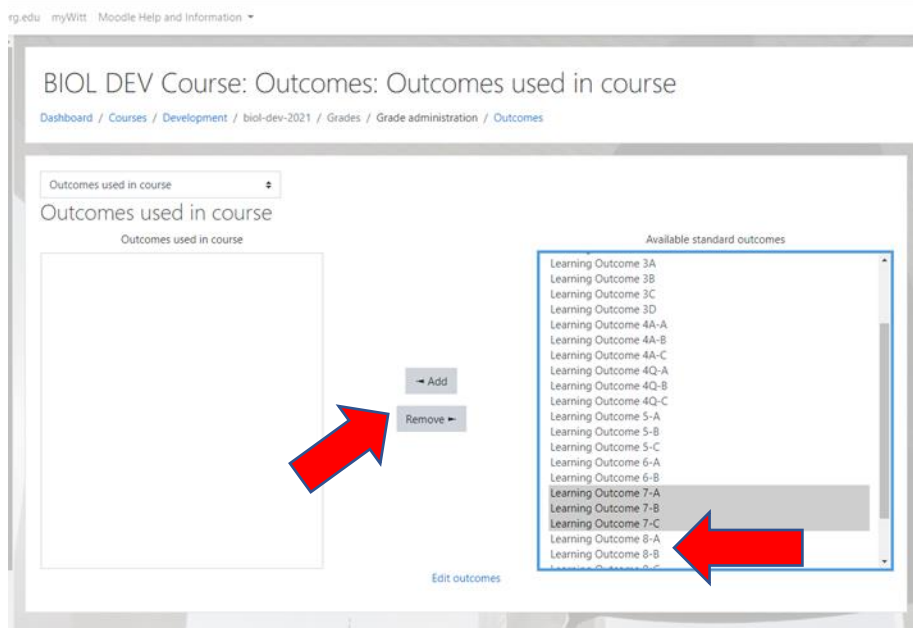
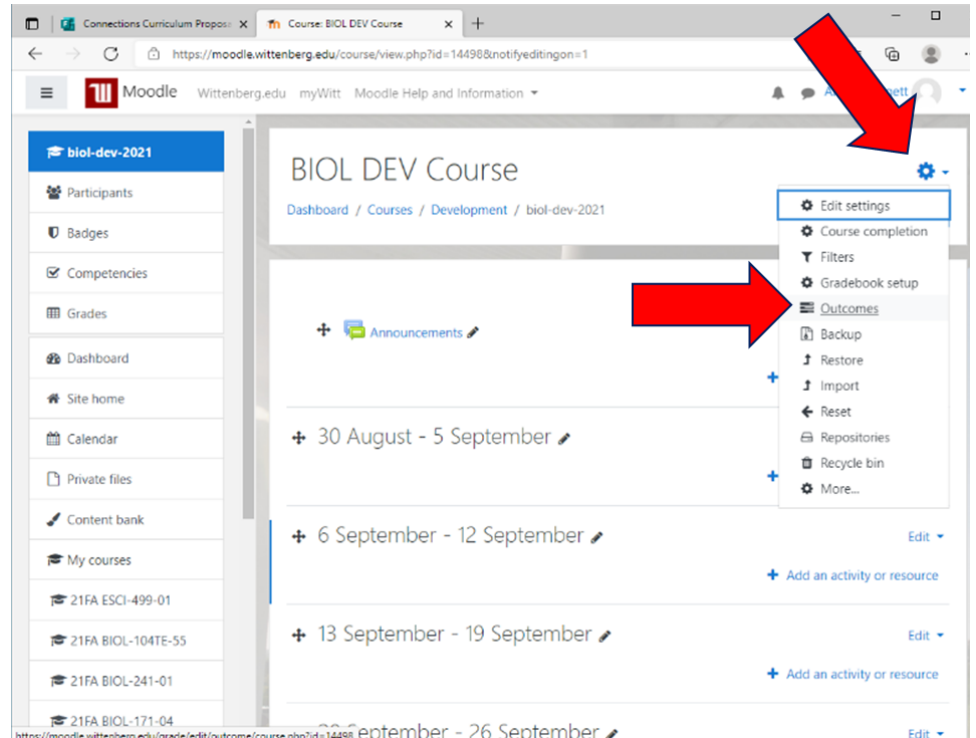


Instructions for Connections Learning Outcome Assessment

GEAC will be using Moodle to collect assessment data for the Connections Curriculum learning outcomes. This handout will walk you through how to add the outcomes to your course and upload your data. The rubrics used for assessment of the Connections Curriculum can be found here: [Assessment and Program Review | Wittenberg University](#) It is helpful to reference the relevant rubric when submitting assessment data for your students.

