

UHD Core Assessment

Instructions for Submitting

Student Assignments

Via Turnitin in Blackboard

(Excluding Oral Communication Artifacts)

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.

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 rubric¹.
- 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

¹ 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>

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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 [General Education Committee](#).

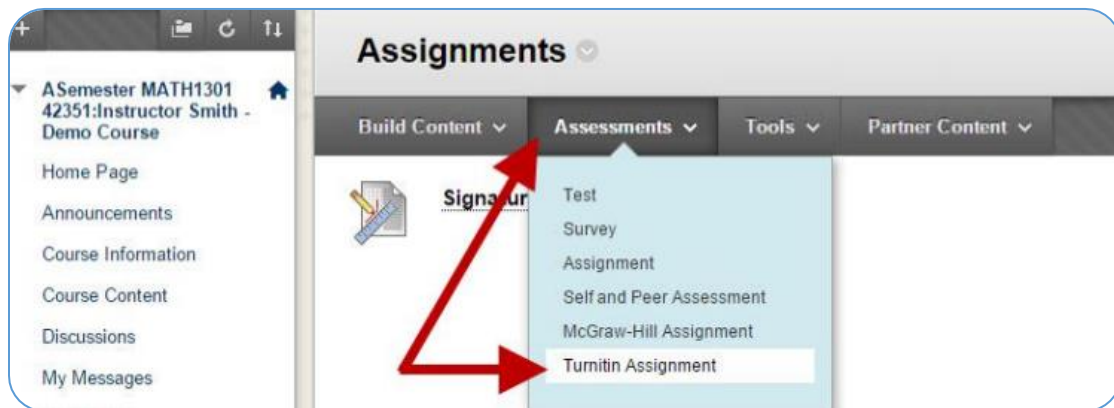
STEP 1: CREATE THE SIGNATURE ASSIGNMENT IN TURNITIN

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.

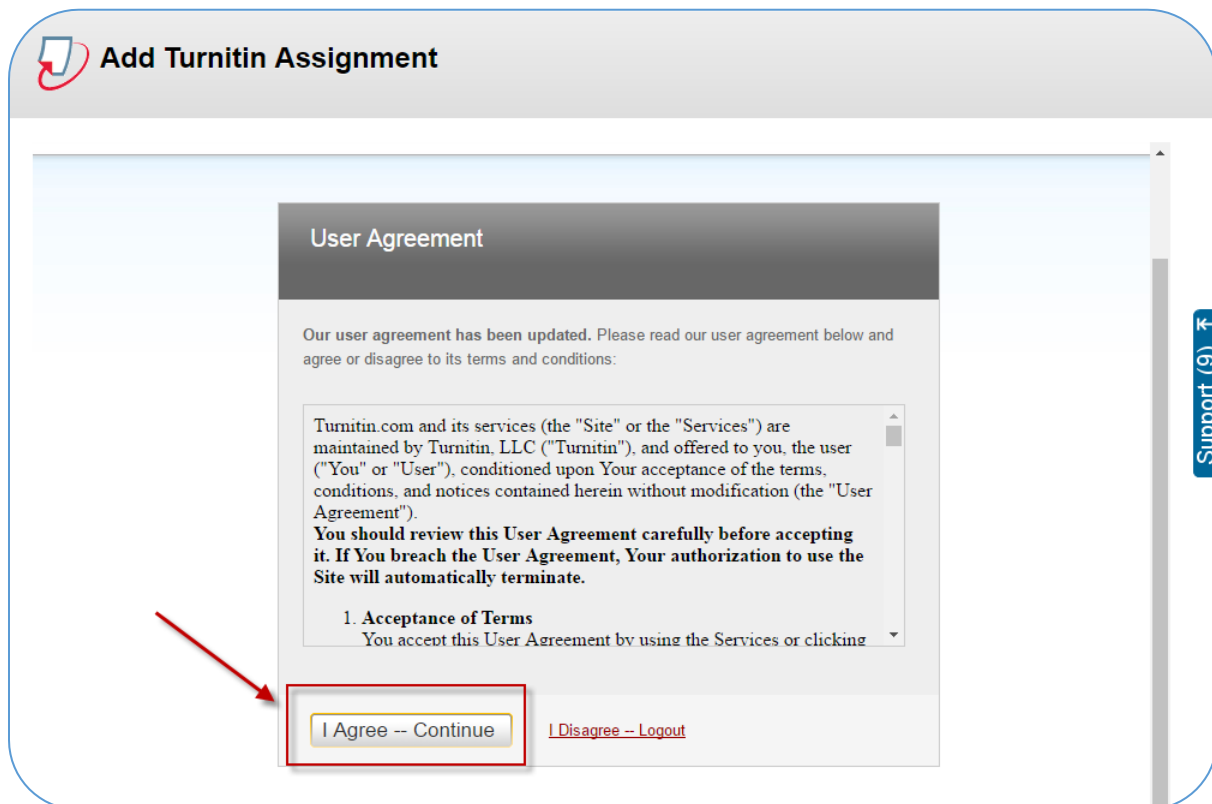
If you do not want to use Turnitin Assignment, please see the separate guide titled **Spring_2021_Signature_Assignment_Submission_Instructions_BB_Only.pdf** or contact UHD Blackboard Support by calling (713)221-2786 or by sending an email to bb@uhd.edu.

