Instructions for Artifact Submission for General Education Assessment

1. Choose an assignment from your course (essay, set of test questions, etc) that best demonstrates the learning objectives and rubric criteria of this general education goal. (Note: the goal rubric can be found on the general education assessment page.)

2. Gather the student submissions for this assignment, remove the student and instructor names from the documents/artifacts, and place them in a folder labeled with the course number and section number (i.e., HIST 1903.TC1).

3. By the close of the semester, upload your document folder to the OneDrive at the location indicated on the General Education Assessment webpage.

FAQ

Q. Do all sections of the same course have to submit the same type of documents or give the same assignment?

A. No. Sections of the same course do not need to turn in the same types of artifacts, nor give the same assignments, unless that is what the faculty teaching that course have agreed upon for their own programmatic purposes.

Q. How do I know that this information will not be used to judge my performance as an instructor?

A. General education assessment looks at multiple courses across the entire gen ed program based on GE goals. An individual course is not assessed on its own, nor is the data divided in such a way that we look at individual course performance. Individual course assessment is not the purview of the general education committee.

Q. What happens to the artifacts I upload to the folder?

A. During the semester after you upload the documents, a general education assessment committee samples the artifacts across the courses and sections and scores them using the posted rubric. That data is then reported to the faculty. The faculty who teach those courses then submit a plan for improving goal performance (for example, changes to assignments, student support, course design, or to the assessment rubric). They implement those changes, and then we reassess the goal in two years to see how the changes affected the goal performance.

Q. Do I have to submit an artifact for every student? Can I choose representative examples instead?

A. In order to conduct an accurate assessment of the general education program, please submit artifacts from all your students. This gives us a more complete picture of how we are performing in the gen ed goals.

Q. Do adjunct and concurrent faculty need to submit artifacts as well?

A. Yes. Accrediting bodies would like data across all modalities and contexts because this provides a more complete picture of how all our students are performing.

Q. Do we have to use the rubric posted on the general education assessment page? Can we use a different rubric for grading?

A. The posted rubrics are created by the faculty for assessment purposes rather than for grading purposes; the same rubric must be used to assess every course that has the same gen ed goal. However, instructors or departments can use whatever rubric they see fit for their own grading and internal assessments.

Q. How do I download essays or assignments in a batch from Blackboard?

A. You should be able to download a zip file of student submissions from assignments by following these steps:
1. Go into the full grade center and click the "Edit" icon next to the title, then click "Assignment File Download"
2. On the page this brings you to, scroll to the bottom and click "Show All" in the bottom right.
3. Click the checkbox in the top-left to select all entries and then click "Submit" at the bottom right.
4. On the page this brings you to click "download assignments now" to download a zip file of the student submissions.