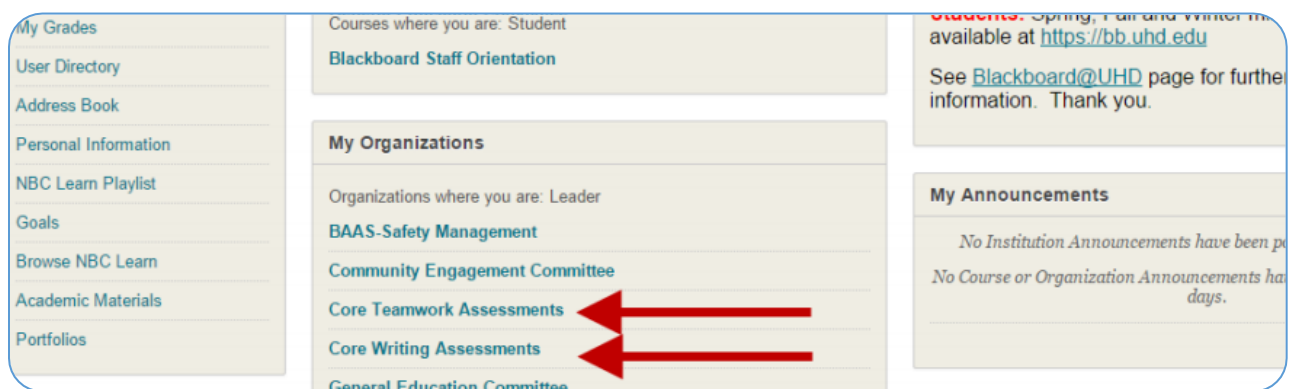


STEP 4: UPLOAD SIGNATURE ASSIGNMENTS TO BB2

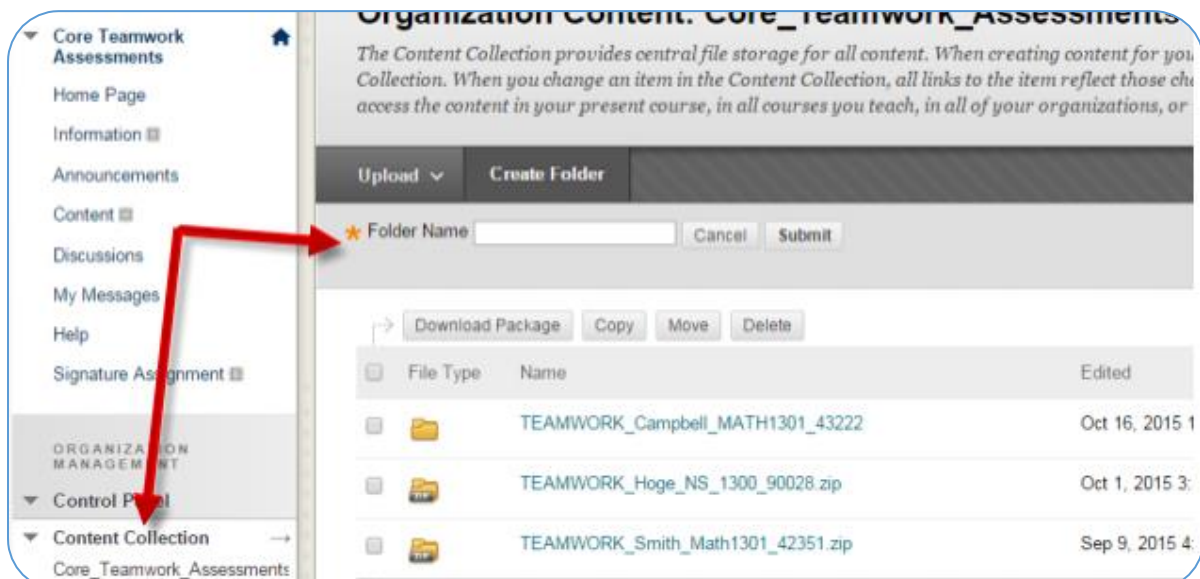
Once you have created the single file on your desktop, you will now upload the assignments and your instructions for the assignment into the **Core Teamwork Assessments** course or the **Core Writing Assessments** course in BB2.

1. Log into BB2 at <https://bb2.uhd.edu/> (Note that BB2 is not accessed from the BB button on the home page—you must enter it directly.)
2. Under “My Organizations” select either “Core Teamwork Assessments” if your signature assignment is a teamwork assignment OR select “Core Writing Assessment” if your signature assignment is a written communication assignment.

(If you do not see the “Core Teamwork Assessment” or “Core Writing Assessment” link, please double check that you are in BB2. If you are in BB2, the problem may be that you were not correctly added to the Core organizations. For assistance, please contact UHD Blackboard Support by calling (713)221-2786 or by sending an email to bb@uhd.edu.)

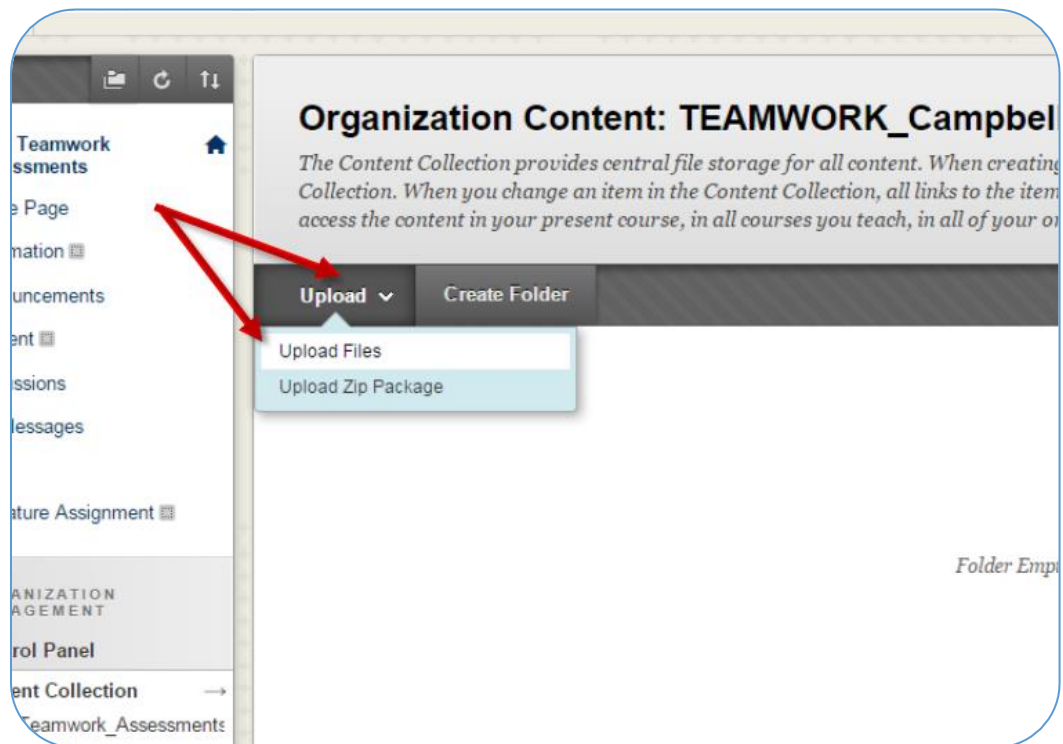


3. Select Content Collection from the left menu under Organizational Management.
4. Select link to appropriate assessment for your assignment: Teamwork or Writing.
5. Select the Create Folder.
6. In the Name box, type the name of your file using the following format:
TEAMWORK_Instructor'sLastname_Courseprefix_Number_CRN (Ex: TEAMWORK_Smith_CHEM1301_42351)
OR
WRITING_Instructor'sLastname_Courseprefix_Number_CRN (Ex: WRITING_Jones_History1301_43226).

