# IUB GenEd Learning Outcomes Repository

## Class Assessment Manual

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Introduction

In accordance with the BFC-mandated GenEd assessment plan (see GEMS Policies and Procedures), the responsibility for ongoing assessment of the General Education Program is shared by departments, schools, instructors, and the General Education Monitoring Subcommittee. (For more on GenEd assessment, see http://gened.iub.edu/Faculty-and-Staff/assessment.html.)

Instructors of GenEd courses are responsible for

- ensuring that both the course learning objectives and the GenEd learning outcomes addressed by the course are spelled out clearly in the course syllabus,
- providing the GenEd Monitoring Subcommittee (GEMS) with the syllabus for each GenEd-approved course,
- selecting at least one of the relevant GenEd Learning Outcome(s) to be assessed in the course,
- identifying at least one assignment that will be used to assess the chosen GenEd Learning Outcome(s),
- indicating how the chosen GenEd Learning Outcome(s) will be assessed within the context of the specified assignment,
- providing aggregate assessment data on that single assignment to GEMS.

The GenEd Learning Outcomes Repository (LOR) was developed to simplify the process of reporting and archiving course syllabi, learning outcomes, and assessment data for GenEd courses. Instructors of GenEd courses can use the LOR to upload a class syllabus, identify the GenEd learning outcomes addressed in the class, explain the method of assessing one or more GenEd learning outcomes, and report aggregate assessment data.

When you log into the GenEd Learning Outcomes Repository, you will be presented with a list of all of your GenEd-approved classes (i.e., The Class List). Selecting a class from the list takes you to the Class View page, where you upload a syllabus and identify the GenEd learning outcomes that are addressed by your class. Next, you create an “Assignment Record,” which contains basic information about an assignment used to assess one or more GenEd learning outcomes; and for each GenEd learning outcome assessed by this assignment, you create an “Assessment Record,” including aggregate assessment data for that learning outcome. You may create additional Assignment Records, if you wish, and each Assignment Record can include several Assessment Records (if the assignment assesses for more than one GenEd learning outcome).

The GenEd Learning Outcomes Repository is designed to make the reporting of GenEd assessment data as simple and straightforward as possible.
The Class List

The GenEd Learning Outcomes Repository lists every GenEd class (i.e., every section of each GenEd-approved course) that you have taught, beginning with Fall 2014. If you believe a class is missing from the GenEd Learning Outcomes Repository, please contact GenEdSys@indiana.edu.

Sorting

The Class List on the homepage can be sorted easily in alphabetical or chronological order by clicking on the Course Number, Section, Semester, or Instructor column headers. Clicking a second time on a column header will reverse the order.

Searching

The advanced search menu allows you to find a specific class quickly. To access the advanced search menu, click Advanced Search in the top left of the homepage:

All search options except “Instructor Username” and “Results per page” will accept partial searches and return any section containing that text (e.g., a “Course Numbers containing” search for “ANTH” will return all sections of ANTH-B 200 as well as ANTH-E 105, while a “Section Numbers containing” search for “41” will return sections 18941 and 212412, etc.).
To clear the search and return all classes, open the advanced search menu and click **Clear Form and Show All**. Deleting the contents of all of the advanced search form fields and submitting the search will also return all classes.

### Choosing a Class

Once you have located the class you wish to update, click anywhere in the row for that class to move to the Class View and continue:
The Class View

The Class View shows the entire record for each class. From this screen, you can upload your syllabus, identify the GenEd learning outcomes addressed by the class, and enter assessment information.

**ABCD-E 123 Fall 2014**

<table>
<thead>
<tr>
<th>Class Information</th>
<th>Assessment Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>Syllabus</td>
</tr>
<tr>
<td>Intro to Ancient Dance</td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td>Section Number</td>
<td>Assessments</td>
</tr>
<tr>
<td>142324</td>
<td></td>
</tr>
<tr>
<td>Instructor ID</td>
<td></td>
</tr>
<tr>
<td>jclabe32</td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td></td>
</tr>
<tr>
<td>Fall 2014</td>
<td></td>
</tr>
<tr>
<td>Approved for</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities and World</td>
<td></td>
</tr>
<tr>
<td>Languages and Cultures</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The Class View is not available for classes that have been grouped. If a class is grouped, the group icon will be shown next to its course number in the Class List. For more information about who “owns” this group, hover over the grouped class. Email GenEdSys@indiana.edu if you have any questions about class groups or grouping.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Semester</th>
<th>Instructor</th>
<th>Approval</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMLT-C 110</td>
<td>26101</td>
<td>Spring 2014</td>
<td>yacruzri</td>
<td>EC</td>
<td></td>
</tr>
<tr>
<td>CMLT-C 110</td>
<td>26105</td>
<td>Spring 2014</td>
<td>jwjohnso</td>
<td>EC</td>
<td></td>
</tr>
</tbody>
</table>
Uploading a Syllabus File

