uiuLearn TUTORIAL

COURSE TOOLS> GENERAL EDUCATION ASSESSMENT

This tutorial covers how to use assignment folders attached to general education task rubrics in uiuLearn.

STEP 1> Go into your course in uiuLearn that is associated with a General Education Task.

STEP 2> Click on ‘Assignments’ in the navbar.

STEP 3> You should see an assignment in your list related to the GenEd Task. The assignment is already tied to the appropriate rubric and Gen Ed Task.

CHECKPOINT 1 – NO ASSIGNMENT LISTED? PLEASE CONTACT THE COURSE COORDINATOR FOR YOUR COURSE, OR YOUR SCHOOL’S INSTRUCTIONAL DESIGN TEAM.
STEP 4 > Edit the assignment to include your own instructions and other items. Click on the dropdown arrow next to the assignment name and choose ‘Edit Folder’

![Edit Folder Screenshot]

STEP 5 > All of the items are optional on this page. You can add grade items, points, etc if you would like. If you are adding an additional separate rubric for grading purposes, you can add it here. Otherwise, skip it. The GenEd rubric is already attached in the background.

![Folder Properties Screenshot]
STEP 6> Change the instructions to whatever you would like.

STEP 7> Next, you will need to actually put the assignment in your course ‘Content’ so your students have easy access. Click on ‘Content’.

STEP 8> If you do not already have a module for the assignment to live in, create a module on the left side.
STEP 9> Then, go into the module (Week 1 in this example) and choose ‘Existing Activities’ dropdown menu and select ‘Assignments’ and add the assignment by clicking on the Assignment name.
STEP 10> Be sure to change the content item from ‘Draft’ to ‘Published’

STEP 11> Now your students can submit their assignments to the fold you created. Now, let’s assess the student submissions!

STEP 12> Click on ‘Assignments’

STEP 13> Click on the dropdown arrow next to the assignment name and choose ‘View Submissions’
**STEP 14**  Change the dropdown menu for ‘Submissions’ to ‘Show Everyone’. This will show your entire class, regardless of if they have submitted an assignment or not.

**STEP 15**  Click the magnifying glass icon to refresh the page.
STEP 16> Scroll down and click on the ‘Evaluate’ link next to the first student in your list.

STEP 17> On the left side, it will show the student’s work, or a link to download the student’s work.

STEP 18> On the right side, there is a link to the GenEd Task rubric. Click on the rubric’s name.

CHECKPOINT 2 – NO RUBRIC LISTED? REACH OUT TO YOUR SCHOOL’S INSTRUCTIONAL DESIGN TEAM OR COURSE COORDINATOR
STEP 19> Fill out the rubric as appropriate. Click all the way through the rubric and an overall score will automatically populate.

STEP 20> Click the ‘Save & Record’ button.

STEP 21> If you are using this assignment for grading, enter a grade and any feedback.
STEP 22> Scroll down on the right side and choose ‘Publish’.

STEP 23> Click the ‘Next Student’ link to go to the next student in the course.
STEP 24>  Go back to Step 17 and repeat for all students in the course.

✓ CHECKPOINT 3 – ARE YOU HAVING TROUBLE? Watch this video or reach out to your School’s Instructional Design Team or Course Coordinator

⚠️ In need of more uiuLearn tutorials? Find them here: HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTY.HTML.