To create your Signature Assignment using the Turnitin 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.



Type in the assignment's title and point value. 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

4. Choose a start, due, and post date for this assignment. In this example, the Turnitin assignment will be called "Signature Assignment".
5. 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
6. 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.
- Dates:** Three date and time pickers are present: 'Start date' (23-Sep-2016, 12:28 PM), 'Due date' (07-Oct-2016, 11:59 PM), and 'Post date' (08-Oct-2016, 12:00 AM). A red callout box labeled 'Dates' points to these fields.
- Submit buttons:** A blue 'Submit' button is located at the bottom left. A red callout box labeled 'Submit' points to this button.

A yellow note box at the bottom right states: '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.'

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

STEP 2: 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.

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

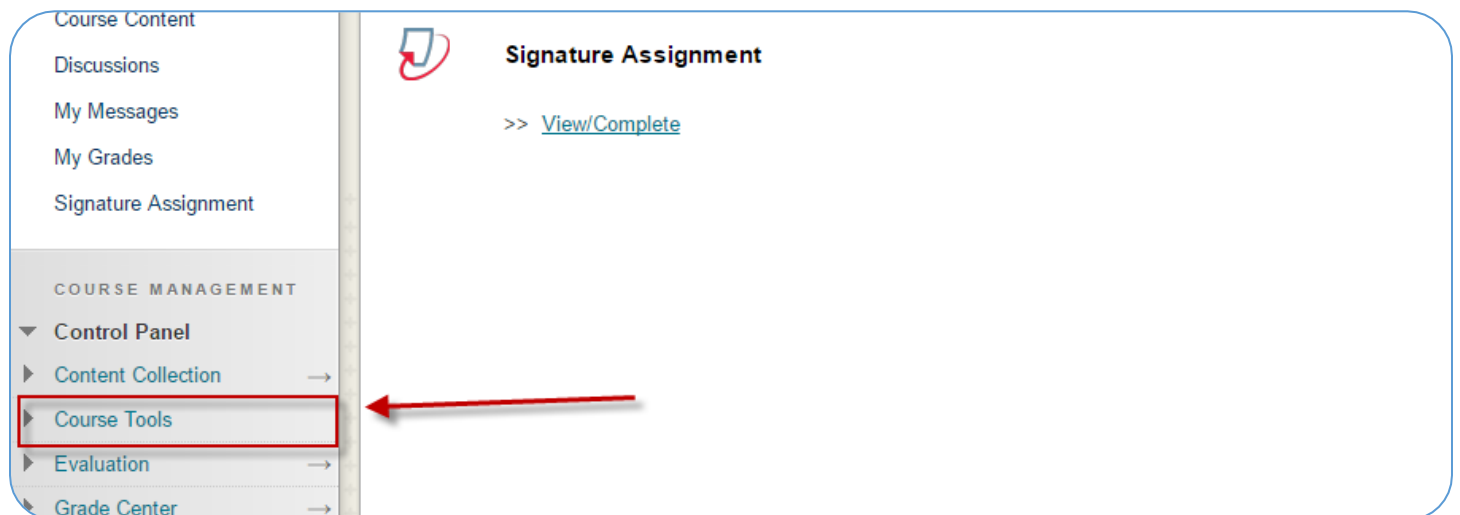
STEP 3: BATCH DOWNLOAD SUBMISSIONS FROM TURNITIN

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.

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.

