Frequently Asked Questions (FAQs) on the Carolina Core Assessment Process

1. **Is the Carolina Core Assignment survey required or mandatory?**
   a. Yes. The Carolina Core Assignment Survey is sent to all faculty teaching Core classes and should be completed by everyone. Completing the survey helps OIRAA plan for assignment collection at the conclusion of the semester.

   RESOLUTION: Instead of calling it a "survey," look for an emailed survey titled, "Carolina Core Assignment Information Form".

2. **What is in the survey (or the Carolina Core Assignment Information Form)?**
   a. The survey asks for the following information: Selected student achievement(s) addressed by the assignment.
      i. Name of the assignment
      ii. Type of assignment (drop down menu)
      iii. Assignment instructions given to students
      iv. The grading scale that will be used when grading the above assignment
      v. Method used for submitting assignments and grades to OIRAA
      vi. Request to share assignment on a secure Carolina Core Assessment Resources website as an example for other Core instructors

3. **Can I share my survey email with someone who's teaching a course but did not get their own email?**
   a. Please do not share your survey link with anyone else. Each link is unique to the instructor teaching the course(s). Each survey auto-populates the instructor's Core classes and the associated Core Learning outcome.
   b. If your colleague did not receive a survey email, please advise them to email the Carolina Core Assessment Email OIRAAGED@mailbox.sc.edu or call the General Education Assessment Hotline at 803-777-0072.

4. **Do adjunct faculty need to complete the Carolina Core Assignment Information Form (survey)?**
   a. All instructors of record who teach a Foundational Carolina Core course will be contacted via their official university email and asked to complete the Information Form.
   b. All instructors will be required to submit assignments and grades for at least one assignment for each Carolina Core course that they're teaching.

5. **What type of assignments can I use? Can I use multiple choice quizzes or tests? What about group presentations?**
   a. You can use the assignments that you normally administer. These include papers, presentations, multiple choice quizzes/tests, projects, artwork, etc.
   b. You can also use group presentations – however, if submitting oral presentations, you may need to have students either record the presentations and/or submit the copy of the presentation assignment.
   c. If you have questions about your particular assignment, contact the **assessment advisor** for your college. You may also email the Carolina Core Assessment email OIRAAGED@mailbox.sc.edu or call the General Education Assessment Hotline at 803-777-0072.

6. **What about creative productions, performances, artwork, etc.?**
   a. You can submit either a recording of a performance (video, audio, etc.) or a photo of artwork. If you would like to submit another format and have a question about it, please email the Carolina Core Assessment Email OIRAAGED@mailbox.sc.edu or call the General Education Assessment Hotline at 803-777-0072

7. **What if I don't use Blackboard and my tests are administered in class on paper and students turn in paper assignments?**

a. If you have paper assignments or exams to submit for assessment, you can scan them and email them to OIRAAGED@mailbox.sc.edu. If you are on the Columbia campus, you can ask OIRAA to pick up a copy from you.

8. **What if I'm teaching a cross-listed course?   Do I need to submit an assignment for each listing?**
   a. If your course is cross-listed, you'll need to submit only <u>one</u> assignment for each Core learning outcome. Please submit a copy of each student's assignment. If the cross-listed courses have the same outcome, then you only have to submit one assignment.

9. What if **my course has two Carolina Core learning outcomes (aka overlay course)?**
   a. If you teach a Carolina Core overlay course, you will need to submit <u>at least one assignment for each Carolina Core learning outcome</u>. Because overlay courses have two Core learning outcomes, you'll need to submit two separate assignments (one for each Core learning outcome). The Carolina Core Assignment Information Form (survey) is programmed to ask instructors who teach overlay courses for assignment details for each Core learning outcome.

10. **What if I'm teaching more than one Core course?**
    a. You will need to submit assignments for each Core courses that you teach, however, you only need one assignment per course. Submit assignments for all students enrolled in the course.
    b. The Carolina Core Assignment Information Form (Survey) will list all the Core classes that you teach, and you'll need to complete assignment information for each course.

11. **How am I to choose an assignment to use for this?**
    a. Please review the assessment rubrics along with the flyers for each of the ten Core Learning Outcomes. Each flyer lists the Student Achievements for each Core outcome.
    b. If you have questions about your specific assignment and whether it appropriately addresses the Core outcome and its associated Student Achievements, please contact the **assessment advisor** for your college. You may also email the Carolina Core Assessment office at OIRAAGED@mailbox.sc.edu or call the General Education Assessment Hotline at 803-777-0072.

12. **What is required for grading descriptions?**
    a. List the assignment's grade point scale, letter grade schema, grading criteria or rubric details, etc. You used when grading the assignment for your course.

13. **What if I'm teaching online but others are teaching the same class face-to-face – must we use the same assignment?**
    a. No. You and your colleagues do not need to use the same assignment.

14. **If I choose Blackboard as my submission method, do I need to do anything else?**
    a. Instructors who respond to the Carolina Core Assignment Information Form (survey) with Blackboard as their chosen submission method do not need to upload assignments or grades. OIRAA can automatically access these at the end of the semester. However, should an instructor prefer to upload these items instead, each instructor will be added to an organization in Blackboard where they can submit the assignments and associated grades. Instructions for doing so are available on OIRAA's Carolina Core Assessment Resources site.