

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

**One or more Gen Ed Program Assessment activities have been added to the Gen Ed courses in Blackboard. By default, the assignment is hidden from student view. If you prefer to complete the Gen Ed Assessment Rubric without having students make a separate submission, follow the instructions below to convert the Gen Ed Program Assessment activity into an offline activity. The conversion must be done before any student submissions are made to the activity. 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. 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: 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: Convert the Activity to an Offline Activity, Complete the Gen Ed Assessment Rubric, and Post the Grade**

### **Convert the Gen Ed Program Assessment Activity to an Offline Activity**

1. Inside the course, click “**Gradebook**” from the top menu.
2. Click the Grable Items tab.
3. An activity labeled with “Gen Ed Program Assessment” should be at the very bottom of the list. Click on the three dots to the far right of the activity and select Edit.
4. Click the gear icon on the right side of the screen to access the Assignment Settings. In the Details & Information section, click the checkbox for Collect submissions offline. Click the Save button.
5. You are currently on the Content and Settings tab. Click the Grades tab at the top, left.

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

1. Click on the first student’s name.
2. 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.
3. 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.
4. 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.
5. Click the X at the top, left to close the grading window for that student. Repeat steps 1-5 in this section of the guide to complete the rubric for the remaining students in the course.
6. 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.