



Submitting ACE Evidence Samples Using Blackboard

Step-by-Step Guide for Instructors

Office of Undergraduate Studies

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The purpose of this guide is to provide step-by-step directions for those who are submitting samples of student work collected for the purposes ACE Assessment, using the ACE Assessment tool in the Blackboard Course Management System.

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The Blackboard course tool shown here was developed to facilitate the course-level ACE responsibilities of submitting samples and assessments of student work.

Getting Started

Before you begin this process you will need the following:

- 1. Electronic copy of the current course syllabus.**
- 2. Electronic copies of student work you've sampled.** You can upload files as well as link to items in your Blackboard content collection system. If your samples are in paper form, you should scan them prior to submission.
- 3. Student Name or NUID for the samples you are submitting.** Although you will be asked to select the student id or name associated with the sample you are submitting, you should attempt to remove any student identifying information from the products submitted.
- 4. Information for the reflection.** You will be asked the following questions about your submission:
 - a) Describe how you selected your sample.
 - b) Describe course assignments and/or tests that were used to assess achievement of the outcome.
 - c) Describe to what degree or extent does student work in your course demonstrate achievement of the ACE outcome.
 - d) Describe any changes that might be made to improve student learning based on your reflection.

If you do not already have a copy of the certified ACE course proposal for your course, you will have an opportunity to retrieve it electronically once you have started the process.

A. Go to <http://my.unl.edu>*

(This address and <http://blackboard.unl.edu> will take you to the same place)

* Blackboard users may customize their course pages, so you may notice some differences (in color, layout, etc) between your pages and those displayed in this guide.

B. Log into Blackboard*

Your **user ID** is the same as your UNL e-mail address prefix (e.g. my e-mail is myname2@unl.edu so “myname2” is my user ID).

Your default **password** is your NU ID number found on your NCard. Or if you have previously established your Blackboard password, use it here.

C. Go to your course(s).



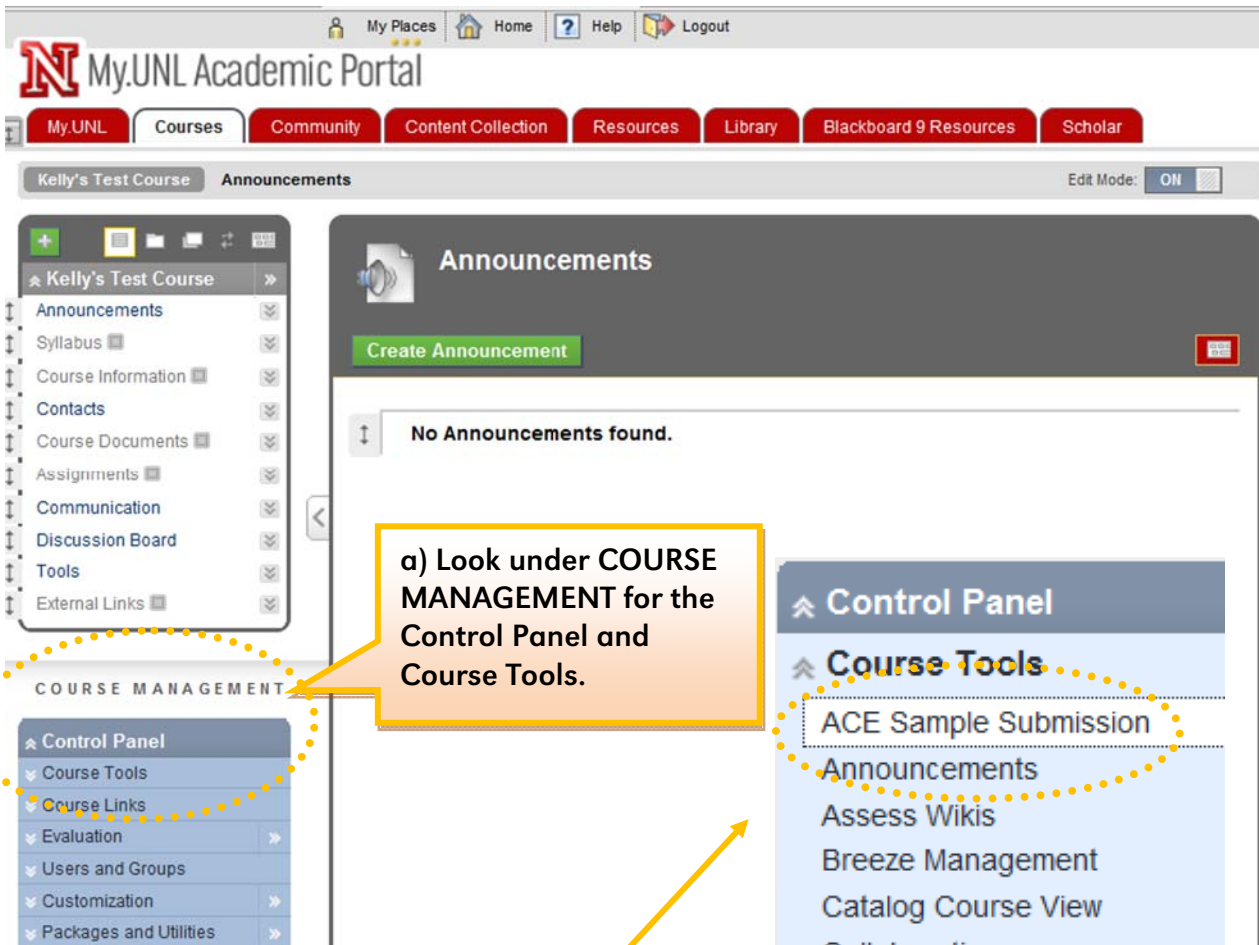
D. Find the ACE course for which you are submitting samples.

