Instructions for setting up and implementing UMD General Education Assessment in ELMS

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 <u>row</u> (criterion and levels of performance) in a rubric.

Setting up the General Education Assessment: <u>Open your course in ELMS</u>

1) **Import General Education "outcomes" into your course space**
- In the left hand menu: Select "Outcomes"
- Select "Find" to access the UMD General Education Folder
- 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)
- Select the blue Import button at the bottom of the window – scroll down
- Select the blue "Ok" button in the popup window that appears

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. [Alternatively you may combine the grading rubric with the assessment rubric]
- In left hand menu: Select "Assignments"
- Select the grey "+Group" button at the top to create a new Group for General Education Assessment
- Name the new assessment group (ex. General Education Assessment)
- Select "Save"

- Add an "Assignment" to the new assessment group (ex. General Education)
- Select the "+" button to the right of the title
- Select "More Options" in the dialog box
- Name the "Assignment" (ex. Scholarship in Practice Assessment)
- 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 (see 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.ed

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- Populate the following that appear as boxes or in dropdown menus
  - "Points" = **0**
  - "Display Grade as" = **Points**
  - "Submission Type" = **No submission**
- Select "Save"
- Select "Add Rubric" at the bottom
- Choose "Find a Rubric"
  - Select **University of Maryland**
  - Select the ***appropriate General Education category*** (ex. Scholarship in Practice)
  - Select **Use this Rubric**
- Select "Publish" this assignment (button will turn green when completed)

3) **Mute Assignment as an indication to students that this assessment does not contribute to their grade.**
- In left hand menu: Select "Grades"
- Hover your mouse over the assessment assignment and select the drop down arrow
- Scroll down to mute assignment
- Select the "Mute Assignment" button in the dialog box

4) Turn on "Learning Mastery" feature to allow access to your assessment data
- In left hand menu: Select "Settings"
- Select "Feature Options" tab at the top
- Turn the Learning Mastery Gradebook "On" [Student Learning Mastery should be OFF]
- The "On" button will change from grey to green

Student General Education Assessment Assignment can now be rated in SpeedGrader

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

1. Select "Assignments" to launch Speedgrader to complete the assessment
- In left hand menu: Select "Assignments"
- Select Assignment name (ex. Scholarship in Practice Assessment)
- Select "SpeedGrader" to the right
- SpeedGrader right window can be expanded by sliding the grey bar left
- Select Student from the drop down menu at the top
- Input "0" in Grade Box. A value is required to record the ratings
- Select "View Rubric"
- Your Rubric will appear in the right window
- 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)
- For each of the Rubric criteria, record the student's assessment rating by clicking on the appropriate box – Note that No Points are accumulated via this process.
- The box will turn green when the assessment is recorded
- Scroll to the bottom of the rubric and select the "Save" to the left

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After the "grade" box is populated following each assessment
- the number of students assessed is tabulated at the top of the page (ex. 1/10 Graded)
- a green check will appear next to the student's name

Reviewing Student Assessment Data: Open your course in ELMS

1. Access "Grades" from the left hand course menu.
   a. Select the "Learning Mastery" tab
      i. See the bottom right hand corner of the screen to download assessment data to excel.
      ii. Alternatively you may find the Learning Mastery Dashboard useful where colors represent ratings.