

# Blackboard Outcomes Evaluations

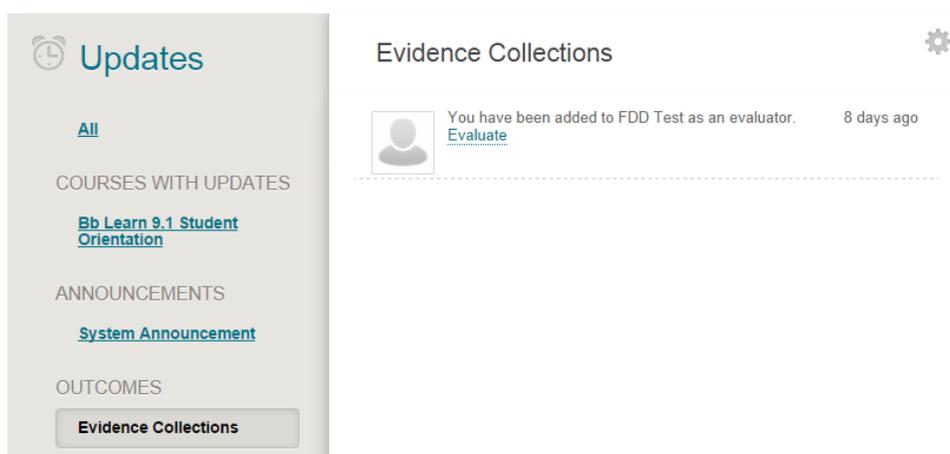
Hamline University uses Blackboard Outcomes for the purpose of learning outcomes assessment. For program-level assessments, you may be asked to evaluate student-submitted assignments from a variety of Blackboard Learn courses. This will involve reviewing each piece of work and then utilizing a dynamic rubric to assess each item.

## Getting Started

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When an evaluation session is created by the project lead, you will gain access to the session through one of two ways:

- **Via Email** - When the evaluation session is started, an email message titled, "Evaluation Session Started," will appear in your inbox. After clicking on the message and reading the content, click on the "click here" link. This will take you to the Blackboard login page.
- **Via Blackboard** - Log into Blackboard. Then, find your full name in the upper-right corner of your window, click on the drop-down menu and then click on the **Updates** icon (alarm clock icon). Under the **Outcomes** section, find the appropriate evaluation and click on the **Evaluate** link.



## Accessing Submissions

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To evaluate a submission, you must check the box of the item you want to access. Then, click on the **Evaluate** button.



**Evidence Evaluation Window**

**Evidence Assessment Example**  
 To begin evaluating the submission, click **Evaluate** and use the rubric to grade the submission.

User: **Student-1019974** Return to Listing < 3 of 4 >

**General Information** [Alignments](#)

Title: Final Memo

Description: You should your final memo here by 9:40 a.m. on Tuesday, December 13.

Course: 2011 FALL - LGST 1250 01 - Legal Research and Writing (201111-12284)

Status: In Progress

**Associated Rubrics**

▶ **LGST - Writing in legal settings**

**Evaluate**

**General Comments**

**Sample Information**

Student: Student-1019974

Submission Date: 12/13/11 9:17 AM

Submission Text

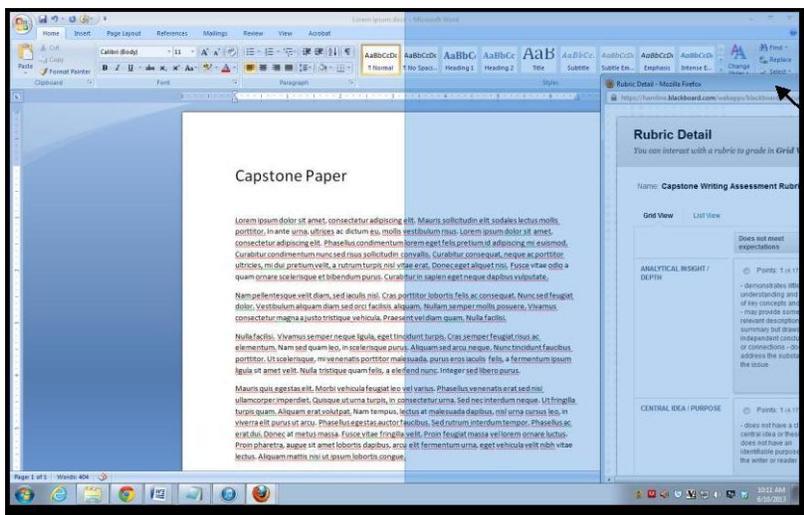
Related Files: [Final memo.docx](#)

To access the student's assignment submission, click on the submission title.

