

Connections Curriculum Learning Outcome Assessment Instructions

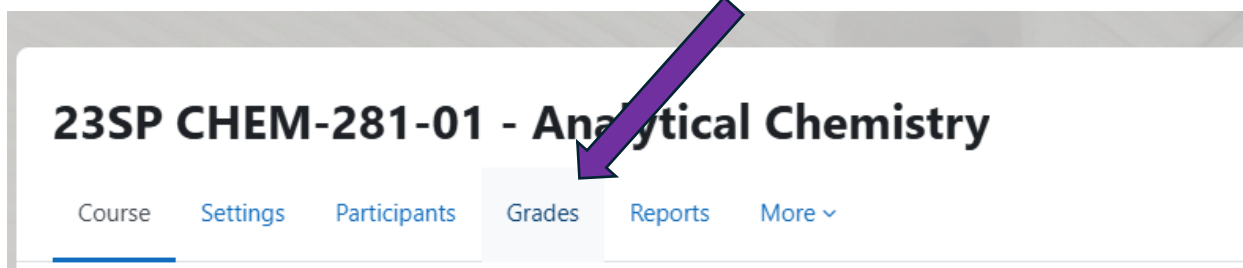
Summary

As described by the [Wittenberg Assessment Plan](#), all courses with Connections Curriculum learning outcome (LO) designations (specifically, LO2-LO10) should be assessed at the end of the semester. Faculty members design a signature assignment that can be assessed with the corresponding LO rubric found here: [Assessment and Program Review | Wittenberg University](#). Students complete the signature assignment at the end of the course, and faculty use the rubric to assign scores for each capability for each student in the class. Faculty upload these scores directly to Moodle as described below.

