

University of South Carolina

Palmetto College

Carolina Core Assessment  
Instructor Tutorial

Welcome! This tutorial is designed to provide step-by-step instructions for accessing the Palmetto College – Carolina Core Assessment app to select rubric student achievements and to upload course assignment and artifacts.

### Prerequisites (Accessing Outside of USC Network)

1. If you are accessing the Palmetto College Carolina Core Assessment app outside of the University network, you are required to connect through the USC Network using the CISCO VPN.
  - a. [Instructions for installing and connecting to the CISCO VPN on Windows](#)
  - b. [Instructions for installing and connecting to the CISCO VPN on Mac](#)

Please contact your local IT Support team for assistance if needed.

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### Access the Carolina Core Assessment App

1. In a web browser, navigate to <https://copalm-webprd.ds.sc.edu>. You will be prompted to enter your username and password. Once submitted, you will be prompted to approve a DUO request.

South Carolina

UofSC Central Authentication Service (CAS)

Login Credentials Required

Network Username/VIP ID

Password:

LOGIN

If you receive an ACCESS DENIED message, visit [myaccount.sc.edu](https://myaccount.sc.edu) and setup multifactor authentication under the Account Settings field.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.

CoPalm

UofSC Authentication System

If you have signed up for MFA, please enter one of the following to login:

**Network Username** - the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.

**VIP ID** is an eight digit number. Currently faculty, staff, and students can find their VIP ID [here](#). Admitted students can find their VIP ID in their acceptance materials.

**Blackboard Auxiliary ID** - allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

cas-prod4

2. A listing of Palmetto College apps that are available for your use are displayed. Locate and click on the Carolina Core Assessment link.

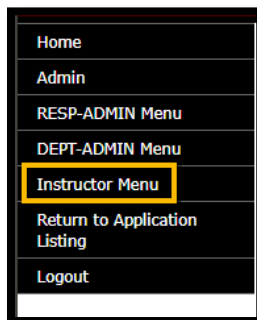
Palmetto College - Internal Web Applications

Welcome to Palmetto College's internal web applications server. You will find a listing of applications available for your use below.


[Campus Student Groups](#)

[Carolina Core Assessment](#)

- The Carolina Core Assessment App will load. The center of the screen reflects any assessment areas where you may be an assessor. As an instructor, you have access to the instructor menu for your courses that were selected for assessment. Click on the Instructor Menu link.



- The instructor menu will load. It should look like the image below. Any course that was selected for assessment will be displayed. The courses are sorted by term descending and then by course name, section and CRN.



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### Faculty Assessment – Instructor Menu

A listing of your courses that have been selected for assessment are listed below. The list is displayed in descending order by term.

- Student Achievements Selected** – This area is used to select the student achievements that are applicable to your assignment. To submit your course for assessment, you must select the student achievements.
- # of uploaded artifacts** – This area is used to upload your assignment and the corresponding artifacts. You are required to upload an assignment and at least one artifact to submit your course for assessment. Uploading your assignment will update the assignment uploaded from No to Yes. You will also be able to view the number of uploaded artifacts in the table below.
- Submitted for Assessment** – This area is used to submit your course for assessment. Prior to submitting your course for assessment, you will receive a summary of all the information that you have set up. Once the course has been submitted for assessment, you will be able to review any student achievements assignments, or artifacts. However, you will not be able to make any changes once it has been submitted.

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**Term: Fall 2021**

Course	Section	CRN	Student Achievements Selected?	# of uploaded artifacts	Assignment Uploaded	# of Uploaded Grades	Submit for Assessment?
IT 101	1A	10001	Yes	3	Yes	2	Waiting for Student Achievement Selection, Assignment or Artifacts

## Navigating the Faculty Assessment – Instructor Menu

1. The instructor menu is broken into 3 different areas:
  - a. **Learning Outcomes Selected** – This area is used to select the learning outcomes that are applicable to your assignment. To submit your course for assessment, you must select the learning outcomes.
  - b. **# of uploaded artifacts** – This area is used to upload your assignment and the corresponding artifacts. You are required to upload an assignment and at least one artifact to submit your course for assessment. Uploading your assignment will update the assignment uploaded from No to Yes.
  - c. **Submit for Assessment** – This area is used to submit your course for assessment. Prior to submitting your course for assessment, you will receive a summary of all the information that you have set up. Once the course has been submitted for assessment, you will be able to review any learning outcomes, assignments, or artifacts. However, you will not be able to make any changes.