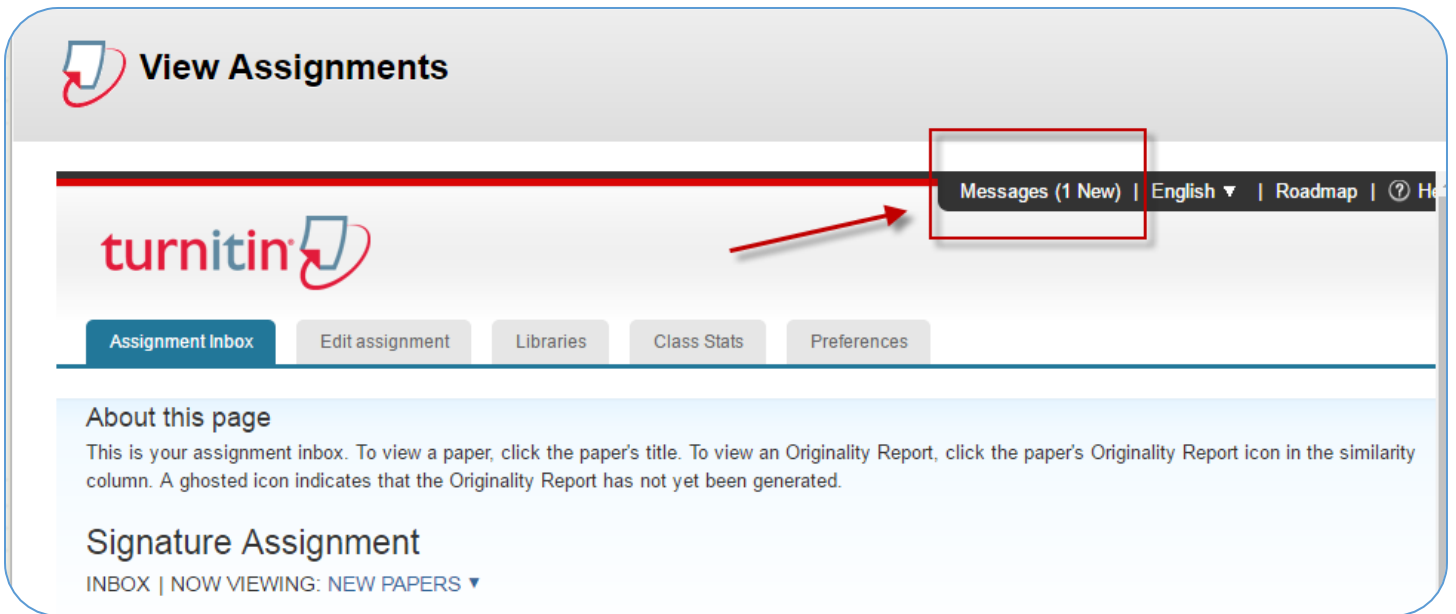
- Click the Download button in the yellow bar and choose to download the Original File that the student submitted.

The screenshot shows the Turnitin Assignment Inbox interface. At the top, there is a navigation bar with tabs for 'Assignment Inbox', 'Edit assignment', 'Libraries', 'Class Stats', and 'Preferences'. Below this, there is a section titled 'About this page' with instructions on how to view papers and originality reports. The main section is titled 'Signature Assignment' and shows 'INBOX | NOW VIEWING: NEW PAPERS'. There are buttons for 'Submit' and 'export', and links for 'GradeMark Report', 'Roster Sync', 'Edit assignment settings', and 'Email non-submitters'. A yellow notification bar states: 'Notification: You have selected all files across all pages. Select only papers on this page'. Below the notification is a table with columns: AUTHOR, TITLE, SIMILARITY, GR, FILE, and PAPER. Two rows are visible: 'Harvey Shon' with 0% similarity and 'Cheating Ivan' with 38% similarity. A red box labeled 'Select All Students' points to the checkboxes in the first column. Another red box labeled 'Download Papers' points to the 'Download' button in the top right of the table. A dropdown menu is open under the 'Download' button, showing options: 'Original File', 'Original File as PDF', and 'GradeMark Paper'.

