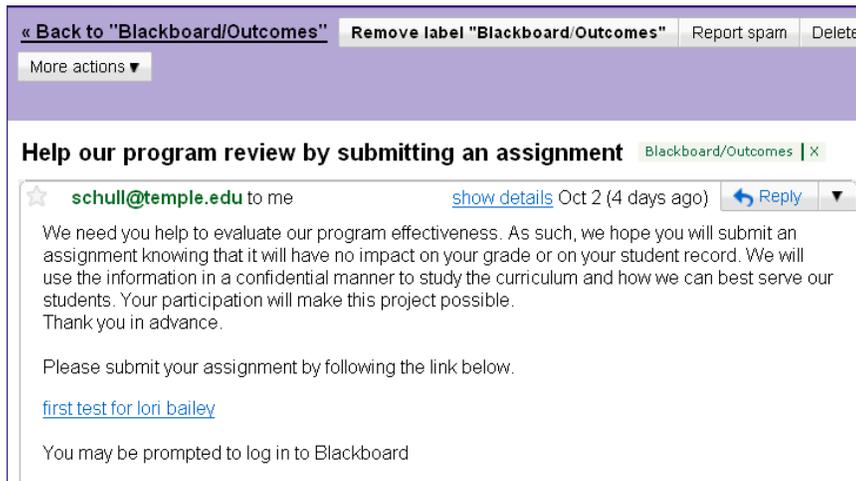


## REQUESTING STUDENT WORK – WHAT THE STUDENT SEES

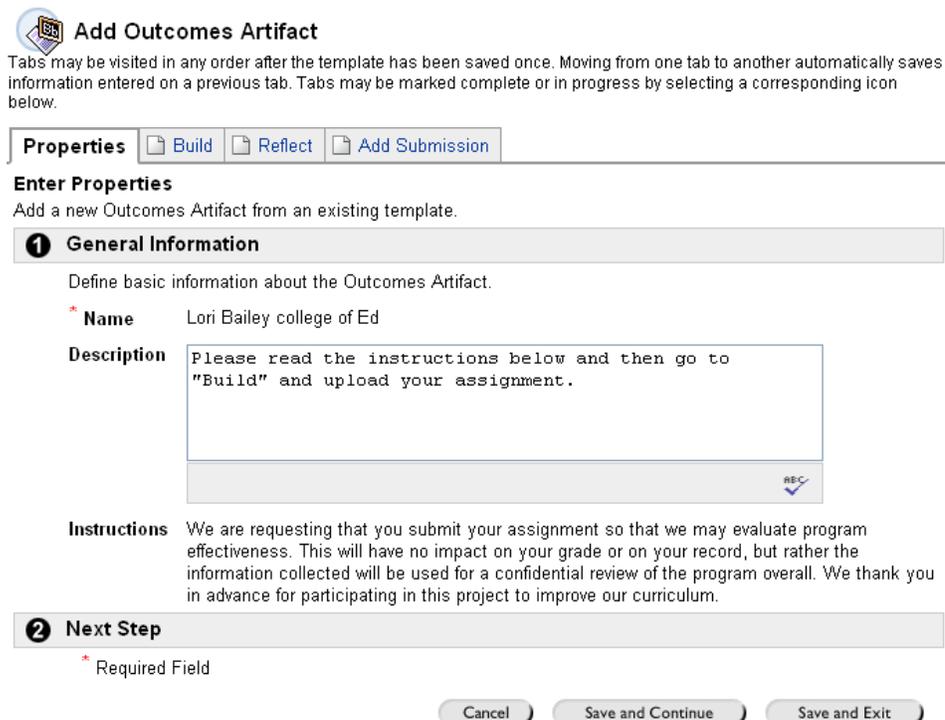
This document provides instructors an idea of what students will see and how they will upload documents to Blackboard Outcomes for the purposed of program review and evaluation.

### 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



The screenshot shows the 'Add Outcomes Artifact' screen with the following elements:

- Icon: Add Outcomes Artifact
- Text: Tabs may be visited in any order after the template has been saved once. Moving from one tab to another automatically saves information entered on a previous tab. Tabs may be marked complete or in progress by selecting a corresponding icon below.
- Navigation: Properties | Build | Reflect | Add Submission
- Section: Enter Properties
 

Add a new Outcomes Artifact from an existing template.

**1 General Information**

Define basic information 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.

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 thank you in advance for participating in this project to improve our curriculum.

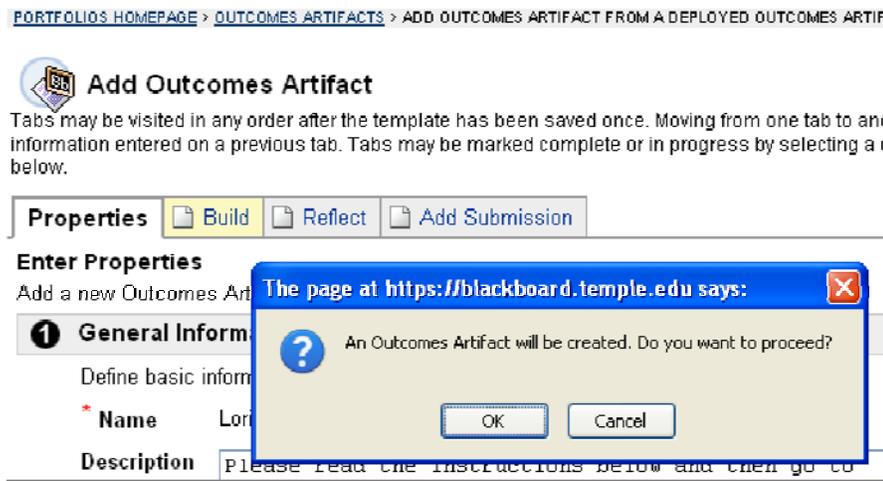
**2 Next Step**

\* Required Field

Buttons: Cancel | Save and Continue | Save and Exit

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

- When the “Build” tab is clicked, a confirmation message may appear.



Students must click “OK” to continue.

- On the “Build” tab, students must click the plus sign to expand the upload options



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

- 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 in the name of the file to be uploaded. Then take care to go to the last page of this form and submit the assignment.

**File Attachments**

**Attach local file** S:\TechOffice Admin\Blackboard Outcomes

**Link to Content Collection item**

[Add Another File](#)

**Currently attached files:**

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

- After all files have been uploaded, students click the “Save and Exit” button to complete their upload.

**2 Next Step**

 Mark step as in progress

 Mark step as complete

\* Required Field