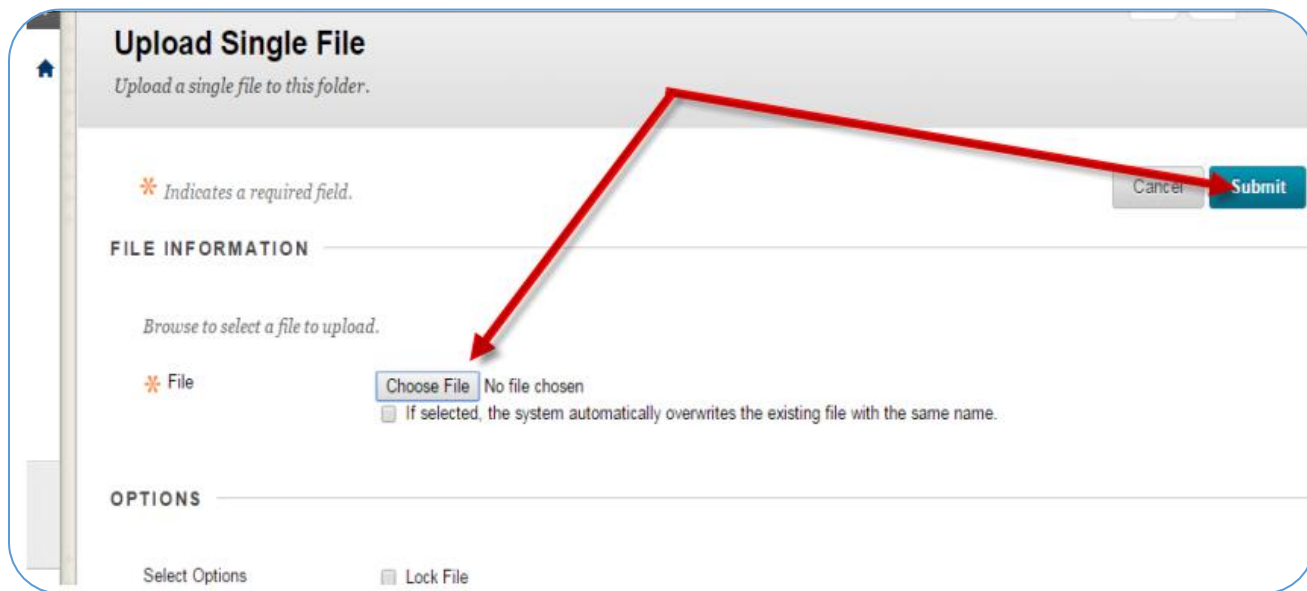


7. Open the folder you created and select Upload and then Upload Files.

Note: You **do not** want to select Upload Zip because Bb will unzip the file in the process.



8. Select Choose File on the next screen. Browse your desktop for the file of student work and select Submit.



9. Select Choose File a **second time**, browse your computer for the assignment instructions.

Please use the following naming convention for this file:

TEAMWORK_Instructor'sLastname_Courseprefix_Number_CRN_Assignment_Instructions

(Ex: TEAMWORK_Smith_CHEM1301_42351_Assignment Instructions)

OR

WRITING_Instructor'sLastname_Courseprefix_Number_CRN_Assignment_Instructions

(Ex: WRITING_Jones_History1301_43226_Assignment_Instructions).

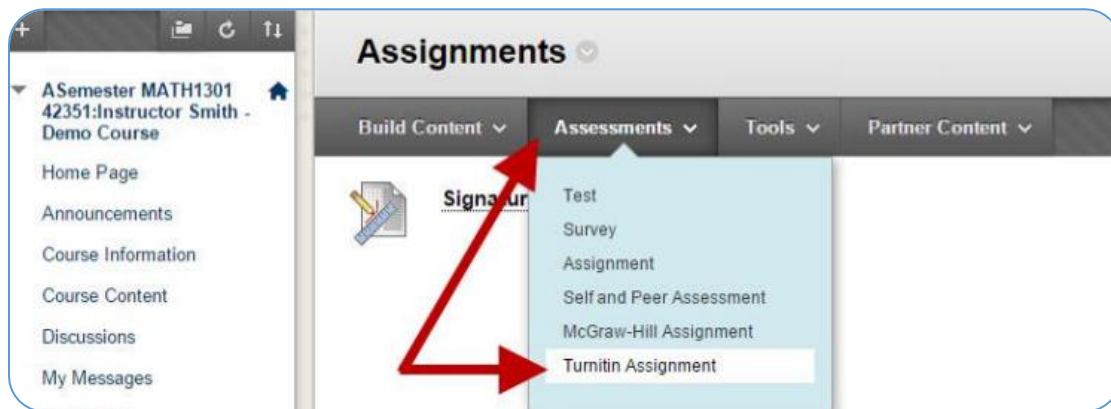
10. Select Submit.
11. You should now see both the zip file of student work and the assignment instructions in the Blackboard.

OPTIONAL INSTRUCTIONS

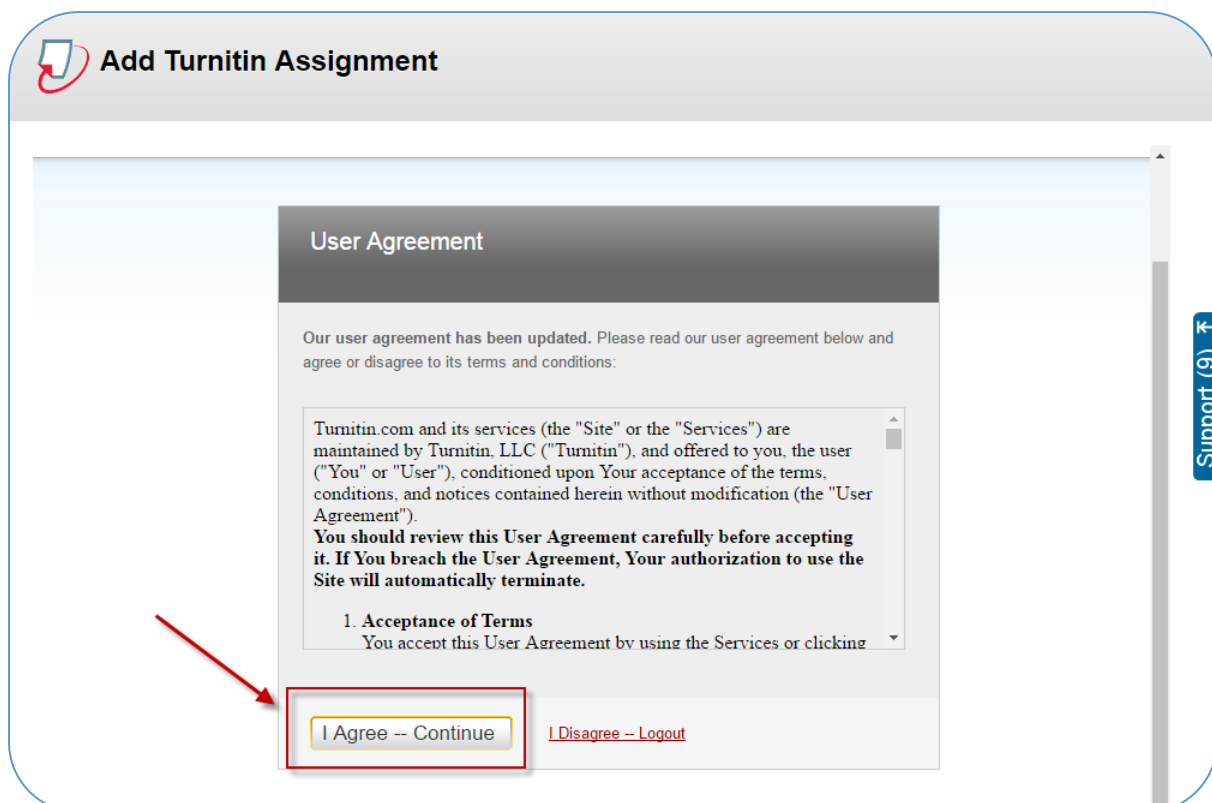
STEP 1-a: CREATE THE SIGNATURE ASSIGNMENT IN TURNITIN