A screenshot of the My.UNL Academic Portal Course List page. The navigation menu is visible at the top, with 'Courses' highlighted. Below the menu, there are three red buttons: Course Search, Course List, and Course Catalog. The 'Course List' button is highlighted with a yellow dotted circle and a yellow arrow pointing to it. Below the 'Course List' button, the text 'Courses you are teaching:' is visible, followed by a list of courses. The first course in the list is 'JGEN300004.20101: TECH COM SEC 004 FALL 2009', which is highlighted with a yellow dotted circle and a yellow arrow pointing to it. To the right of the screenshot, there is a yellow dashed box containing a warning message:


★ **Make sure you select the correct course and semester! Submitting ACE evidence in the wrong course and/or semester will result in its misfiling and other problems.**


E. Locate the ACE Tool in your course.

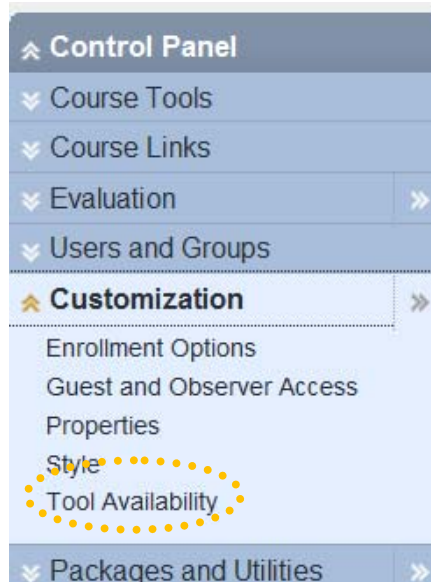
- a) Find the **Course Tools** listed in the **Control Panel** on the left side of your screen.



