Student Learning- Via Assessment Handbook

Utilizing student learning assessment to support students college wide

Office of Institutional Effectiveness & Assessment

Rev. 8.11.2021

Contents

Adding Student Learning- Via Outcome Assessment Activities to eLearn

Option A. Copying Assessment Module from a Model Course

Step 1. Using **Chrome** follow instructions to **Copy or Import Content Components** .
*Remember if coping select components you **must** select the "**External Learning Tool Links**".

Step 2. Connecting to the Student Leaning- Via Outcome Assessment Activity

1. Click on the **Student Outcomes Assessment** module of the Content area. Or, the appropriate module location of the Student Learning-Via link.

2. In this module you will find a link for each assessment activity. Click each activity and…

    a. A new tab will open, Click "**Specific Activity**" . *(If this is your first time you will need to accept the terms and conditions).*

    b. You will select your (1) **Course and Section** and the (2) **Via Outcome Assessment Activity**.

    c. At the top right, click **SELECT & SAVE**

    d. You will receive a success message.

Step 3. Confirming Connection

1. Return back to the Outcome Assessment Module or the module location of the assessment activity link and click each link. *(Your link may appear differently)*

2. You should see your list of students similar to the image to the right. *(If you do not, email jonna.alexander@volstate.edu for support)*
    OR

3. If you click on the eLearn tab and see the screen below, click "**Open in New Window**" and you should see the student list similar to the image above. *(If you do not, email jonna.alexander@volstate.edu for support)*

Step 6. If the assessment assignment has a corresponding grading item see **Connecting a Grading Item to Assessment Activity.**

Option B. Adding Student Learning- Via Connection to a unique place in your eLearn shell

Step 1. Using Chrome open your eLearn course and navigate to the content area where you wish to place the Via Launch link.

Step 2. Add the **Via Launch** Link

1. Click, **Add Existing Activities**

2. Select, **External Learning Tools**
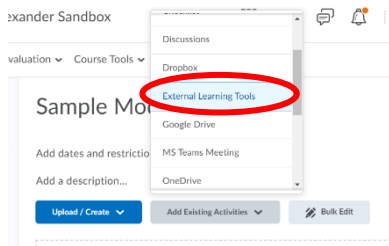
3. Scroll down and select, **Via Launch**
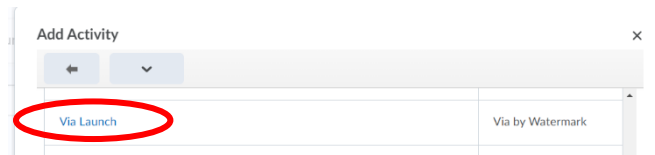
Step 3. Adjust the Via Launch Link

1. Click the dropdown arrow next to Via Launch

2. Select, **Edit Properties in Place**

3. Check the box**, Open as External Resource**
4. Change visibility so students cannot see the link. You can also hide the entire module if you choose.
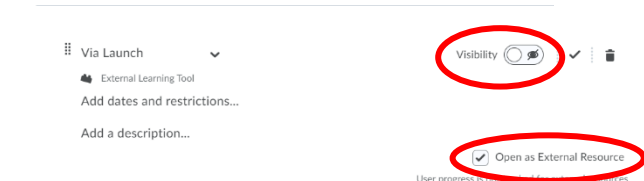
5. Click, **Via Launch** and change the Via Assessment Connection Link if you want to

Step 4. Connecting to the Via Outcome Assessment Activity

1. Click on the Student Outcomes Assessment module of the Content area. Or, the appropriate module location of the Student Learning-Via link.

   Outcomes Assessment
   Activities
   Hidden

2. In this module you will find a link for each assessment activity. Click each activity and…

   Add an Activity to Your LMS

   Choose Student Experience
   Select whether this should direct students to a specific Watermark Student Learning & Licensure activity or to their home screen. Directing to home screen does not allow for grade return.

   Specific Activity   Home Screen

   a. A new tab will open, Click "**Specific Activity**" *(If this is your first time you will need to accept the terms and conditions).*

   1. Choose Group
   Select the Watermark Student Learning & Licensure Group from which you would like to connect an Activity.