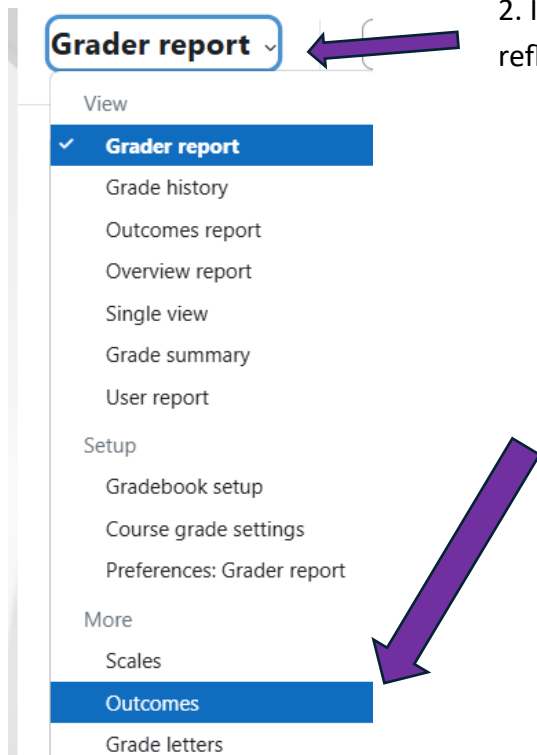
Moodle (version 4.5) Instructions

adding LOs to a Moodle course

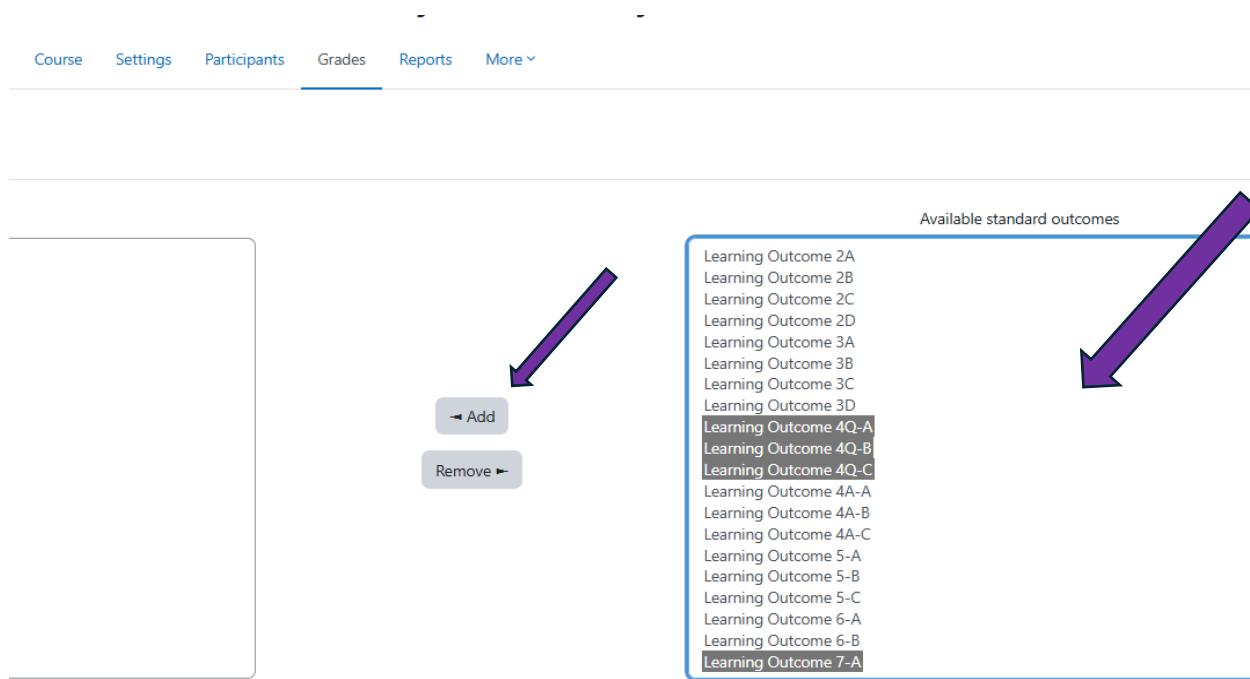
1. Log into Moodle and open your course. Click on **Grades**



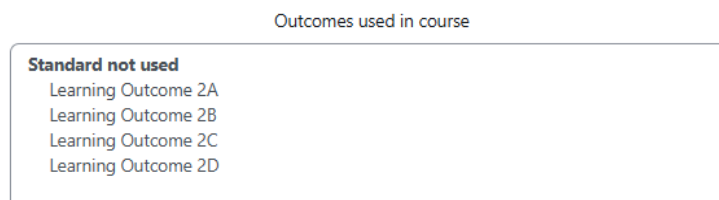
2. In the left dropdown menu (shown here as Grader report -but will reflect whatever menu you are in), choose **Outcomes**



3. Scroll through the list of available standard outcomes and click each LO capability for the LOs assigned to your course and then click **Add**. (You should be able to depress the Ctrl key to allow for selecting multiple options at once.)



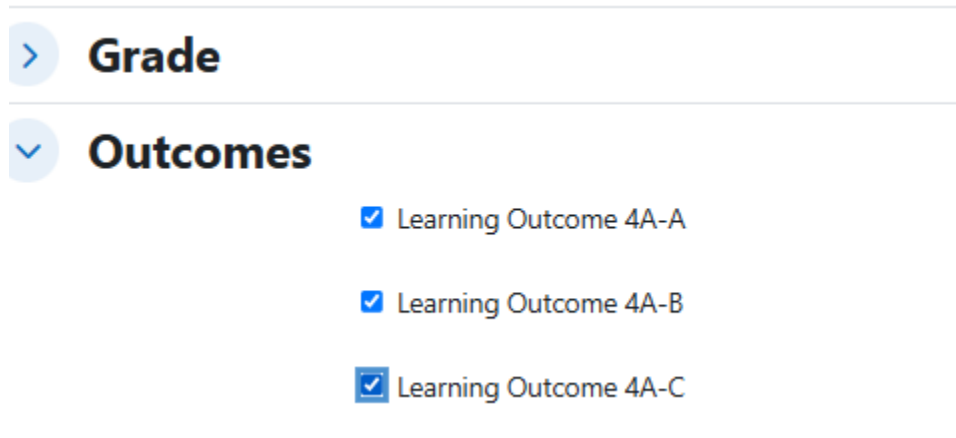
The outcomes should now be listed in the “Outcomes used in this course” box. **Note:** it will say “Standard not used in course” in bold over the outcome until you add the outcomes to an assignment or to your gradebook (see steps 4, 7-10).