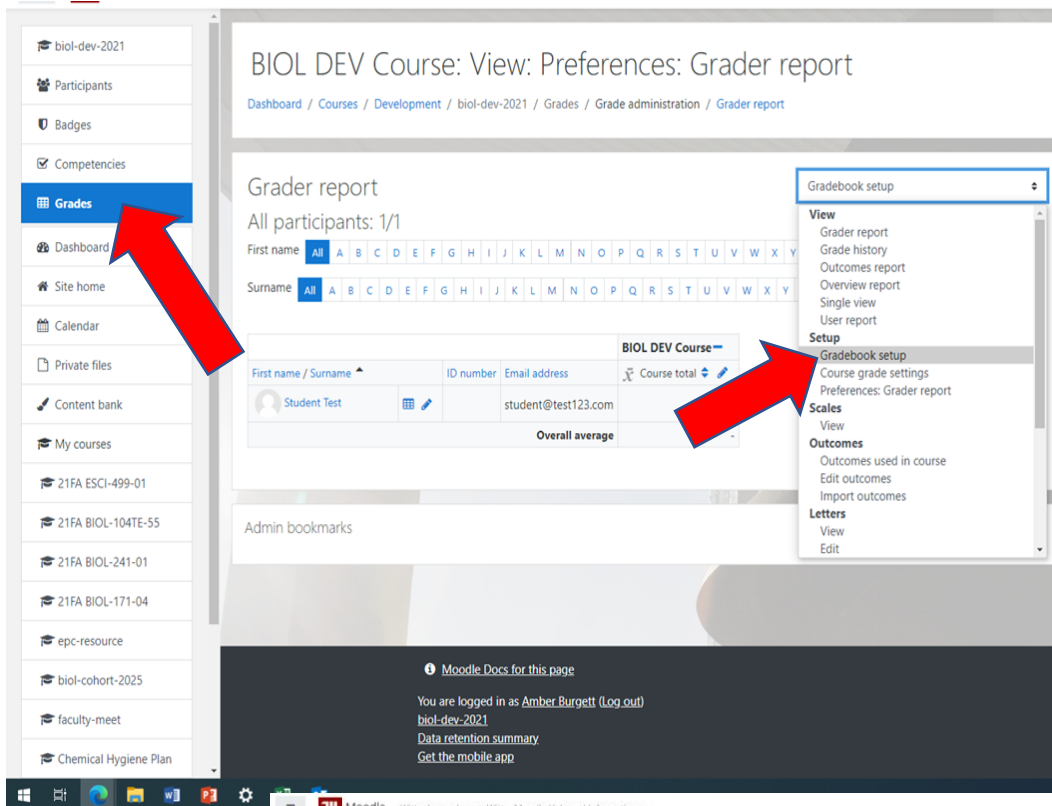
Instructions:

1. Log into your Moodle site and navigate to the course you would like to add the LO.
2. Select the Actions menu by clicking on the gear icon at the top right of the page.
3. Click on outcomes in the drop-down list.
4. Scroll through the list of available standard outcomes on the right hand side, use the shift key to select all the outcome associated with your Connections course.
5. Click the add button. The outcomes should now be listed under outcomes used in course. Note: it will still say "Standard not used in course" in bold over the outcome until you add the outcomes to an assignment or to your gradebook (step 6 will walk you through this).



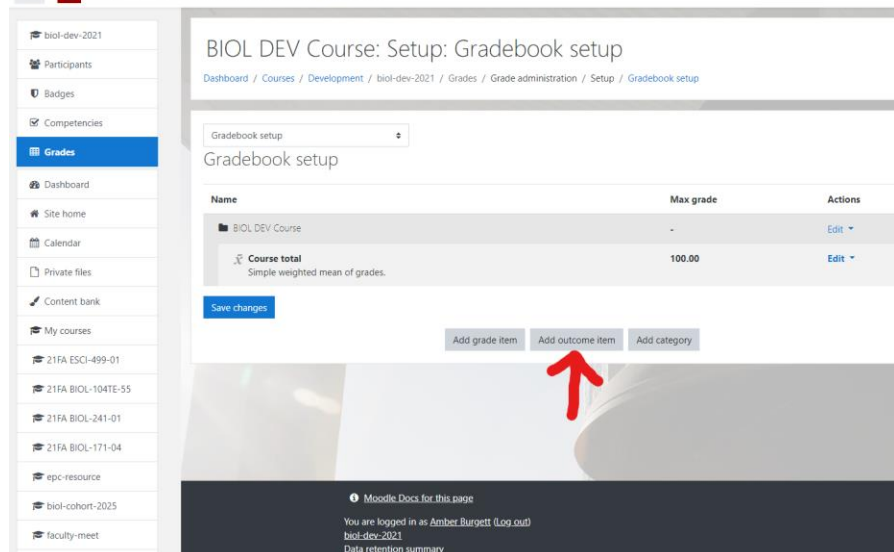
Instructions for Connections Learning Outcome Assessment

- Now that the standard outcomes are added, we have two ways to use them in the course. If you use the assignment feature of Moodle for collecting and grading the signature assignment, you can add the outcome directly to the final assignment (Skip to step 12 if you would like to use this approach). The second way, and likely most straightforward if you do not use Moodle for grading, is to now add the outcomes as an item in the grade book. Navigate to gradebook setup by selecting *Grades* on the left-hand side, then choosing Gradebook setup from the drop-down list.