   Fall 2021 SB 1010 Sandbox Course
   Start date: 08/10/2021 End date: 12/08/2021   Course

   b. You will select your (1) **Course and Section** and the (2) **Via Outcome Assessment Activity**.

   2. Choose Existing Via Activity
   Select the specific Via Activity to which you would like to direct students. You may only select from published Activities.

   SB1010 Sandbox Assessment Activity Example
   Visible on: 08/09/2021   Published

   c. At the top right, click **SELECT & SAVE**

   RETURN TO LMS   SELECT & SAVE

   d. You will receive a success message.

   Success!
   The student will be linked to SB1010 Sandbox Assessment Activity Example.
   EDIT LMS LINK   RETURN TO LMS

Step 5. Confirming Connection

1. Return back to the Outcome Assessment Module or the module location of the assessment activity link and click each link. *(Your link may appear differently)*

   Click HERE to complete your Via Student Learning Outcome Assessment
   External Learning Tool

   ACTIVITY DETAILS
   SB1010 Sandbox Assessment Activity Example

   Visible: 08/09/2021
   Template: COMM 2025 Informative Speech- Via Pilot/Observational Assessment workflow
   Rubrics: COMM 2025 Informative Speech-Via Pilot
   Standards: SL.COMM.4 SL.COMM.4 Writing and/or Speaking Processes
   Components, SL.COMM.3 SL.COMM.3 Written and/or Oral
   Presentations, SL.COMM.2 SL.COMM.2 Primary Purpose, SL.COMM.1
   SL.COMM.1 Oral and/or Written Expression

   Submissions by Status
   Awaiting Assessment (2/5)

2. You should see your list of students similar to the image to the right. *(If you do not, email jonna.alexander@volstate.edu for support)* OR

   Progress by Student   Filter by Status All
   STUDENT NAME   AWAITING ASSESSMENT   DONE
   Student10, Via   Published at: 08/09/2021 9:49 PM
   Student5, Via   Published at: 08/09/2021 9:49 PM

3. If you click on the eLearn tab and see the screen below, click "**Open in New Window**" and you should see the student list similar to the image above. *(If you do not, email jonna.alexander@volstate.edu for support)*

   Click HERE to complete your Via Student Learning Outcome Assessment
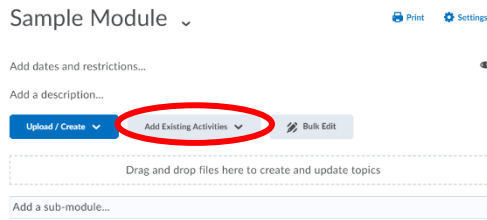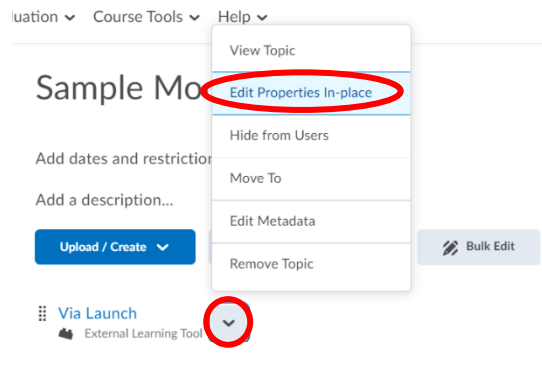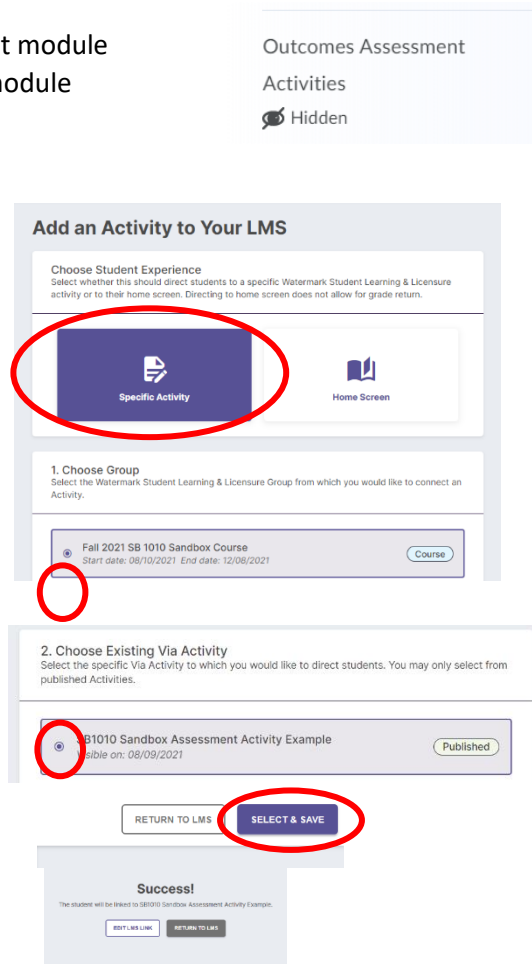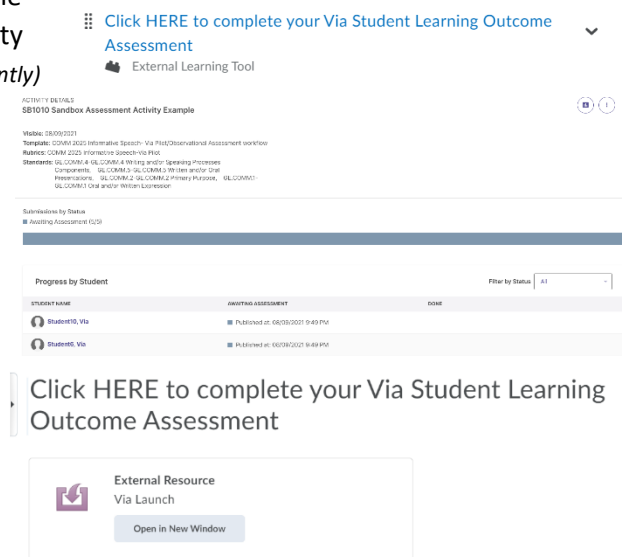
   External Resource
   Via Launch
   Open in New Window

