

How to Create Course-Based Assessments (CBA's) for Faculty and Student

By Academic Programs and Services

The purpose of this material

- To create an assignment template from TK 20 and integrate it into Blackboard.
- To support students to load artifacts in Bb and to support instructors to provide feedback for students.
- To be used to conduct Gen Ed assessment at UCM.
- Beneficial to instructors who want to use course-based assignment to assess the outcomes of their academic programs.

Step 1: Faculty login: Blackboard

The collage shows the following steps:

- 1**: Blackboard Login page with Username and Password fields.
- 2**: My Courses page showing a list of courses.
- 3**: Course Information page with a dropdown menu open, showing options like Assignments, Discussions, etc.
- 4**: Build Content dropdown menu with options like Item, File, SoftChalk ScoreCenter, etc.
- 5**: Create tk20 Course Work page with a Name field.
- 6**: Create tk20 Course Work page with a Description field.


1. Open the **blackboard** and **login**.
2. Click on the **my courses** and **select the course**.
3. Click on **Assignments**.
4. Click on **build content** and on **TK20 link** in drop down list.
5. **Copy and paste the assignment name in name column**. Note it should match to the name as given by Program coordinators in TK20.
6. **Do not enter the any details in description as it will break the link**, click on **enable evaluation** and **enter the points**.
7. Click **submit** to send the assignment.

The form shows the following sections and steps:

- ATTACHMENTS**: Attach File section.
- GRADING**: Enable Evaluation section with a radio button for 'Yes' (indicated by arrow **6**).
- OPTIONS**: Permit Users to View this Content section.
- 7**: Submit button at the bottom right.

Blackboard Login

Welcome to the Blackboard® Education platform at the University of Central Missouri.
Enter your network username and password below and click Login.





 Username:
Password: [Forgot Your Password?](#)

1 [Create Your Blackboard Profile](#)
Review the [new features](#) of Blackboard 9.1.
[Learn about the new Banner-Blackboard SITS integration](#)

Step 2: Student Login: Blackboard

1. Open the **blackboard** and **login**.
2. Click on the **'content'**.
3. Click on the **'Tk20 assignment'** link and select the **'required file/document'** and attach.
4. Click **'Submit'** to complete the assignment.

Content

-  [SPEECH Assignment Spring 2016](#)
-  [End of Semester Assignment Spring 2016](#)
-  [USI Tk20 Assignment](#)
-  [Home Tab](#)

3 [USI Tk20 Assignment](#)

USI TK20 ASSIGNMENT

INSTRUCTIONS

The essay must be written in the following way, or significant marks will be deducted, and an F mark is likely. You should NOT put in headers marking these sections (Introduction, Summary, etc.). Instead, demark these sections by the nature of your discussion.

(1) Introduction: Write a short introduction, which includes a summary of the topic you will discuss in the essay (your thesis), and the basic topic of the ethnography you read. It should be no more than a few sentences.

(2) Summary of Book: Write a summary of the ethnography, including a presentation of the author's topic (who, what, where, when, etc.), thesis, perspective, fieldwork techniques, evidence/data, and argument. Make sure you mention all these points, although not necessarily in this order; it will vary with different ethnographies. Note that not all of these points are of equal importance, so you should not necessarily devote the same amount of space to each of these points. Be careful to summarize what the author has presented, from the author's perspective. You will have the opportunity to critique the ethnography and offer your own opinions in the next section, Analysis. This summary section should be about two pages or a little less (no more than that).

(3) Analysis: This section is where you develop your own thesis and argument about the ethnography; it should be about two pages long, more or less. Analysis is much more than a simple declaration of whether you "liked" the book or not, so avoid this common mistake. In the analysis section, you present your analysis of the book, including an argument and evidence in support of YOUR thesis. See the section on Writing Your Essay below for more information on how to determine your thesis. Basically, your analysis examines the assumptions or presuppositions of the book's argument; evaluates its validity; strengths and weaknesses; and makes clear your position in relation to the author's. You will need to ask yourself some of the following questions as you think about the book: What values and beliefs come through in the book? What assumptions about the world or humans does the author make? Do you agree with those assumptions? Why or why not? How does the truth or falsity of the assumptions affect the validity of the argument? Where is the argument weakest, and where is it strongest? Does the conclusion logically follow from the argument? Does the author have any "blind spots" or commit any oversights? Use specific evidence from the book that illustrate your points about its strengths and weaknesses, possibly including short quotations. See below for the correct way to reference citations so as to avoid plagiarism!

