Assumptions

• Program learning goals have been identified, rubrics have been developed for each goal, courses have been identified where student assignments related to each goal have been submitted in Bb Learn.

• Sufficient evidence has been collected through Bb Learn to enable robust sampling.

• Evidence exists in the form of documents, presentations, spreadsheets, etc. that are tied to courses. New releases from Bb will have more robust features for dealing with exams and evidence not linked to specific courses.
Overview

• The basic concept of Bb Outcomes Assessment is that assessment of student learning takes place through sampling of evidence (papers, presentations, spreadsheets, etc.) generated in specific courses that are captured in Bb Learn, linked to program learning goals (degree programs, UCC, co-curricular), and evaluated with rubrics.
Overview

- While we hope that every unit for which this approach to assessment is appropriate uses Bb Outcomes Assessment, it is understood that other forms of direct assessment (licensing or certification exams, internally- or externally-developed exams such as the ETS Major Field Tests, portfolios, etc.) are often appropriate.
Steps in Using Bb Outcomes Assessment

• Identify program learning goals and enter into Bb Outcomes Assessment
• Create rubric and enter into Bb Outcomes Assessment
• Link goals, rubrics, and courses
• Identify courses in Bb Learn where evidence is generated and link to learning goals in Bb Outcomes Assessment
• Pick a random sample of evidence
Steps in Using Bb Outcomes Assessment

• identify “evidence assessors” and assign evidence to be assessed to each
• train “evidence assessors” in overall approach, rubric, use of Bb Outcomes Assessment
• “evidence assessors” evaluate evidence using rubric
• Bb Outcomes Assessment summarizes results and provides student-level results for further analysis (the Office of Institutional Effectiveness can help with the further analyses)
Goals

• Note it is important that the standard naming convention for goals explained here be used so that gals can easily be located within Outcomes Assessment.

• Entering goals in Outcomes Assessment involves three steps:
  – Identifying the “goal set” (this should be the college and department)
  – Identifying the “goal category” (this should be the degree program/specialization/certificate/etc.)
  – Identifying individual goals for each program along with the goal category (this should be the learning goal or outcome)
Entering Goal Sets, Goal Categories, and Goals in Outcomes

- Open Blackboard, sign in, and click on the Outcomes Assessment tab.
- You will be taken to the Goals and Assessment screen. Click on View Goals in the upper right. You will see a column on the left with departments that have already entered goals.
- Hover over Add New Goals Set with your mouse and click on Create New Goal Set.
- The page you see should look like this:
Goals and Assessments

Schools can demonstrate that their programs and curricula are effective by aligning course content and activities with goals in Blackboard Learn.

Goals for BSW SOCW Goals

- 2.1.5 - Advance human rights and social and economic justice.
- 2.1.3 - Apply critical thinking to inform and communicate professional judgements.
- 2.1.7 - Apply knowledge of human behavior and the social environment (HBSB).
- 2.1.2 - Apply social work ethical principles.
- 2.1.4 - Engage diversity and difference in practice.
- 2.1.6 - Engage in research-informed practice and practice-informed research.
- 2.1.8 - Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
- 2.1.9 - Respond to contexts that shape practice.
- 2.1.10 - Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.
Entering Goal Sets, Goal Categories, and Goals in Outcomes Assessment

- The Create Goal Set window appears.
- Enter the Set Name (this should be the college acronym, a hyphen separated by spaces, then the department or school acronym, e.g., CFA - ART) and Set Type (this should be the college name, a hyphen separated by spaces, then the department or school name, e.g., Fine Arts - Art). Make sure the Status is set to Active and click Submit.
Goals and Assessments

Schools can demonstrate that their programs and curricula are effective by aligning course content and activities with goals in Blackboard Learn.

Create Goal Set

Set Name: CFA - ART
Set Type: Fine Arts - Art
Status: Active

Goals for BSW SOCW Goals

1. Social and economic justice:
   - 2.1.3: Engage in research-informed practice and practice-informed research.
   - 2.1.10: Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.
   - 2.1.11: Identify as a Professional SW.
   - 2.1.12: Respond to contexts that shape practice.
Entering Goal Sets, Goal Categories, and Goals in Outcomes Assessment

• You are now taken to the Add Category window and a new Goal Category called Goals is automatically created. Change this to the college acronym, a hyphen separated by spaces, the acronym of the department, a hyphen separated by spaces, then the acronym of the degree program/specialization/certificate/etc. (e.g., CFA – ART - BFA-ART or CSH – SOCWK - SOCWK-BSW)