Turnitin is an online plagiarism checker that runs papers through a series of databases to check for already existing content within a student's paper. To create your Signature Assignment using the Turnitin Tool follow the instructions below:

1. Enter the content area in which you would like to place a Turnitin assignment.
2. Click the Assessment button, select Turnitin Assignment.



3. The first time you create a Turnitin assignment, you will need to confirm that you are at least 13 years of age. Click the "I agree – continue" button.



4. Type in the assignment's title and point value.

5. Choose a start, due and post date for this assignment. In this example, the Turnitin assignment will be called
6. "Signature Assignment".
7. In the Optional Settings menu, there are several controls available, including:
 - Exclude searching for bibliographic content from student papers
 - Exclude searching for quoted content in student papers
 - Exclude small matches
 - Allow students to see the results
 - Select which paper databases you include in the search
8. After you have made your selections, scroll down and click submit.

The screenshot shows the 'Modify Turnitin Assignment' interface. It features several input fields and controls:

- Assignment title:** A text box containing 'Signature Assignment'. A red callout box labeled 'Assignment Title and Point Value' points to this field.
- Point value:** A text box containing '100'. A red callout box labeled 'Assignment Title and Point Value' also points to this field.
- Optional settings:** Two radio buttons are visible: 'Allow only file types that Turnitin can check for originality' (selected) and 'Allow any file type'. A red callout box labeled 'Expand For More Settings' points to the 'Optional settings' section header.
- Dates:** Three date and time pickers are present: 'Start date' (23-Sep-2016 at 12:26 PM), 'Due date' (07-Oct-2016 at 11:59 PM), and 'Post date' (08-Oct-2016 at 12:00 AM). A red callout box labeled 'Dates' points to the 'Start date' field.
- Submit buttons:** A blue 'Submit' button is located at the bottom left. A red callout box labeled 'Submit' points to this button.
- NOTE:** A yellow box contains the text: 'NOTE: In Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Grade Center.'

9. You will receive a confirmation. Click OK. The new plagiarism checker you have created will be an object on the content area.

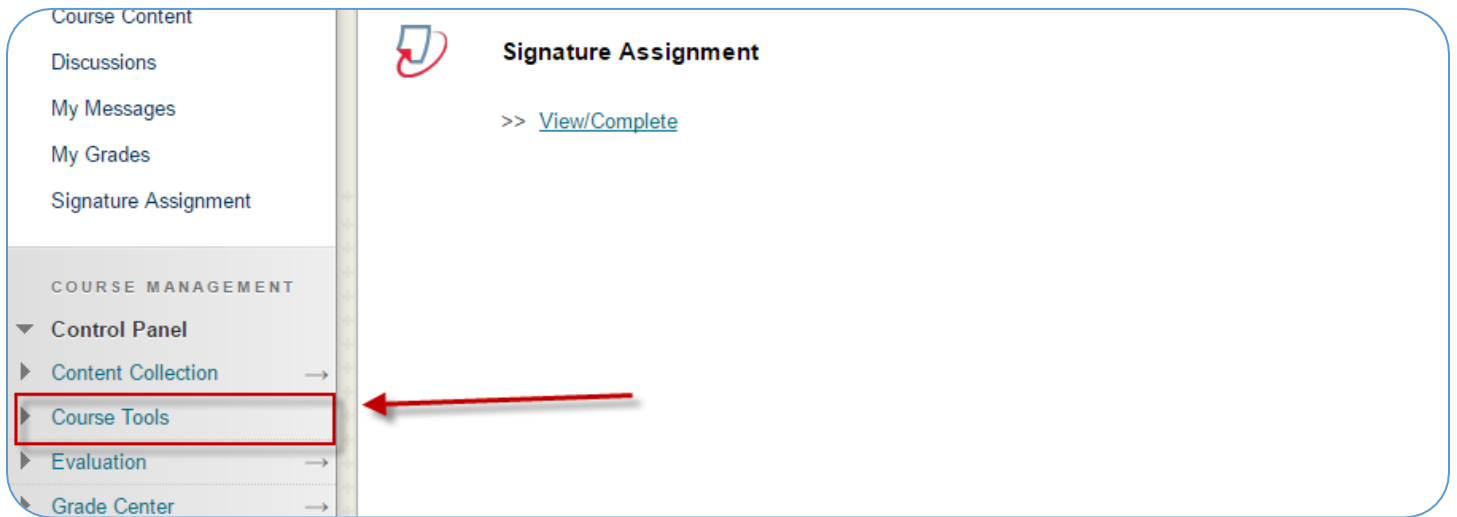
STEP 2-a: COLLECT STUDENT SUBMISSIONS FROM TURNITIN

Once the signature assignment has been set up, students will be able to submit their signature assignment via Turnitin by clicking "View/Complete". You will see the submissions appear in both Turnitin and the Grade Center.

