

# **UHD Core Assessment**

## **Instructions for Submitting Student Assignments Via Blackboard**

Spring 2021

## Introduction

Colleagues,

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 send an email to [bb@uhd.edu](mailto: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.
- Student artifacts will be submitted to a group of UHD faculty for evaluation in January and May. Faculty evaluators are recruited from all UHD colleges and will review each selected student artifact using an AAC&U VALUE rubric<sup>1</sup>.
- Findings will be submitted to the University Curriculum Committee/UHD General Education Committee and a report shared with the faculty at large in early September 2021. At that point, faculty will be asked to review the findings and collaborate with UCC and General Education Committee 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 contact me or a member of the [General Education Committee](#).

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

Eszter Trufan, PhD  
Chair  
General Education Committee

---

<sup>1</sup> An overview of the development of the AAC&U VALUE rubrics may be found here: <https://www.aacu.org/value/rubrics>  
UHD's version of the rubrics may be found here: <https://www.uhd.edu/about/ie/Pages/core-assessment.aspx>

## OVERVIEW OF THE PROCESS AND CONTENTS

STEP 1: CREATE THE SIGNATURE ASSIGNMENT IN BLACKBOARD.....	4
CREATE A CONTENT AREA FOR THE SIGNATURE ASSIGNMENT .....	4
STEP 2: COLLECT STUDENT SUBMISSIONS IN BLACKBOARD .....	6
STEP 3: BATCH DOWNLOAD SIGNATURE ASSIGNMENTS.....	7
STEP 4: UPLOAD SIGNATURE ASSIGNMENTS TO BB1.....	10
<b>APPENDIX</b> .....	12
EXAMPLE OF STUDENT INSTRUCTIONS TO SUBMIT THE SIGNATURE ASSIGNMENT .....	12
WHERE TO GET HELP.....	13
ASSIGNED OUTCOMES FOR ARTIFACT SUBMISSION .....	14

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](mailto:bb@uhd.edu). If you have questions about Core Assessment or the assignments themselves, please contact any member of the UHD [General Education Committee](#).

## STEP 1: CREATE THE SIGNATURE ASSIGNMENT IN BLACKBOARD

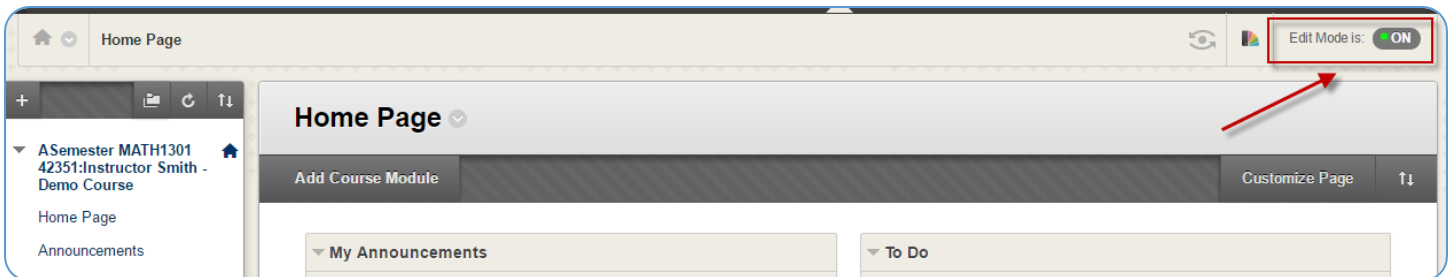
NOTE: The assignment must be properly set up in Blackboard for the process to be as simple as possible. If you are familiar with setting up an assignment in Blackboard and your students know how to submit an assignment, please skip to **Step 3: Batch Downloading the Signature Assignment**.

If you are interested in using a Turnitin Assignment please see the separate guide titled “[Spring\\_2021\\_Signature\\_Assignment\\_Submission\\_Instructions\\_Turnitin.pdf](#)” or contact UHD Blackboard Support ([bb@uhd.edu/\(713\)221-2786](mailto:bb@uhd.edu/(713)221-2786)).