Step 6. If the assessment assignment has a corresponding grading item see **Connecting a Grading Item to Assessment Activity.**
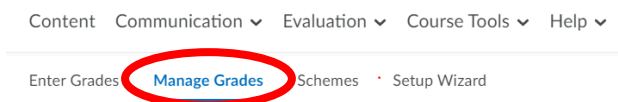
Connecting a Grading Item to Assessment Activity

If the assessment activity has a corresponding grading item please confirm that your grading item has been connected.

Step 1. Select **Evaluation** and then **Grades**.
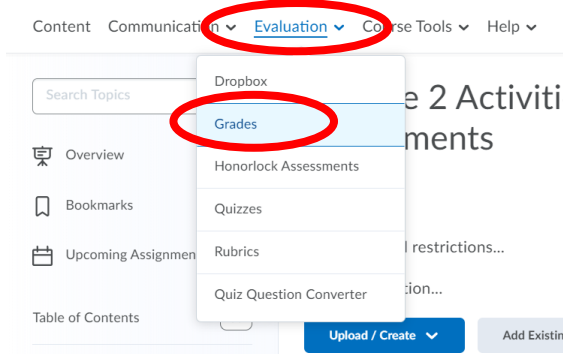
**Step 2**. Select **Manage Grades**.

Step 3. In the list of grading item locate the grading item for the assessment activity. Confirm that the grading item is connect to **External Learning Tool**.
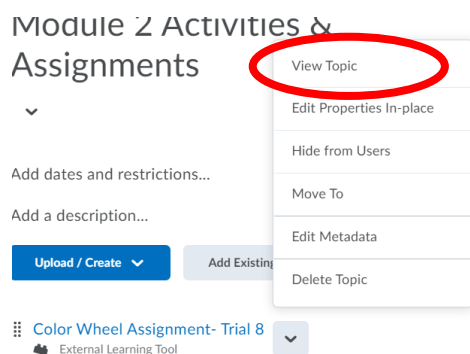

If the grading item is connected to External Learning Tool your connection is Confirmed.