The screenshot shows the My.UNL Academic Portal interface. At the top, there are navigation links for My Places, Home, Help, and Logout. Below that is the My.UNL logo and a navigation bar with links for My.UNL, Courses, Community, Content Collection, Resources, Library, Blackboard 9 Resources, and Scholar. The main content area is titled 'Kelly's Test Course' and 'Announcements'. On the left, there is a 'COURSE MANAGEMENT' sidebar with a 'Control Panel' section. The 'Control Panel' is expanded to show 'Course Tools', which is further expanded to show a list of tools including 'ACE Sample Submission', 'Announcements', 'Assess Wikis', 'Breeze Management', 'Catalog Course View', 'Collaboration', and 'Configure Blog Tool'. A yellow callout box points to the 'Course Tools' menu with the text: 'a) Look under COURSE MANAGEMENT for the Control Panel and Course Tools.'

- b)  Locate and select the “ACE Sample Submission” tool in the expanded **Course Tools** menu.

 **If you do not see the ACE tool in your list of course tools, click on “Customization” in the course Control Panel. Choose “Tool Availability” in the list that drops down (shown right). A list of tools will open. Make sure the “ACE Sample Collect Course Tool” is checked, “available”.**



The screenshot shows the 'Customization' dropdown menu in the course Control Panel. The menu is expanded to show a list of options: Enrollment Options, Guest and Observer Access, Properties, Style, and Tool Availability. The 'Tool Availability' option is highlighted with a yellow dotted circle.

ACE Evidence Submission

F. Blackboard ACE Evidence Submission “Home Screen”

Follow the steps (H-J) on the next few pages to complete the submission process.



Clicking on “What do I need before I start?” will open a summary of the items and information you need to complete the submission process (the same information is shown on page 2 of this guide).

The ACE Governing Documents state that instructors of ACE courses are responsible for providing their hosting department/unit with the following each time the course is offered:

1. A reasonable sample of student products (at least three) related to the achievement of the ACE Learning Outcome(s) for which the course is certified. [View the certified ACE proposal for your course.](#)
2. Reflection/Assessment of those products.

Find the ACE proposal for the course you teach by clicking this link when you are in Blackboard.

[What do I need before I start?](#)

[Information about privacy and ACE assessment](#)

Please double-check the course and semester shown here are correct. This will ensure your samples and evidence are designated with accurate metadata and filed correctly in Blackboard's Content Collection.

If you have problems with or questions about the ACE sample submission process please contact Kelly Dick at kdick3@unl.edu.

1 Submit course syllabus

G

The course syllabus has been submitted:

[syllabus-kellystestcourse-memorandum.doc](#) [Replace](#)

2 Submit ACE evidence samples

H

ACE 1 - Written Texts Incorporating Research and Knowledge Skills

Add Sample

Remove

No sample files submitted.

3 Course Reflection

I

ACE 1 - Written Texts Incorporating Research and Knowledge Skills

Add Course Reflection

Remove

No course reflection submitted.

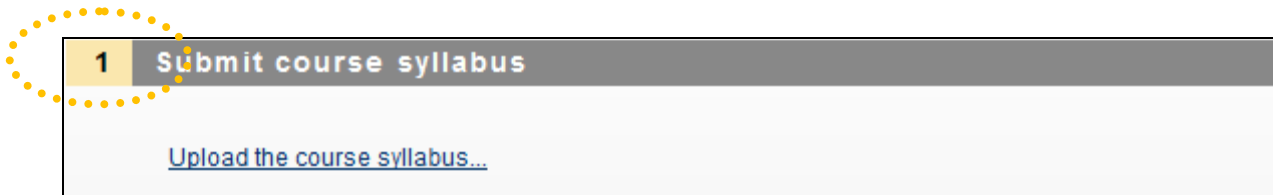
★ **Please note the ACE Outcome listed under steps 2 and 3 on the left.**

Blackboard knows for which outcome(s) each ACE course is certified.

If the outcome(s) listed for your course is/are inaccurate, please contact: Kelly Dick (kdick3@unl.edu).

G. Submit course syllabus*

- a) Refer to **number 1** (shown below) on the home screen and locate the link, "Upload the course syllabus." Click on the link.



- b) You are now on the syllabus submission screen (shown below).
- c) Click on **Browse** and locate the file on your computer that you want to upload.
- d) Click **Submit** to upload the syllabus and return to the home page.