To upload a syllabus, you must first identify the class you wish to update and open it in the Class View (see The Class List and The Class View above). See GenEd Assessment and Monitoring at http://gened.iub.edu/Faculty-and-Staff/assessment.html for more information on syllabi for GenEd-approved courses.

From the Class View, scroll to “Syllabus & Learning Outcomes” and click **Upload Syllabus**. Select the syllabus file and click **Submit**.

When the syllabus has been uploaded successfully, you will see a link to download the syllabus file:

**Note:** Files uploaded to the GenEd Learning Outcomes Repository may be in any of the following formats:

.pdf, .doc, .docx, .rtf, .xls, .xlsx, .csv, .ppt, .pptx, .html, .htm, or .txt.
Updating a Syllabus File

Once a syllabus has been uploaded, you may overwrite the file with an updated version by navigating to the Syllabus section under “Syllabus & Learning Outcomes” and clicking Update Syllabus.

**Note:** Files uploaded to the GenEd Learning Outcomes Repository may be in any of the following formats:

.pdf, .doc, .docx, .rtf, .xls, .xlsx, .csv, .ppt, .pptx, .html, .htm, or .txt.

Deleting a Syllabus File

To delete a syllabus file, scroll to the top of the Class View screen and locate the syllabus file under “Assessment Overview.”

Click the icon next to the syllabus file and confirm that you wish to delete the file.
Identifying GenEd Learning Outcomes

Each GenEd-approved course should address several of the learning outcomes defined by the GEC for the area in which it is approved. For more information on GenEd Learning Outcomes, see GenEd Learning Outcomes and Course Characteristics (http://gened.iub.edu/Students/outcomes.html).

To identify the GenEd learning outcomes addressed in your class, scroll to “Syllabus & Learning Outcomes” (in the Class View) and click the appropriate “Identify Learning Outcomes” button in the “Learning Outcomes” section. If the course has been approved to apply toward two different GenEd requirements, a button will be displayed for each requirement’s learning outcomes.

Identify all of the learning outcomes you addressed or plan to address in this class by clicking on the outcome or the empty check box next to the outcome. To de-select an outcome, simply click it again.

Note: Once a learning outcome has been associated with a specific Assessment Record, that learning outcome may not be de-selected. The outcome will be marked with an “In Use” icon and will display an error message if you hover over it. To remove a learning outcome that has been associated with an Assessment Record, you must first remove it from all Assessment Records.
Assignment Records and Assessment Records

In accordance with the assessment plan mandated by the Bloomington Faculty Council and created by the IU Bloomington General Education Committee, instructors of GenEd courses are responsible for identifying at least one assignment that will be used to assess for at least one GenEd learning outcome and providing aggregate assessment data to the GenEd Monitoring Subcommittee. The GenEd Learning Outcomes Repository (LOR) is designed to make this process simple and straightforward.

In the LOR, assessment data is uploaded using a two-step process. First, you create an Assignment Record, which includes a brief description of the actual project, assignment, quiz, test, or activity. You may also upload the original assignment document, your grading rubric, and an additional relevant document (as necessary). Second, within the Assignment Record, you create one or more Assessment Records. Each Assessment Record briefly describes the assessment of a single GenEd Learning Outcome and allows easy reporting of aggregate data for that assessment. Since an assignment may assess for more than one GenEd learning outcome, each Assignment Record may include more than one Assessment Record.

**Example One:** If, in your midterm exam, you assess for two GenEd learning outcomes, you would create an Assignment Record for the midterm exam. Then, inside that Assignment Record, you would create two separate Assessment Records, one for each GenEd learning outcome assessed.

**Example Two:** If you give weekly quizzes, two of which assess for a GenEd learning outcome, you would create two Assignment Records (one for each quiz), and each of these two Assignment Records would include a single Assessment Record.

**Note:** Each class can have as many Assignment Records and Assessment Records as you wish. You may even assess the same learning outcome with several different assignments.

