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

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.
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.
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.
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.
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.
If you have any questions, please contact Nhung Pham at pham@ucmo.edu or Dockery 110. Office number is 8855.