The screenshot shows the Moodle interface for the 'BIOL DEV Course: View: Preferences: Grader report'. On the left-hand side, the 'Grades' menu item is highlighted with a red arrow. In the main content area, the 'Grader report' is displayed, showing a table with columns for 'First name / Surname', 'ID number', 'Email address', and 'BIOL DEV Course'. A dropdown menu is open over the 'Grader report' section, with a red arrow pointing to the 'Gradebook setup' option. The dropdown menu lists various options under 'View', 'Setup', 'Scales', 'Outcomes', and 'Letters'. The 'Setup' section includes 'Gradebook setup', 'Course grade settings', and 'Preferences: Grader report'. The 'Outcomes' section includes 'Outcomes used in course', 'Edit outcomes', and 'Import outcomes'. The 'Letters' section includes 'View' and 'Edit'.

- On the gradebook setup screen, select add outcome item.



The screenshot shows the Moodle interface for the 'BIOL DEV Course: Setup: Gradebook setup'. The left-hand side menu is visible, with 'Grades' highlighted. The main content area displays the 'Gradebook setup' page, which includes a table with columns for 'Name', 'Max grade', and 'Actions'. The table lists 'BIOL DEV Course' and 'Course total' (Simple weighted mean of grades) with a max grade of 100.00. Below the table, there are buttons for 'Add grade item', 'Add outcome item', and 'Add category'. A red arrow points to the 'Add outcome item' button. The footer of the page indicates the user is logged in as Amber Burgett.

Instructions for Connections Learning Outcome Assessment

- In the Item Name box, **please copy the item name exactly as it appears in the outcome drop down list**. The outcome assessment will not alter student grades in the course, but will allow you to mark each student's progress on the outcome as either emerging, developing, proficient, or advanced. If you do not want the outcome to be visible to students in the gradebook, you can hide the outcomes assessment by checking the box next to Hidden. Once you have done this, click the Save changes box.

BIOL DEV Course: Setup: New outcome item

Dashboard / Courses / Development / biol-dev-2021 / Grades / Grade administration / Setup / Gradebook setup / New outcome item

Grade outcome item

Item name

Outcome [Assign another outcome to this course](#)

Linked activity

Hidden

Locked

Parent category

Weight

Extra credit

[Save changes](#) [Cancel](#)

There are required fields in this form marked .

- Repeat this step for each learning outcome capability.
- When students have completed the signature assignment for the course and you are ready to input the assessment data, simply click on the grader report. You will see your class roster on the left-hand side (in this example I only have one sample student enrolled in the course). If you want to input your assessment data from this screen, click in the cell for the student. You should then get a drop-down menu that allows you to select the proficiency level your student achieved on that row of the outcome rubric. Note: if it is easier to input all of Learning Outcome 7-A at once, you can click on the pencil icon near the outcome title. This

BIOL DEV Course: View: Preferences: Grader report

Dashboard / Courses / Development / biol-dev-2021 / Grades / Grade administration / Grader report

Grader report

All participants: 1/1

First name / Surname	ID number	Email address	Learning Outcome 7-A	Learning Outcome 7-B	Learning Outcome 7-C	Course total
Student test	students@test123.com		Choose			

Overall average

Admin bookmarks

Moodle Docs for this course

You are logged in as Amber Burgett (Log out)