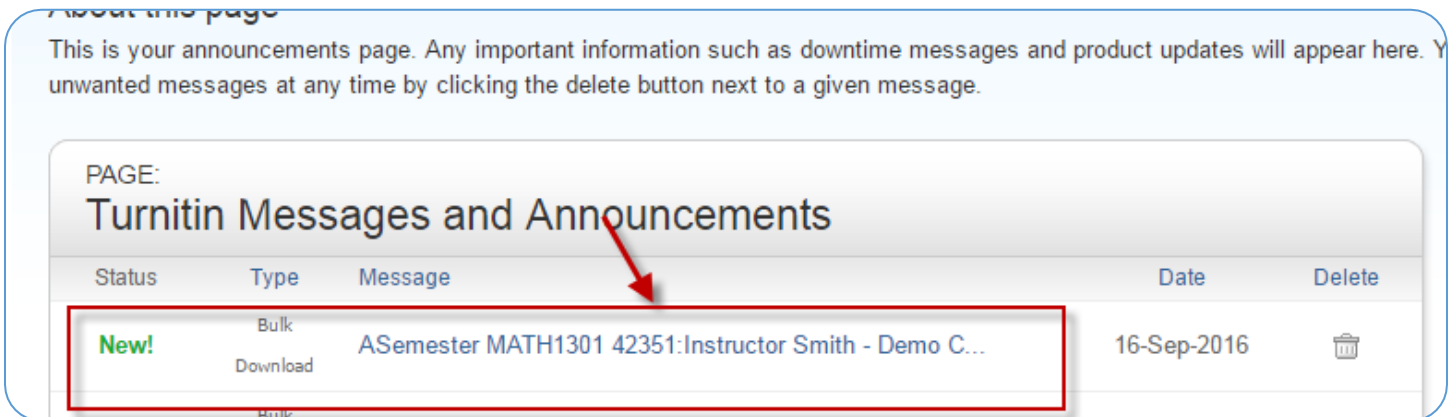
- You will get a pop-up asking if you would like to download the selected files. Click Ok.
- Turnitin will tell you that your files are being compressed and to check the Messages Tab to find your file.

The screenshot shows the Turnitin Assignment Inbox interface. At the top, there is a navigation bar with tabs for 'Assignment Inbox', 'Edit assignment', 'Libraries', 'Class Stats', and 'Preferences'. Below this, there is a section titled 'About this page' with instructions on how to view papers and originality reports. A yellow message box states: 'Your files are being compressed. When compression is complete a zip file will be available for download in your Turnitin Messages tab.' Below the message box, there is a section titled 'Signature Assignment'.

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 download. Click on the title of the message to open the message.



12. Select the bulk download link.



Your bulk Original download zip file for ASemester MATH1301 42351:Instructor Smith - Demo Course _44855_1 is now available.

Message Sent: 16-Sep-2016 from Turnitin

Bulk download compression details:

Requested on: 16-Sep-2016 4:59 PM CDT

Class: ASemester MATH1301 42351:Instructor Smith - Demo Course _44855_1

Assignment: Signature Assignment

Your files are ready for download. Please click on the link(s) below to begin the zip file download:

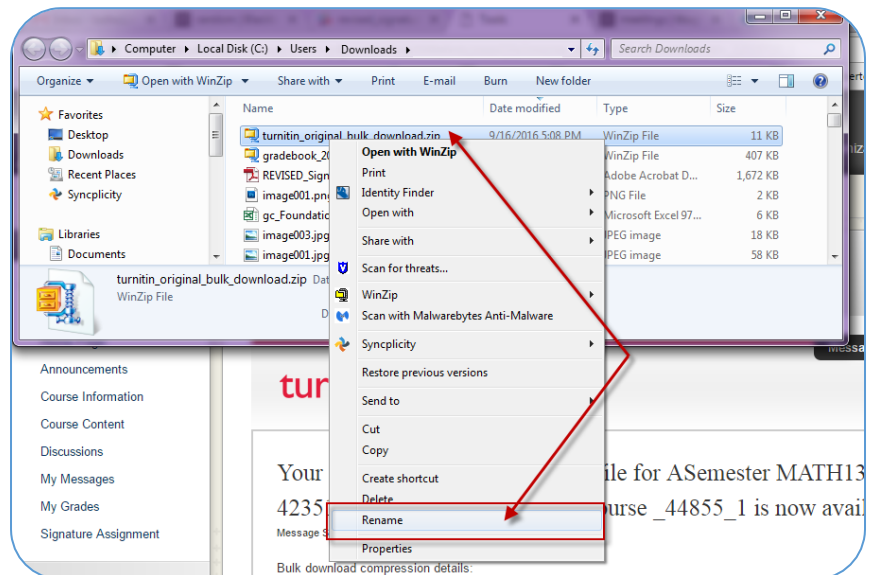
http://api.turnitin.com/bulk_download.asp?p=1&u=319465

These files will be available for download until 23-Sep-2016 05:00PM.

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.

