

Assessment in General Education

Faculty review student work using criteria from General Education Rubrics and reflect on how well the course curriculum meets the General Education learning outcomes. Faculty report findings to the General Education Program via Reflection Survey responses.

- 1. Select the type of student work to be reviewed**
- 2. Review student work according to the criteria in the appropriate General Education Rubric**
 - a. ELMS Speedgrader tool will help with this – see instructions below
- 3. Report Findings in the General Education Assessment Reflection Survey**
 - a. You will receive this on June 11 for Spring and January 11 for Fall

Frequently Asked Questions:

1. Which rubric do I use for the assessment
 - o Choose the rubric for your General Education category. Some courses are approved for more than one category. You may select the category that you would like to assess or you may assess all. Talk to us about combining the rubrics.
2. Which assignment should I assess?
 - o Select the assignment that aligns with the learning outcome(s) indicated in the rubric. Most faculty assess a culminating project or assignment, or the response to a final exam question.
3. How much student work should I review?
 - o The amount will be determined by you. How much will you need to assess student learning in the context of the general education outcomes? Many faculty use a sample of students.
4. Is it OK to involve teaching assistants?
 - o If teaching assistants help with course grading, you may want to bring them into the course assessment process. They can help you review how the assignments are meeting the course goals.
5. Can I do a pre and post assessment?
 - o Faculty who have used the General Education assessment have indicated an interest in assessing student work early in the course as well as at the culmination of the course – a pre and a post assessment. Look for “pre- assessment instructions” below.
6. What is the best way to communicate the General Education assessment to students?
 - o To help students understand why the assessment is occurring it is a good idea to share the goal with them. You may also want to communicate what General Education means in the context of your course. Some faculty place learning outcomes in the syllabus and share the rubrics with students. In some cases faculty have used the rubric for peer review.
7. How is ELMS involved in the assessment process?
 - o To collect the data from the review of student work – we recommend using the Speedgrader tool in ELMS. The instructions below are very detailed such that prior experience with ELMS is not required. However, if you have never used ELMS before, you may want to go to an ELMS training or work with a colleague who is familiar with ELMS. The ELMS tools used for General Education assessment include: “assignments”, “outcomes”, “rubrics”, “announcements”, “Speedgrader”, and “Learning Mastery”.

Instructions for setting up and implementing General Education Assessment in ELMS Speedgrader**Note that this method is not supported by Safari 8**

The instructions below involve

- Setting up an “assignment” space in ELMS where you may input the rubric. The term “assignment” refers to the tool in ELMS.

And importing

- UMD level General Education “outcomes” into your course*. Adding outcomes to your course space will ensure that you can see data from assessment in Learning Master.
- a UMD level rubric to an “assignment” used for assessment. This is the most expedient way to access the rubric for assessment.
- You may alternatively build the rubric within your course space from the imported outcomes. Building the rubric from imported outcomes takes more steps and is recommended if you will not use all of the criteria for assessment. Building the rubric from imported outcomes also allows flexibility such as adding the General Education assessment outcomes to rubrics you have built for other course purposes.

The approach will allow data to

- Be visible to you after submission in the ELMS tool “Learning Mastery”
- Contribute to General Education Assessment.

**NOTE: Functionally in ELMS the term “outcome” refers to what will become a row (criterion and levels of performance) in a rubric.*

Set up the General Education Assessment: Open your course in ELMS**1) Import General Education “outcomes” into your course space**

From the HOME Page in your ELMS course:

- In the left hand menu: Select “outcomes”
- Select “Find”
- Select “Account Standards” folder -> “University of Maryland” folder -> “General Education” folder
- In the “General Education” folder select the appropriate General Education category (ex. Scholarship in Practice)
- Scroll down, select the blue “Import” button at the bottom of the window
- Select the blue “Ok” button in the popup window that appears
- Click on the “Home” link to exit “outcomes”

2) Create an “Assignment” with link to General Education Rubric

If you are already using an ELMS “Assignment” to collect and grade the student work that you would like to assess, this procedure requires the set up of a parallel ELMS “Assignment” space for assessment of that student work or you may link the grading to the assessment by creating a combined grading/assessment rubric (see 2a)

- In left hand menu: Select “Assignments”
- Select the grey “+Group” button at the top to create a new Group for General Education Assessment

- c. Name the new assessment group (ex. General Education Assessment)
- d. Select "Save"
- e. To add an "Assignment" to the new assessment group (ex. General Education):
 - a. Select the "+" button to the right of the Assignment Group title
- f. Name the "Assignment" (ex. Scholarship in Practice Assessment)
- g. Select "More Options" in the dialog box
- h. IF you would like to articulate to your students why this assessment assignment has been added to the course you may want to add text in the text box (copy and paste the text below)

Sample text for students: *Please insert the name of the General Education category assessed*
 Your work in this course will be assessed according to the expectations of the University of Maryland (General Education Category) Rubric. The assessment rating does not contribute to your course grade. This assessment will be another form of feedback to you regarding your continued efforts to improve your skills and prepare for your future. The assessment process helps the university to develop and enhance the oral communication General Education curriculum.

