

Fall 2025 General Education (Gen Ed) Program Assessment Faculty Instruction Guide for Blackboard

One or more Gen Ed Program Assessment activities have been added to the Gen Ed courses in Blackboard. If you plan on collecting student performance data within Blackboard, please follow the steps outlined in this guide. This will not require you to grade the same assignment twice. Rather, it allows you to grade the assignment once using your standard grading procedure, and in Blackboard complete the Gen Ed Assessment Rubric. This workflow provides a more automated means of collecting and analyzing information about Gen Ed student learning outcome performance. For faculty not intending to collect student performance data in Blackboard, see the “Offline Assignments in Blackboard” Faculty Instruction Guide. If you need assistance using Blackboard, please contact Kimarie Whetstone at whetstonek@winthrop.edu. If you have any questions related to Gen Ed Assessment, please contact KB Gwebu at gwebuk@winthrop.edu.

Step 1: Attach the Description/Instructions for the Assignment that you will be using for Gen Ed Assessment

Log into Blackboard

1. Go to <https://bb-winthrop.blackboard.com>.
2. Click the button to log in with SSO and use your Winthrop email and password.

Open the Course

1. From the left menu, click “**Courses.**”
2. Click on the title of the Gen Ed course.

Attach the Assignment Description/Instructions

1. Inside the course, from the “Content” tab, click on the activity labeled with “Gen Ed Program Assessment.”
2. Click inside of the Instructions field, then click the paperclip button on the toolbar to attach a Word or PDF document containing the description/instructions for the assignment that you will be using for Gen Ed Assessment. If the paperclip button does not appear, click on the plus button on the right side of toolbar, then select the Attachment option.
3. Click the Save button.

Step 2*: Provide Students with the Steps Below to Attach their Submission File to the General Education Program Assessment Activity within Blackboard

**If you prefer to complete the Gen Ed Assessment Rubric without having students make a separate submission, stop here, and use the Faculty Instruction Guide for Offline Activities in Blackboard instead.*

1. Go to <https://bb-winthrop.blackboard.com>. Click the button to log in with SSO and use your Winthrop email and password.
3. From the left menu, click “Courses.” Click the course title to open the course.
2. Click on the activity labeled with “Gen Ed Program Assessment.” The activity should be at the very bottom of the Content page of the course.
3. Click the View Instructions button.
4. In the Submission box, click the paperclip button on the toolbar to attach your submission file. Make sure the file is in a format your instructor requests.
5. If you are ready to submit, click the Submit button. To submit later, click Save and Close. When you return to the activity, click on the Continue Attempt button to make your submission.

Step 3: Complete the Gen Ed Assessment Rubric and Post the Grade

1. Inside the course, click “**Gradebook**” from the top menu.
2. Click the Overview tab.
3. Locate the activity labeled with “Gen Ed Program Assessment” within the Needs Grading area and click the Grade Now button.
4. On the right side of the screen, scroll down to access the rubric in list form or click the Open in Window icon at the top, right of the Grading Rubric area. Click the Show Descriptions button to display the full descriptions within the rubric. Click within the rubric to select a score for each criterion. If you use the rubric in list view, the scores are saved automatically. If you click the icon to open the rubric in a new window, be sure to click the Save button, then click the Close button at the bottom, right of the rubric window.
5. Once you have completed the rubric, click the three dots at the top, right side of the screen and click Post Grade. Then, click the Post button when prompted.
6. Click the right facing arrow to the left of the three dots to move on to the next student. Repeat steps 4-6 for the remaining students in the course.
7. If your Gen Ed course contains more than one Gen Ed Program Assessment component (GLOB, HISP, HUMA, etc.), please repeat the steps provided for each component. If you are teaching more than one Gen Ed course, please repeat the steps provided for each course. If your Gen Ed sections have been merged into a Blackboard parent course, please complete the steps in the parent course.