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



STEP 4: UPLOAD SIGNATURE ASSIGNMENTS TO BB1

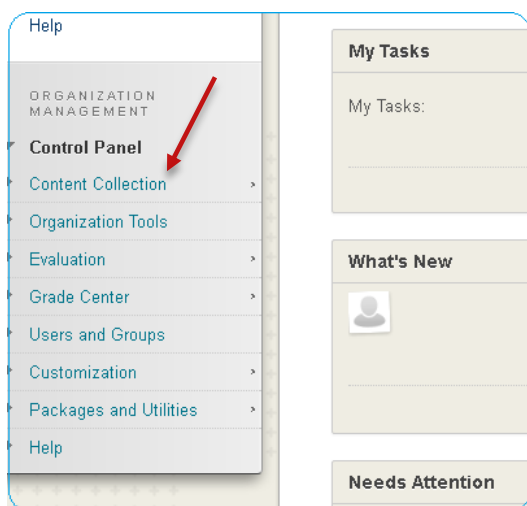
Once you have created the single file on your desktop, you will now upload the assignments and your instructions for the assignment into the **Core Assessment** courses in BB1. **Note that beginning Spring 2021, you will upload your artifacts into BB1.**

1. Log into BB1 at <https://bb1.uhd.edu/>
2. Under "My Organizations", select the organization that is related to the core objective for 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



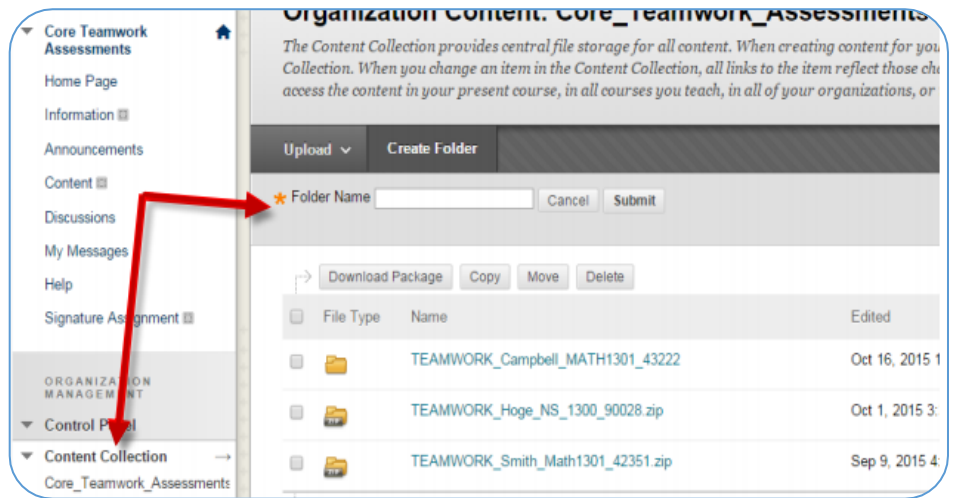
3. Select Content Collection from the left menu under Organizational Management.



4. Select the content link underneath Content Collection. The content link will be an abbreviation of the year and outcome. For example, SP_21_EQRA is the abbreviation for empirical/ quantitative reasoning.

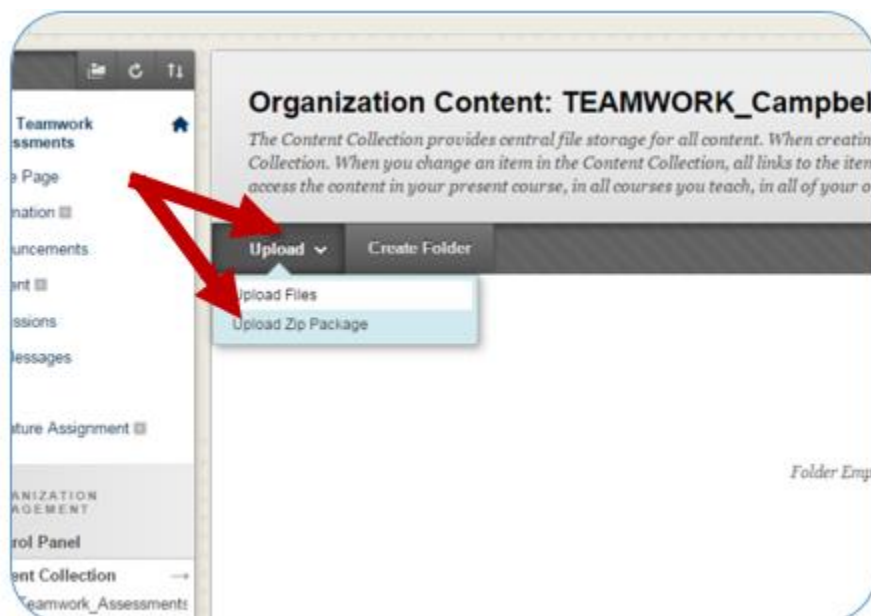
5. Select the Create Folder.