STEP 3-a: BATCH DOWNLOAD SUBMISSIONS FROM TURNITIN

From inside your Blackboard Course:

1. Expand the Course Tools section of the Control Panel and choose the Turnitin Assignments option.

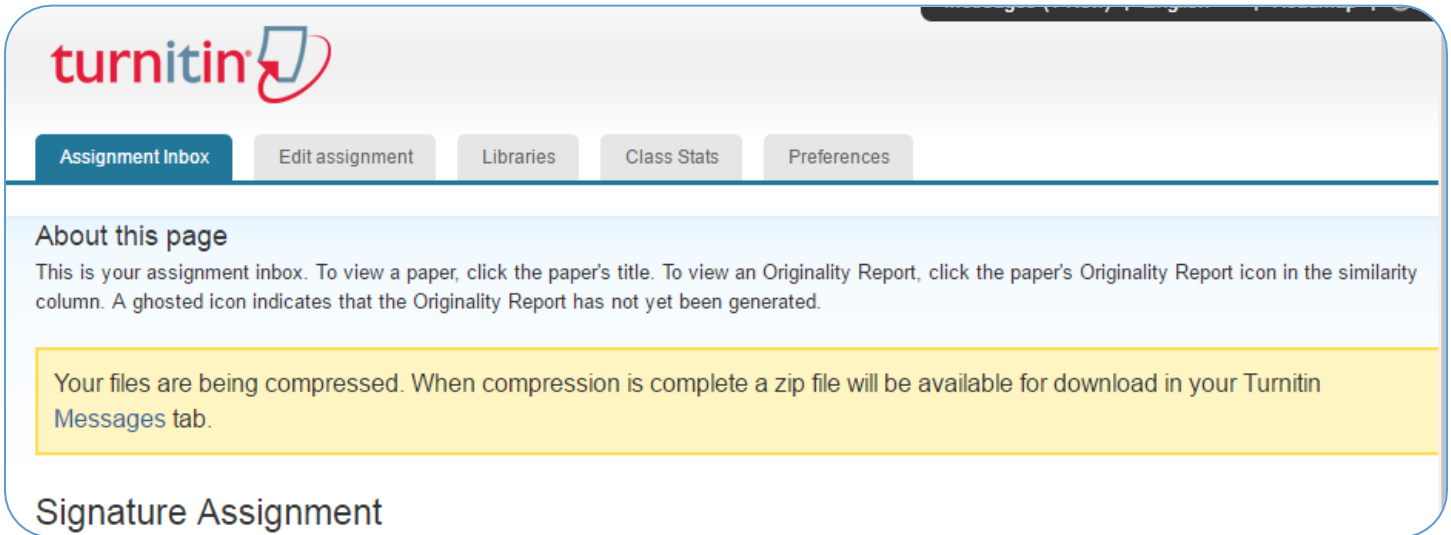


2. You will see a list of all the Turnitin assignments. Click on the name of your assignment.
3. You will be taken to the Turnitin assignment inbox, containing a list of all the students who have submitted work for this assignment.
4. To download the work for all the students, select the box at the top of the list, above the first student's name.
5. Once you have selected the students you will see a yellow bar appear above the list of students. This contains some additional options.
6. Click the Download button in the yellow bar and choose to download.
7. Click the **Download** button in the yellow bar and choose to download the **Original File** that the student submitted.

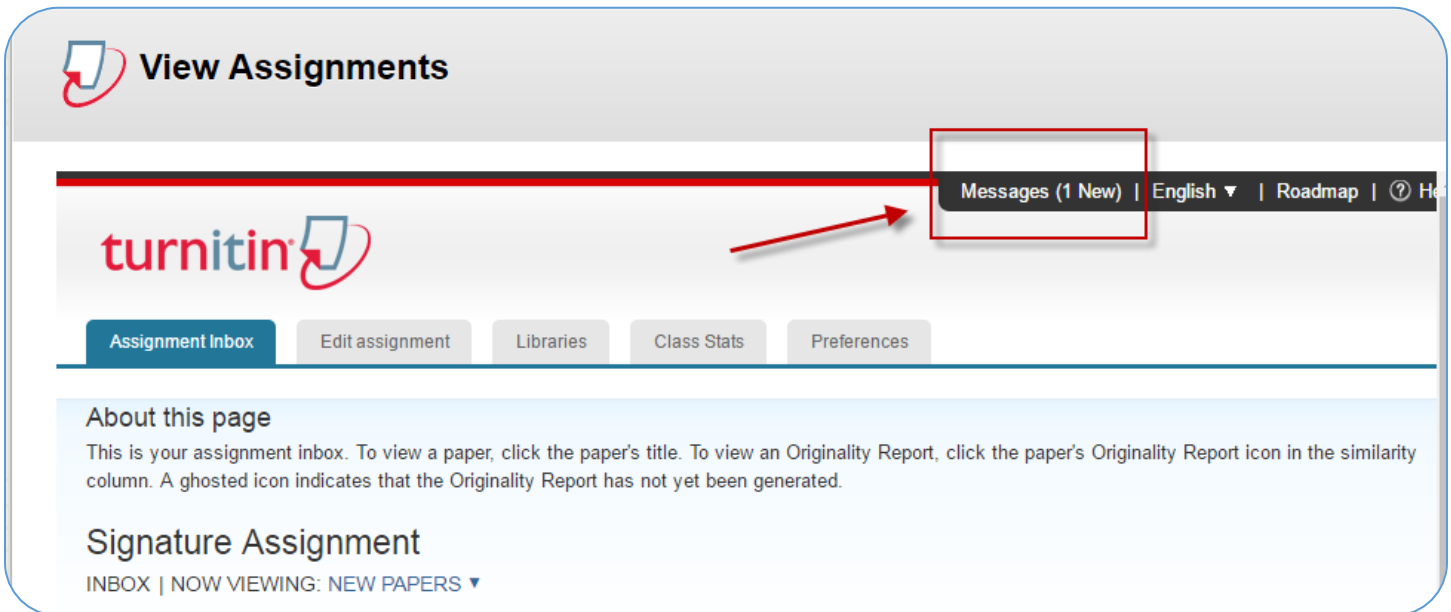
A screenshot of the Turnitin assignment inbox interface. At the top is the Turnitin logo and navigation tabs: 'Assignment Inbox', 'Edit assignment', 'Libraries', 'Class Stats', and 'Preferences'. Below is a section 'About this page' with instructions. The main area is titled 'Signature Assignment' and 'INBOX | NOW VIEWING: NEW PAPERS'. There are 'Submit' and 'export' buttons, and links for 'GradeMark Report', 'Roster Sync', 'Edit assignment settings', and 'Email non-submitters'. A yellow notification bar says: 'Notification: You have selected all files across all pages. Select only papers on this page'. Below this is a table of submissions with columns: AUTHOR, TITLE, SIMILARITY, GR, FILE, PAPER, and a date column. The first two rows are selected, indicated by checked checkboxes. A red box labeled 'Download Papers' points to the 'Download' button in the yellow bar, which has a dropdown menu open showing 'Original File', 'Original File as PDF', and 'GradeMark Paper'. Another red box labeled 'Select All Students' points to the checkboxes in the first column of the table.