• The screen should look like this:
Goals and Assessments

Schools can demonstrate that their programs and curricula are effective by aligning course content and activities with goals in Blackboard Learn.
Entering Goal Sets, Goal Categories, and Goals in Outcomes Assessment

• Click on Add Goal.
• Enter the Goal ID using the format of college acronym, a hyphen separated by spaces, department or school acronym, a hyphen separated by spaces, the acronym of the degree program/specialization/certificate/etc., a hyphen separated by spaces, and a written name for the goal (e.g., CFA – ART – BFA-Art – Communication)
• Enter the Unique ID using the same information as above but with an abbreviation of the goal name (e.g., CFA – ART – BFA-Art – Communication). It is important to do this; if you do not a Unique ID is created automatically whose name will not be obvious.
Entering Goal Sets, Goal Categories, and Goals in Outcomes Assessment

• In the Text box enter the full written description of the goal preceded by a number and a hyphen separated by spaces (e.g., 01 - Students will communicate effectively both in written and oral methods.)

• Type “Program” in the Goal Type box

• Make sure the Status is Active.

• Before clicking Submit (or Save and Add Another) the result should look like this:
Entering Rubrics in Outcomes Assessment

• (if necessary) open Blackboard, sign in, click on the Outcomes Assessment tab
• Click on Rubrics on the left
• All of the rubrics already entered into Outcomes Assessment are shown.
• Click on Create Rubric
• Type in a name for the rubric. Use the same name that you used for the goal with which you will associate this rubric
• The Description is optional.
• So far your screen should look like this (examples for the remainder of these slides are for the Institutional Research certificate):
Create Rubric

Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric define the evaluation and score of an assignment. You can create as many rubrics as needed. More Help

* Indicates a required field.

1. Rubric Information
   - Name: R-Cert - R-CERT-R-01-RESEARCH NEEDS AND QUESTIONS
   - Description:
     This is a rubric used with the research proposal outline assignment in ID 602 to evaluate students' ability to understand and articulate clients' research needs.
   - Public

2. Rubric Detail
   The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Levels of Achievement</th>
<th>Competent</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Novice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proficient</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Entering Rubrics in Outcomes Assessment

- Scroll down to see the default rubric detail.
- Change the Rubric Type to Points.
- You can change the column header names (descriptions of levels) by clicking the arrow next to each column and clicking Edit.
- You can change the name of the row headers (names of evaluation criteria) by clicking the arrow next to each column and clicking Edit.
- Change the point values in each cell (for example to 1 for Novice, 2 for Competent, and 3 for Proficient).
- You can type a description of what the point value represents for each of the evaluation criteria by typing in the box in each cell; this is optional.
- You can use the buttons in the upper left to add rows or columns.
- The result you see should look like this (for the IR certificate):
### Rubric Detail

Complete the grid below. Columns and rows can be added or deleted.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Novice</th>
<th>Competent</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Points</td>
<td></td>
<td></td>
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<td>Points</td>
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<td>Points</td>
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<tr>
<td></td>
<td>Points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Points: 12**
Aligning Students’ Completed Assignments to Goals

- You do not have the ability to do this with your permissions as an Outcomes Assessment Manager unless you are also the instructor of each course that you want to align. To make the alignment you should:
  - Ask the faculty member in each course section each term to align the assignment to the goal (best option)
  - Ask the faculty member to enroll you as an instructor in the course so that you can make the alignment (more work for everyone, only do this if the instructor is unable or unwilling to make the alignment); you can immediately un-enroll after the alignment is made

- Note that student assignments submitted through Safe Assign cannot currently be aligned with Outcomes Assessment. Blackboard is working on a way to deal with this in future releases.
Aligning Students’ Completed Assignments To Goals

