

# Carolina Core Learning Outcome Assessment

## Creating Assignments and Aligning Assignments to Carolina Core Learning Outcomes

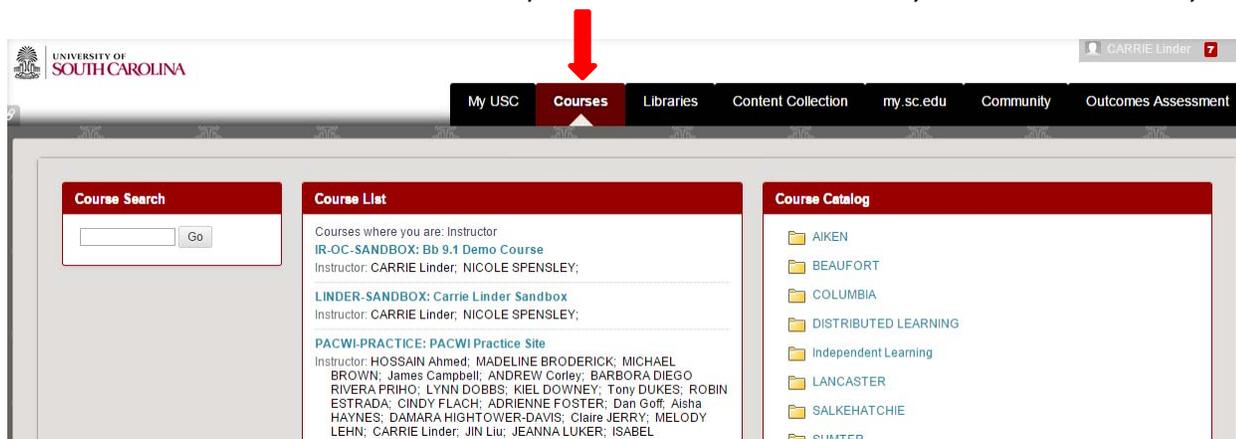
**Note:** If you are an experienced Blackboard user, you may not need to fully read Steps 1-4. However, please do follow the three guidelines in the box on page 2, and note on page 3 that only single attempt, individual submissions may be used for Carolina Core assessment. Directions for aligning assignments to Carolina Core learning outcomes begin in Step 5 (page 4).

### Step 1

Log in to Blackboard using your network username and password. <https://blackboard.sc.edu>

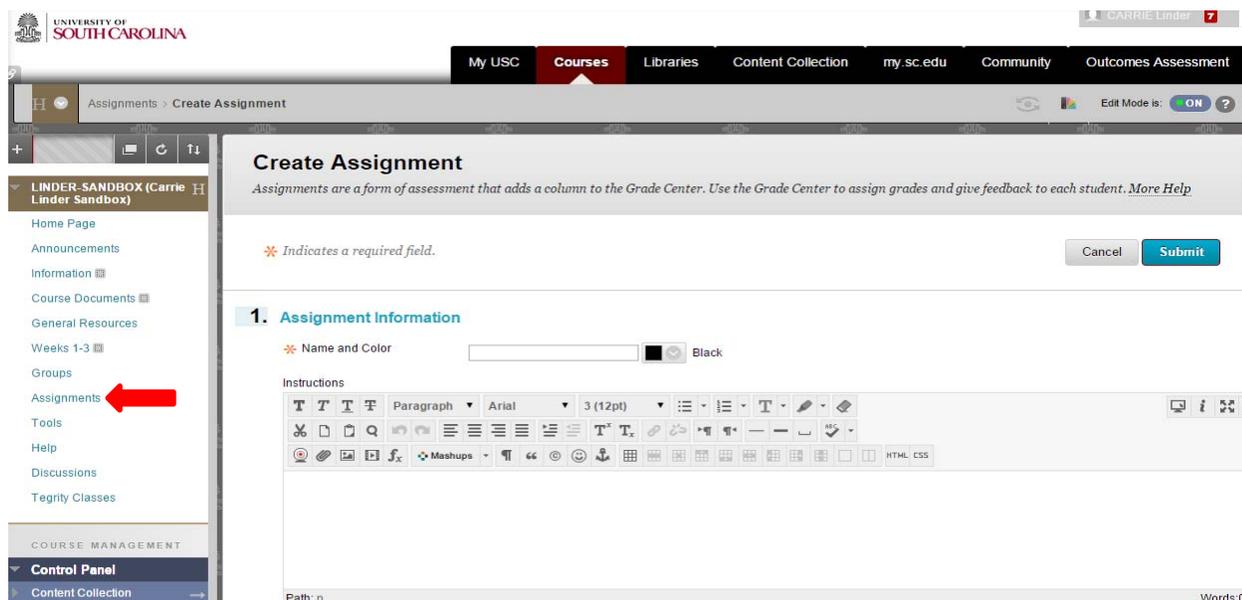
### Step 2

Click on the *Courses* tab at the top of the page to see a list of courses you are teaching. Click on the course being used for Carolina Core assessment. You may also access courses from the *My Courses* box on the *My USC* page.