If the grading item is not connected to External Learning Tool follow **Step 4** through **Step 8**.
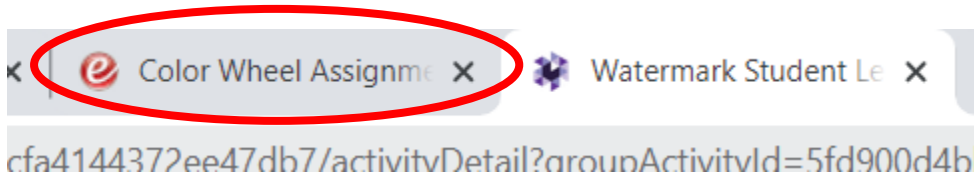
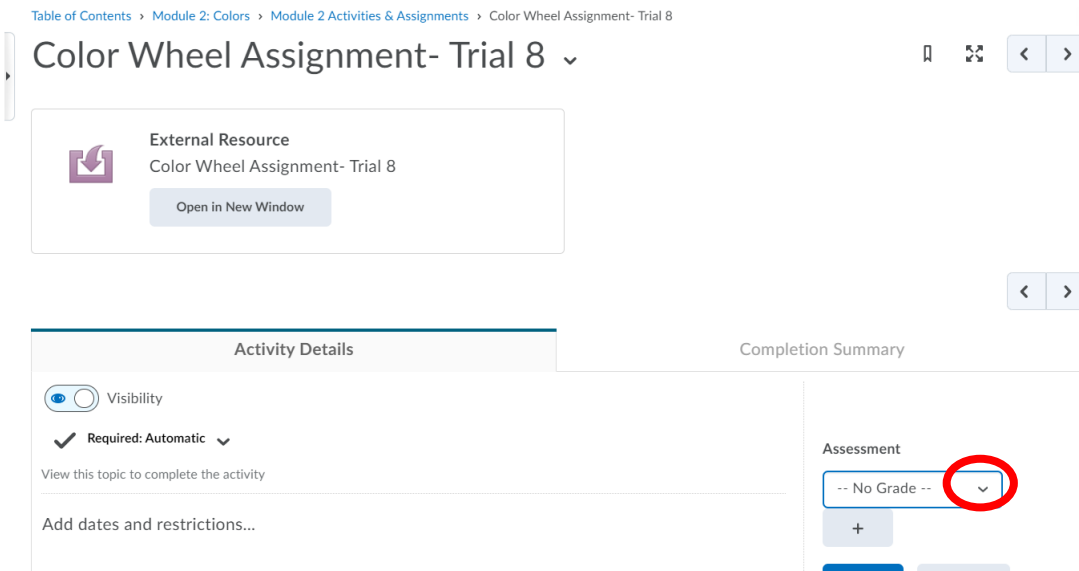**Step 4.** Select the drop down arrow next to the assessment activity.
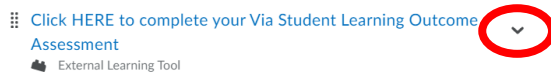
Step 5. Select **View Topic**.

Step 6. A new window will open, click the eLearn tab of your internet browser

Step 7. Under **Assessment** at the bottom, select the drop-down arrow next to **--No Grade--** and select the correct grading item.

Step 8. Now return back to **Manage Grades** area to confirm the grading item is connect to **External Learning Tool**.

If the grading item is still not connected please contact Jonna Alexander at jonna.alexander@volstate.edu for support.

Assessment Activity Types

Observational Assessment- the students **DO NOT** submit material to the assessment link and **no grade is associated** with the assessment activity.

Standard Assessment- the students submit material to the assessment link and a grade is transferred from the "Grade for Gradebook" box into the eLearn Gradebook.

Please review the terminology in the Figure 1 and Figure 2.

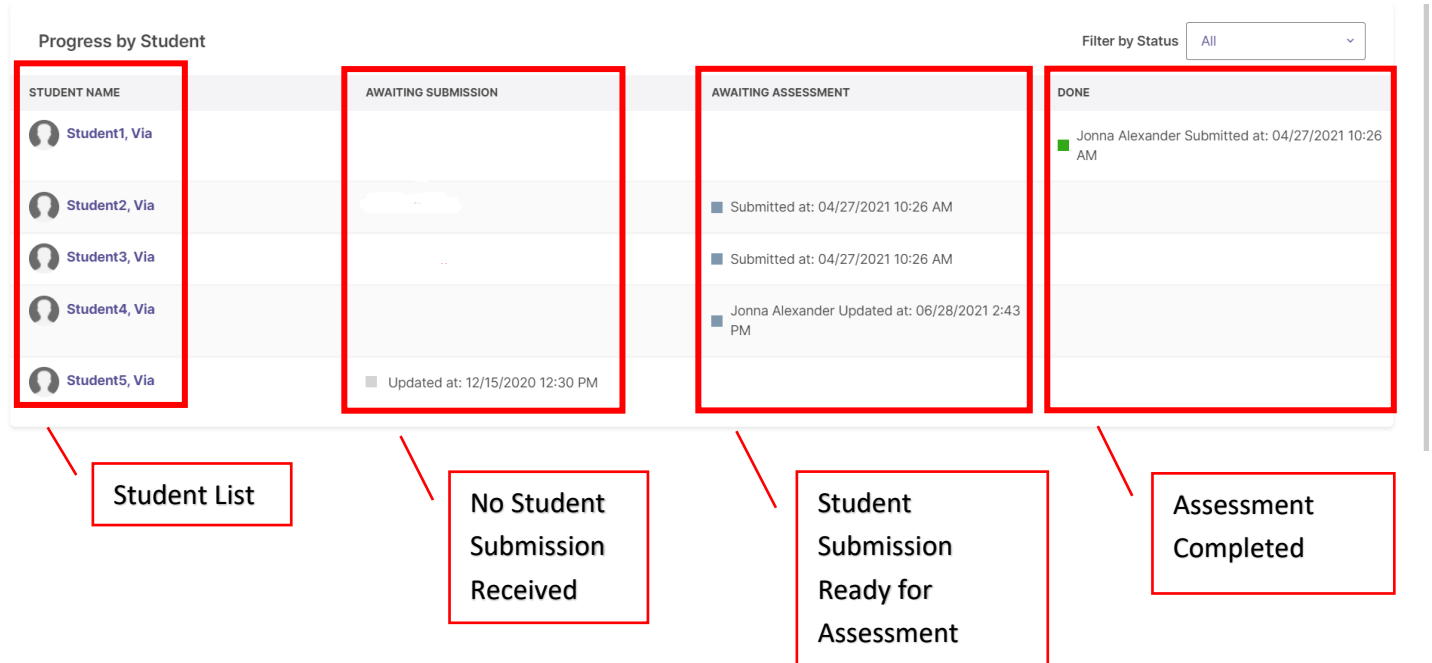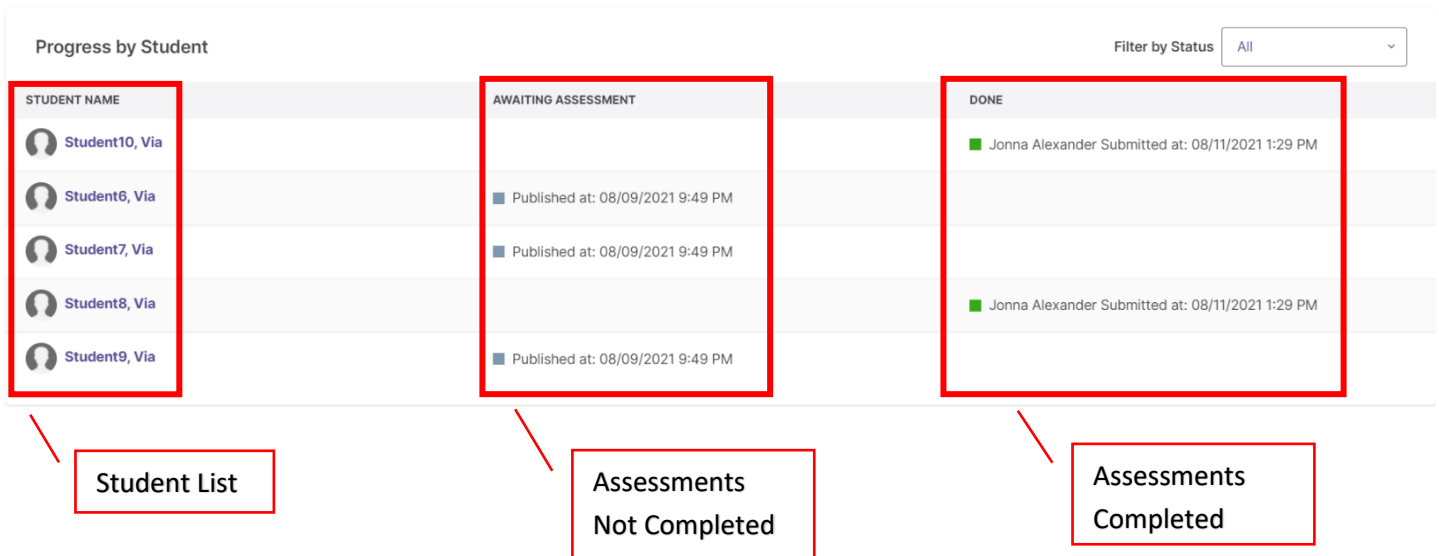Figure 1: Standard Assessment Progress by Student Screen *(Student Submission Required)*