### Via Blackboard

To create the signature assignment in Blackboard:

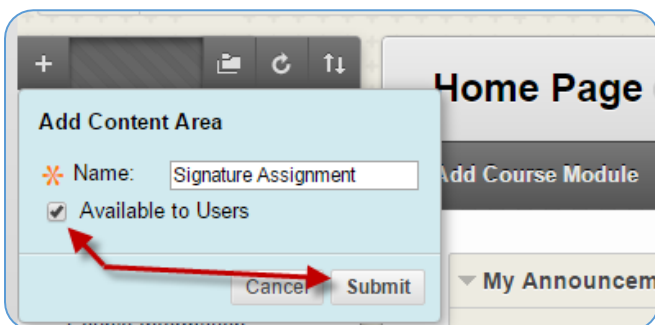
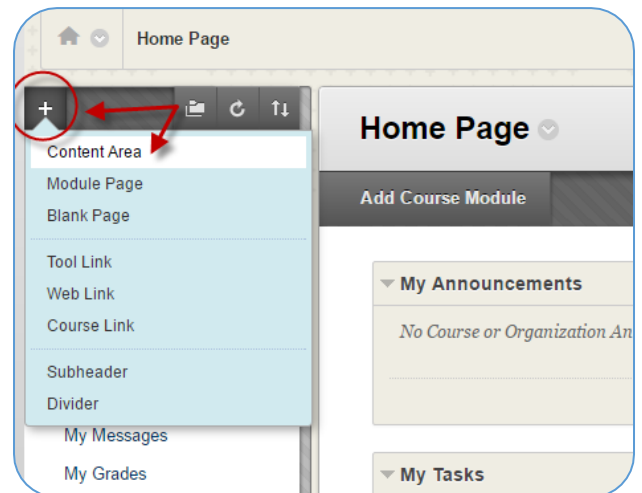
1. Log into Blackboard.
2. Enter the course in which you wish to create an assignment.
3. Make sure to turn edit mode ON at the top right-hand corner of the page.



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

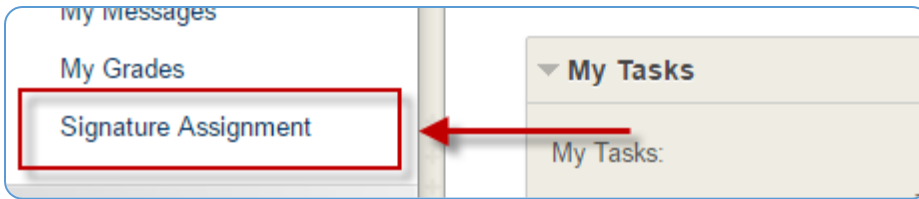
## CREATE A CONTENT AREA FOR THE SIGNATURE ASSIGNMENT

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*.



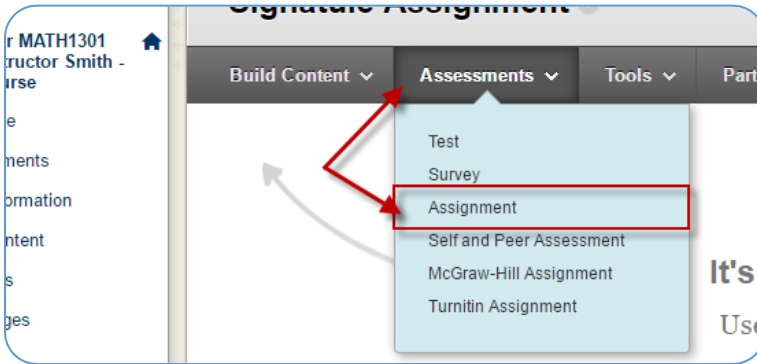
3. Click the Available to Users checkbox to allow users to view the item and then click Submit.

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.



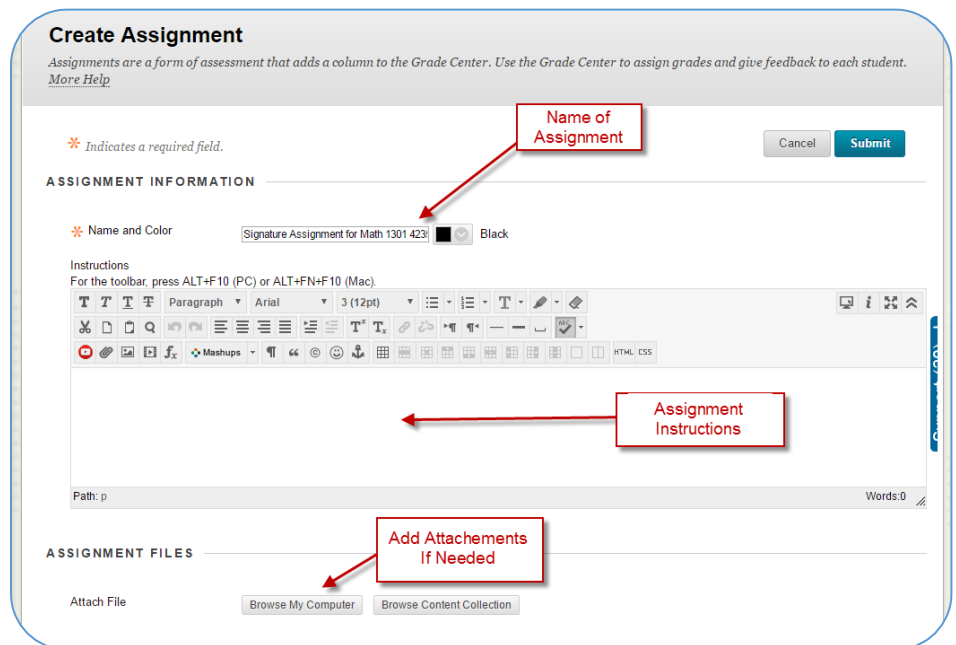
## CREATE THE SIGNATURE ASSIGNMENT

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.  
The following naming structure may help students find the assignment more easily if your discipline will be submitting multiple Signature Assignments:

CT\_Analysis\_SA  
 CT\_Creativity\_SA  
 Emp&Quant\_SA  
 Personal\_Responsibility\_SA  
 Social\_Responsibility\_SA  
 Teamwork\_SA  
 VisualComm\_SA  
 WrittenComm\_SA



3. Select the due date.
4. In Grading, you must type in the points possible.
5. Add any rubrics that you use for assigning grades.

**DUE DATES**

Submissions are accepted after this date, but are marked *Late*.

Due Date

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

**GRADING**

\* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
<a href="#">Submission Details</a>			
<a href="#">Grading Options</a>			
<a href="#">Display of Grades</a>			

6. Scroll down to enter the Assignment Availability Dates.
7. Select to Track the Number of Views if you would like.
8. Verify your Assignment 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

## 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.

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

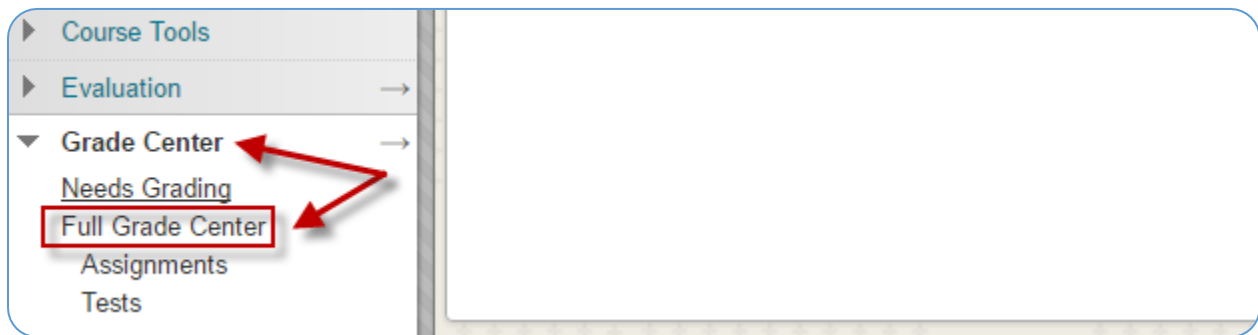
### STEP 3: BATCH DOWNLOAD SIGNATURE ASSIGNMENTS

**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.

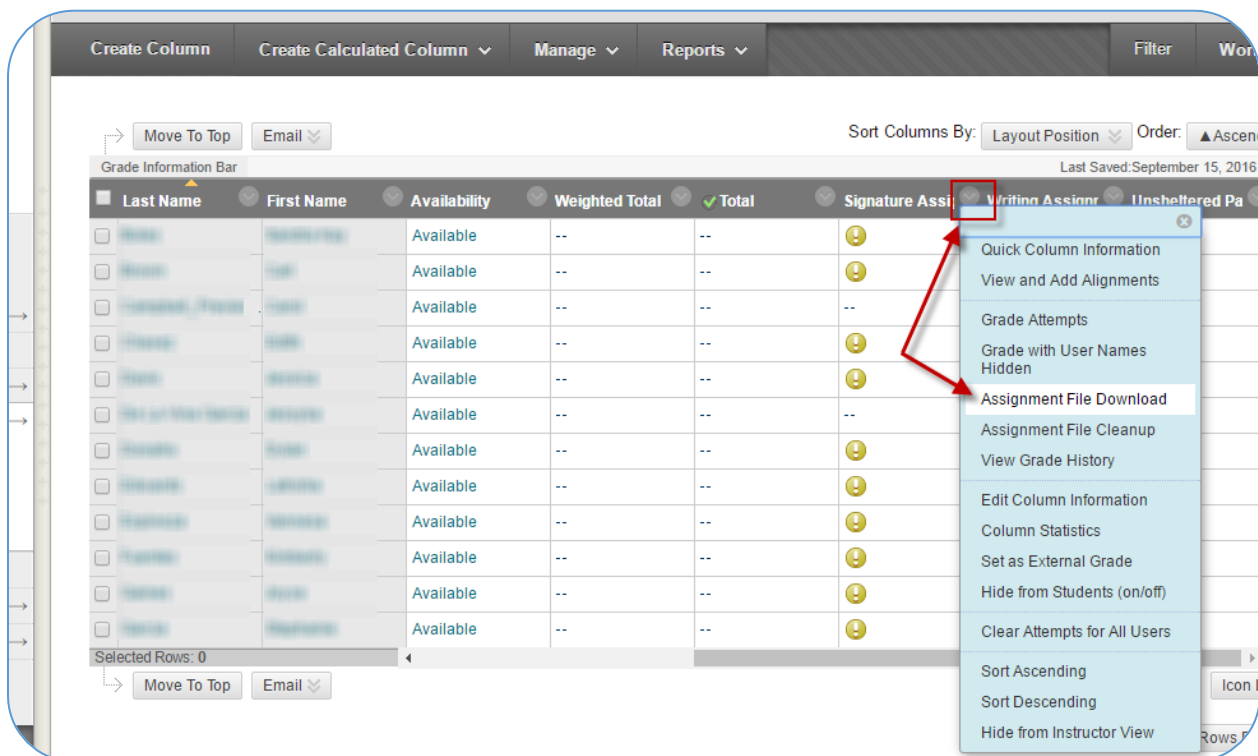
Note: When you use the Assignment File Download function, students' usernames are included automatically in the file names for easy identification. However, files downloaded one by one from the Grade Assignment page will not include usernames. **Therefore it is important to download the signature assignments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