The following sections provide detailed instructions for creating Assignment Records and Assessment Records.
Creating an Assignment Record

Instructors of GenEd-approved courses are responsible for uploading assessment information and results for at least one GenEd learning outcome for each class they teach. To do this, you must first upload a syllabus and identify GenEd learning outcomes for the class (see Uploading a Syllabus File and Identifying GenEd Learning Outcomes above).

Next, scroll to the bottom of the Class View screen and locate the "+ New Assignment Record" button.

**Note:** If you do not see the Assignment Records section, check to make sure a syllabus file is uploaded for the class and you have identified at least one GenEd learning outcome.

Click **+ New Assignment Record**. Provide a name and a brief description for the assignment. Upload the assignment document, rubric, and other documentation to the right (as necessary). Click **Submit** to create the Assignment Record.
**Note:** You may upload a maximum of three documents for each Assignment Record: the assignment document, your grading rubric, and one other document. If you wish to upload more documents, you may combine them into a single PDF and upload them as “other document.”

Once you submit the assignment information, you will see the record display and another “+ New Assignment Record” button below.

![Assignment Record: Cave painting dance IDs](image)

**Note:** Files uploaded to the GenEd Learning Outcomes Repository may be in any of the following formats:

- pdf, .doc, .docx, .rtf, .xls, .xlsx, .csv, .ppt, .pptx, .html, .htm, or .txt.

### Editing an Assignment Record

To edit an Assignment Record after it has been created, click **Edit** in the top right of the Assignment Record display (see above). This will open an edit form similar to the form used to create records. To overwrite files, simply upload new files over the old ones.

![Assignment Record: Cave painting dance IDs](image)
Deleting an Assignment Record

To delete an Assignment Record, click **Edit** in the top right corner of the Assignment Record display (see above). Click **Delete** in the lower right corner of the Assignment Record edit form to delete the Assignment Record.

**Note:** Deleting an Assignment Record automatically deletes all Assessment Records and documents associated with the Assignment Record.

Removing Files from an Assignment Record

To remove an uploaded file, scroll to the top of the Class View screen and locate the file under “Assessment Overview.”

![Assessment Overview](image)

To ensure you have the correct file, hover over its link to see the Assignment Record information for the file. Click the **Delete** icon next to the file and confirm that you wish to delete the file.
Creating an Assessment Record

Assessment Records describe how GenEd assessment was done within the context of a specific assignment. Each Assignment Record should include at least one Assessment Record. For a full description of how Assignment Records and Assessment Records are handled in the GenEd Learning Outcomes Repository, see Assignment Records and Assessment Records above.

Note: Each Assessment Record corresponds to the assessment of a single GenEd learning outcome. If you assess more than one GenEd learning outcomes within a single assignment, you must create a separate Assessment Record for each GenEd learning outcome assessed.

To create a new Assessment Record, scroll to the bottom of the Class View screen and locate an existing Assignment Record. Click + New Assessment Record to begin:

Select the GenEd learning outcome for the assessment. Only the learning outcomes that you have previously associated with the class will be available (see Identify GenEd Learning Outcomes above). Click on an outcome to continue:
Provide a brief description of the assessment and enter the number of students who met, exceeded, and did not meet expectations. The standards for meeting expectations are for you to determine, but please include a brief description of those standards in the assessment description. (For example: “Students who scored 60% to 84.99% met my expectations for this assessment. Those who scored 85% or better exceeded expectations; and those who scored less than 60% did not meet expectations.”)

**Note:** Only numbers may be entered in the three results input fields. Please enter “0” if no students were in a category.

Click **Submit** to complete the Assessment Record. You will see a display of the record, as well as another “+ New Assessment Record” button:
Editing an Assessment Record

To edit an Assessment Record, click on the Assessment Record display from the Class View screen:

This form works in the same way as to the one used to create an Assessment Record. To change the learning outcome, click \textit{(edit)} next to the learning outcome displayed at the top of the form. When you have finished making changes to the Assessment Record, click \textit{Submit}.

\textbf{Note:} Only final assessments should be entered in the GenEd Learning Outcomes Repository. If you pre-test your students’ understanding of a concept, then post-test later in the semester, please enter assessment data from only the post-test.
Deleting an Assessment Record

To delete an Assessment Record, click on the record display from the Class View screen:

Click **Delete** in the lower right: