

# Mission Themes Assessment Course Setup

## Blackboard Ultra Instructions

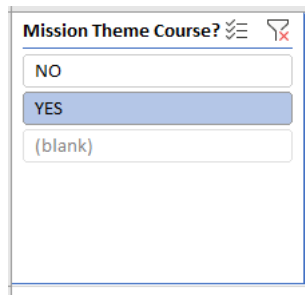
### Identify Course Sections and Naming Conventions

As part of the notification you have course(s) tagged with an FHSU Mission Theme (civic engagement, global learning, leadership development), you will receive an Excel document titled “Mission Themes Assessment Outcomes Structure”. Upon opening the file, you will find 3 tabs, “Summer 2023 MT Info-->”, “MT Courses & Sections Offered” and “Courses & AEFIS Codes”.

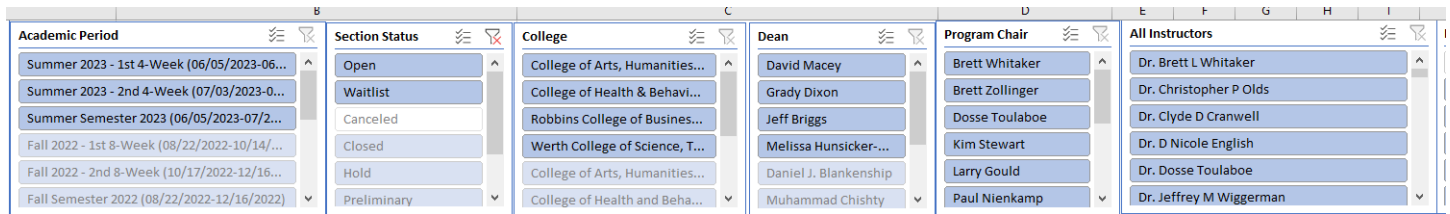
The first tab, “Summer 2023 MT Info-->”, will give the user an explanation about the other tabs in the file. At the bottom of the page, you will find contact information should you encounter any issues while setting up your course.

The second tab, “MT Courses & Sections Offered”, allows the user to filter down to their course section(s) taught for the semester and part of the Mission Theme assessment requirements.

- ❖ Filter “Mission Theme Course?”: “YES”



- ❖ Filter “All Instructors”: Your Name

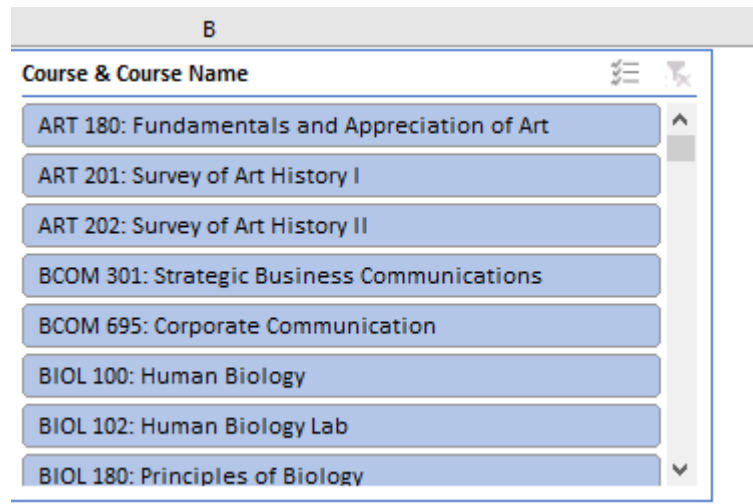


- ❖ You will now see your course, the period taught, and the sections requiring setup for data collection.

Course	Academic Period	All Instructors	Course Section
AGRI 338 - Agricultural Leadership	Summer Semester 2023 (06/05/2023-07/28/2023)	Dr. Clyde D Cranwell	VA

The third tab, "Courses & AEFIS Codes", allows the user to see which Outcome Codes they will be asked to add to their Blackboard for assessment.