To access the evaluation rubric, click on the **Evaluate in New Window** button.

View the number of evaluations you need to complete. Navigate between evaluations using the arrows.

If you are using a single computer monitor (versus a dual monitor), you will have to toggle between open windows to view the assignment submission and the evaluation rubric. Therefore, it is recommended that you open the assignment submission first, go back to your Blackboard Outcomes window, and then open the rubric in a new window. Optionally, with Windows 7 or above, you can position the two windows side-by-side on your monitor by clicking-and-dragging the window header to the far right or left side of the computer monitor. Or, you could use a second computer or a tablet to view the paper for review.



In this example, the Blackboard Outcomes rubric is being positioned to the right side of the monitor by clicking-and-dragging its header. To view the paper, you would need to click-and-drag the Microsoft Word window to the left side of the monitor.

## Using the Rubric

The Blackboard Outcomes rubric is a dynamic tool. To choose the appropriate level of achievement for each row, click on the respective cell. If you click on the incorrect cell, click on another cell. Within each cell, you can also leave feedback for the project lead. There is also a general feedback field at the bottom of the rubric window. Once you are finished, click on the **Save** button.

### Rubric Detail

*You can interact with a rubric to grade in **Grid View** or **List View**. [More Help](#)*

Name: **Capstone Writing Assessment Rubric** Exit **Save**

**Grid View** List View

	Does not meet expectations	Approaches baseline expectations	Meets baseline expectations	Meets Capstone expectations
<b>ANALYTICAL INSIGHT / DEPTH</b>	<input type="radio"/> Points: 1 (4.17%) - demonstrates little to no understanding and control of key concepts and terms - may provide some relevant description or summary but draws no independent conclusions or connections - does not address the substance of the issue	<input checked="" type="radio"/> Points: 2 (8.33%) - demonstrates inconsistent understanding and control of key concepts and terms - may provide effective description and summary but draw few independent conclusions and connections - addresses the substance of the issue but does not engage its complexities  Feedback: <input style="width: 100%;" type="text"/>	<input type="radio"/> Points: 3 (12.5%) - demonstrates adequate understanding and control of key concepts and terms - goes beyond description and summary to provide some analysis and interpretation - engages some of the complexities of the issue, though these may be suggested rather than fully treated	<input type="radio"/> Points: 4 (16.67%) - demonstrates strong understanding and control of key concepts and terms - provides analysis and interpretation - anticipates and addresses other positions or interpretations - engages the complexities of the issue
<b>CENTRAL IDEA / PURPOSE</b>	<input type="radio"/> Points: 1 (4.17%) - does not have a clear central idea or thesis - does not have an identifiable purpose for the writer or reader	<input type="radio"/> Points: 2 (8.33%) - has a central idea or thesis, though it may be undermined by some elements of the paper - has a confusing purpose or competing purposes	<input checked="" type="radio"/> Points: 3 (12.5%) - articulates a central idea or thesis - establishes a clear purpose that matches the demands of the assigned writing task  Feedback: <input style="width: 100%;" type="text"/>	<input type="radio"/> Points: 4 (16.67%) - articulates a compelling central idea or thesis - establishes a focused purpose that matches the demands of the assigned writing task

## Finishing the Evaluation

As you are in the process of evaluating student work, you can go back and review your rubric scores and make corrections. If you do not complete all of your evaluations in one sitting, you can go back and evaluate more at a later time. As soon as you save and complete your last evaluation and then log out of Blackboard, you will not be able to go back into the evaluation session.