Misson Themes Assessment Course Setup Blackboard Classic Instructions

Identify Course Sections and Naming Conventions

As part of the notification you have course(s) tagged with an FHSU Mission Theme (civic engagement, global learning, leadership development), you will receive an Excel document titled "Misson Themes Assessment Outcomes Structure". Upon opening the file, you will find 3 tabs, "Summer 2023 MT Info-->", "MT Courses & Sections Offered" and "Courses & AEFIS Codes".

The first tab, "Summer 2023 MT Info-->", will give the user an explanation about the other tabs in the file. At the bottom of the page, you will find contact information should you encounter any issues while setting up your course.

The second tab, "MT Courses & Sections Offered", allows the user to filter down to their course section(s) taught for the semester and part of the Mission Theme assessment requirements.

❖ Filter "Misson Theme Course?": "YES"

❖ Filter "All Instructors": Your Name

❖ You will now see your course, the period taught, and the sections requiring setup for data collection.

Course	Academic Period	All Instructors	Course Section
AGRI 338 - Agricultural Leadership	Summer Semester 2023 (06/05/2023-07/28/2023)	Dr. Clyde D Cranwell	VA

The third tab, "Courses & AEFIS Codes", allows the user to see which Outcome Codes they will be asked to add to their Blackboard for assessment.

❖ Filter "Course & Course Name": course(s) identified on previous tab
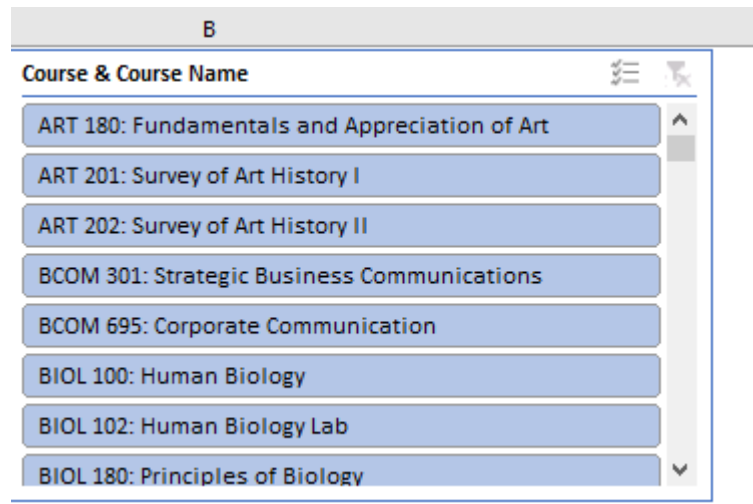
❖ You will now see the Outcome Code Names for the columns to be added to Blackboard for those outcomes assessment.

Having this knowledge, you can move to your Blackboard course shell to add the needed columns for assessment.

Course & Course Name	AEFIS Outcome Code
AGRI 338: Agricultural Leadership	FHSU Mission-LD-EC
	FHSU Mission-LD-IR

Add Category to Blackboard

Adding a category to Blackboard will allow instructors to ensure that assessment scores are not included in grade or weighted totals.