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

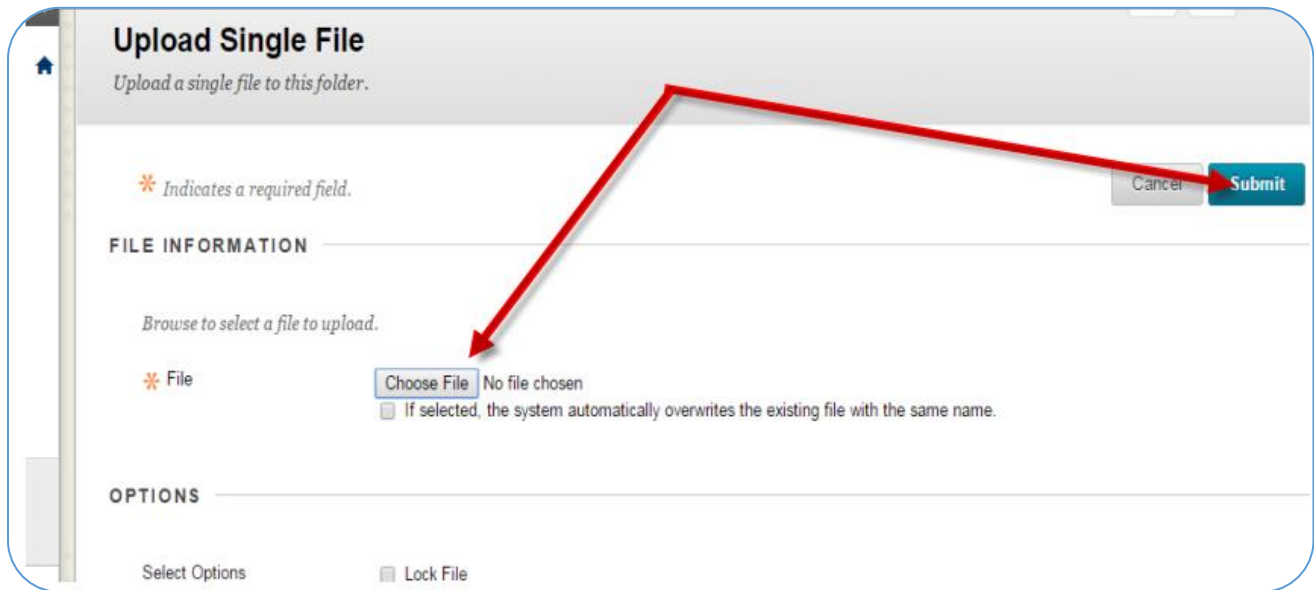


Core Objective Associated with Your Signature Assignments	Folder Name Format (Ex: CT_Analysis_Smith_HIST1306_42351)
Critical Thinking - Analysis	CT_Analysis_Instructor'sLastname_Courseprefix_Number_CRN
Critical Thinking Creativity	CT_Creativity_Instructor'sLastname_Courseprefix_Number_CRN
Empirical &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

7. 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.



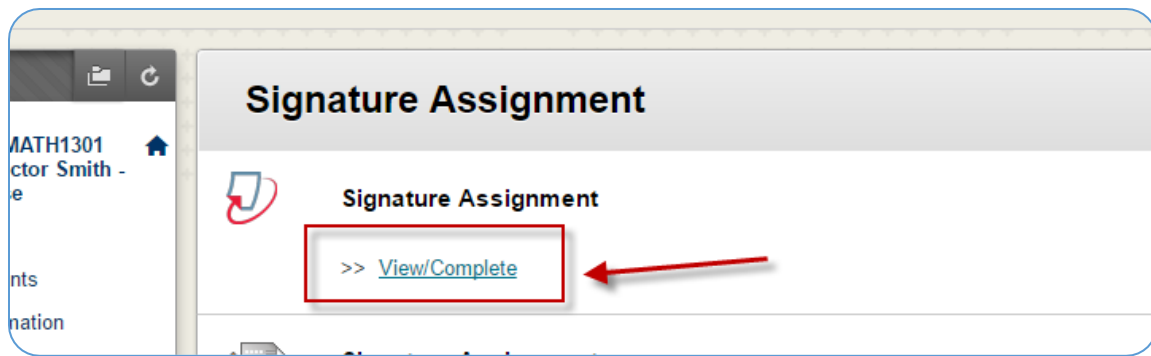
10. Select Upload a second time and Upload Zip Package. Note: Selecting Upload Zip will cause Bb to unzip the zip file and post each student artifact separately.
11. Choose File on the next screen. Browse your desktop for the zip file of student work and select Submit.
12. You should now see individual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