Figure 2: Observational Assessment Progress by Student Screen *(No student submission required)*

Scoring the Assessment Activity

Step 1. After clicking the assessment activity link in the module, select student that is shown in the "awaiting assessment" column

Step 2. The Assessment Activity will appear.

> **Review terminology of Figure 3 below.** *Observational Assessments will not have all the items shown below.*

Figure 3 Assessment Activity Example

Step 3. If applicable, review the student's submission.

Step 4. Score the rubric

  a) Click, **View Rubric Details** and then select the appropriate boxes. Then click, **CLOSE.**

OR

  b) Click the rubric boxes in the Quick Rubric area.

Step 5. If applicable, record the student's **Rubric Score** in the **Grade for Gradebook** box. *(The rubric score does not automatically populate in the Grade for Gradebook box. You can record a Grade for Gradebook score different from the rubric total)*

> You **must** key in the score you wish to be reported to the gradebook.

Step 6. If applicable, type **Feedback** for your student to review.

Step 7. Click **SUBMIT** to submit the students assessment.

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Correcting an Assessment Score

Step 1. After clicking the assessment activity link in the module, select the student in the Progress by Student screen.

Step 2. Select **UNDO.**

Step 3. You will be redirected to the Progress by Student screen. Reselect the student in the Progress screen.

Step 4. Score the rubric.

Step 5. Select **SUBMIT**.

Allowing Students to Submit Revision

Step 1. Select the student in the Progress by Student screen

Step 2. Select **REQUEST REVISION**.

Step 3. You will be redirected to the Progress by Student screen. The student whom the revision request was sent will now be in the **AWAITING SUBMISSION** column. The student will now have access to resubmit his or her work.

Viewing Assessment Activity as a Student

You will not be able to use the "View as a Student" function in eLearn. Please follow the steps below to view the assessment activity by student or assessor role and at each status.

Step 1. Open the Via Assessment Activity by clicking on the link in the module area.

Step 2. On the top right-hand side, select the **More Options** icon**.**

1. Click the three Dots
2. Click, **Edit Activity**
3. You will be prompted, **Do you want to edit the activity?** Do not edit the activity if a student submission has been received.
4. Click, **EDIT**.
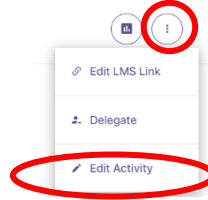
Step 3. In the top right-hand corner click the **Preview** button.
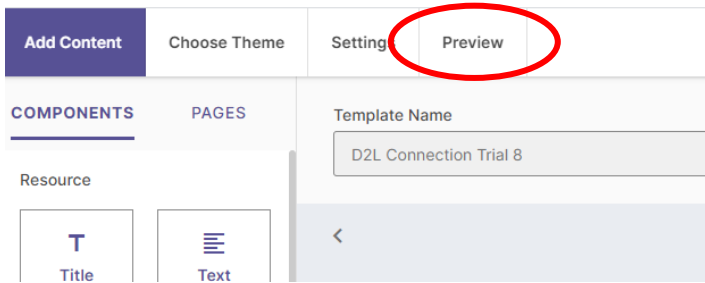
Step 5. Using the drop-down arrows on the left, select the activity status and the role you wish to view.