The UMD (General Education Category) Rubric was developed by the UMD (General Education Category) Faculty Board to articulate the standards for oral communication at the University of Maryland. The work of the Board was supported by the Office of Undergraduate Studies, the Office of Institutional Research, Planning and Assessment and the instructors who teach (General Education Category) courses. We all are dedicated to ensuring your development in (General Education Category) such that you will be successful at UMD as well as in your future career and personal life. For more information on the General Education category of (General Education Category) see: www.gened.umd.edu

- i. Now fill in or choose the following as options appear in boxes or in dropdown menus
- j. "Points" = **0**
- k. "Display Grade as" = **Points**
- l. "Submission Type" = **No submission**
- m. Select "Save"
- n. Select "Add Rubric" at the bottom
- o. Choose "Find a Rubric"
- p. Select **University of Maryland**
- q. Select the *appropriate General Education category* (ex. Scholarship in Practice)
- r. Select **Use this Rubric**

Set up is now complete.

Set up option 2a: If you have an "assignment" space set up in ELMS

if you are not using a grading rubric you may follow the set up as described above to import the assessment rubric - see note in 3e below regarding inputting the assignment grade.

if you are using a grading rubric the following instructions allow you to add the General Education outcomes to your grading rubric.

2a:

- a. From the course menu, select "Assignments"
- b. Select the "assignment" that you will use for the General Education assessment

- c. Scroll down to view your grading rubric.
- d. Select the pencil icon on the top right to edit the grading rubric.
- e. On the bottom left, select “Find Outcome”
- f. The General Education outcome folder that you imported in step 1 will appear, open the folder.
- g. Select the first outcome, it will appear in a window, scroll to the bottom, uncheck “Use this criterion for scoring”
- h. Scroll down, select “Import”, and Click “OK” in the dialog box that will appear.
- i. You will now see the rubric with the General Education outcome included as a row in the rubric. Note that there is a dash to indicate that no points will be accumulated from this criterion.
- j. Continue to use these steps to add the remainder of the General Education outcomes to your grading rubric. (note: if you plan to assess a *subset* of the General Education criteria – import only that subset, if you plan to assess outcomes from more than one General Education category you can do that too! But you will need to import those outcomes in Step 1)
- k. Select “Update Rubric” (note that rows in the rubric that were added from “outcomes” are indicated with a yellow arrow).

Set up is complete

Completing the General Education Assessment in SpeedGrader: Open your course in ELMS

1. Turn on “Learning Mastery” feature to allow access to your assessment data

- a. In left hand menu: Select “Settings”
- b. Select “Feature Options” tab at the top
- c. Turn the Learning Mastery Gradebook “On” [Student Learning Mastery should be OFF]
- d. The “On” button will change from grey to green

2. Publish the Assignment*

(*if the assignment is for assessment only it has not yet been published, as such the students have not seen the assignment appear in the grade book. When you are ready to complete the assessment, send an announcement to the students that you are assessing the course and that they will see a new column in the grade book, this assignment will have no points and is for course assessment purposes only)

- a. In left hand menu: Select “Assignments”
- b. Note the cloud to the right of the “assignment” name, select the cloud to publish

3. Complete the Assessment using Speedgrader

- a. Select Assignment name (ex. Scholarship in Practice Assessment)
- b. Select “SpeedGrader” to the right
- c. SpeedGrader right window can be expanded by sliding the grey bar left (this is a browser dependent function – if it does not work – change your browser)
- d. Select Student from the drop down menu at the top left
- e. ****if you are using this assignment for assessment only: Input “0” in Grade Box and press enter/return key on your key board. A value is required to record the ratings

- a. If you are grading this assignment but not using Speedgrader for grading, input the assignment grade in the grade box, then continue as indicated below
- b. If you are grading this assignment using a rubric that contains grading and assessment criteria, do not enter any points in the grade box, these will be populated as you use the Speedgrader.
- f. Select “View Rubric”
- g. Your Rubric will appear in the right window
- h. Review the student work. (If the work was submitted to ELMS for grading – you will need to have that assignment open in a second ELMS window to review that work)
- i. For each of the Rubric criteria, record the student’s assessment rating by clicking on the appropriate box – Note that No Points are accumulated for the General Education outcomes via this process.
- j. The box will turn green when the assessment is recorded
- k. Scroll to the bottom of the rubric and select the “Save” button to the left
- l. Note the student dropdown menu on the top left, after each student is assessed a green check appears. Move to assess the next student by clicking on the right arrow next to the student name. Repeat the steps for each student you will assess.
- m. Return to course menu by clicking “Course Home”

Accessing Student Assessment Data

- 1. Access “Grades” from the left hand course menu.**
 - a. Select the “Learning Mastery” tab
 - a. See the bottom right hand corner of the screen to export assessment data to excel.
 - b. Alternatively you may find the Learning Mastery Dashboard useful where colors represent ratings.
 - b. For pre and post assessment data: after completion of the pre assessment analysis, export data and save. At the completion of the course you may re-assess student performance by updating student scores in the speedgrader for that assignment. Then access learning mastery to export the data. On your computer you can compare the data exported from the pre assessment to the data exported for the post assessment.