* **Remember, the syllabus should indicate the ACE Outcome(s) for which the course is certified. It should identify the opportunities the course provides students to acquire the knowledge or skills necessary to achieve the Learning Outcome(s), and the graded assignments which will be used to assess the students' achievement of the Outcome(s).**

Submit Course Syllabus for Kelly's Test Course

1 Select the syllabus file

Syllabus

Browse...

2. Submit

Click **Submit** to submit the course syllabus. Click **Cancel** to return to the previous page without submitting.

Cancel

Submit



* **Files uploaded using this tool will be saved to a permission-required area of Blackboard's Content Collection. Because of this, all files will be retained indefinitely.**

H. Submit ACE evidence samples^{*}

- a) Refer to **number 2** on the home screen (shown below) and click on **Add Sample** under the ACE Outcome for which you are currently submitting samples. (What is a “[reasonable sample](#)”? Or refer to the certified ACE proposal for your course.)

2 Submit ACE evidence samples

ACE 1 - Written Texts Incorporating Research and Knowledge Skills

Add Sample **Remove**

No sample files submitted.

^{*}**Two-Outcome courses only:** If you have an identical evidence sample for each outcome, you will need to upload it under both.

- b) You are now on the sample submission screen (shown on next page).

Continued on next page

Submit ACE evidence samples, CONT'D: ✨

1 Provide details

For samples of individual student work, NUID is required. Although you are asked to select the student id or name associated with the sample you are submitting, you should attempt to remove (as much as possible) any student identifying information from the product itself before uploading it here. ([More on student ID and privacy](#))

If you are submitting something other than a sample of individual student work (a group work sample, etc.), choose a "sample type" from the drop-down list that most closely represents your submission (a group work sample, etc. not be required).

Sample Type: individual student work

Student: select by name -or- select by NUID
The student name is not recorded and is only provided here for convenience.

File: Attach local file Browse...
or Copy file from Content Collection Browse...

Instructor notes/comments (optional)

2. Submit

Click **Submit** to submit the sample. Click **Cancel** to return to the previous page without submitting the sample.

Cancel Submit

"More on student ID and privacy"
Link to this information through the Blackboard tool, or find it on the ACE Assessment web page under **Resources**:
<http://ace.unl.edu/assessmentplanning.shtml>

✨ **You can attach files that are saved on your computer, or copy files previously uploaded to Blackboard's Content Collection.**

c) Provide Details.

Sample Type: From the drop down list choose the option that most closely represents the file you are submitting.

Student: (*Required for samples of individual student work only*). The course roster is provided. Select the student by name or by NUID from one of the drop down lists (names are never recorded).

File: If your file was saved to Blackboard's Content Collection ([accessing Content Collection](#)), you can browse and upload it from there. Otherwise, click on **Browse** to attach a "local file" (circled above).

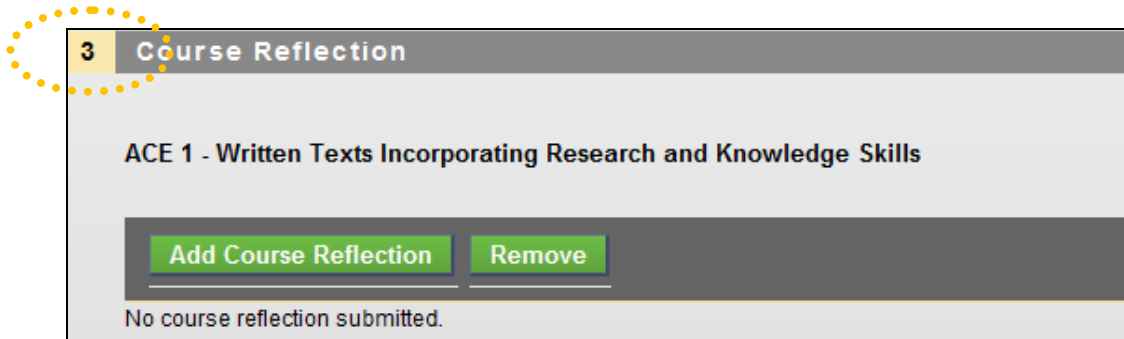
Optional notes/comments: Although not required, you and/or your unit may find comments about a specific evidence sample helpful.

d) Click **Submit** to upload the sample and save it with its accompanying data. You will be returned to the home screen.



