

REQUESTING STUDENT WORK – WHAT THE STUDENT SEES

This document provides instructors an idea of what students will see and how they will upload documents to Blackboard Outcomes for the purposed of program review and evaluation.

1. Email Request Sent to Students



Student clicks on the link to be directed to Blackboard (may be prompted to login)

2. Student sees "Welcome" screen with instructions

roperties 🗋	Build 🗋 Reflect 🗋 Add Submission
nter Properties	es Artifact from an existing template.
🕽 General Inf	ormation
Define basic i	nformation about the Outcomes Artifact.
* Name	Lori Bailey college of Ed
Description	Please read the instructions below and then go to "Build" and upload your assignment.
	₩£C- ₩
Instructions	We are requesting that you submit your assignment so that we may evaluate program effectiveness. This will have no impact on your grade or on your record, but rather the information collected will be used for a confidential review of the program overall. We thenk we
	in advance for participating in this project to improve our curriculum.

Students click on the "Build" tab or "Save and Continue" to get to the upload screen.



3. When the "Build" tab is clicked, a confirmation message may appear.

PORTFOLIOS HOMEPAGE > OUTCOMES ARTIFACTS > ADD OUTCOMES ARTIFACT FROM A DEPLOYED OUTCOMES ARTIF.

Tabs may be visited in information entered o below.	come n any o n a pre	s Artifact rder after the template has been saved once. Moving from one tab to an vious tab. Tabs may be marked complete or in progress by selecting a
Properties 🗋	Build	Reflect Add Submission
Enter Properties Add a new Outcome	i es Art	The page at https://blackboard.temple.edu says: 🛛 🔀
1 General Int	form	An Outcomes Artifact will be created. Do you want to proceed?
Define basic	inforn	U
* Name	Lori	OK Cancel
Description	Ple	ase read the instructions below and then go to

Students must click "OK" to continue.

4. On the "Build" tab, students must click the plus sign to expand the upload options

PORTFOLIOS HOMEPAGE > OUTCOMES ARTIFACTS > ADD OUTCOMES ARTIFACT FROM A DEPLOYED OUTCOMES ARTIFACT TEMPLATE.

Tabs may be visit information enter below.	mes Ar ed in any ed on a pr	tifact: Lo order after the evious tab. Ta	ri Bailey colleg e template has been s abs may be marked c	e of Ed aved once omplete or	. Moving from in progress by	one tab to ano y selecting a c	ther automatically saves orresponding icon
✓ Properties	Build	🗋 Reflect	📝 Add Submissio	n -			
Build the Arti Open and comp	fact lete each	Field below.					
1 Collect	Eviden	ce					
Open an	d complet	te each Field	below.				
⊞ <u>Upload y</u>	our assig	inment here	<u>by clicking here</u>				
😧 Next St	ер						
© ≧ ○ ⊻	Mark step Mark step	as in progres as complete	38				
[*] Requ	ired Field						
				ancel	Save and C	Continue	Save and Exit

The upload options appear after the "Upload your assignment here by clicking here" link is selected.



5. Students browse and upload their assignment/s.

Upload your assignment here by clicking here				
Instructions Browse to your document. Be certain that there are no symbols the name of the file to be uploaded. Then take care to go to the page of this form and submit the assignment.				
File Attachments				
Attach local file	S:\TechOffice Admin\Blackboard Outcomes			
Link to Content Collection item	Browse			
	Add Another File			
Currently attached files:	Remove File Attachments Type			

Multiple files can be added by clicking the "Add Another File" link.

6. After all files have been uploaded, students click the "Save and Exit" button to complete their upload.

2 Next Step	
 Image: State and the state of the state of	
* Required Field	
	Cancel Save and Continue Save and Exit