<input checked="" type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GR	FILE	PAPER	
<input checked="" type="checkbox"/>	Harvey Shon	Paper 1	0%	■		570731	15
<input checked="" type="checkbox"/>	Cheating Ivan	Paper 1	38%	■		570731334	15-Sep-2015

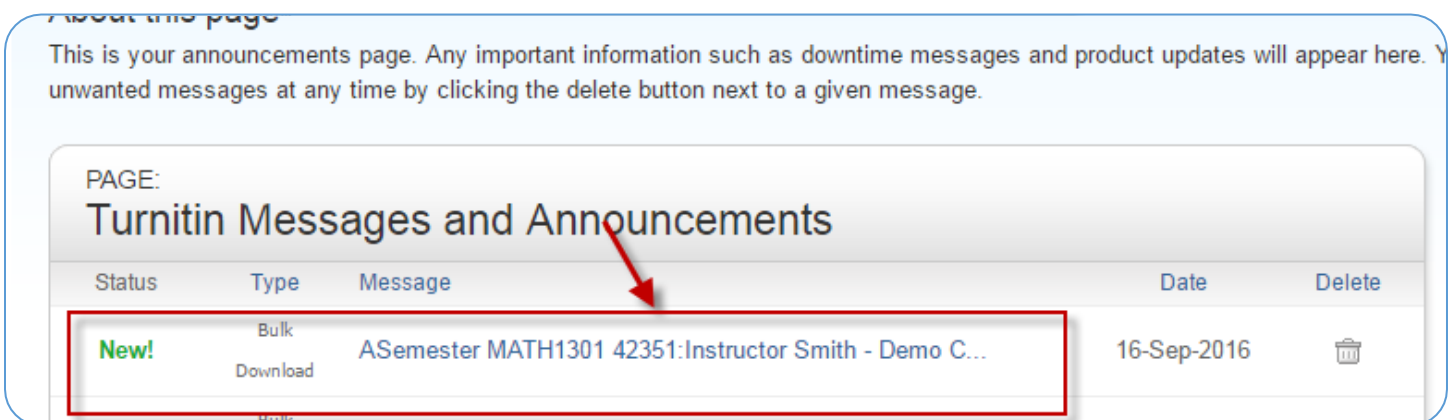
8. You will get a pop-up asking if you would like to download the selected files. Click Ok.
9. Turnitin will tell you that your files are being compressed and to check the Messages Tab to find your file.



10. Click the Messages Tab at the top right of your screen.



11. You should see a Bulk Download message saying that your file is ready for downloading. Click on the title of the message to open the message.

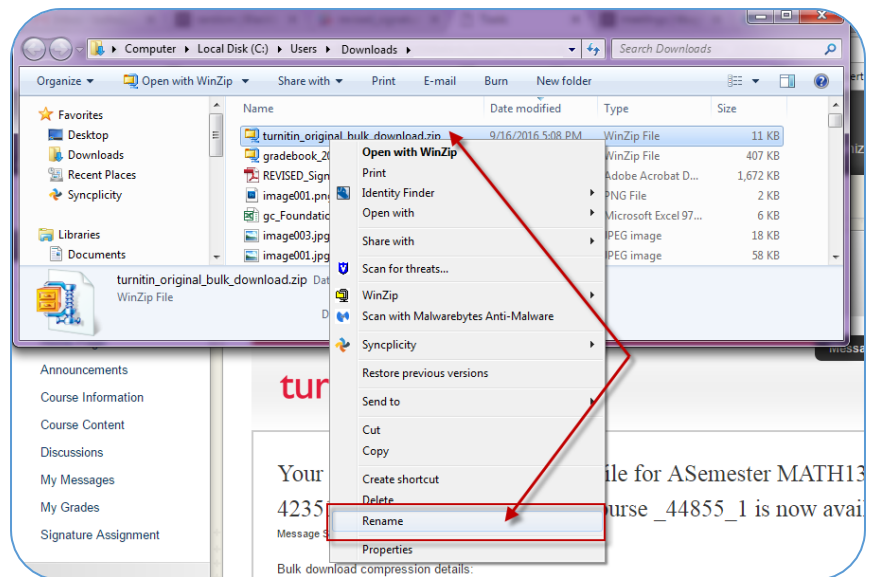


12. Select the bulk download link.

13. When your file has been downloaded, click the arrow next to Save and choose Save as. Browse to where you want to save the downloaded papers. By default, Turnitin will create a file called turnitinuk_zip_download.zip, but you will need to rename this file.

To rename the file:

1. Locate the file
2. Right click the title of the .zip file and select Rename.
3. In the box type the new name of the file. Use the following naming structure:



For a **teamwork** assignment:

TEAMWORK_Instructor'sLastname_Courseprefix_Number_CRN

(Ex: TEAMWORK_Smith_CHEM1301_42351)

OR

For a **written communication** assignment: **WRITING_Instructor'sLastname_Courseprefix_Number_CRN**

(Ex: WRITING_Jones_History1301_43226).

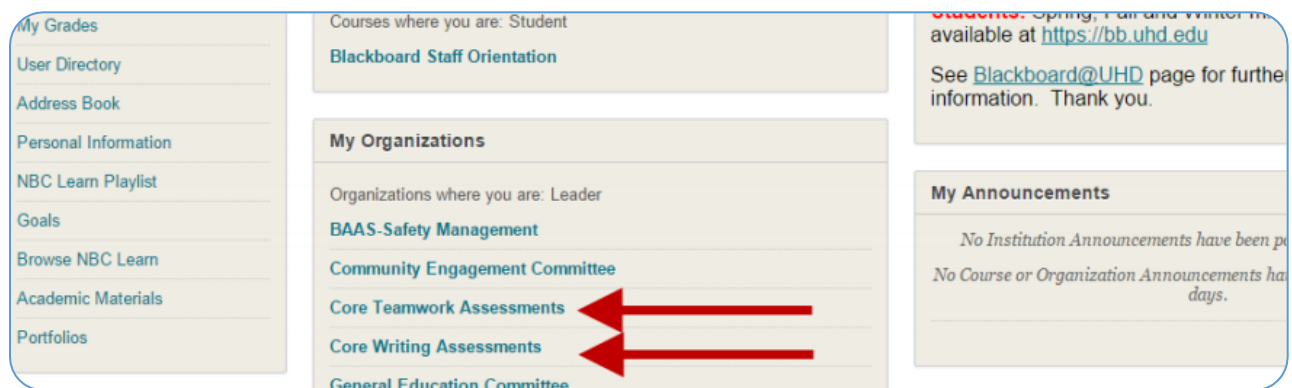
14. The downloaded zip file will contain each of the selected student papers. You will upload this .zip file to Bb2.

STEP 4-a: UPLOAD SIGNATURE ASSIGNMENTS TO BB2

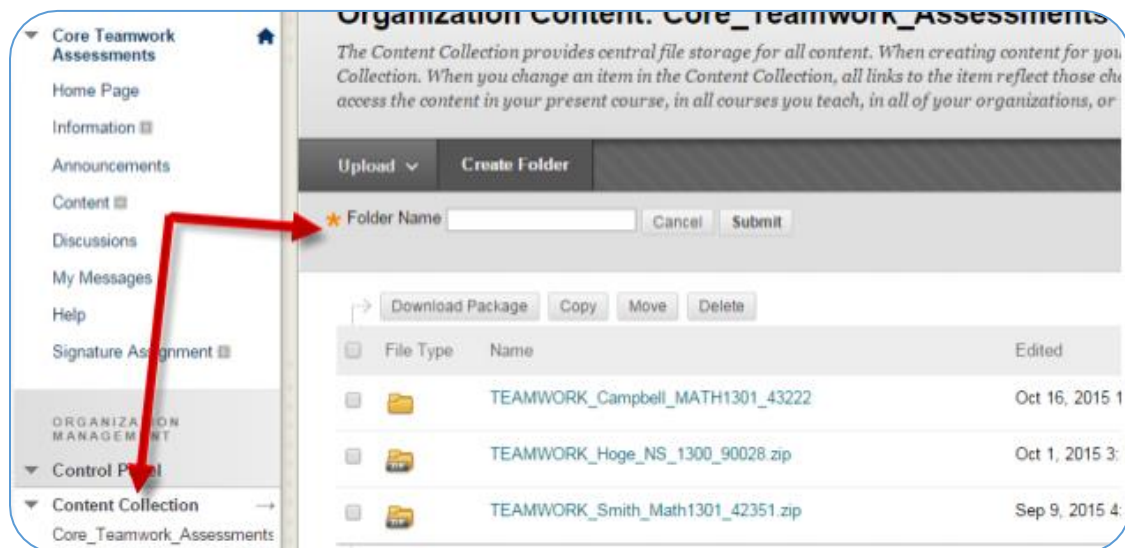
Once you have renamed the zip file, you will now upload this file and your assignment instructions for the assignment into the **Core Teamwork Assessments** course or the **Core Writing Assessments** course in BB2.