Adding outcome items and entering rubric scores

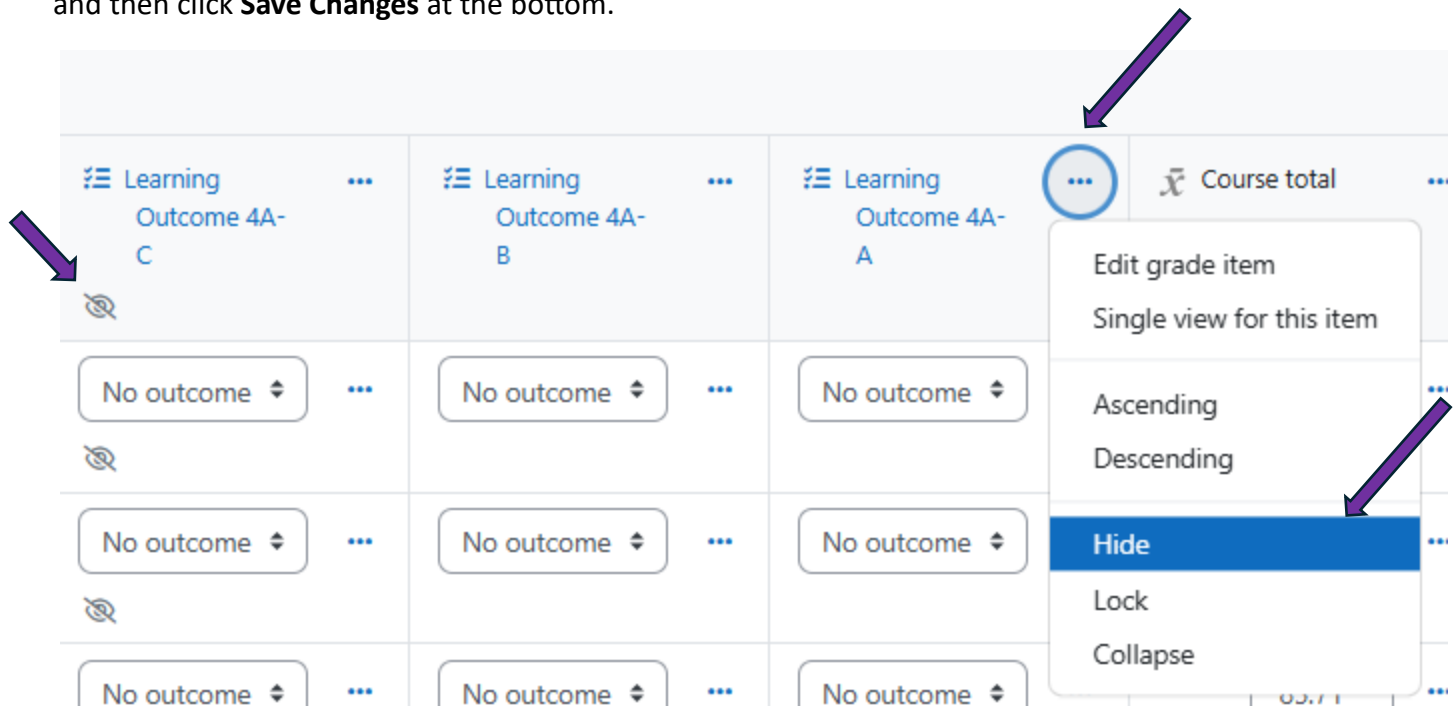
Skip to **step 7** if you do not collect assignments in Moodle.

