

**Fall 2025 General Education (Gen Ed) Program Assessment  
ACAD Faculty Instruction Guide for Offline Activities in Blackboard**

A Gen Ed Program Assessment activity has been added to the ACAD courses in Blackboard. The activity has been set up as an offline activity, which allows you to complete the Gen Ed Assessment Rubric without having students make a separate submission. This workflow provides a more automated means of collecting and analyzing information about Gen Ed student learning outcome performance. If you need assistance using Blackboard, please contact Kimarie Whetstone at [whetstonek@winthrop.edu](mailto:whetstonek@winthrop.edu). If you have any questions related to Gen Ed Assessment, please contact KB Gwebu at [gwebuk@winthrop.edu](mailto:gwebuk@winthrop.edu).

**Step 1: Complete the Gen Ed Assessment Rubric and Post the Grade**

**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 ACAD course.

**Save the Date and Time for the Offline Submission, Complete the Gen Ed Assessment Rubric, and Post the Grade**

1. Inside the course, click **“Gradebook”** from the top menu.
2. Click the Grable Items tab.
3. Click on the activity labeled with “Gen Ed Program Assessment.” The activity should be at the very bottom of the list.
4. Click on the first student’s name.
5. The Create Attempt panel will open on the right side of the screen. You may leave the submission date and time set to the default. Click the Save button.
6. 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.

7. 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.
8. Click the X at the top, left to close the grading window for that student. Repeat steps 4-8 for the remaining students in the course.
9. If you are teaching more than one ACAD section, please repeat the steps provided for each course. If your ACAD sections have been merged into a parent course, please complete the steps in the parent course.