- ❖ Filter "Course & Course Name": course(s) identified on previous tab



- ❖ You will now see the Outcome Code Names for the columns to be added to Blackboard for those outcomes assessment.

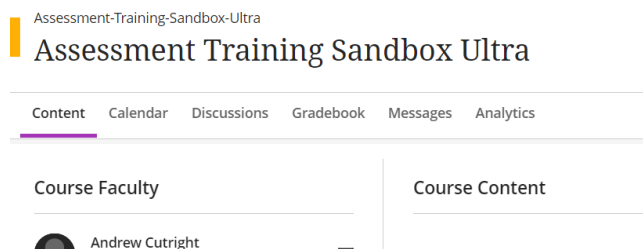
Having this knowledge, you can move to your Blackboard course shell to add the needed columns for assessment.

Course & Course Name	AEFIS Outcome Code
AGRI 338: Agricultural Leadership	FHSU Mission-LD-EC
	FHSU Mission-LD-IR

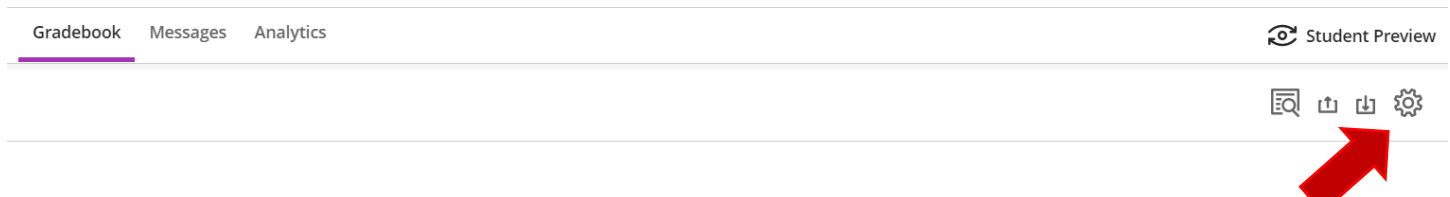
## Add Category to Blackboard

Adding a category to Blackboard will allow instructors to ensure that assessment scores are not included in grade or weighted totals.

- ❖ Go to: Gradebook



- ❖ Go to: Gradebook Settings



- ❖ Go to: Grade Category
- ❖ Add New Category
- ❖ Name: Mission Themes

[Manage overall grade settings](#)

### Grade Categories

Grade categories are groups of similar coursework. You can add custom categories to the gradebook.

Add New Category


Type a category name  
Mission Themes

General Education Assessment

- ❖ Go to: Manage overall Grade Settings

### Overall Grade

[Manage overall grade settings](#)

- ❖ Exclude the calculation (mark the  and make it purple)

- ❖ Click the Yellow X to exit Overall Grade

- ❖ Click the Yellow X to exit settings (and return to Gradebook)

Assessment Training Sandbox Ultra

### Overall Grade






















#### Calculation Details

Select a Calculation Type

Points Weighted Advanced

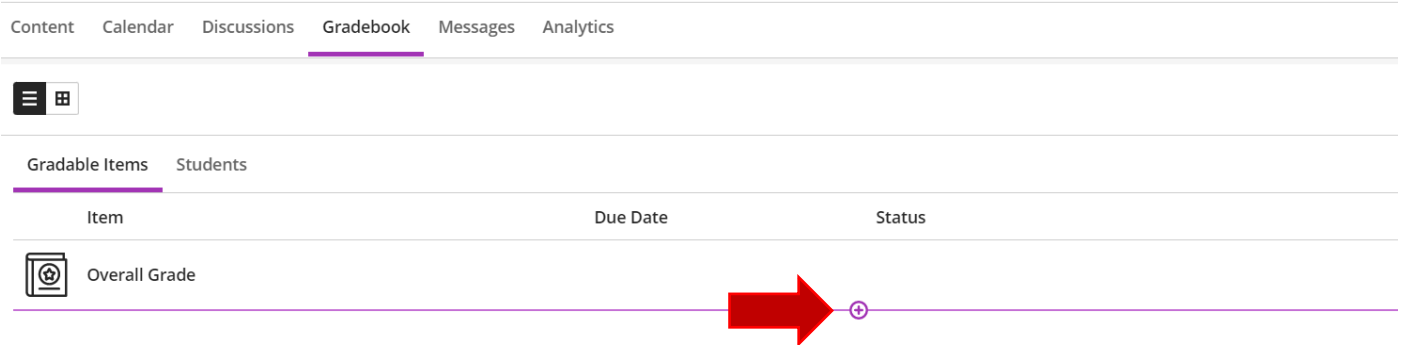
Assign point values to grade categories (such as tests or assignments) and grading items (such as a particular test). [Hide Instructions](#)