1. Log into BB2 at <https://bb2.uhd.edu/> (Note that BB2 is not accessed from the BB button on the home page—you must enter it directly.)
2. Under “My Organizations” select either “Core Teamwork Assessments” if your signature assignment is a teamwork assignment OR select “Core Writing Assessment” if your signature assignment is a written communication assignment.

(If you do not see the “Core Teamwork Assessment” or “Core Writing Assessment” link, please double check that you are in BB2. If you are in BB2, the problem may be that you were not correctly added to the Core organizations. For assistance, please contact UHD Blackboard Support by calling (713)221-2786 or by sending an email to bb@uhd.edu.)

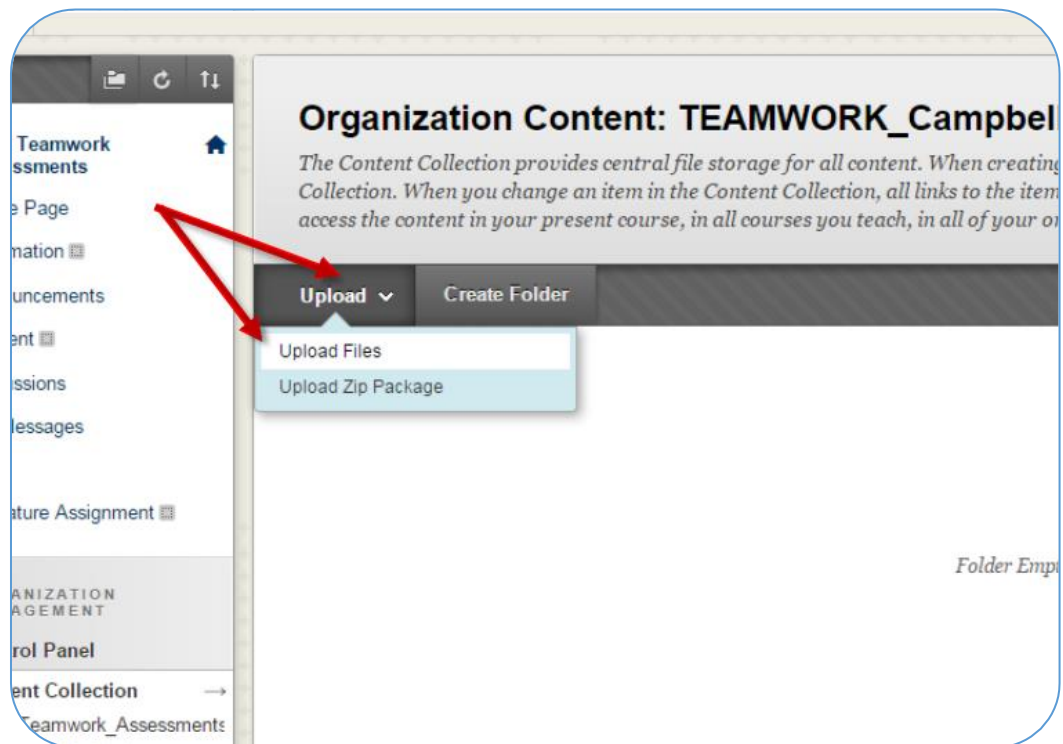


3. Select Content Collection from the left menu under Organizational Management.
4. Select link to appropriate assessment for your assignment: Teamwork or Writing.
5. Select the Create Folder.
6. In the Name box, type the name of your file using the following format:
TEAMWORK_Instructor'sLastname_Courseprefix_Number_CRN (Ex: TEAMWORK_Smith_CHEM1301_42351)
OR
WRITING_Instructor'sLastname_Courseprefix_Number_CRN (Ex: WRITING_Jones_History1301_43226).

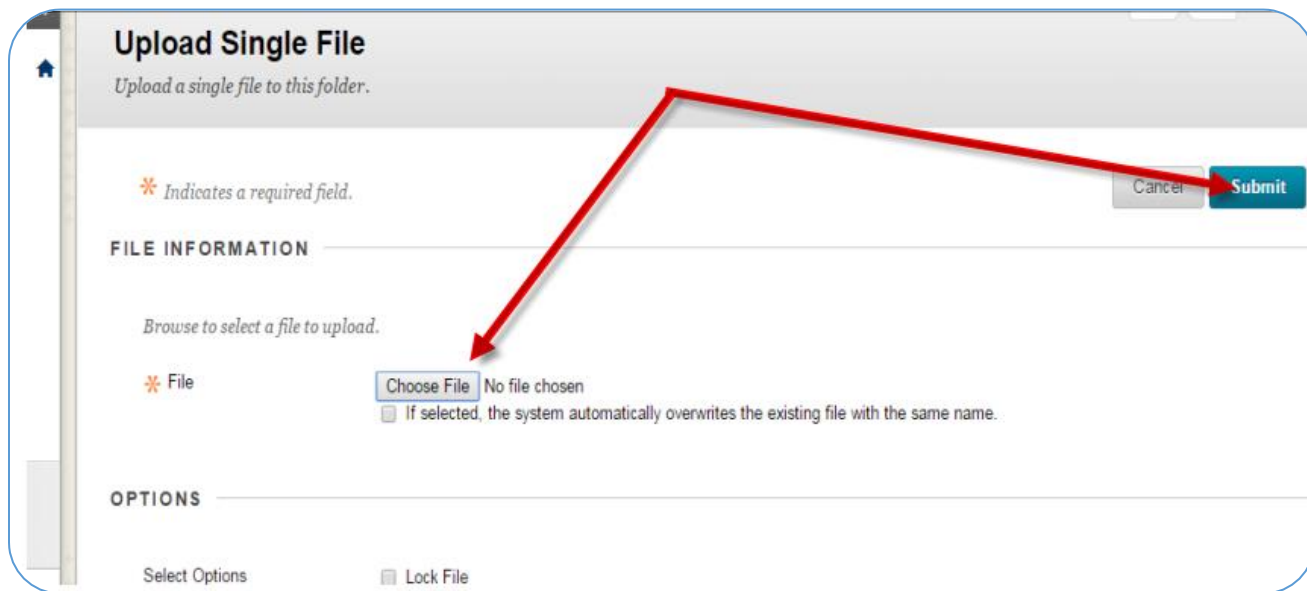


7. Open the folder you created and select Upload and then Upload Files.

Note: You **do not** want to select Upload Zip because Bb will unzip the file in the process.