• The process in Bb Learn (not Bb Outcomes Assessment) to align assignments is as follows:
  – Go to the class that has the assignment
  – Click on the arrow to the right of the assignment and click Add Alignments
  – You are taken to the page with all of the goals that have been entered into Outcomes Assessment. If you need to narrow down the list in order to be able to find the goal to which you want to align the assignment, click on Goal Set on the left and click on just your department. Click in the box to the left of the goal to which you want to align your assignment. Click Submit.
  – The screens looks like this (for the IR certificate):
<table>
<thead>
<tr>
<th>Goal Set</th>
<th>Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC - IR</td>
<td>07 - DEMONSTRATE - 07 Demonstrate effective institutional research skills within an internship experience.</td>
<td></td>
</tr>
<tr>
<td>UC - IR</td>
<td>06 - ANALYTICAL - 06 Effectively use quantitative and qualitative research methods.</td>
<td></td>
</tr>
<tr>
<td>UC - IR</td>
<td>05 - COMMUNICATE - 05 Effectively communicate research findings orally and in writing to diverse constituencies.</td>
<td></td>
</tr>
<tr>
<td>UC - IR</td>
<td>04 - DATA SOURCES - 04 Identify formal and informal sources of data and information.</td>
<td></td>
</tr>
<tr>
<td>UC - IR</td>
<td>03 - CONSTITUENCIES - 03 Discuss the roles of diverse constituencies in requesting, providing, and receiving information related to assessment and evaluation.</td>
<td></td>
</tr>
<tr>
<td>UC - IR</td>
<td>02 - ASSESSMENT - 02 Describe historical, social, political, financial, ethical, and other issues pertaining to assessment and evaluation in higher education.</td>
<td></td>
</tr>
<tr>
<td>UC - IR</td>
<td>01 - DEFINE RESEARCH NEEDS AND QUESTIONS - 01 Identify research needs and define research questions associated with current issues in higher education.</td>
<td></td>
</tr>
</tbody>
</table>
Evidence Assessment

• (if necessary) open Blackboard, sign in, click on the Outcomes Assessment tab, click on the View Collected Evidence button, and click on +Collect Evidence in the upper left.

• Click on Find Goals. You can click on values in the left panel under Goal Sets or Goal Set Types to make it easier to find the Goal to be used for this evidence. Click on the box next to the goal and click Submit.

• The screen should look like this (for the IR certificate):
Evidence Assessment

• You would normally select From the Entire System under Collection Options. You can restrict the data range of when the courses were held for the evidence collection or let the default of None allow the collection from all terms.

• Under Project Information, enter a Project Name, making it the same as the Goal that you are assessing (e.g., UC - IR - IR-CERT - 01 - DEFINE RESEARCH NEEDS AND QUESTIONS)

• To start collecting evidence as soon as possible, leave the date options blank. Alternatively you can specify a later collection date range.

• Before clicking Submit the screen should look like this (for the IR certificate):
Define Collection Options

- From Entire System
  - Submission Restrictions:
    - None
    - Selected Terms
    - Specific Date Range

2. Project Information

- Project Name: UC - IR - IR-CERT - 01 - DE
- Select Dates
  - Start Date
  - End Date
- Tags: None
- Description

3. Submit

Options: Cancel, Collect More Evidence, Submit
Evidence Assessment

- Evidence collection will not begin immediately, but you will get a system message indicating when it will begin (it can be anywhere from a few minutes to a few days later).
- The screen should look like this (for the IR certificate):
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

• The screen should look like this (for the IR certificate):
Users can define the criteria for collecting assessment evidence from select units and courses. Once the criteria are defined, users can sample the artifacts to create an Evidence Set. Users can analyze the Evidence Set with a secondary evaluation session or run a report. More Help.

Status: Evidence matching criteria was last collected on 11/19/12 9:36 AM. The system will again collect evidence on 11/19/12 10:18 AM.

Next Steps: Sample Artifacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Number of Artifacts</th>
<th>Course</th>
<th>Date Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Outline Assignment</td>
<td>12</td>
<td>2012Fall_ID302x731</td>
<td>11/19/12 9:36 AM</td>
</tr>
</tbody>
</table>

Filter List: All Collections Go

Collect

Collection: IR-CERT-IR-91 Fall 2012

Create Another Collection

Number of Assignments: 1
Number of Artifacts: 12
Sampling Evidence

- 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.
- The screen should look like this (for the IR certificate):
An Assessment Project Evidence Set is created once you have sampled the artifacts. You can sample the artifacts multiple times until you are satisfied with the artifacts in the Evidence Set. For further analysis, you can run a report or create a secondary evaluation session.

1. **Sample Evidence**

   **Sample Setting**
   - Include All Artifacts (12 Artifacts)
   - Randomly Select Artifacts

   Total number of artifacts needed: 

   Optional: Minimum number of artifacts needed from each assignment:

2. **Submit**

   Click Submit to proceed. Click Cancel to quit.
Sampling Evidence

• You should then 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 screen should look like this (for the IR certificate):
An Assessment Project Evidence Set is created once you have sampled the artifacts. You can sample the artifacts multiple times until you are satisfied with the artifacts in the Evidence Set. For further analysis, you can run a report or create a secondary evaluation session.