1. Log into Blackboard and go to 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.



- On the next screen, scroll to the bottom and select **Show All**. This step is important because normally, Blackboard only displays 25 records at a time. If Show All is not selected, only the assignments from the first 25 students will be downloaded.

A screenshot of a Blackboard submission list. The list contains four rows of submission data, each with a date and time in CDT and a status of 'Needs Grading'. At the bottom of the list, there is a pagination bar that says 'Displaying 1 to 20 of 20 items'. To the right of this bar are two buttons: 'Show All' and 'Edit Paging...'. A red arrow points from the top right towards the 'Show All' button. Below the list, there are two more buttons: 'Cancel' and 'Submit'.

7 12:46:35 AM CDT	Needs Grading
1:58:35 PM CDT	Needs Grading
7 1:41:28 AM CDT	Needs Grading
7 1:40:30 AM CDT	Needs Grading

Displaying 1 to 20 of 20 items

Show All Edit Paging...

Cancel Submit

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

A screenshot of the 'SELECT USERS' screen in Blackboard. The screen displays a table of student submissions. A red box highlights a button labeled 'Select All Papers' with a red arrow pointing to it. The table has columns for 'Name', 'Date', and 'Grade'. The first two rows are highlighted in yellow and have a checkmark in the 'Name' column. The third row is highlighted in light blue and has a checkmark in the 'Name' column. The fourth row is highlighted in light blue and has a checkmark in the 'Name' column. The fifth row is highlighted in light blue and has a checkmark in the 'Name' column. The sixth row is highlighted in light blue and has a checkmark in the 'Name' column. The seventh row is highlighted in light blue and has a checkmark in the 'Name' column. The eighth row is highlighted in light blue and has a checkmark in the 'Name' column. The ninth row is highlighted in light blue and has a checkmark in the 'Name' column. The tenth row is highlighted in light blue and has a checkmark in the 'Name' column. The eleventh row is highlighted in light blue and has a checkmark in the 'Name' column. The twelfth row is highlighted in light blue and has a checkmark in the 'Name' column. The thirteenth row is highlighted in light blue and has a checkmark in the 'Name' column. The fourteenth row is highlighted in light blue and has a checkmark in the 'Name' column. The fifteenth row is highlighted in light blue and has a checkmark in the 'Name' column. The sixteenth row is highlighted in light blue and has a checkmark in the 'Name' column. The seventeenth row is highlighted in light blue and has a checkmark in the 'Name' column. The eighteenth row is highlighted in light blue and has a checkmark in the 'Name' column. The nineteenth row is highlighted in light blue and has a checkmark in the 'Name' column. The twentieth row is highlighted in light blue and has a checkmark in the 'Name' column. The page number 'Page 1 of 2' is visible in the top right corner.