### Learning Outcomes Selected

1. Locate the Student Achievements Selected? Column for the desired course. By default, no student achievements are selected. To select student achievements, click on the “No” link.

Term: Fall 2021							
Course	Section	CRN	Student Achievements Selected?	# of uploaded artifacts	Assignment Uploaded	# of Uploaded Grades	Submit for Assessment?
IT 101	1A	10001	<a href="#">No</a>	<a href="#">0</a>	No	<a href="#">0</a>	Waiting for Student Achievement Selection, Assignment or Artifacts

2. A summary of the course will be displayed as well as an area to select the student achievement(s).

**Instructor Menu – Select Student Achievements**

A listing of student achievements is listed below. To the left of each achievement is a checkbox. By checking this box, the achievements will be assessed. At least one achievement must be selected for an assessment.

Course	IT 101
Semester	Fall 2021
Section	1A
CRN	10001
Grading Rubric	Carolina Core - CMS Rubric (2021)

☐ **Student Achievement:** Identify and demonstrate appropriate communication for varied audiences.  
**Objective:** Genre of oral communication is appropriate to purpose and context.  
Question Type: scale  
Criteria Value: 0  
Criteria Description: Unable to Rate  
Criteria Explanation:  
Criteria Value: 1  
Criteria Description: Unsatisfactory  
Criteria Explanation:  
Criteria Value: 2  
Criteria Description: Satisfactory  
Criteria Explanation:

- Review the student achievements associated with the course's Core learning outcome rubric. To select a student achievement that applies to your assignment, click on the checkbox next to the student achievement.

☒ **Student Achievement:** Identify and demonstrate appropriate communication for varied audiences.

- Once all desired student achievements have been selected, you must save your selection. At the end of the student achievement list is a button, "Save Student Achievement Selection". Click on that to proceed.

Save Student Achievement Selection

- Any student achievement that you selected will now be checked. If you do not need to make any changes to the selected student achievements, you can select the Instructor Menu link in the navigation or the back button at the below of the "Save Selection" to return your course listing.
- With at least one student achievement selected, the student achievements selected column is updated to Yes. You can click on Yes to make changes to the selected student achievements if you would like. Note: If you submit your course for assessment, you will only be able to view the student achievements selected.

Term: Fall 2021

Course	Section	CRN	Student Achievements Selected?	# of uploaded artifacts	Assignment Uploaded	# of Uploaded Grades	Submit for Assessment?
IT 101	1A	10001	Yes	0	No	0	Waiting for Student Achievement Selection, Assignment or Artifacts

### # of Uploaded Artifacts

- The system allows you to upload a copy of your assignment and artifacts to the system. Locate the # of upload artifacts cell for the desired course. By default, it will show 0. Click on the 0 to proceed to upload your assignment and artifacts.

Term: Fall 2021

Course	Section	CRN	Student Achievements Selected?	# of uploaded artifacts	Assignment Uploaded	# of Uploaded Grades	Submit for Assessment?
IT 101	1A	10001	Yes	0	No	0	Waiting for Student Achievement Selection, Assignment or Artifacts

2. A summary screen of any uploaded course assignment and artifacts will be displayed. As this is a course that has no assignment or artifacts uploaded, your course will look like the image below.

**Faculty Assessment – View/Modify Course Artifacts**

**Course** IT  
**Semester** Spring 2021  
**Section** 54321  
**CRN** 0001  
**Grading Rubric** Carolina Core - VSR Rubric (2021)

**Upload Course Assignment:**

Please select the assignment for the supplied artifacts. Your uploaded assignment will be renamed to assessment\_assignment.pdf and displayed in the file listing below. If you need to replace it, simply upload the new version.

**Choose Files** No file chosen

**Upload**

Assignment uploads are limited to PDF format and must be smaller than 2MB in size.

No Files Have Been Uploaded

**Upload Student Artifact(s):**

**Choose File** No file chosen

**Upload**

3. Uploading Course Assignment – Under the Upload Course Assignment Heading, please click on Choose Files to browse to your assignment. After you have selected your assignment, click on Upload.
- a. Note: The assignment must be in PDF format and smaller than 2MB in size. Your assignment will also be renamed to assessment\_assignment.pdf to meet the requirements of the system.

**Upload Course Assignment:**

Please select the assignment for the supplied artifacts. Your uploaded assignment will be renamed to assessment\_assignment.pdf and displayed in the file listing below. If you need to replace it, simply upload the new version.