**Status:** Evidence set has been successfully created on 11/19/12 10:00 AM. Artifacts are ready for further analysis.

**Next Steps:** Run Report, Create Evaluation Session

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Student Name</th>
<th>Date Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Outline Assignment</td>
<td>Nathan Rush</td>
<td>11/19/12 9:36 AM</td>
</tr>
<tr>
<td>Proposal Outline Assignment</td>
<td>Kaley Schoepf</td>
<td>11/19/12 9:36 AM</td>
</tr>
<tr>
<td>Proposal Outline Assignment</td>
<td>Heather Hardik</td>
<td>11/19/12 9:36 AM</td>
</tr>
<tr>
<td>Proposal Outline Assignment</td>
<td>Kathryn Pazanski</td>
<td>11/19/12 9:36 AM</td>
</tr>
<tr>
<td>Proposal Outline Assignment</td>
<td>Kathleen Stanko</td>
<td>11/19/12 9:36 AM</td>
</tr>
<tr>
<td>Proposal Outline Assignment</td>
<td>Hannah Baltas</td>
<td>11/19/12 9:36 AM</td>
</tr>
</tbody>
</table>
Creating an Evaluation Session

• 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 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.

• The screen should look like this (for the IR certificate):
Create Evaluation Session

Note: The selected individuals will be notified via email that you have chosen them as Evaluators for this occasion. The email will contain a link to their own Evaluators' view along with your email address.

2. Evaluation Session Properties

   Evaluation Setting
   Select how many Evaluators need to evaluate each item.

   * Grading Standards
   Define how the evidence will be evaluated.

   Due Date
   Enter date

3. Start Session

   Click Start Session to start session. Click Cancel to quit. Click Save Session to save session.
Creating an Evaluation Session

• 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 end project from this screen.
• The screen should look like this (for the IR certificate without any evaluations completed so far):
Success: Evaluation Session has Started. A confirmation email has been sent.

IR-CERT-IR-01

Status: 0 / 12 evaluations are in progress. Session started on 11/19/12 10:16 AM; last modified on 11/19/12 10:19 AM. The Manager can facilitate the session. Reports are available at any time.

Next Steps: Run Report Close Project

Session Status: 0 / 12 Evaluations Completed

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Item Name</th>
<th>Evaluation Status</th>
<th>Evaluation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student-553354</td>
<td>Proposal Outline Assignment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student-553380</td>
<td>Proposal Outline Assignment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student-553384</td>
<td>Proposal Outline Assignment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student-553382</td>
<td>Proposal Outline Assignment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student-553376</td>
<td>Proposal Outline Assignment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student-553374</td>
<td>Proposal Outline Assignment</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Displaying 1 to 8 of 6 Items | Show All | Edit Paging...
Evaluating Artifacts

- 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! (see the third screen shot following, for the IR certificate)
Here's the reminders link

You have been added to IR-CERT-IR-01 as an evaluator.

Evaluate

1 year ago
Status: 1 / 12 evaluations are in progress. Session started on 11/19/12 10:16 AM, last modified on 11/19/12 10:18 AM. The Manager can facilitate the session. Reports are available at any time.

Next Steps: Run Report Close Project

Session Status: 1 / 12 Evaluations Completed

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Item Name</th>
<th>Evaluation Status</th>
<th>Evaluation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student-953394</td>
<td>Proposal Outline Assignment</td>
<td>1 / 2</td>
<td>11/19/12 3:38 PM</td>
</tr>
<tr>
<td>Student-953390</td>
<td>Proposal Outline Assignment</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Student-953394</td>
<td>Proposal Outline Assignment</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Student-953392</td>
<td>Proposal Outline Assignment</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Student-953376</td>
<td>Proposal Outline Assignment</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Student-953374</td>
<td>Proposal Outline Assignment</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
Evaluate Proposal Outline Assignment for Student-959390

To begin evaluating the submission, click Evaluate and use the rubric to grade the submission.

User: Student-959390

### General Information
- **Title**: Proposal Outline Assignment
- **Course**: 2012Fall_ID602x731 (2012Fall_ID602x731)
- **Status**: In Progress

### Sample Information
- **Student**: Student-959390
- **Submission Date**: 11/5/12 9:32 AM
- **Submission Text**: 002 proposal.doc

### Associated Rubrics
- IR-CERT-IR-01: RESEARCH NEEDS AND QUESTIONS

### General Comments
- Add Comment
To begin evaluating the submission, click Evaluate and use the rubric to grade the submission.