SELECT USERS

Select All Papers

Page 1 of 2

<input checked="" type="checkbox"/>	Name ▲	Date	Grade
<input checked="" type="checkbox"/>	[Name]	Wednesday, September 7, 2016 4:35:04 PM CDT	Needs Grading
<input checked="" type="checkbox"/>	[Name]	Sunday, September 11, 2016 9:40:25 AM CDT	Needs Grading
<input checked="" type="checkbox"/>	[Name]	Friday, September 2, 2016 5:55:21 PM CDT	Needs Grading
<input checked="" type="checkbox"/>	[Name]	Sunday, September 11, 2016 4:33:39 PM CDT	Needs Grading
<input checked="" type="checkbox"/>	[Name]	Sunday, September 11, 2016 4:36:00 PM CDT	Needs Grading
<input checked="" type="checkbox"/>	[Name]	Sunday, September 11, 2016 3:45:31 PM CDT	Needs Grading
<input checked="" type="checkbox"/>	[Name]	Sunday, September 11, 2016 10:44:33 PM CDT	Needs Grading



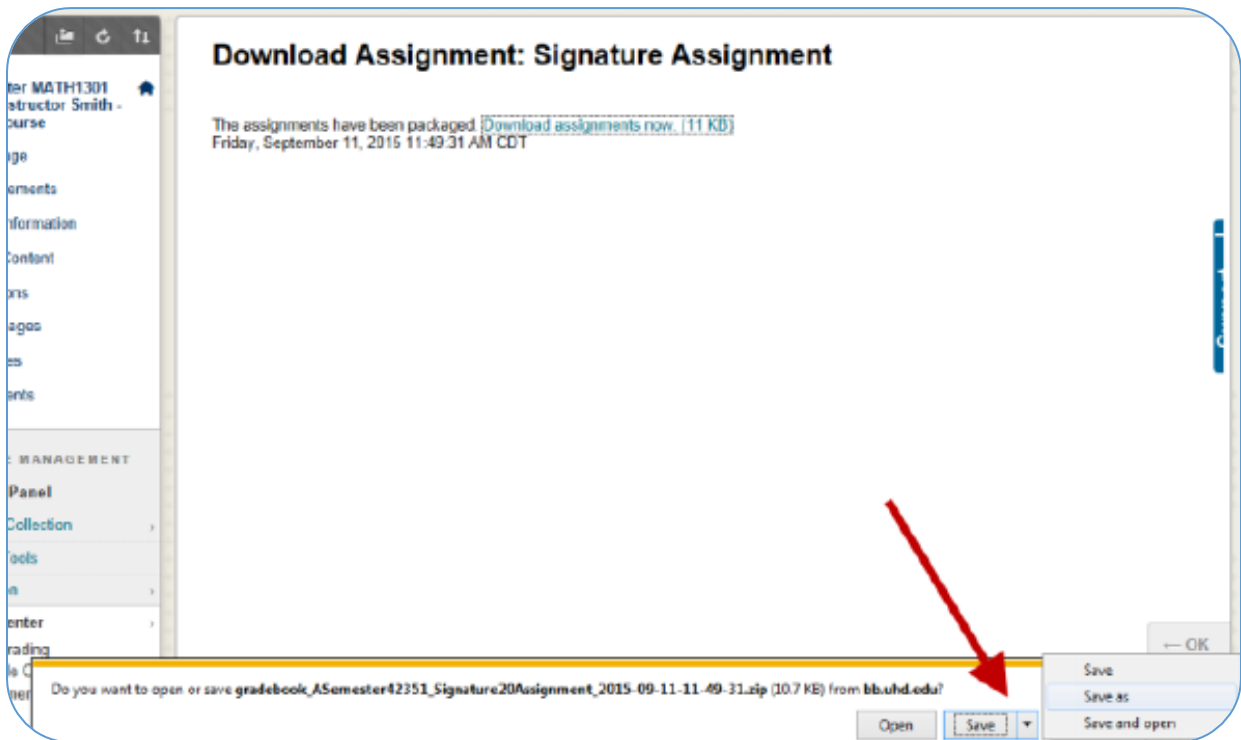
5. Click the Download assignments now link.

## Download Assignment: Signature Assignment

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



6. In the pop-up window at the bottom, select Save File and click OK.
7. Save the file to your desktop.



## STEP 4: UPLOAD SIGNATURE ASSIGNMENTS TO BB1

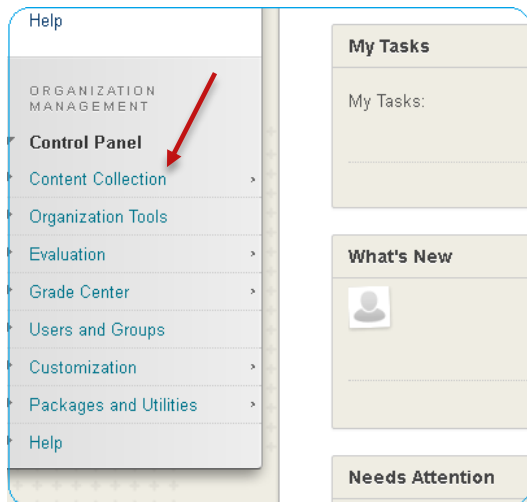
Once you have created the single file on your desktop, you will now upload the assignments and your instructions for the assignment into the **Core Assessment** courses in Blackboard. **Note that beginning Spring 2021, you will upload your artifacts into BB1.**