8. Select Choose File on the next screen. Browse your desktop for the file of student work and select Submit.



9. Select Choose File **a second time**, browse your computer for the assignment instructions.

Please use the following naming convention for this file:

TEAMWORK_Instructor'sLastname_Courseprefix_Number_CRN_Assignment_Instructions

(Ex: TEAMWORK_Smith_CHEM1301_42351_Assignment Instructions)

OR

WRITING_Instructor'sLastname_Courseprefix_Number_CRN_Assignment_Instructions

(Ex: WRITING_Jones_History1301_43226_Assignment_Instructions).

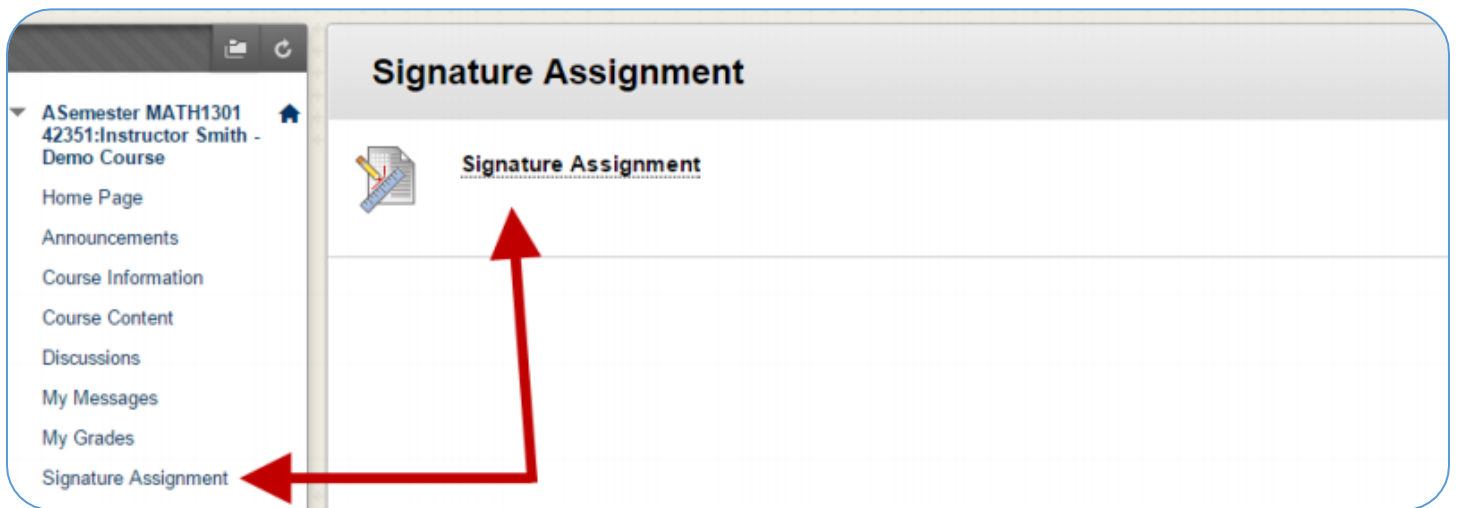
10. Select Submit.
11. You should now see both the zip file of student work and the assignment instructions in the Blackboard.

APPENDIX

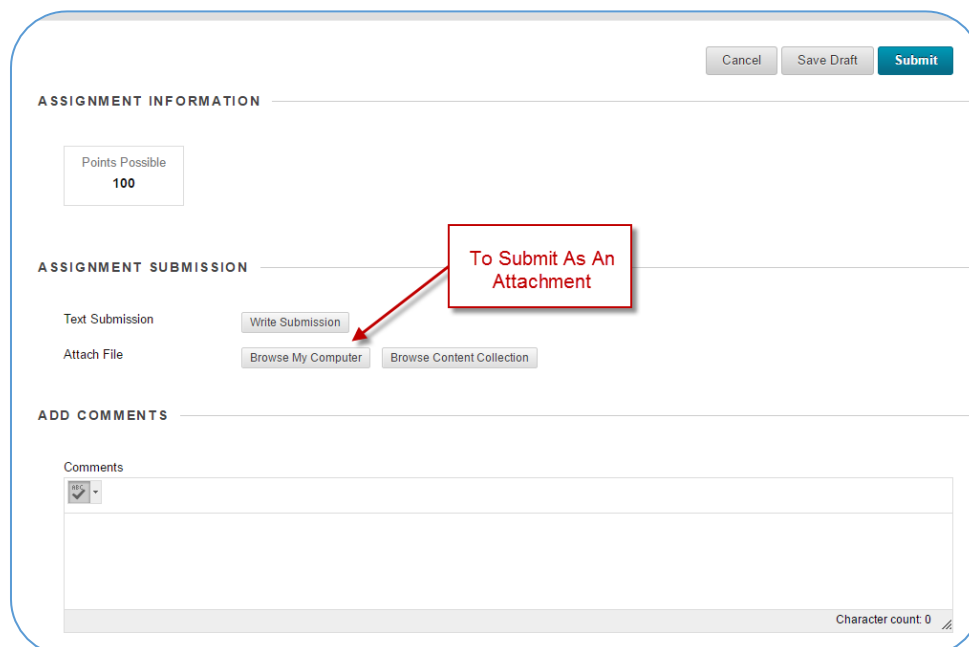
EXAMPLE OF STUDENT INSTRUCTIONS TO SUBMIT THE SIGNATURE ASSIGNMENT

Once the Instructor has set up the signature assignment in Blackboard, students will be able to submit their signature assignment. Instructions for submitting the assignment are as follows:

1. Students should log into Blackboard and enter the course.
2. Once in the course, students will select the content area containing the assignment.
3. The student will then select the link to the Signature Assignment you have created. This allows students to view and submit assignments online. You will need to tell them which assignment link they should use for submission of the signature assignment. You will also tell them that they must submit their assignment as an attachment.



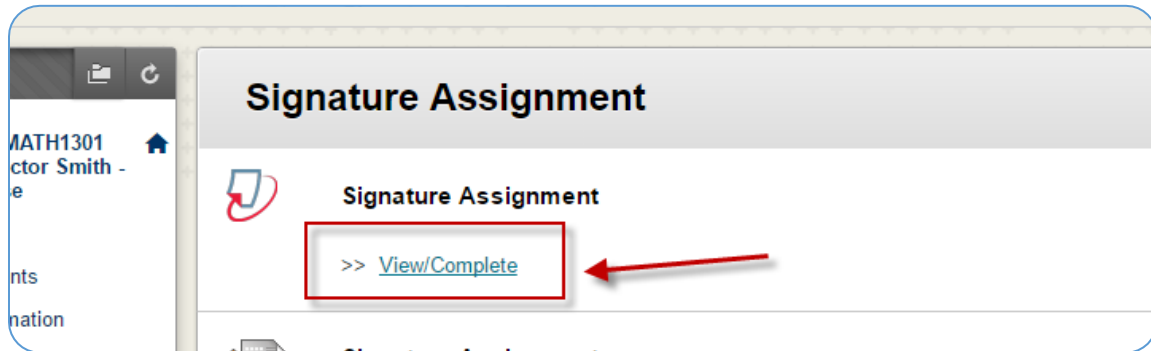
4. A new screen will load where which will include instructions, a due date, possible points, an area to type comments, and the ability to attach a file.
5. Students will select Browse My Computer in order to select the file to attach as their submission.
6. Once the student has attached his submission, the student will click Submit.

