Misson Themes Assessment Course Setup Blackboard Classic Instructions

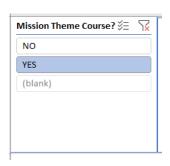
Identify Course Sections and Naming Conventions

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

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Academic Period 🎉	K	Section Status 🏻 🎉	\searrow	College	× 7	Z	Dean 🎉	8	Program Chair 🛛 🎉 🌀	Z K	All Instructors	% 🕅	× I
Summer 2023 - 1st 4-Week (06/05/2023-06	^	Open	^	College of Arts,	, Humanities 🔺	•	David Macey	^	Brett Whitaker	•	Dr. Brett L Whitaker	<u>^</u>	•
Summer 2023 - 2nd 4-Week (07/03/2023-0		Waitlist		College of Heal	lth & Behavi		Grady Dixon		Brett Zollinger		Dr. Christopher P Olds		
Summer Semester 2023 (06/05/2023-07/2		Canceled		Robbins Colleg	e of Busines		Jeff Briggs		Dosse Toulaboe		Dr. Clyde D Cranwell		
Fall 2022 - 1st 8-Week (08/22/2022-10/14/		Closed		Werth College	of Science, T		Melissa Hunsicker		Kim Stewart		Dr. D Nicole English		
Fall 2022 - 2nd 8-Week (10/17/2022-12/16		Hold		College of Arts,	, Humanities		Daniel J. Blankenship		Larry Gould		Dr. Dosse Toulaboe		
Fall Semester 2022 (08/22/2022-12/16/2022)	¥	Preliminary	~	College of Heal	Ith and Beha 🗸		Muhammad Chishty	~	Paul Nienkamp 🗸 🗸		Dr. Jeffrey M Wiggerman	×	•

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)	8	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
- B

 Course & Course Name

 ART 180: Fundamentals and Appreciation of Art

 ART 201: Survey of Art History I

 ART 202: Survey of Art History II

 BCOM 301: Strategic Business Communications

 BCOM 695: Corporate Communication

 BIOL 100: Human Biology

 BIOL 102: Human Biology Lab

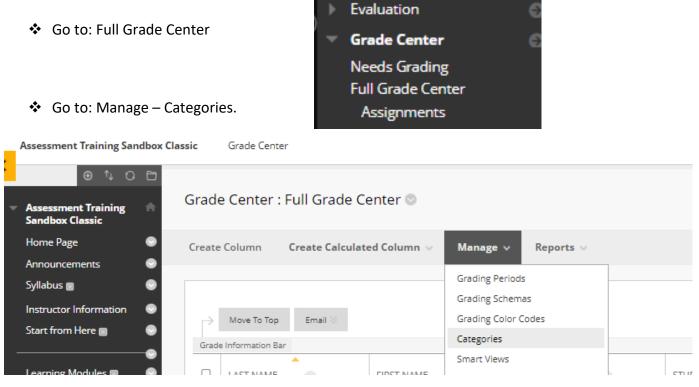
 BIOL 180: Principles of Biology
- You will now see the Outcome Code Names for the columns to be added to Blackboard for those outcomes assessment.

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

-	Course & Course Name	IT AEFIS Outcome Code ▼
	AGRI 338: Agricultural Leadership	FHSU Mission-LD-EC
1	AGRI 558: Agricultural Leadership	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.



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	Description		
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Add Column(s) to Blackboard

		COLUMN INFORMATION								
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7/31/2023, due date 08/02/2023)		Due Date	08/02/2023	11:59	PM	0				
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		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.

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