4. If you use Moodle to collect your students' assignments, you can simply link the learning outcome capabilities to the signature assignment within Moodle. When you add the assignment in Moodle, under the Outcomes menu, select the associated learning outcomes as illustrated in the screenshot below.



The screenshot shows the Moodle interface with two tabs: 'Grade' and 'Outcomes'. The 'Outcomes' tab is active, displaying a list of three learning outcomes, each with a checked checkbox: 'Learning Outcome 4A-A', 'Learning Outcome 4A-B', and 'Learning Outcome 4A-C'.

5. To hide the scores of the learning outcomes from the students, in the Grades tab go to **Grader Report** and scroll over to the Learning Outcome columns. (In the screenshot below, the left column outcome is already hidden as indicated by .) Click the ... to get the dropdown menu, choose **Hide**, repeat for each outcome, and then click **Save Changes** at the bottom.



The screenshot shows the Moodle Grader Report interface. It features a table with columns for 'Learning Outcome 4A-C', 'Learning Outcome 4A-B', and 'Learning Outcome 4A-A', and a 'Course total' column. Each outcome column has a 'No outcome' dropdown and an eye icon. A dropdown menu is open for the 'Learning Outcome 4A-A' column, showing options: 'Edit grade item', 'Single view for this item', 'Ascending', 'Descending', 'Hide' (highlighted in blue), 'Lock', and 'Collapse'. Purple arrows point to the eye icon in the first column, the dropdown menu in the third column, and the 'Hide' option in the dropdown.

Learning Outcome 4A-C	Learning Outcome 4A-B	Learning Outcome 4A-A	Course total
No outcome	No outcome	No outcome	
No outcome	No outcome	No outcome	
No outcome	No outcome	No outcome	

6. When you enter the student grades for the signature assignment in the Moodle grading pane (as shown below) or in the gradebook itself, you will then also enter your students' score (emerging, developing, proficient or advanced) on the rubric outcome items.

Each of these ratings has a specific description in the LO rubric; please refer to the rubric wording when assigning scores If you do not have sufficient information for a specific student (e.g., they did not complete the signature assignment), then you can leave the LO score blank ("no outcome") for that student.

Submission

No attempt

Not graded

6 days 9 hours remaining

Student can edit this submission

> Comments (0)

Grade

Grade out of 100

Learning Outcome 4A-A:

No outcome ▾

Learning Outcome 4A-B:

No outcome ▾

Advanced

Proficient

Developing

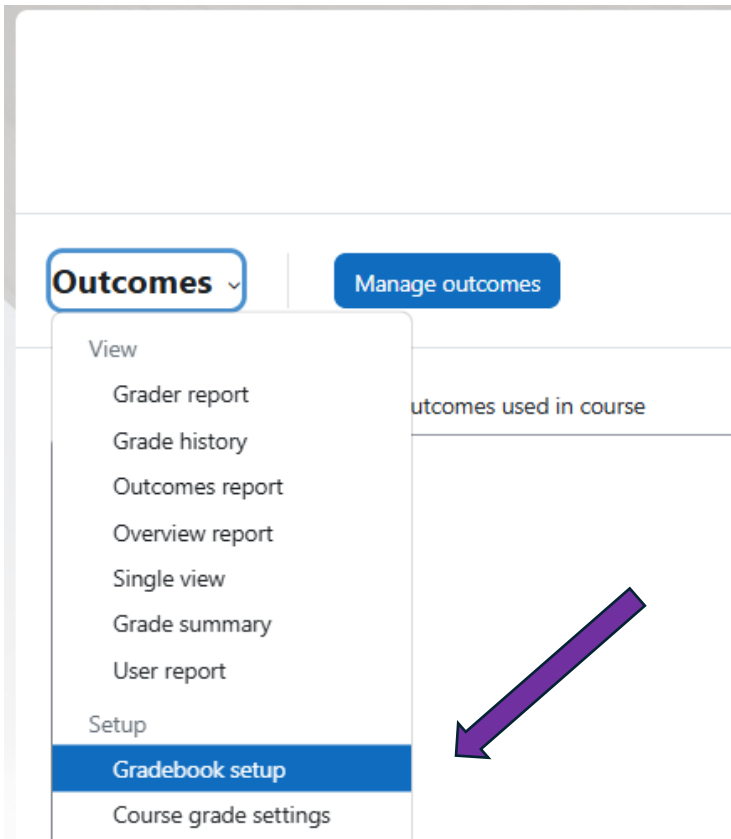
Emerging

No outcome

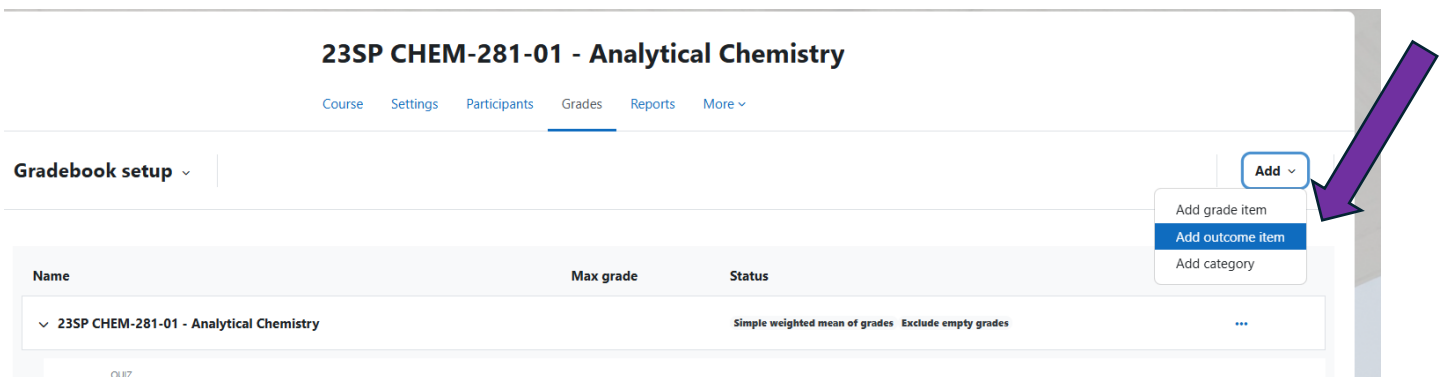
4A-C:

gradebook

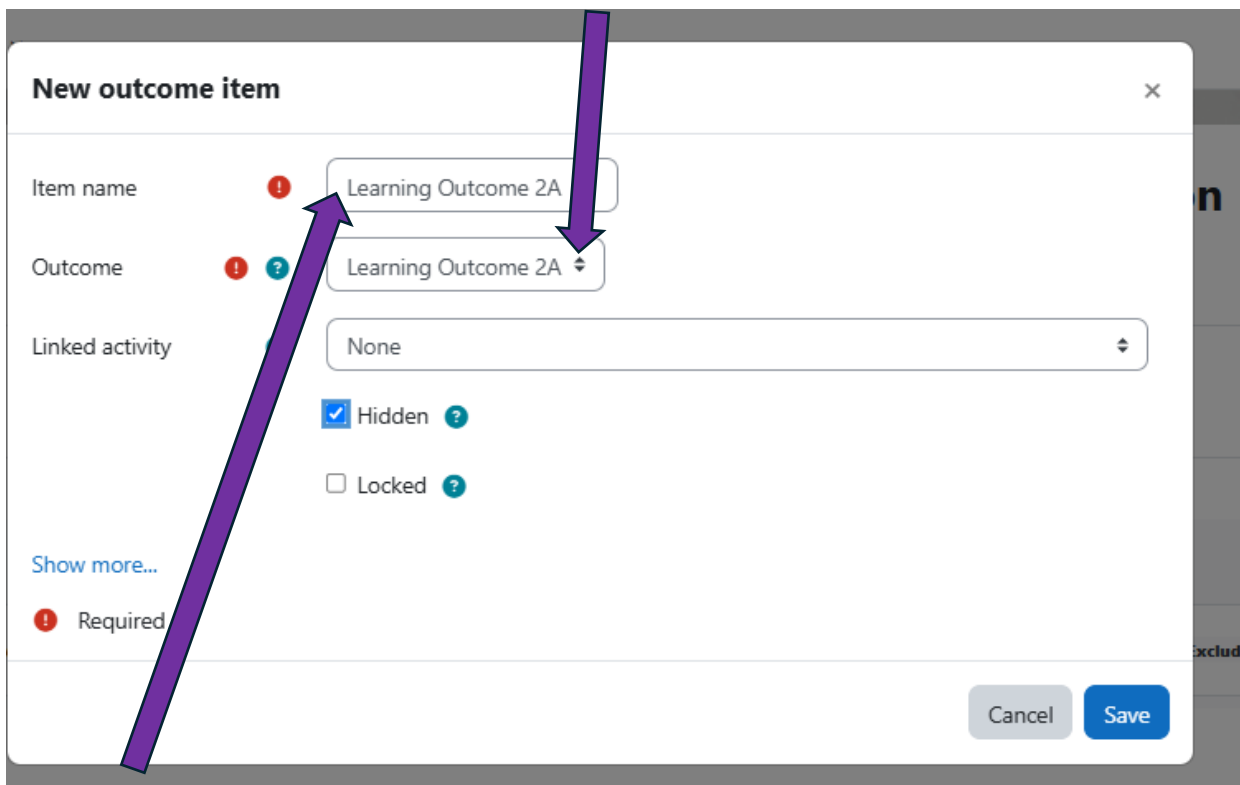
7. If you do not use Moodle for grading, you will add each LO capability as an item in the gradebook. In the left dropdown menu of the Grades tab, choose **Gradebook Setup**



8. On the right side of the screen, find the Add drop-down menu and select **Add outcome item**



9. Click the Outcome (second) box, and select the learning outcome capability from the list.



The screenshot shows a 'New outcome item' form with the following fields and options:

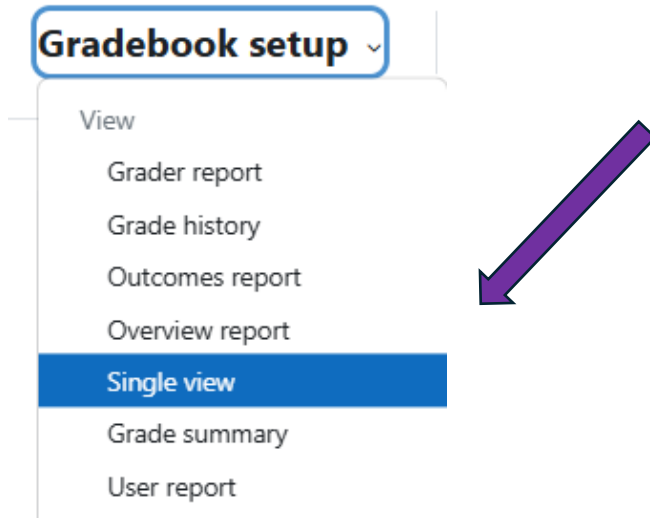
- Item name:** A text box containing 'Learning Outcome 2A'. A red exclamation mark icon is to its left. A purple arrow points from the bottom left towards this field.
- Outcome:** A dropdown menu showing 'Learning Outcome 2A'. A red exclamation mark icon and a green question mark icon are to its left. A purple arrow points from the top towards this dropdown.
- Linked activity:** A dropdown menu showing 'None'.
- Hidden:** A checked checkbox with a green question mark icon.
- Locked:** An unchecked checkbox with a green question mark icon.
- Show more...** A blue link.
- Required:** A red exclamation mark icon followed by the text 'Required'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

10. In the Item Name box, **please type the item name exactly as it appears in the Outcome box below** Click the box next to **Hidden** (unless you want your students to see their rubric scores).