A screenshot of the Blackboard assignment submission form. At the top right are buttons for 'Cancel', 'Save Draft', and 'Submit'. The form is divided into three sections: 'ASSIGNMENT INFORMATION' with a 'Points Possible' field set to '100'; 'ASSIGNMENT SUBMISSION' with options for 'Text Submission' (Write Submission), 'Attach File' (Browse My Computer, Browse Content Collection), and 'ADD COMMENTS' (Comments). A red box with the text 'To Submit As An Attachment' has a red arrow pointing to the 'Browse My Computer' button. At the bottom right, there is a 'Character count: 0' indicator.

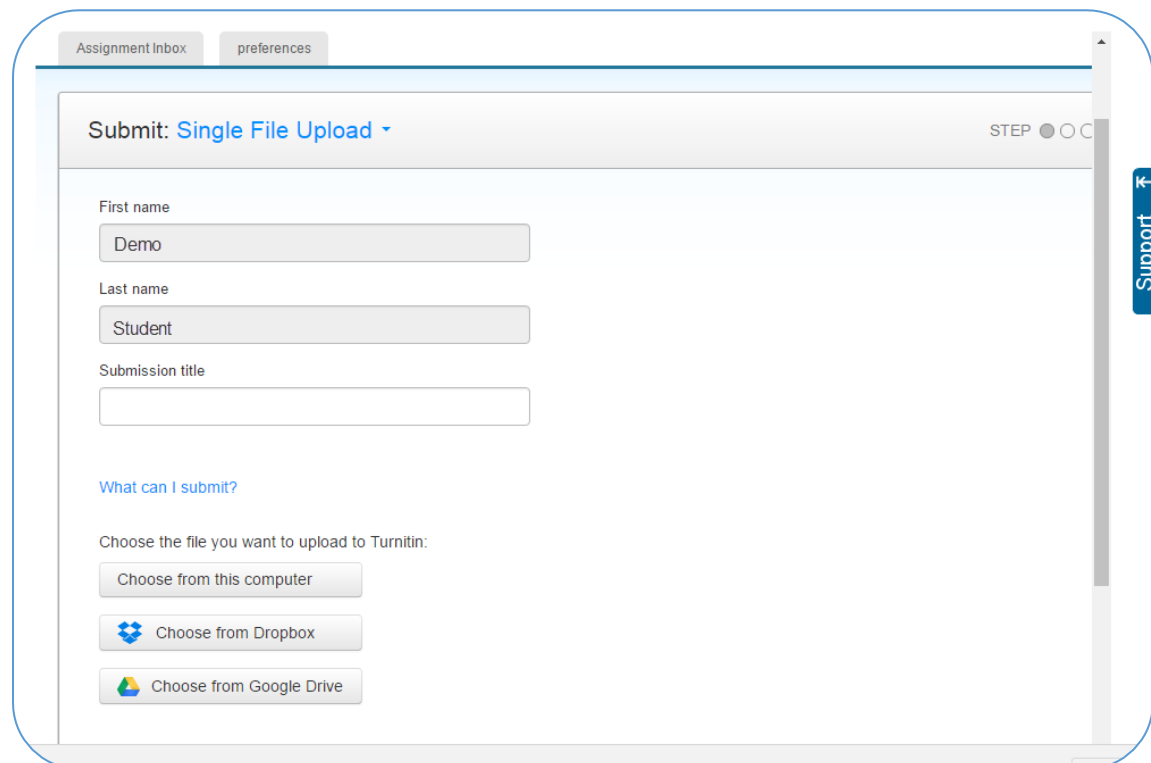
EXAMPLE OF STUDENT INSTRUCTIONS TO SUBMIT THE ASSIGNMENT TO TURNITIN

Once the Instructor has set up the signature assignment in Blackboard, students will be able to submit their signature assignment. Instructions for submitting the assignment are as follows:

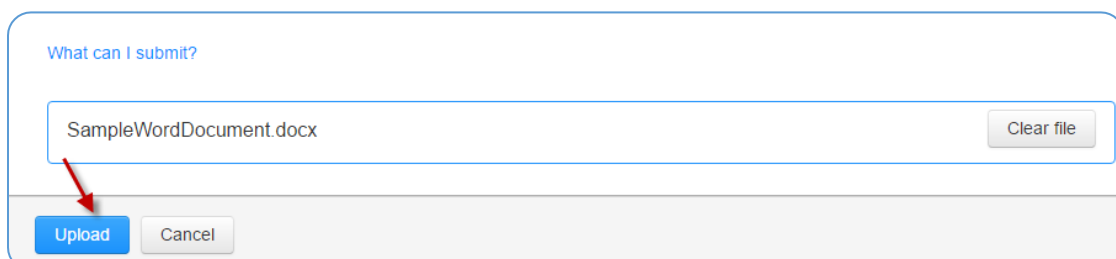
1. Students should log into Blackboard and enter the course.
2. Once in the course, students will select the content area containing the assignment.
3. The students will then need to click View/Complete to submit their assignment.



4. Students will be taken to the Turnitin Submit Paper Screen.
5. Student will enter a title for the assignment and then choose one of the three options for uploading their submissions.



6. After selecting the assignment, the students will click Upload.



7. Turnitin will process the paper. The student MUST click **CONFIRM** before the paper is actually submitted.

Author:
Student, Demo

Assignment title:
Signature Assignment

Submission title:
Paper

File name:
SampleWordDocument.docx

File size:
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Page 1

Using SoftChalk Lesson Builder
This is an example of how to get started in SoftChalk Lesson Builder. Here is some information about SoftChalk.
The a previous lesson was before from the SoftChalk 5 manual and can be found in under Help Topics in SoftChalk.
Like PowerPoint
Introduction
Welcome to SoftChalk LessonBuilder, the new online software that lets you create engaging web lessons quickly and easily. You can make your lesson for a professional look. You can add many activities and objects that promote active learning.
If you are already familiar with LessonBuilder 4, you may want to go directly to the section **Version 5 New Features and Enhancements** located at the bottom.
Web Portal is a new feature.
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New online lesson builder using LessonBuilder, which is a desktop application that runs on both Windows and Macintosh computers. Your lesson is now view your lesson in the any of your web browser such as Internet Explorer, Mozilla and Safari.
New students can learn your content through a variety of activities and quizzes including:

- Multiple Choice
- Single Answer
- True/False
- Flash cards
- Matching
- Slide Show
- Crossword puzzle
- Multiple Choice and True/False

Now you can deliver your lessons to your students in several different ways:

- Upload your lessons into a Learning Management System (LMS) such as Blackboard Academic Center, Desire2Learn, Canvas LMS or Moodle
- Upload your lessons to a web server
- Load your lessons on computers in your classroom for attached practice or for your lectures

How to Get SoftChalk
Send your lesson to a CD-ROM. Don't have LessonBuilder already, you can download a free trial version at: <http://www.softchalk.com/5.0/1.0/>
We need activities here

Confirm Cancel

8. After clicking Confirm, students will receive a submission receipt once the assignment is submitted successfully.

WHERE TO GET HELP:

If you or your students have any questions or comments regarding the steps outlined in this document, please contact UH Blackboard Support by calling (713)221-2786 or by sending an email to bb@uhd.edu.