1. Log into BB1 at <https://bb1.uhd.edu/>
2. Under **"My Organizations"** select the organization that is related to the core objective related to your signature assignment. For example, if your assignment is related to the Written Communication Core Object, select the written communication file. Organization names to choose from will be:

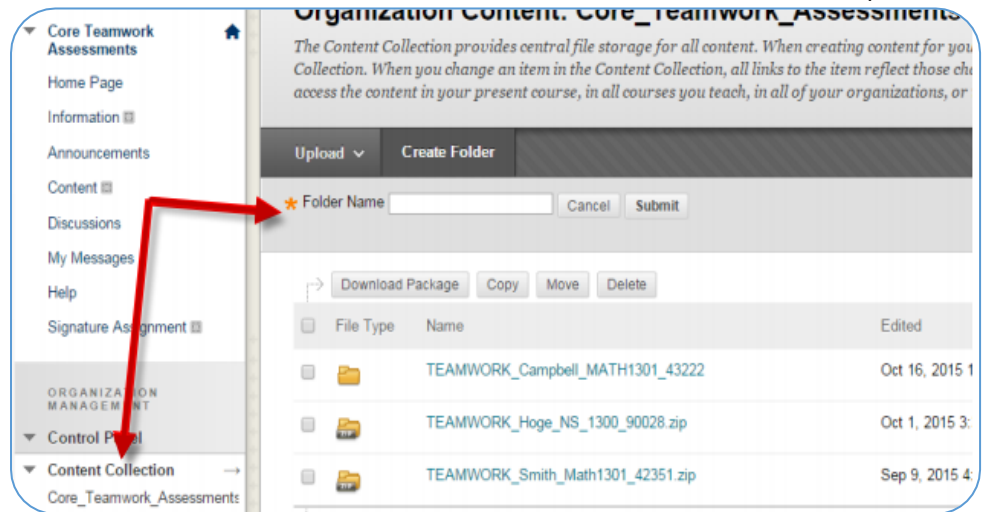
Sp\_2021\_Critical\_Thinking\_Analysis\_Assignments  
Sp\_2021\_Critical\_Thinking\_Creativity\_Assignments  
Sp\_2021\_Emp\_Quant\_Reasoning\_Assignments  
Sp\_2021\_Personal\_Responsibility\_Assignments  
Sp\_2021\_Social\_Responsibility\_Assessments  
Sp\_2021\_Teamwork\_Assignments  
Sp\_2021\_Visual\_Communication\_Assignments  
Sp\_2021\_Written\_Communication\_Assignments



3. Select Content Collection from the left menu under Organizational Management.



- Select the content link underneath Content Collection. The content link will be an abbreviation of the year and outcome you will be submitting assignments to. For example, SP\_21\_EQRA is the abbreviation for empirical/ quantitative reasoning.

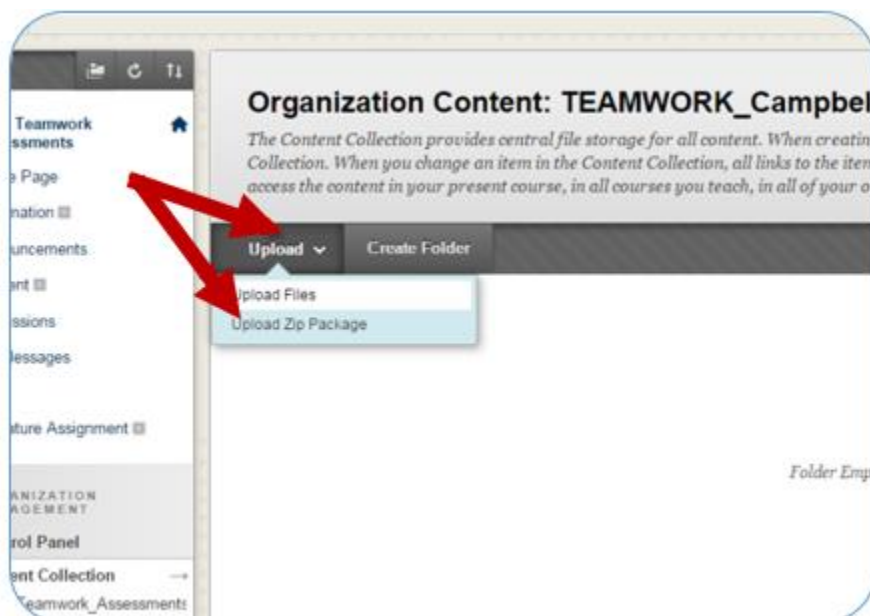


- Select the Create Folder.