APPENDIX

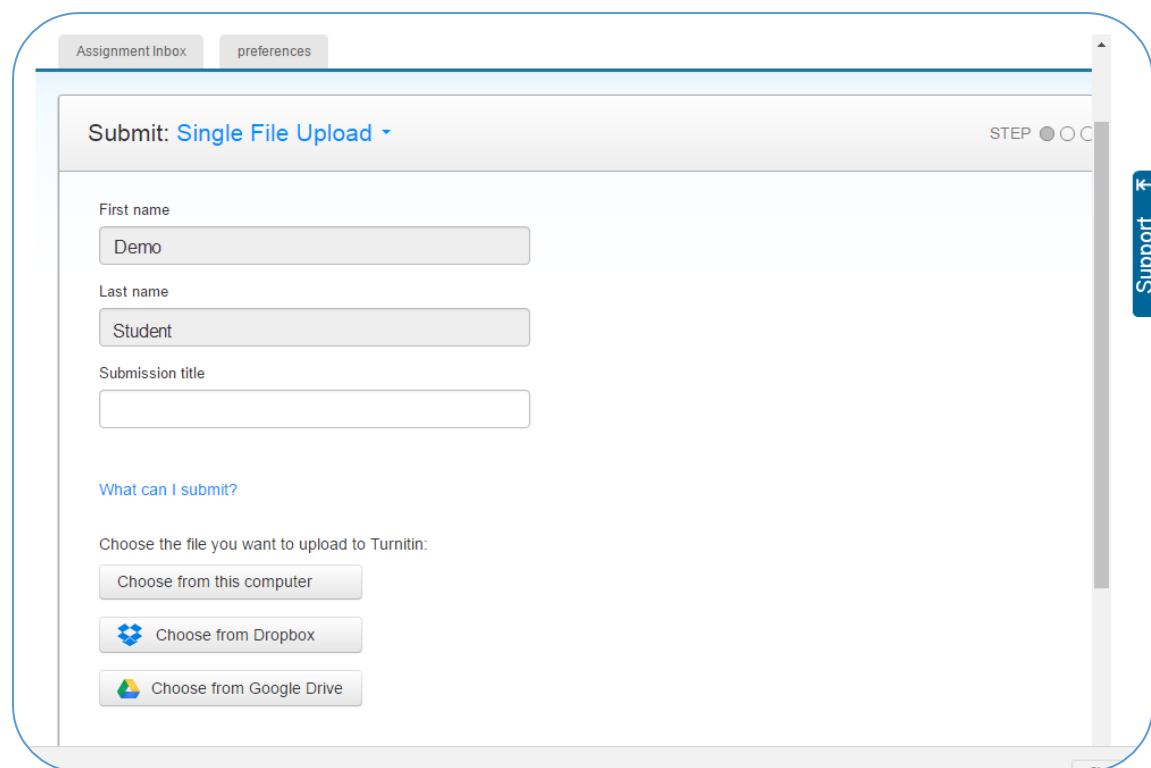
EXAMPLE OF STUDENT INSTRUCTIONS TO SUBMIT THE ASSIGNMENT TO TURNITIN

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:

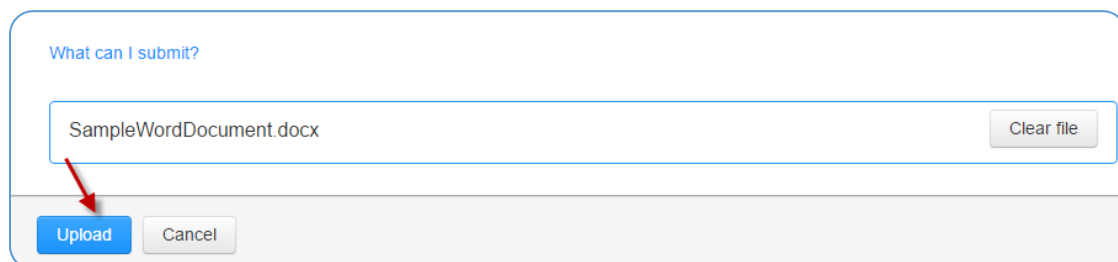
1. Students should log into Blackboard and enter the course.
2. Once in the course, students will select the content area containing the assignment.
3. The students will then need to click View/Complete to submit their assignment.