Options:

- Awaiting Submission/Student- The students' view when material has not been submitted.
- Awaiting Assessment/Student- The students view once material has been submitted but not assessed.
- Done/Student- The student is able to see the assessment details as applicable to the activity; results, comments, feedback, and Grade
- Awaiting Submission/Assessor- Faculty view when student material has not been submitted.
- Awaiting Assessment/Assessor- Faculty view once material has been submitted but not assessed.
- Done/Assessor- Faculty view of the assessment details as applicable to the activity; results, comments, feedback, and Grade
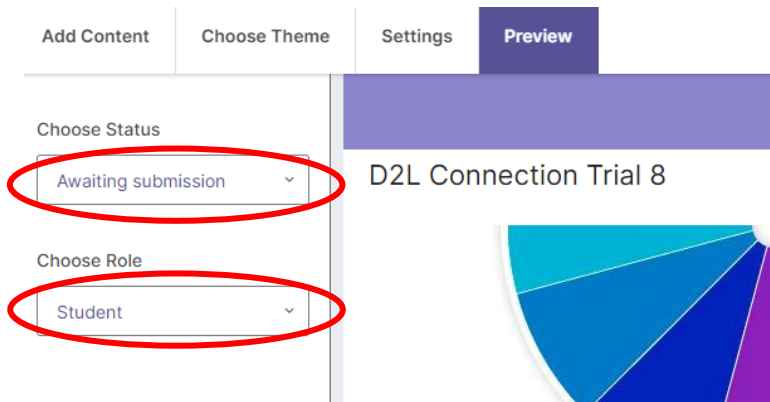
Editing Your Assessment Activity

Faculty may wish to edit the activity if there is semester specific information that needs to be provided to your students. DO NOT MAKE ANY EDITS TO THE ACTIVITY AFTER A SUBMISSION HAS BEEN MADE. Student submissions will be lost if you edit after a student submits their work. If you need to make an activity adjustment but would like support in doing so, please contact Jonna Alexander.

Step 1. Open the Via Assessment Activity by clicking on the link in the module area.

Step 2. On the top right-hand side, select the **More Options** icon**.**

5. Click the three Dots
6. Click, **Edit Activity**
7. You will be prompted, **Do you want to edit the activity?** Do not edit the activity if a student submission has been received.
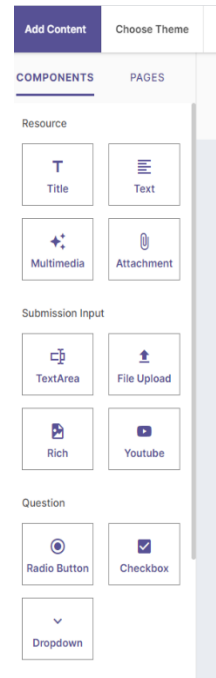8. Click, **EDIT**.
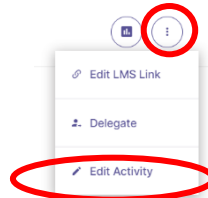
Step 3. Using the buttons on the RIGHT side of the screen you can do the following:

Resources: Add and edit text.

Submission Input: provides students areas to submit material to the link

Questions: Allows you to poll students on questions you identify.

Incorrect Student List

A process is run to add students to courses and take students out of courses per their enrollment record from Banner. However, this is not an automatic process. If you do not see a student in your class list that should be present, please contact Jonna Alexander at jonna.alexander@volstate.edu. If there is a student in your class list that has been removed from your class please allow at least two days for the process to remove the student. If the student remains after two days please email Jonna Alexander at jonna.alexander@volstate.edu

Assessment Revisions: Changing Rubric, Assignment, Instructions, etc.

Student Learning Outcome Assessments are faculty driven and sustained. Key Assessment Courses, assessment activities, assignments, and rubrics are chosen, developed, and maintained by program leadership. If you have feedback regarding the assessment activities or any of its elements please contact your course coordinator or program chair/director as appropriate.

The Office of Institutional Effectiveness & Assessment is here to support the assessment journey.