Evidence Assessment
There are major steps in Evidence Assessment:

- Collect evidence
- Sample the evidence
- Create an evaluation session
- Evaluate artifacts
- Run reports

Collect Evidence

- Open the Outcomes Assessment tab.
- Click the View Collected Evidence button.
- Click +Collect Evidence in the upper left.

On the next screen, you will set the parameters for the evidence collection.

- Select goals you would like to use in this instance of evidence collection. You may choose more than one. At this point, the naming conventions will be helpful because you can filter using the left side of the pop-up window based on the Goal Set Types you previously created.
• Once you select goals and submit, set the parameters for the time period for which you would like to collect evidence. You would normally select From the Entire System under Collection Options. You can restrict the date range of when the courses were held for the evidence collection or let the default of None allow the collection of evidence from all terms.
• Name your project. This name should match the goal you are assessing. (Ex: CFA – Art – BFA – Art – 001 - Communication)
• To start collecting evidence as soon as possible, leave the date blank. If you are working in advance, you can specify a later collection date range.

NOTE: The collection will not begin instantly. It may even take a few days. You will receive an email indicating when it will begin.

Sampling Evidence

• (if necessary) open Blackboard, sign in, click on the Outcomes Assessment tab, View Collected Evidence, and click on the name for the assessment project. If this has taken place some time after you clicked Start Collection (see above) and the other steps have been completed successfully, there will be several artifacts listed.
• Before sampling begins you can manually indicate whether artifacts from individual classes are included or excluded in the sample.
• Click the Sample Artifacts button. For the example collection IR-CERT-IR-01, this is how the screen would look:
• On the Sample Evidence page, you can choose to select all artifacts or to randomly select artifacts. If you choose to randomly select artifacts, you are prompted to select the total number of artifacts. Optionally, you may also select the minimum number of artifacts to be included for each assignment if multiple assignments are included in the collection.

• Now create an evaluation session. When you see the Assessment Project Evidence Set screen, with the individual student artifacts listed and a button at the top that says Create Evaluation Session. Click the Create Evaluation Session button.
• The top of the next screen asks you to identify people who will serve as evaluators. Click on Browse and use the search feature to search by first name, last name, or email. You can add several people at this step.

• On the same page indicate how many people should evaluate each artifact, click on Browse to select the Outcomes Assessment rubric associated with this evaluation session (there is a search screen that will help with this), and, optionally, select a due date for the evaluation. It is good practice to have at least two people evaluate each artifact.

• Keep the box checked that says keep student information private. This means that student names will not be shown by Blackboard to the evaluators. It does not mean, however, that student names written within the body of the assignment are redacted; there is no way to do this automatically within Blackboard.

• At this point you can either save the session or, if you are ready to launch it, click Start Session to allow evaluators to begin evaluating the assignments.

• Evaluators will receive email messages telling them they are ready to begin evaluating the assignments.

• The screen you have at this point shows the status of the evaluations. You can also run a report of the results or close the project from this screen.

• Navigate to the evidence evaluation session either by clicking on the email link or clicking on the “reminders” icon on the Blackboard home page (see example following). The screen you see has each of the student artifacts that you are to evaluate listed. Click on the box next to a student and click the Evaluate button. (see first screen shot following, for the IR certificate)

• The next screen you see is for the assignment for each student. You can access the artifact (paper, spreadsheet, presentation, photo, etc.) by clicking on related Files in the lower left corner. Click on the Evaluate button on the right to bring up the rubric. If you click the small icon to the right of the Evaluate button it will bring up the rubric in a new window. (see second screen shot following, for the IR certificate)
Complete the rubric for the student’s assignment then click Submit. This is much easier if you have two monitors!

Checking the Status of Evaluations

- While the evaluation project is underway you can check to see the progress. You can click the box next to the name of each evaluator to see that person’s progress. (see the first screen shot following, for the IR certificate)
- If someone is not doing the evaluations, you can replace him. Click on Edit Evaluators and click the remove box next to someone’s name to remove him or her and/or click the Browse button at the top to add evaluators. Adding evaluator(s) distributes the remaining assignments among the new evaluator(s).
Running Assessment Project Reports
You can run a report on an evidence assessment project at any time when the project is taking place.

- (if necessary) open Blackboard, sign in, click on the Outcomes Assessment tab, click on View Collected Evidence, search for your assessment project. Click on Analyze Results.
- You should now be at the page like the one following. Assuming only one rubric is related to your assessment project, there should only be one to choose.
- If you click on View and Analyze Now and then View Results, you will see a chart and table like the ones following. It will take the system a few seconds to produce the report.
- If you click Export and Download Results and then View Results, you will wait for a few seconds while the system processes the report then you will see a screen that says Download reports Now. Click this, then Open, and then you will get a popup screen that asks you to supply your username and password (I actually get this several times, just keep clicking OK; then I get some error messages and a message that asks if the file is Ok to open; just keep clicking OK or yes).
- You then get a spreadsheet with individual student names, rater’s names, and individual scores. You can summarize this for reporting, make charts, etc. The Office of Institutional Effectiveness can also append additional contextual data to the results such as SAT scores, GPA, courses taken, etc.