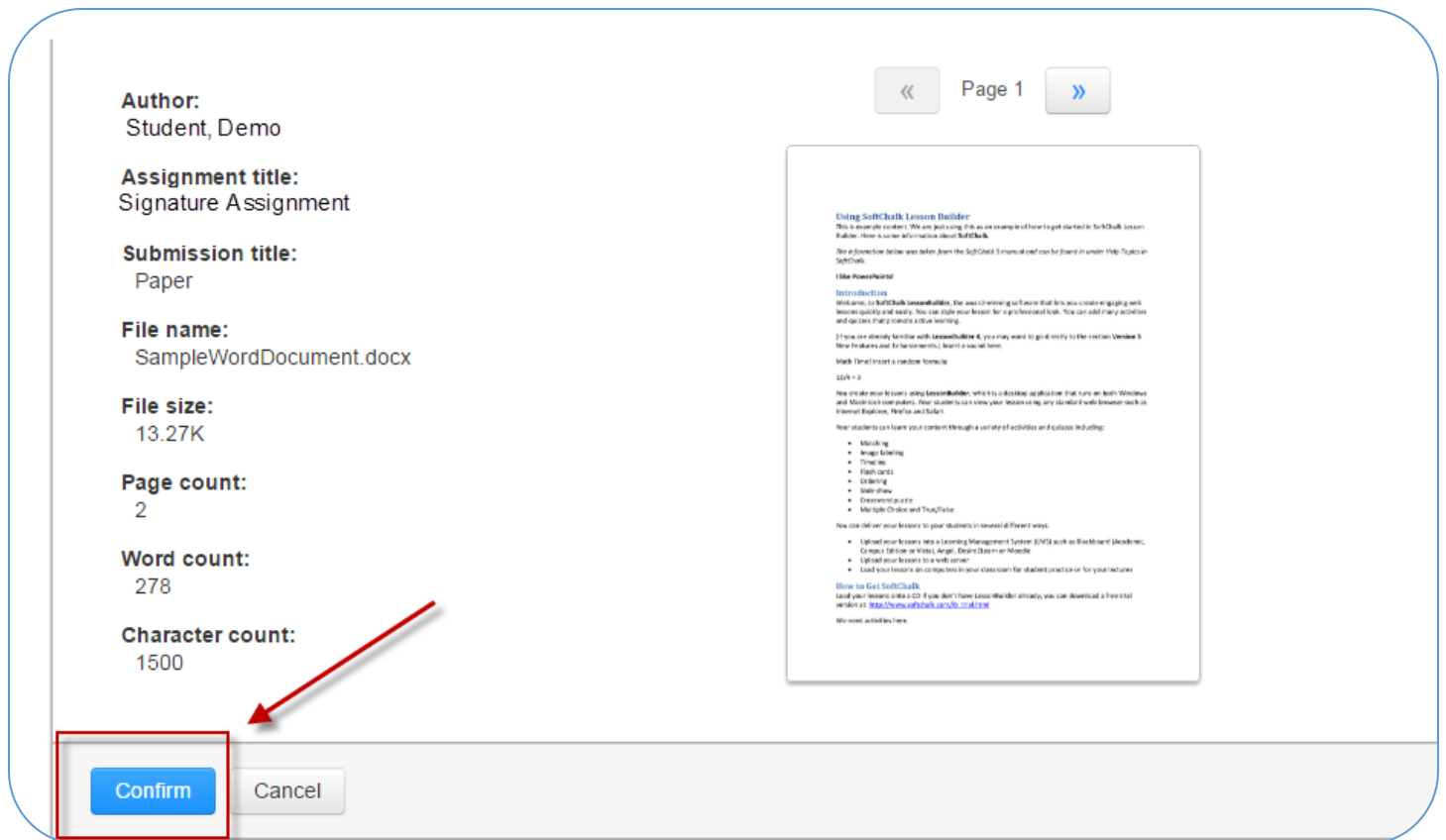
4. Students will be taken to the Turnitin Submit Paper Screen.
5. The student will enter a title for the assignment and then choose one of the three options for uploading their submissions.



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.



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

If you 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.

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).
2. For assistance in developing a signature assignment, please contact Eszter Trufan, General Education Committee Chair (trufane@uhd.edu).
3. Please contact UHD Blackboard Support by calling (713)221-2786 or by sending an email to 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 BB2 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 – Creative Thinking 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