4 **Details**

ASSIGNMENT SUBMISSIONS

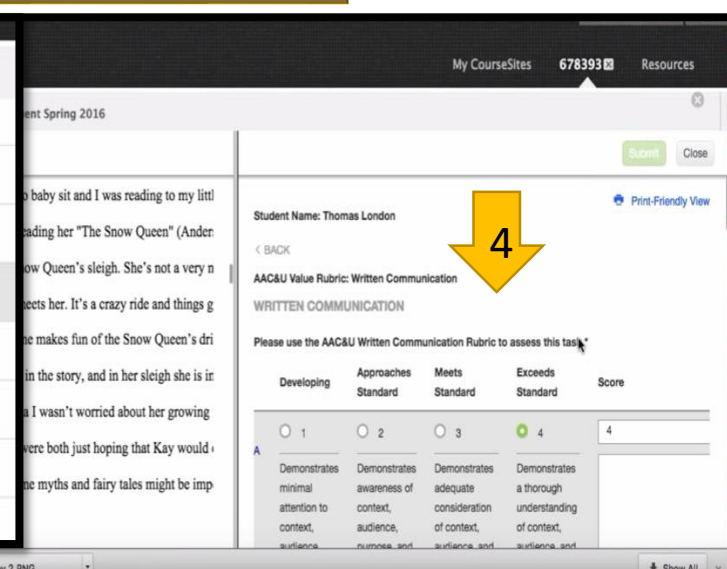
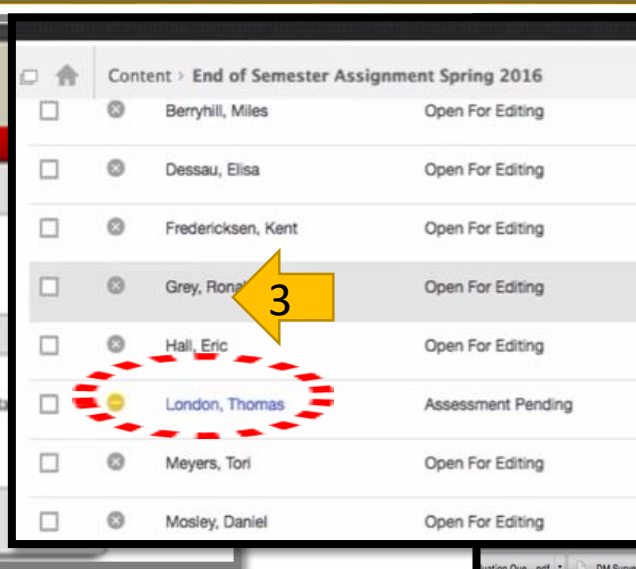
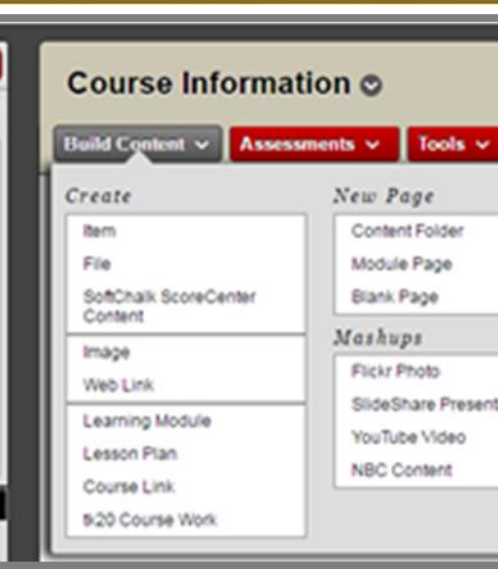
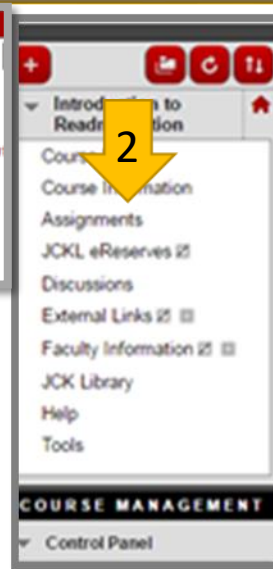
File:

ASSIGNMENT DETAILS

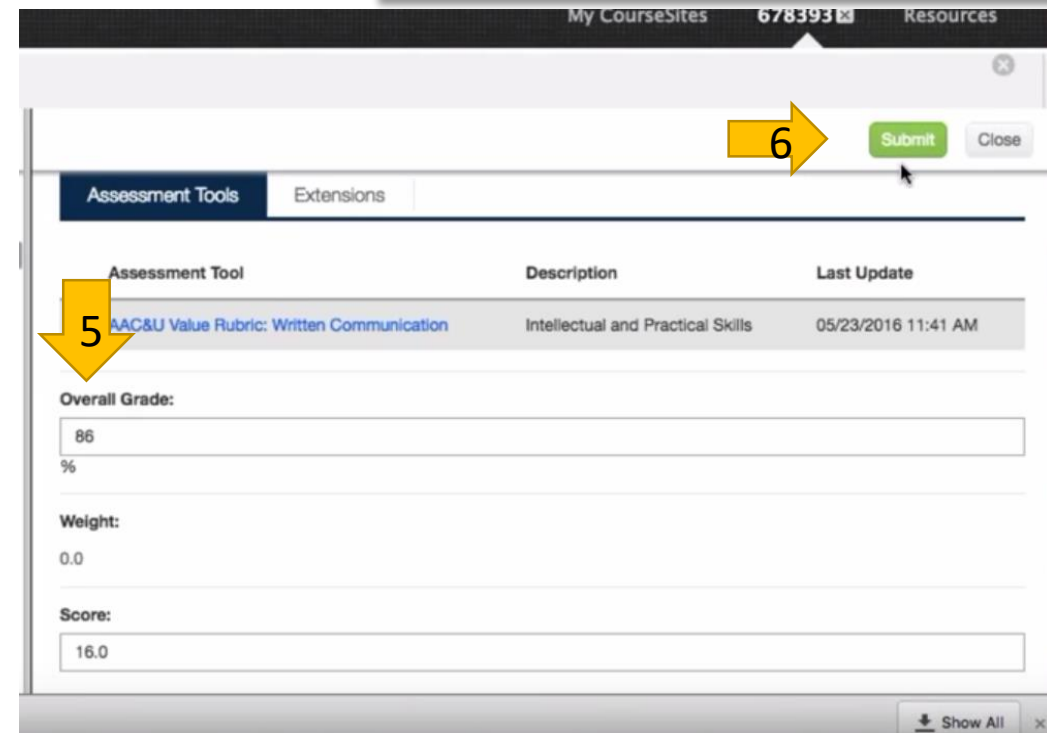
Assessor(s):	Linda Flood
Start Date:	05/31/2016 09:48 AM
Due Date:	06/04/2016 01:00 AM
Attachment type(s):	File
Assessment Tool(s):	AAC&U Value Rubric: Written Communication

5

Step 3: Assignment evaluation and feedback to student



1. Open the **'blackboard'** and **'login'**
2. Click on the **'Assignments'**. You will see list of all students who have submitted assignment.
3. The assignment which need review / grading will be shown in **'yellow'** color.
4. Click on the **'yellow' color 'button to 'open' and 'review' the assignment**. Faculty can **'highlight text'** and simultaneously **'grade'** the assignment using rubric which will be displayed beside.
5. At last the faculty need to **'enter'** the **'grade based on the rubric'** points. **The grade needs to be a percentage value from 0 to 100% and these value needs to be a whole number (no decimals)**
6. Feedback to student can be sent if required. After this the student can see his / her grading's.



Assignment evaluation and feedback to student cont..

7. If you would like to hide the evaluation from the students after you've completed the assessment, be sure to set a due date in blackboard.