❖ Go to: Full Grade Center

❖ Go to: Manage – Categories.
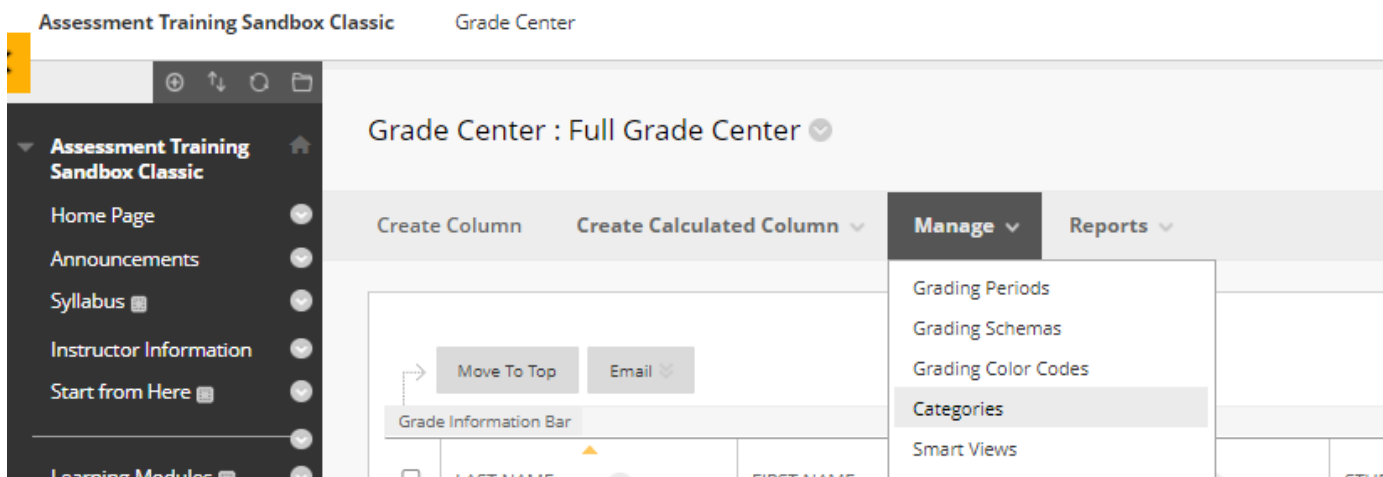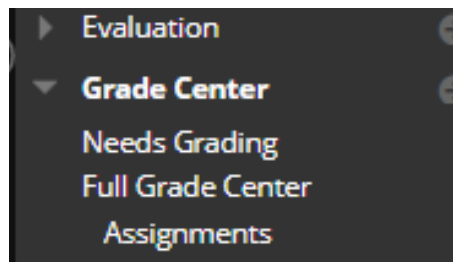
❖ Go to: Create Category

Assessment Training Sandbox Classic   Grade Center

Categories

Create Category
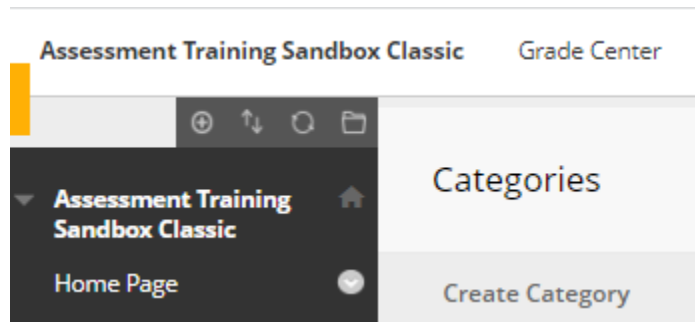
❖ Name: Mission Themes

CATEGORY INFORMATION

   *   Name   Mission Themes

      Description

❖ Click Submit

Cancel   Submit

❖ Click OK (returns you to grade center)

ems   Show All   Edit Paging...

← OK

Add Column(s) to Blackboard

- ❖ Full Grade Center: Create Column

- ❖ Column Name: AEFIS Code identified in Excel (ex: FHSU Mission-LD-EC)

- ❖ Grade Center Name: AEFIS Code identified in Excel (ex: FHSU Mission-LD-EC)

- ❖ Category: Mission Themes

- ❖ Points Possible: 4

- ❖ Due Date: 48 hours after Final Grades are Due. (ex: Summer 2023, final grades are due 7/31/2023, due date will be 08/02/2023)

- ❖ Include this column in Grade Center: No
- ❖ Show this column to students: No

All other column details can be left as is.

COLUMN INFORMATION

* Column Name   FHSU Mission-LD-EC

Grade Center Name   FHSU Mission-LD-EC

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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Primary Display   Score ⌄

Secondary Display   None ⌄

Category   Mission Themes ⌄

* Points Possible   4

Associated Rubrics   Add Rubric ⌄

                       Name   Type

DATES

Date Created   Jul 20, 2023

Due Date   ☑ 08/02/2023   📅   11:59 PM   ⏰

OPTIONS

Include this column in Grade Center calculations   ○ Yes ◉ No

Show this column to students   ○ Yes ◉ No

Show Statistics (average and median) for this column to Students in My Grades   ○ Yes ◉ No

Repeat these steps for each code as identified in "Mission Themes Assessment Outcomes Structure" Excel Sheet. A completed course set up would look similar to the picture below.

If you should have any questions, please reach out to either Andrew Cutright (628-4540, abcutright@fhsu.edu) or Shelly Gasper (628-5819, s_miller@fhsu.edu).