Click **Save**.

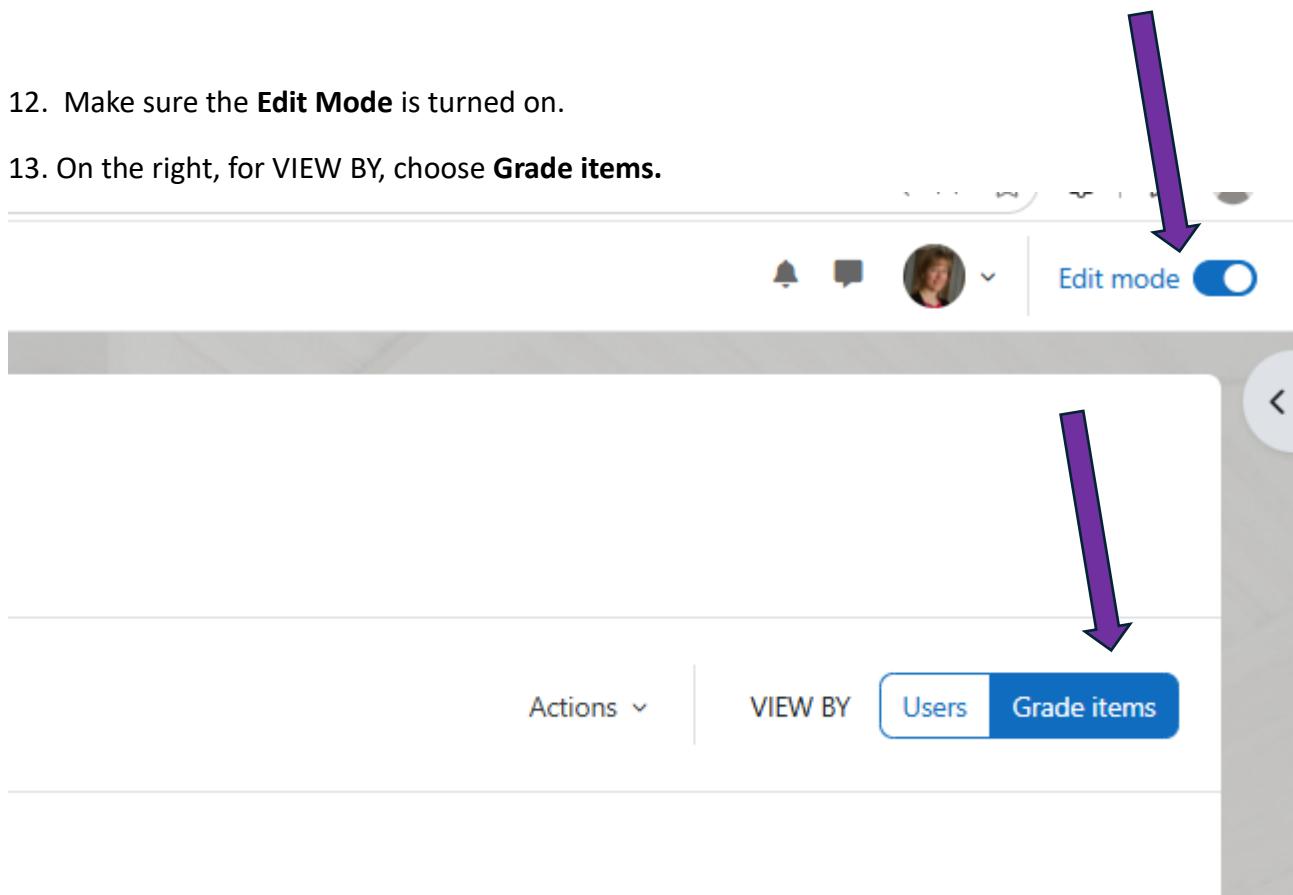
Repeat steps 8-10 for each rubric capability.