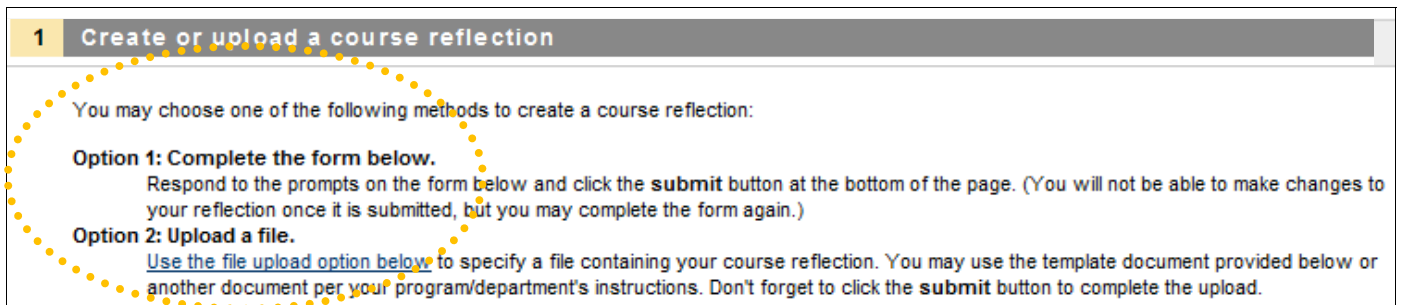
I. Course Reflection

- a) Refer to **number 3** on the home screen (shown below) and click on **Add Course Reflection** under the ACE Outcome for which you are currently submitting samples.



- b) You are now on the course reflection screen (shown below and on the next page).

★ Two-Outcome courses only: If you have identical course reflections for each outcome, you will need to upload it under both.



- c) Two methods are available for submitting your course reflection:

Option 1: Complete the form. Type your responses to the provided prompts directly into the text boxes on the screen, and click on **Submit** at the bottom of the page to save. (You will not be able to make changes to your reflection once it is saved; however, you may complete the form again and remove the previous version on the home screen.)

-OR-

Option 2: Upload a file from your computer. You may use the template document provided or another document per your program or department's instructions. Click **Browse** to select the document then click on **Submit** to upload it and return to the home screen.

Course Reflection, CONT'D:

- d) Either fill in the boxes OR upload a previously saved document from your computer.
- e) Click **Submit** to save your reflection and return to the home page.

Option 1

1. Describe how you selected your samples.

2. Describe course assignments and/or tests that were used to assess achievement of the outcome.



3. Describe to what degree or extent the student work in your course demonstrates achievement of the ACE outcome.

4. Describe any changes that might be made to improve student learning based on your reflection.

Option 2

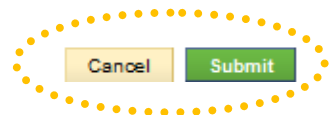
[Download the course reflection template \(Word Document\)](#)

Course Reflection File



2. Submit

Click **Submit** to submit your course reflection. Click **Cancel** to return to the previous page without submitting.



Appendices

J. Appendix 1: Interpreting file names

Whenever a file is submitted using this tool, Blackboard renames it in order to make it identifiable and create consistency. Below are breakdowns of some uploaded example files.