biol-dev-2021

Data retention summary

Get the mobile app

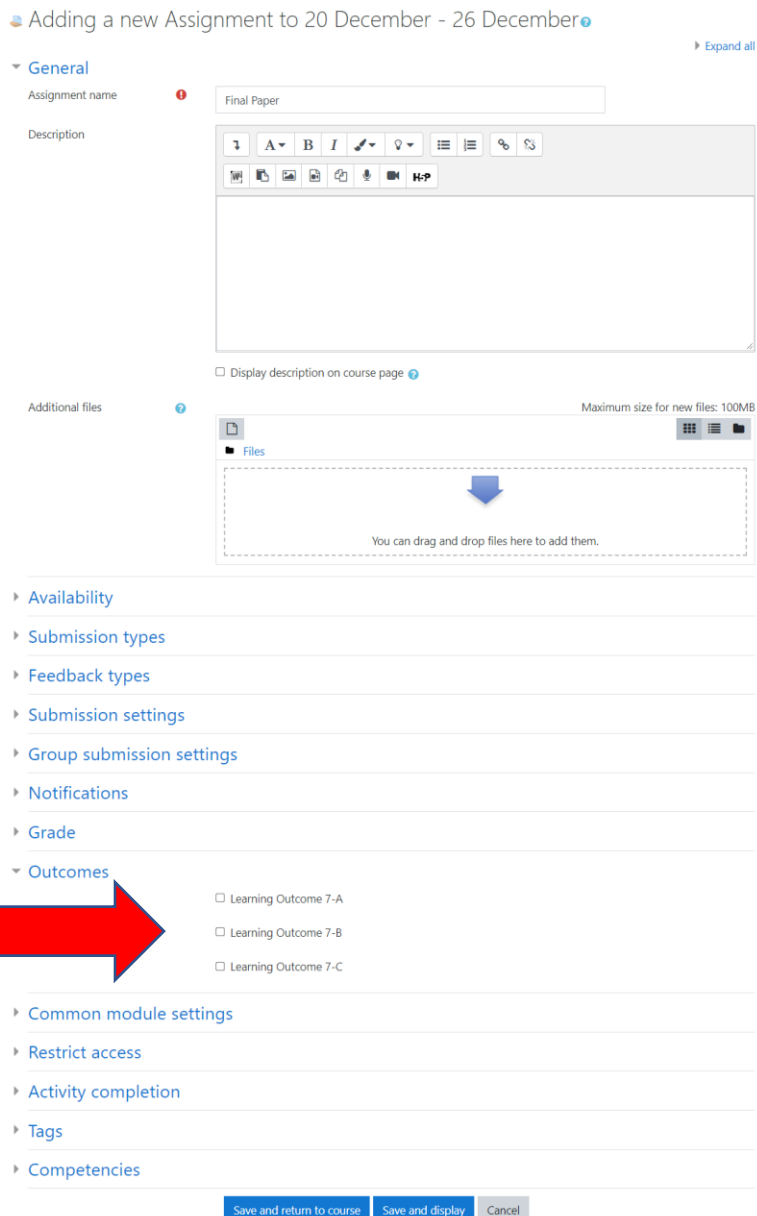
Instructions for Connections Learning Outcome Assessment

will take you to a new screen that will show you all the students in the class and allow you to use the dropdown menu to choose the outcome. This may be helpful if you want to input data just for one specific row of the rubric for all students.

11. Once you have added your students scores for each row of the assessment rubric for each LO on your course, you are all finished!

12. If you typically use Moodle to collect your students' assignments, you may find the alternative method of adding the outcomes to your course more straightforward. If for instance your signature assignment for the course is a final paper, you can simply link the Connections outcomes to the assignment in Moodle.

13. When you enter the grades for the assignment in the Moodle grading pane or in the gradebook itself, you will have the ability to select your students score on the rubric outcome item.



The screenshot shows the Moodle assignment settings page for an assignment titled "Final Paper". The page is divided into several sections: General, Availability, Submission types, Feedback types, Submission settings, Group submission settings, Notifications, Grade, Outcomes, Common module settings, Restrict access, Activity completion, Tags, and Competencies. The "Outcomes" section is expanded, showing three checkboxes for "Learning Outcome 7-A", "Learning Outcome 7-B", and "Learning Outcome 7-C". A red arrow points to the "Outcomes" section header. At the bottom of the page, there are three buttons: "Save and return to course", "Save and display", and "Cancel".

Adding a new Assignment to 20 December - 26 December Expand all

General

Assignment name

Description

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Link, Unlink, Undo, Redo, H1, H2, H3, H4, H5, H6, Table, Table of contents, Source, Help.

Display description on course page

Additional files Maximum size for new files: 100MB

Files

You can drag and drop files here to add them.

Availability

Submission types

Feedback types

Submission settings

Group submission settings

Notifications

Grade

Outcomes

Learning Outcome 7-A

Learning Outcome 7-B

Learning Outcome 7-C

Common module settings

Restrict access

Activity completion

Tags

Competencies

Instructions for Connections Learning Outcome Assessment

Course: BIOL DEV Course
Assignment: Final Paper
View all submissions

Student Test
student@test123.com
Due date: 27 December 2021, 12:00 AM

Page 1 of 1

Submission

No attempt
Not graded
Assignment is overdue by: 99 days 8 hours
Student can edit this submission

Comments (0)

Grade

Grade out of 100

Learning Outcome 7-A:
No outcome

Learning Outcome 7-B:
No outcome

Learning Outcome 7-C:
No outcome

Current grade in gradebook
Not graded

Feedback comments

Notify student Save changes Save and show next Reset