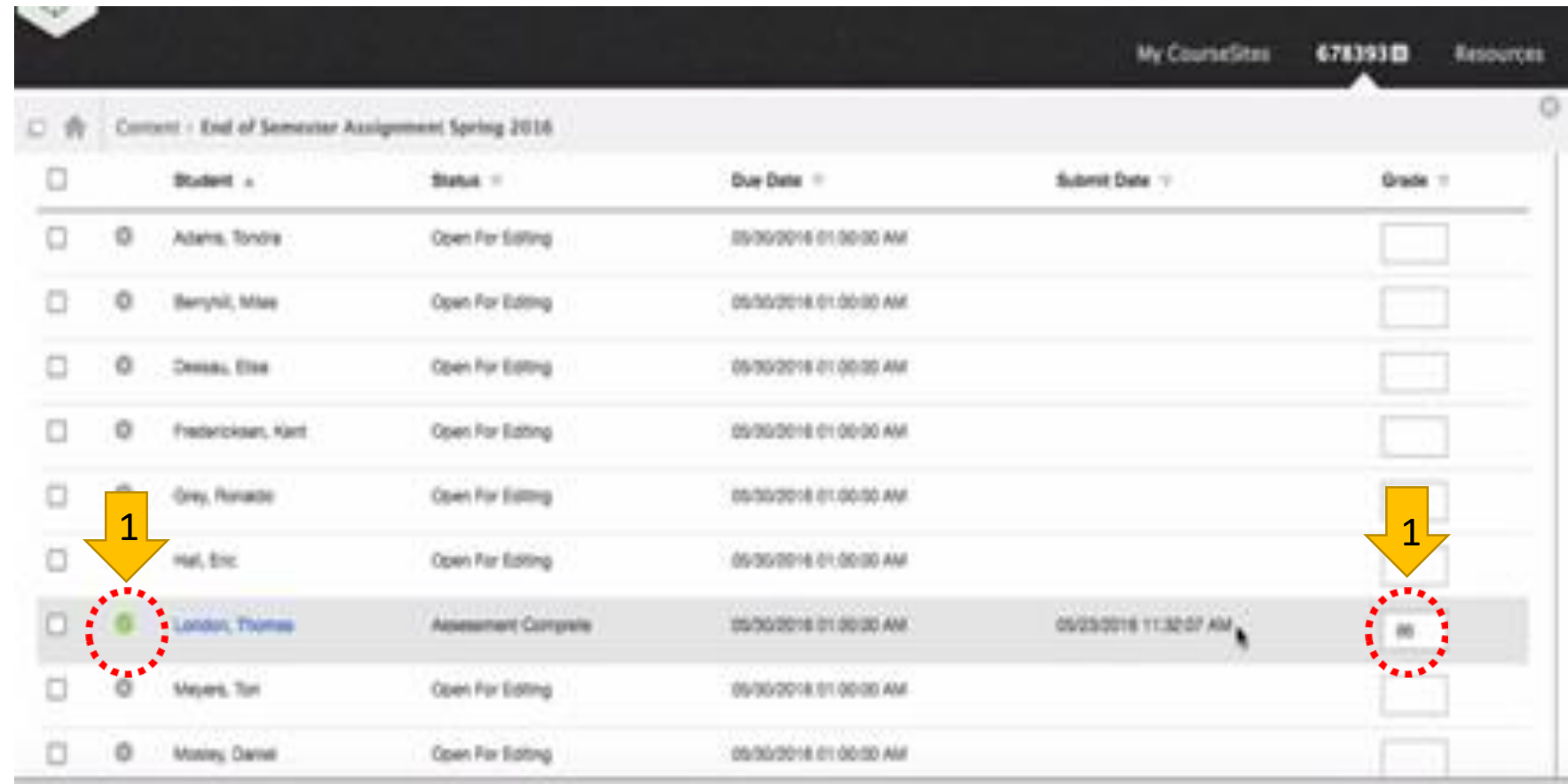
Setting the due date in Blackboard removes the link from the student view. (i.e. the student has to click on the assignment link to get to the assessment. By setting the due date, you remove the link from the student's view).

8. Click the link once created to ensure you are seeing a list of students enrolled in the course. If you are seeing a list of assignments, you need to be sure to select the corresponding course with matching section ID. Otherwise students will get an error message.

9. Click submit to send the assignment.

Assignment evaluation and feedback to student cont..

1. After submitting the grading the faculty can see the yellow button is *turned into Green*.
2. To reflect this grading in students black board, the faculty need to *click* the *submit to blackboard* at the end.



<input type="checkbox"/>	Student	Status	Due Date	Submit Date	Grade
<input type="checkbox"/>	Adams, Tonda	Open For Editing	05/30/2018 01:00:00 AM		<input type="text"/>
<input type="checkbox"/>	Bennett, Mike	Open For Editing	05/30/2018 01:00:00 AM		<input type="text"/>
<input type="checkbox"/>	Deveau, Elise	Open For Editing	05/30/2018 01:00:00 AM		<input type="text"/>
<input type="checkbox"/>	Fredericksen, Kent	Open For Editing	05/30/2018 01:00:00 AM		<input type="text"/>
<input type="checkbox"/>	Grey, Renade	Open For Editing	05/30/2018 01:00:00 AM		<input type="text"/>
<input type="checkbox"/>	Hall, Eric	Open For Editing	05/30/2018 01:00:00 AM		<input type="text"/>
<input type="checkbox"/>	London, Thomas	Assessment Complete	05/30/2018 01:00:00 AM	05/29/2018 11:32:07 AM	95
<input type="checkbox"/>	Meyers, Tom	Open For Editing	05/30/2018 01:00:00 AM		<input type="text"/>
<input type="checkbox"/>	Mosley, Daniel	Open For Editing	05/30/2018 01:00:00 AM		<input type="text"/>

Submit to Gradebook

Save



If you have any questions, please contact
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Dockery 110. Office number is 8855.