### Step 3

To create an assignment, click on *Assignments* in the left hand menu. From the *Assignments* page, click on the *Assessments* tab at the top of the page, and choose *Assignment* from the drop down menu. This will bring up the *Create Assignment* screen. **Note:** Group assignments cannot be used for Carolina Core assessment because Blackboard will pull the assignment multiple times (as many times as there are students in the group).



## Step 4

On the *Create Assignment* page, you will proceed through a series of six steps which require you to make decisions about the assignment. First, you will give your assignment a name and include instructions for the assignment. You may also attach other files or documents needed to complete the assignment.

### 1. Assignment Information

Name and Color   Black

Instructions



Path: p Words: 0

### 2. Assignment Files

Attach File

**Use the following naming convention for your assignment:**

**[Carolina Core area abbreviation]-[Semester and year]-[Name of assignment]** (e.g., INF-Fall 2014-Annotated Bibliography). See page 5 for the abbreviations for Carolina Core areas. The order of the components can change as long as the Carolina Core abbreviation and semester/year are included in the title.

**Provide thorough assignment instructions in the text box or upload instructions, even if you have included instructions on your syllabus or in another document.** Instructions posted in Blackboard will be available to faculty reviewers who will be assessing student submissions. Reviewers have indicated that seeing the instructions allows them to better assess whether the student is meeting the Carolina Core learning objectives.

**Include the following statement, or something similar, in the *Instructions* text box:**

*As part of its ongoing assessment of the Carolina Core, the University of South Carolina regularly collects student work in courses that meet one or more Carolina Core learning outcomes. You are enrolled in such a course and, therefore, your work may be used for Carolina Core assessment this semester. Examples of student work will be selected randomly and reviewed in order to measure whether Carolina Core learning outcomes have been met. The review will not affect your grade in this course. For our class, this assignment has been chosen for Carolina Core assessment. All student work used for Carolina Core assessment will be anonymous, given that you do not include your name or other identifying information in the file name or document you submit. For more information on the Carolina Core, go to: <http://www.sc.edu/carolinacore/students/index.shtml>*

Next, set a due date for the assignment. You can set a specific date and time.

### 3. Due Dates

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Then, assign points to the assignment and upload your grading rubric (if you are using one and want to share it).

#### 4. Grading

 Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

In the *Grading* section, there are three subsections (see screen shot above). Under the *Submission Details* subsection (see below), make sure the Assignment Type is listed as “Individual Submission” and the Number of Attempts is set to “Single Attempt” to ensure that individual (and not group) assignments are being pulled for Carolina Core assessment, and that only one submission per student is in the pool used for assessment. Here, you may also indicate whether you would like your students’ submissions to be checked for plagiarism using SafeAssign. The use or non-use of SafeAssign, as well as the decisions made under the *Grading Options* and *Display of Grades* subsections (see above), will not affect the ability to use your assignment for Carolina Core assessment. You may make choices according to your own preferences.

[Submission Details](#)

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.*

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

*Selecting this option will require students to submit a portfolio as a response to this assignment*

Number of Attempts

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign

*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.*

- Allow students to view SafeAssign originality report for their attempts
- Exclude submissions from the Institutional and Global References Databases

In the *Availability* section, be sure the box next to “Make the Assignment Available” is checked, and decide when the assignment will be available to students. You may also track the number of times a student views the assignment. Finally, submit the assignment.

#### 5. Availability

Make the Assignment Available

*This assignment cannot be made available until it is assigned to an individual or group of students.*

Limit Availability

- Display After      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*
- Display Until      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