**User:** Student-959390

### General Information
- **Title:** Proposal Outline Assignment
- **Course:** 2012Fall_G602s731 (2012Fall_G602s731)
- **Status:** In Progress

### Sample Information
- **Student:** Student-959390
- **Submission Date:** 11/5/12 9:32 AM
- **Submission Time:**
- **Related Files:** 092 proposal.docx

### Rubric

**Highlights the research problem and questions**
- Novice: 1 (8.33%) points
- Competent: 2 (16.67%) points
- Proficient: 3 (25%) points

**Explains contact with clients so far**
- Novice: 1 (8.33%) points
- Competent: 2 (16.67%) points
- Proficient: 3 (25%) points

**Discusses research design and data collection approaches**
- Novice: 1 (8.33%) points
- Competent: 2 (16.67%) points
- Proficient: 3 (25%) points

**Discusses resource planning and trade-offs**
- Novice: 1 (8.33%) points
- Competent: 2 (16.67%) points
- Proficient: 3 (25%) points

**Raw Total:** 12.00 (of 12.0)
**Change the number of points out of 12.0 to:**
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).
**IR-CERT-IR-01**

Status: 2 / 12 evaluations are in progress. Session started on 11/19/12 10:18 AM, last modified on 11/19/12 10:18 AM. The Manager can facilitate the session. Reports are available at any time.

Next Steps: Run Report Close Project

---

### Session Status: 2 / 12 Evaluations Completed

<table>
<thead>
<tr>
<th>Evaluators (2)</th>
<th>Dr. William Edward Knight (2 / 6)</th>
<th>Ms. Yasemin Yasemin Tunc (0 / 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filters</td>
<td>HIDE COMPLETED EVALUATIONS</td>
<td></td>
</tr>
</tbody>
</table>

### Evaluate

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Item Name</th>
<th>Evaluation Status</th>
<th>Evaluation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student-953384</td>
<td>Proposal Outline Assignment</td>
<td>1 / 2</td>
<td>11/19/12 4:10 PM</td>
</tr>
<tr>
<td>Student-953390</td>
<td>Proposal Outline Assignment</td>
<td>1 / 2</td>
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Displaying 1 to 6 of 6 Items | Show All | Edit Paging...
Evidence 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. There does not seem to be a way to save this.
Analyse Evidence Collection Results

* Indicates a required field.

1. Evidence Collection Information

   IR-CERT-IR-01

   Analysis Options:
   - View and analyze results now
   - Export and download results

   * Selected Rubric to Analyze: [UC - IR - IR-CERT-IR-01 - RESEARCH NEEDS AND QUESTIONS]

   Limit artifacts by submission date:
   - [ ] Submitted After
     Enter dates as mm/dd/yyyy
   - [ ] Submitted Before
     Enter dates as mm/dd/yyyy

   * Compare Results By:
   - [ ] No Comparison
   - [ ] Demographics
     Select Options [Gender]

2. View Results

   Click View Results to view results. Click Cancel to quit.
Evidence Set Evaluation Rollup
Rubric Analysis
IR-CERT-IR-01-RESEARCH NEEDS AND QUESTIONS

- highlights the research problem and questions: Possible 3.00, Actual 2.57
- explains contact with clients so far: Possible 3.00, Actual 2.71
- discusses research design and data collection approaches: Possible 3.00, Actual 2.71
- discusses resource planning and trade-offs: Possible 3.00, Actual 2.43

Average Score per Criteria
0.0 0.2 0.4 0.6 0.8 1.0 1.2 1.4 1.6 1.8 2.0 2.2 2.4 2.6 2.8 3.0

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### Evidence Set Evaluation Rollup

**Frequency Distribution**

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<td>highlights the research problem and questions</td>
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<td>discusses research design and data collection approaches</td>
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<tr>
<td>discusses resource planning and trade-offs</td>
</tr>
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<td>29%</td>
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Evidence Assessment Project Reports

- 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.
Third Ratings

- It is good practice to get a third rating if scores from the two ratings that are done are substantially different. The definition of substantially different is subjective.
- There is no automatic way to do a third rating within the assessment project. You can set up another evidence collection and then at the sampling stage pull first just the classes from which the artifacts that need the third ratings were submitted and then for just the students who submitted the artifacts. After that, assign the few artifacts that have been identified for a third rating to a few of the people who did the earlier ratings.
- When the third ratings are completed, export and download those results and add them manually into the earlier results spreadsheets.
- Contact the Office of Institutional Effectiveness for further help with third ratings, if necessary.
Closing the Evidence Assessment Project

- After doing third ratings (if needed), it is time to close the evidence assessment project. This means that no more evidence can be evaluated, but reports can always be run.
- (if necessary) open Blackboard, sign in, click on the Outcomes tab, navigate to your program, click the Evidence Assessment link, click on the name for the assessment project. Click Close project. (see the first screen shot following, for the IR certificate)
- You are taken to a page that shows that the project is closed.