**Choose Files** Test PDF.pdf

**Upload**

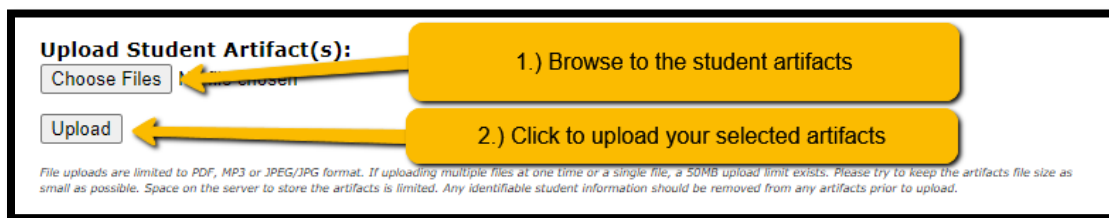
Assignment uploads are limited to PDF format and must be smaller than 2MB in size.

4. When your assignment is uploaded, you will see the assignment listed in the file listing as assessment\_assignment.pdf. You can click on it to view it in another tab.

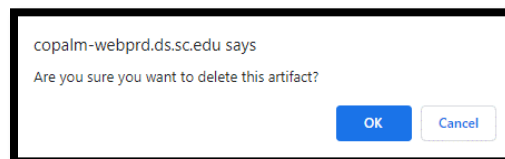
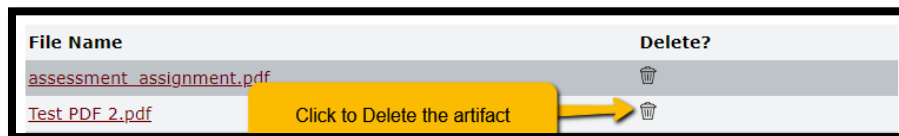
File Name	Delete?
<a href="#">assessment_assignment.pdf</a>	

5. If you need to make changes to the uploaded assignment, you can delete it using the trash can icon from the file listing or by uploading a new assignment. The old version will be overwritten.

6. Upload Student Artifacts – The system allows you to upload student artifacts for the assessment. There are a few things to keep in mind.
  - a. File uploads are limited to PDF, MP3 or JPG/JPEG format.
  - b. The total limit of uploading artifacts at one time is 50MB. We ask that you try to keep the artifacts size to a minimum due to space limitations on the server.
  - c. Any artifact that is uploaded should be redacted. No artifact should contain any mention of a student's name or information.
  - d. When you submit your course for assessment, it will rename any artifacts starting with 1 to the number of artifacts you have uploaded.
7. Click on Choose Files and navigate and select the student artifacts you would like to upload. When you have selected the artifacts, click on Upload.



8. Any files you uploaded will now be displayed in the file listing. You can view a copy of the file online by clicking on the file name.
9. Deleting Assignment or Artifacts – In the file listing, you will find a delete button for each artifact. The icon is a trash can. If you click on it, it will confirm the deletion of the artifact. Click OK to continue.



10. When you have finished uploading the assessment assignment and the artifacts, you can return to the course listing page by clicking on the instructor link in the navigation or by using the Back button at the bottom of the screen. The course listing page will reflect the # of uploaded artifacts and if an assignment has been uploaded.


Term: Fall 2021							
Course	Section	CRN	Student Achievements Selected?	# of uploaded artifacts	Assignment Uploaded	# of Uploaded Grades	Submit for Assessment?
IT 101	1A	10001	Yes	2	Yes	0	Waiting for Student Achievement Selection, Assignment or Artifacts

## # of Uploaded Grades

- Once you have selected your student achievements and uploaded your assignment and artifacts, you will need to provide the Student's ID and grade for each paper. To start, click on the 0 under the # of uploaded grades column.

Term: Fall 2021							
Course	Section	CRN	Student Achievements Selected?	# of uploaded artifacts	Assignment Uploaded	# of Uploaded Grades	Submit for Assessment?
IT 101	1A	10001	<a href="#">Yes</a>	2	Yes	<a href="#">0</a>	Waiting for Student Achievement Selection, Assignment or Artifacts

- A summary of the assessment will be displayed on the screen. There will be textboxes for the USC ID and Grade for each student's artifact. When submitting this information, please use the Student's USC ID and not their VIP ID. The USC ID contains a character followed by numerical values (A00000000) while the VIP ID (00000000) is numerical. For the assignment grade, please ensure that it is numerical.