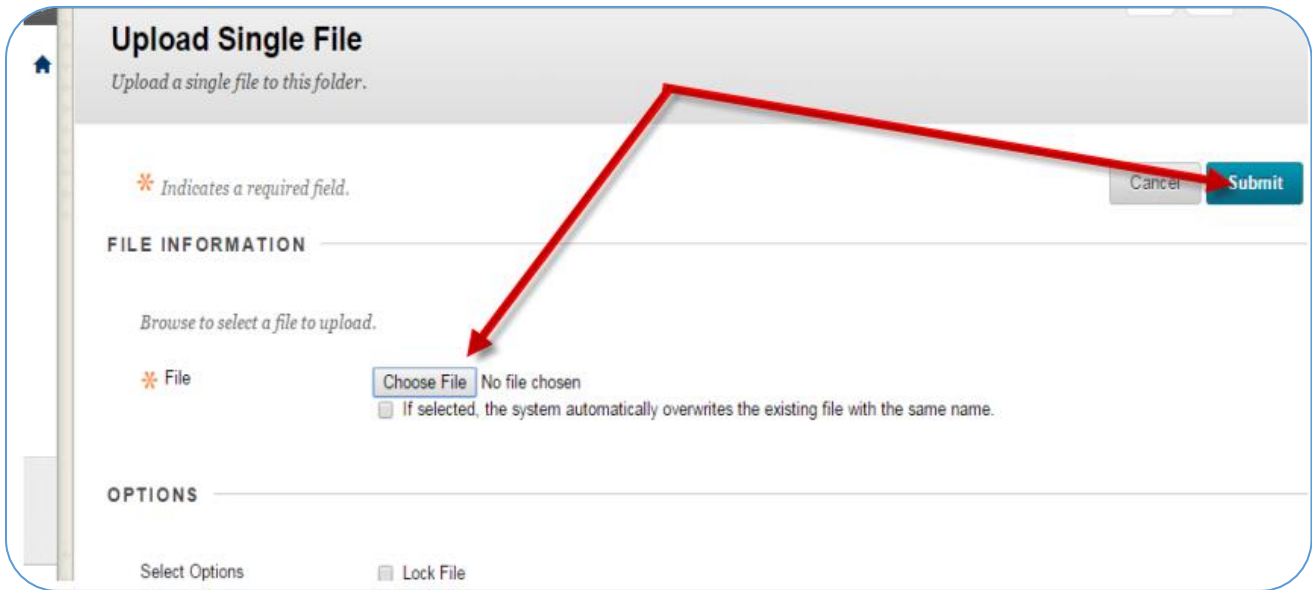
- In the Folder Name box, type the name of your file using the following format:

Core Objective Associated with Your Signature Assignments	Folder Name Format (Ex: CT_Analysis_Smith_HIST1306_42351)
Critical Thinking - Analysis	<b>CT_Analysis_Instructor'sLastname_Courseprefix_Number_CRN</b>
Critical Thinking Creativity	<b>CT_Creativity_Instructor'sLastname_Courseprefix_Number_CRN</b>
Empirical & Quantitative Reasoning	<b>EMP_Reasoning_Instructor'sLastname_Courseprefix_Number_CRN</b>
Oral Communication	<b>Oral_Comm_Instructor'sLastname_Courseprefix_Number_CRN</b>
Personal Responsibility	<b>Personal_Resp_Instructor'sLastname_Courseprefix_Number_CRN</b>
Social Responsibility	<b>Social_Resp_Instructor'sLastname_Courseprefix_Number_CRN</b>
Teamwork	<b>Teamwork_Instructor'sLastname_Courseprefix_Number_CRN</b>
Visual Communication	<b>Visual_Comm_Instructor'sLastname_Courseprefix_Number_CRN</b>
Written Communication	<b>Written_Comm_Instructor'sLastname_Courseprefix_Number_CRN</b>

- Open the folder you created and select Upload and then **Upload Zip Package**.



8. Select Choose File and browse your computer for the assignment instructions.
9. Select Submit and the assignment instructions should now be listed as the first document.



10. Select Upload a second time and Upload Zip Package. Note: Selecting Upload Zip Package will cause Bb to unzip the zip file and post each student artifact separately.
11. Choose File on the next screen. Browse your desktop for the zip file of student work and select Submit.
12. You should now see individual files of students' work in Blackboard. The assignment instructions will be the last file in the folder. Close the folder and log out.