***Only the first 10 characters of your original file name will be retained when it is renamed by Blackboard.**

1. Uploaded syllabus

- Original file name given to document: fall09syllabus.pdf
- File name assigned by Blackboard upon uploading: syllabus-JGEN300004.20101- fall09syll.pdf
- Break down:

syllabus	JGEN300	004	20101	fall09sylla	.pdf
1	2	3	4	5	6

- Blackboard-generated description of file (in this case, "syllabus")
- Course subject and number
- Specific section of course
- Term code: 4-digit yr (2010=2009/10 AY) & 1-digit sem. (1=fall, 2=spring, 3=summer)
- Original file name
- file extension (e.g. this example is a .PDF)

2. Uploaded sample of individual student work

- Original file name of my sample of student work: finalpaper.doc
- File name assigned by Blackboard upon uploading: 0202xxxx-ACE-1-JGEN300004.20101- finalpaper -20091112134459.doc
- Break down:

1234xxxx	ACE-1	JGEN300	004	.20101	finalpaper	20091112134459	.doc
1	2	3	4	5	6	7	8

- Student's full NU ID
- Relevant ACE Outcome
- Course subject and number
- Specific section of course
- Term code: 4-digit yr (2010=2009/10 AY) & 1-digit sem. (1=fall, 2=spring, 3=summer)
- Truncated version of original file name: only the first 10 characters are retained*
- Unique ID assigned by Blackboard, based on the date and time (on 24 hour clock) of the upload (this eliminates the possibility of duplicate file names in the system).
- file extension (e.g. this example: .doc=Word document)

- Examples of other uploaded sample types (note that a **brief description** replaces the student ID in these file names):

grade_statistics- ACE-1-JGEN300004.20101-mycrsestat-20091112134343.doc

group_project- ACE-1-JGEN300004.20101-testdocumn-20091117121436.docx

3. Uploaded course reflection

- If a course reflection is submitted using Option 1 (see pages 9 & 10 of this guide), there is no original file name, so Blackboard adds "online_form" as shown in the example below:

course_reflection-ACE-1-JGEN300004.20101-online_form-20091117115725.txt

- If a course reflection is submitted using Option 2, there will be an original file name. For this example it was: mycoursereflection.doc

course_reflection-ACE-1- JGEN300004.20101-mycrserefl-20091112134241.doc

K. Appendix 2: Removing/replacing uploaded files

1. ACE Evidence Samples

- To remove one or more sample files, simply check the small box left of the file name (circled in the example below), and click on **Remove (a)**. Do this when the document/sample you uploaded is wrong or the information you included with it needs revision.
- Follow the steps on pages 7-8 (pt. I) to upload a different sample if needed.

2 Submit ACE evidence samples

ACE 1 - Written Texts Incorporating Research and Knowledge Skills

Add Sample Remove **a**

Submitted Files Date

<input type="checkbox"/>	group project-ACE-1-kellystestcourse-groupapres-20100225152144.docx	2010-02-25 15:21:46.0
--------------------------	-------------------------------------------------------------------------------------	-----------------------

Total items: 1

2. Syllabus

- You can replace your uploaded syllabus by clicking **Replace** (circled in the example below). This opens the syllabus submission page.
- Repeat the steps show on page 6 (pt. G) of this guide to upload a syllabus and automatically replace the previous file.

1 Submit course syllabus

The course syllabus has been submitted:

[syllabus-kellystestcourse-syllabus u.doc](#) **Replace**

3. Course Reflection

- You can add multiple course reflection documents. To remove one or more course reflection files, simply check the small box left of the file name (circled in the example below), and click on **Remove (a)**.
- Repeat the steps show on pages 9-10 (pt. I) of this guide to upload a new course reflection file if needed.

3 Course Reflection

ACE 1 - Written Texts Incorporating Research and Knowledge Skills

Add Course Reflection Remove **a**

Submitted Files Date

<input type="checkbox"/>	course reflection-ACE-1-kellystestcourse-course ref-20100225153508.doc	2010-02-25 15:35:07.0
<input type="checkbox"/>	course reflection-ACE-1-kellystestcourse-online form-20100225153444.txt	2010-02-25 15:34:45.0

Total items: 2