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**Instructor Menu – Setup Student Grades**  
 The assessment process requires that each student's ID and corresponding grade by submitted in the assessment process for each paper. This information will be used for reporting on specific demographics and student populations. Please use the area below to set the student IDs and grade for each paper.

<b>Course</b>	IT 101
<b>Semester</b>	Fall 2021
<b>Section</b>	1A
<b>CRN</b>	10001
<b>Grading Rubric</b>	Carolina Core - CMS Rubric (2021)

**Add Student Grades**

File Name	Student USC ID	Assignment Grade (Numerical)
<a href="#">ARP.pdf</a>	<input type="text"/>	<input type="text"/>
<a href="#">Computer Setup Checklist.pdf</a>	<input type="text"/>	<input type="text"/>

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- Once you have entered the Student's USC ID and their grade for the artifact, click on "Set Grade Information".



4. The information you entered will be added to the system. You will also receive a confirmation message on the screen that the IDs and grades have been added successfully.

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**Instructor Menu – Setup Student Grades**

The student IDs and associated grades have been added successfully.

The assessment process requires that each student's ID and corresponding grade be submitted in the assessment process for each paper. This information will be used for reporting on specific demographics and student populations. Please use the area below to set the student IDs and grade for each paper.

<b>Course</b>	IT 101
<b>Semester</b>	Fall 2021
<b>Section</b>	1A
<b>CRN</b>	10001
<b>Grading Rubric</b>	Carolina Core - CMS Rubric (2021)

**Add Student Grades**

File Name	Student USC ID	Assignment Grade (Numerical)
<a href="#">ARP.pdf</a>	<input type="text" value="A00000000"/>	<input type="text" value="75"/>
<a href="#">Computer Setup Checklist.pdf</a>	<input type="text" value="A00000001"/>	<input type="text" value="98"/>

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5. If you have entered the grades and IDs for all the students, you can either click on the back button or the Instructor Menu link in the navigation.
- Please Note: If you delete an artifact from the artifact listing page, if any Student IDs or Grades have been set, it will remove those from the database. If you need to readd the artifact, you will need to set the grade and student USC ID again.**
6. On the instructor menu, you will now see that the # of uploaded grades column is updated with the number of grades and IDs that you set.

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**Faculty Assessment – Instructor Menu**

A listing of your courses that have been selected for assessment are listed below. The list is displayed in descending order by term.

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Term: Fall 2021

Course	Section	CRN	Student Achievements Selected?	# of uploaded artifacts	Assignment Uploaded	# of Uploaded Grades	Submit for Assessment?
IT 101	1A	10001	Yes	2	Yes	2	<a href="#">Submit Course Information</a>

## Submit for Assessment

1. When you have selected the student achievements, course assignment, corresponding artifacts and set the grades and student IDs, the system will allow you to submit your course information for assessment. The course record will now show “Submit Course Information” under the Submit for Assessment? Heading. To proceed, click on the link.

Term: Fall 2021							
Course	Section	CRN	Student Achievements Selected?	# of uploaded artifacts	Assignment Uploaded	# of Uploaded Grades	Submit for Assessment?
IT 101	1A	10001	<a href="#">Yes</a>	<a href="#">2</a>	Yes	<a href="#">2</a>	<a href="#">Submit Course Information</a>

2. A summary of the course, selected student achievements, course assignment and course artifacts as well as the listing of grades and student IDs will be displayed. You can review the information prior to submitting your course assessment. If you need to make any changes, you can return to the other pages to make those changes.
3. After verifying your course is ready for assessment, click on the Submit My Course for Assessment. You will be prompted to confirm that you are ready to submit your course.
  - a. Please Note: Once your course has been submitted for assessment, you will be unable to modify any data related to your course.
  - b. Any uploaded artifact will be renamed from the current file name starting with 1 through the total number of artifacts. For example, if you had 3 PDF artifacts, they would be renamed to 1.pdf, 2.pdf and 3.pdf.

copalm-webprd.ds.sc.edu says

Are you sure you want to submit your course for assessment? Once submitted, you won't be able to make any changes to this course assessment. You can view any information you submitted.

4. Once your course has been submitted for assessment, you will receive a confirmation note that it was successfully submitted. There are no further steps you need to take with this course.

**Instructor Menu – Submit for Assessment**

**Your course has been successfully submitted for assessment.**