## APPENDIX

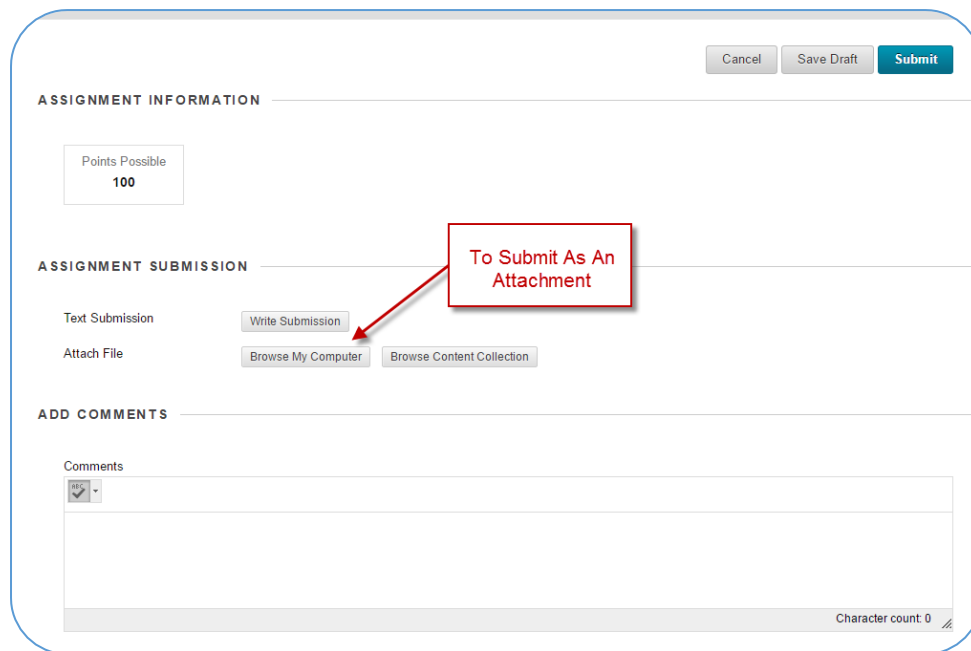
### EXAMPLE OF STUDENT INSTRUCTIONS TO SUBMIT THE SIGNATURE ASSIGNMENT

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 to select the file to attach as their submission.
6. Once the student has attached his submission, the student will click Submit.



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

## WHERE TO GET HELP

1. For help in determining if your department has developed a standard signature assignment for your course, please contact Lea Campbell, Ex. Director of Assessment & Accreditation ([campbellc@uhd.edu](mailto:campbellc@uhd.edu)).
2. For assistance in developing a signature assignment, please contact Eszter Trufan, General Education Committee Chair ([trufane@uhd.edu](mailto:trufane@uhd.edu)).
3. Please contact UHD Blackboard Support by calling (713)221-2786 or by sending an email to [bb@uhd.edu](mailto:bb@uhd.edu):
  - a. To be added if you do not see the organization you are scheduled to submit assignments to.
  - b. If you need assistance with TurnItIn, or uploading or downloading your assignments.

## ASSIGNED OUTCOMES FOR ARTIFACT SUBMISSION

The University Curriculum Committee has assigned two outcomes for artifact submission to each course in the Core. Faculty may use the same assignment for two different outcomes but the assignment must meet the criteria for both outcomes. Faculty are asked to submit the zip file of assignments to both outcomes in BB1 when using the same assignment for multiple outcomes.

To determine if your course is in the core, go [here](#).

<i>Band Within the Core</i>	<i>Included Core Courses</i>	<i>Assigned Outcomes</i>
Written Communication	ENG 1301 and 1302 UHD 1301/2301 with written comm emphasis	Written Communication Personal Responsibility
Oral Communication	All COMM courses in the Core UHD 1301/2301 with oral comm emphasis	Oral Communication Teamwork
Mathematics	All MATH and STAT courses in the Core UHD 1302/2302	Empirical and Quantitative Reasoning Visual Communication
Life & Physical Sciences	All BIOL, CHEM, GEOL, MBIO, NS, PHYS courses or related labs in the Core UHD 1303/2303	Empirical and Quantitative Reasoning Teamwork
Language, Philosophy & Culture	All ENG 23xx, HUM, LAT, PHIL, SPAN courses in the core UHD 1304/2304	Written Communication Personal Responsibility
Creative Arts	All ART, DANC, DRA, MUS courses in the Core UHD 1305/2305	Critical Thinking – Creativity Visual Communication
American History	All HIST courses in the Core UHD 1306/2306	Critical Thinking – Analysis Written Communication
Government/Political Science	All POLS courses in the Core UHD 1307/2307	Personal Responsibility Social Responsibility
Social & Behavioral Sciences	All ANTH, CJ, CRS, ECO, PSY, SOC, SOCW courses in the core UHD 1308/2308	Critical Thinking – Analysis Social Responsibility