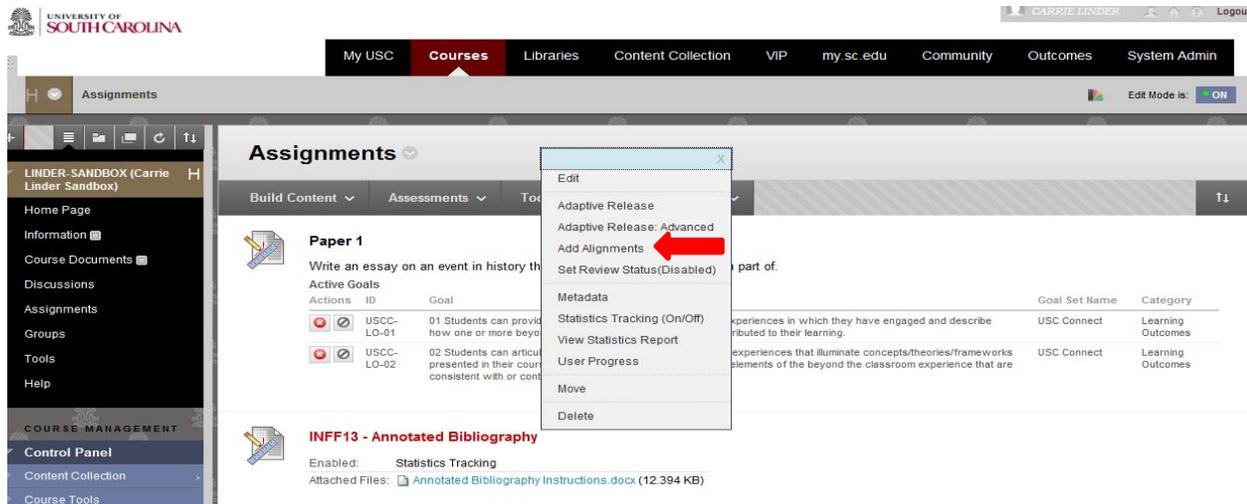
Track Number of Views

#### 6. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

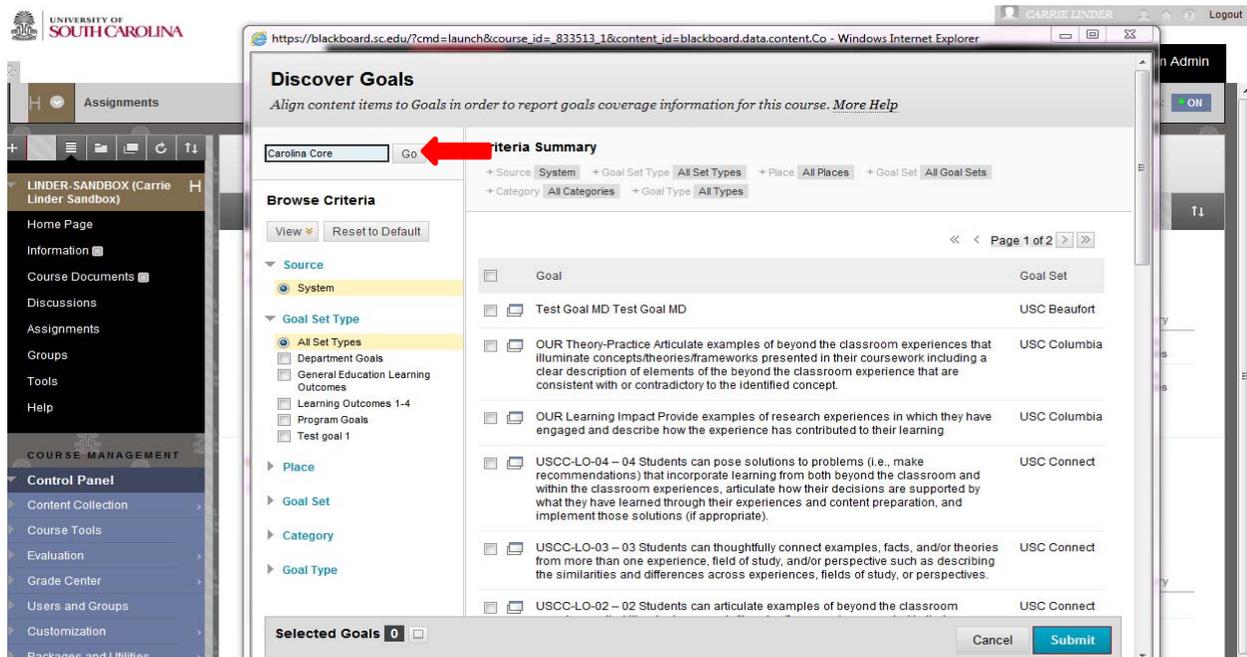
### Step 5

To align the assignment to one or more Carolina Core learning outcomes (referred to as goals in Blackboard), go back to the *Assignments* page by clicking on *Assignments* in the left hand menu. On the *Assignments* page, scroll over the name of the assignment being used for Carolina Core assessment, and click on the down arrow that appears next to the assignment name. Choose *Add Alignments* from the drop down menu.