11. To enter student rubric scores, in the left dropdown menu of the Grades tab, select **Single View**.

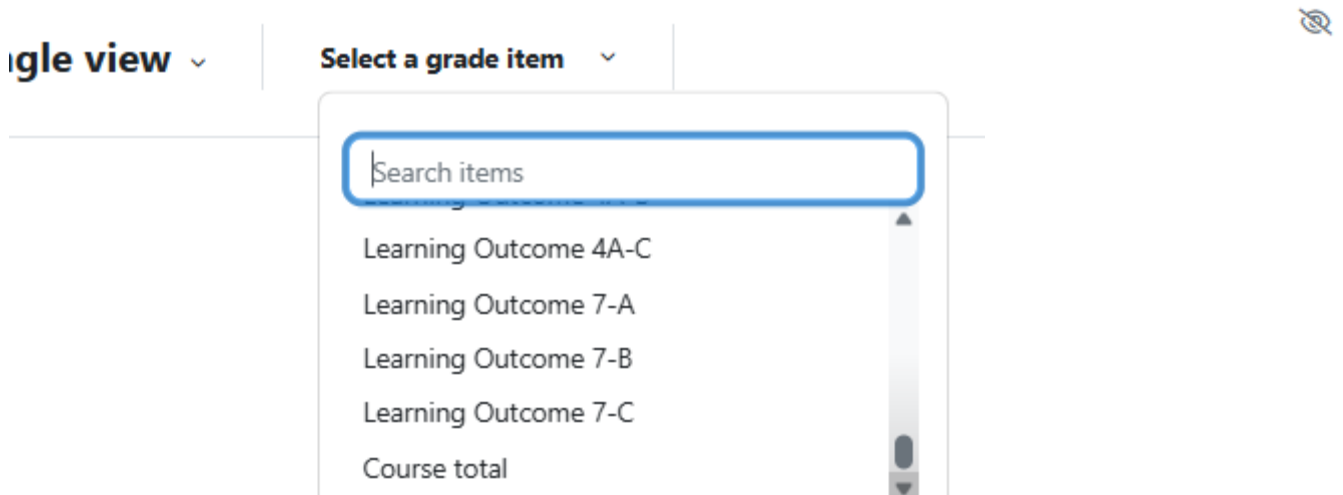


12. Make sure the **Edit Mode** is turned on.

13. On the right, for VIEW BY, choose **Grade items**.



14. On the left, click the **Select a grade item** dropdown menu and scroll down and click a Learning Outcome to select it.



You should now see a list of students and boxes for the grade (rubric score); underneath these, the  indicates that the scores are hidden from students in the sample screenshot below – see step 10 for changing this setting.

Select a grade item			
Learning Outcome 4A-C			
s for Learning Outcome 4A-C			
	Grade	Range	Feedback
...	No grade	1.00 - 4.00	
			
...	No grade	1.00 - 4.00	

15. Click the grade box for each student and select their rubric score (emerging, developing, proficient or advanced).

Each of these ratings has a specific description in the LO rubric; please refer to the rubric wording when assigning scores. If you do not have sufficient information for a specific student (e.g., they did not complete the signature assignment), then you can leave the LO score blank (“no outcome”) for that student. The feedback boxes do not need to be filled in.

Select a grade item
Learning Outcome 4A-A

es for Learning Outcome 4A-A

	Grade
...	No grade
...	No grade
...	Emerging
...	Developing
...	Proficient
...	Advanced
...	No grade

16. Once you have added your students’ scores for each row of the assessment rubric for each LO in your course, you are all finished with this process!

However, before too much time passes, please reflect on how well your students achieved the learning outcomes and where they struggled, any changes that you made to improve their achievement of the learning outcomes, and what follow-up actions you are planning for the next time you offer the course based on these assessment results. Please complete the [faculty reflection form](#) within 30 days of the end of the semester.