- Unlink [🔗] an item from its category to calculate it independently.
- Exclude [🚫] items and categories from the overall grade calculation.

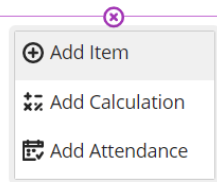
 Assignment 2 Items   <a href="#">Edit calculation rules</a>	8		
 Discussion 0 Items   <a href="#">Edit calculation rules</a>	0		
 Exam 0 Items   <a href="#">Edit calculation rules</a>	0		
 General Education Assessment 0 Items   <a href="#">Edit calculation rules</a>	0		
 Homework 0 Items   <a href="#">Edit calculation rules</a>	0		
 Journal 0 Items   <a href="#">Edit calculation rules</a>	0		
 Mission Themes 0 Items   <a href="#">Edit calculation rules</a>	0		

# Add Column(s) to Blackboard

- ❖ In Gradebook, hover over the middle of line under Total Grade
- ❖ Click the Purple plus sign that appears



- ❖ Click: Add Item



- ❖ Name: AEFIS Code identified in Excel (ex: FHSU Mission-LD-EC)
- ❖ Hidden from Students
- ❖ Due Date: 48 hours after Final Grades are Due. (ex: Summer 2023, final grades are due 07/31/2023, due date will be 08/02/2023)
- ❖ Grade using: Points
- ❖ Maximum Points: 4
- ❖ Grade Category: Mission Themes

- ❖ Click Save

A screenshot of the 'Add Item' configuration form in Blackboard. The form title is 'FHSU Mission-LD-EC'. It includes several fields: 'Hidden from students' (a dropdown menu), 'Due date' (with date and time pickers), 'Grading' section with 'Grade using' (Points), '\* Maximum points' (4), and 'Grade category' (Mission Themes). There is also a text area for 'Type a description'. At the bottom, there are 'Cancel' and 'Save' buttons.

Repeat this for each outcome as identified in “Mission Themes Assessment Outcomes Structure” Excel Sheet. A completed course set up would look similar to the picture below.

The screenshot shows the Canvas LMS interface for a course titled "Assessment Training Sandbox Ultra". The page includes a navigation bar with tabs for Content, Calendar, Announcements, Discussions, Gradebook (which is highlighted), Messages, and Analytics. On the right side of the navigation bar, there are links for "Course Settings" and "Student Preview". Below the navigation bar, there are icons for search, share, and settings. The main content area is divided into two sections: "Gradable Items" and "Students". The "Gradable Items" section is active and displays a table with the following data:

Item	Due Date	Grading Status	Post
Overall Grade			...
FHSU Mission-LD-EC	8/2/23, 1:29 PM	1 to grade	...
FHSU Mission-LD-IR	8/2/23, 1:29 PM	1 to grade	...

If you should have any questions, please reach out to either Andrew Cutright (628-4540, [abcutright@fhsu.edu](mailto:abcutright@fhsu.edu)) or Shelly Gasper (628-5819, [s\\_miller@fhsu.edu](mailto:s_miller@fhsu.edu)).