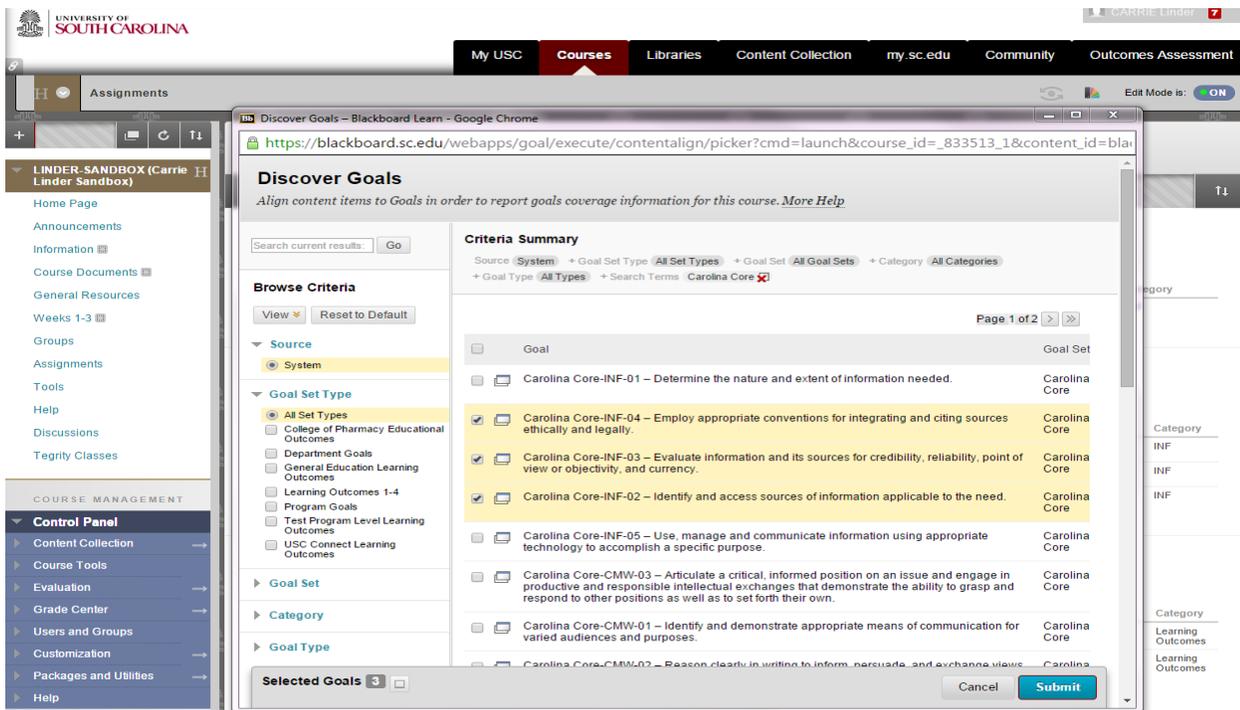


### Step 6

Use the box in the top left corner of the *Discover Goals* box to search for “Carolina Core” and click *Go*.



All Carolina Core goals (i.e., learning outcomes) will be listed. Find the goals associated with your course’s Carolina Core area (e.g., INF, CMW), and check the appropriate boxes. *Again, see page 5 for the abbreviation for your course’s Carolina Core area.* If your course is associated with more than one Carolina Core area, choose the goals related to the Core area being assessed during the semester your assignment will be given. You may choose goals from more than one Carolina Core area, if appropriate.



When you have checked the boxes next to the appropriate goals, click on *Submit*. Your assignment has been created and aligned with desired learning outcomes, and may now be used for Carolina Core assessment. The goals will appear under your assignment on the *Assignments* page, but will not be visible to your students.

### Abbreviations for Carolina Core Areas

AIU	Aesthetic and Interpretive Understanding
ARP	Analytical Reasoning and Problem-Solving
CMS	Effective, Engaged and Persuasive Communication: Spoken Component
CMW	Effective, Engaged and Persuasive Communication: Written Component
GFL	Global Citizenship and Multicultural Understanding: Foreign Language
GHS	Global Citizenship and Multicultural Understanding: Historical Thinking
GSS	Global Citizenship and Multicultural Understanding: Social Sciences
INF	Information Literacy
SCI	Scientific Literacy
VSR	Values, Ethics and Social Responsibility

**Questions?** Please feel free to contact the Office of Institutional Research, Assessment, and Analytics.

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