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).
6. 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.

7. On the gradebook setup screen, select add outcome item.
8. 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.

9. Repeat this step for each learning outcome capability.

10. 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
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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.
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