# **Key Assignment Training**

# **Audio file**

[audio1559296866.m4a](https://emailsaintleo-my.sharepoint.com/personal/karen_garcia_saintleo_edu/Documents/Transcribed%20Files/audio1559296866.m4a)

# **Transcript**

00:00:03 Speaker 2 (Heather Johnson)

Welcome to this brief training video for instructors on key assignments. I am Heather Johnson from the College of Education and Social Services.

00:00:11 Speaker 1 (Raymond Gonzalez)

And I'm Raymond Gonzalez from Assessment & Institutional Research.

In this video we will quickly discuss what key assignments are as well as the do’s and don'ts on where to receive support.

00:00:26 Speaker 1 (Raymond Gonzalez)

Key assignments are designated course assignments selected by the program to assess the student learning outcomes.

These assignments measure student mastery of content, which is important for continuous program improvement as well as meeting accreditation requirements.

00:00:41 Speaker 1 (Raymond Gonzalez)

There are two resources available to you for identifying if your key course has key assignments and which assignments they are.

First, you can review the course syllabus to see if there are any key assignments.

Second, you can review the Courses with Key Assignments spreadsheet located on the CTLE website.

00:00:58 Speaker 2 (Heather Johnson)

And before we cover the do’s and don'ts of key assignments, we want to stress that the key assignments are already set up for you in your course.

The assignment folders and rubrics have already been created for you. They are also already connected to the gradebook, so you will not be asked to do anything other than score these assignments.

Now let's jump into the key assignment do’s and don'ts.

00:01:20 Speaker 2 (Heather Johnson)

If you open the key assignment folder in your course, you can add or edit the assignment description. Letting your students know what is expected of them in their assignment is a good thing.

And you can also add due dates to your assignment.

00:01:37 Speaker 1 (Raymond Gonzalez)

However, do not alter the title of the assignment in any way.

Some instructors add the due date or module number to the assignment folder titles.

This is not permitted for key assignments because any change to the title breaks the link to the assessment management system. When the title is changed, the assessment data is no longer collected.

00:01:58 Speaker 1 (Raymond Gonzalez)

The key assignment rubrics are already created for you and linked to the appropriate assignment folder. Do not edit or delete any key assignment rubrics. Doing so will prevent the collection of assessment data.

00:02:11 Speaker 2 (Heather Johnson)

And when you are ready to grade the students’ key assignment submissions, make sure to score all the criteria on the rubric.

You can also add feedback wherever necessary.

00:02:22 Speaker 2 (Heather Johnson)

Also, if you happen to have two rubrics attached to the key assignment, you must score all criteria on both rubrics.

One rubric will generate the score that gets entered in the gradebook while the other rubric provides additional assessment data that the program needs.

Not all key assignments use two rubrics. To see if any of the courses you teach has a key assignment with two rubrics, you can refer to the Courses with Key Assignments spreadsheet on the CTLE website.

00:02:51 Speaker 1 (Raymond Gonzalez)

When scoring rubrics do not skip any of the rubric criteria.

The assessment management system can only pull data from your course when all other criteria are scored.

Unscored criteria are seen as incomplete assignments and are disregarded.

00:03:06 Speaker 2 (Heather Johnson)

When you have finished scoring the rubric, you may override the final grade if necessary.

For example, if you deduct points for late submissions, you can do that here.

00:03:18 Speaker 1 (Raymond Gonzalez)

However, do not enter an overall grade without first scoring rubric or rubrics attached to the assignment.

If you score the rubrics after you enter a grade, the grade will change based on the selection made on the rubric.

00:03:33 Speaker 1 (Raymond Gonzalez)

While this training has almost concluded we're not going to leave you without any resources or systems of support.

The CTLE website contains assessment and key assignment resources, including the recording of this training, the list of courses that contain key assignments, a step-by-step reference guide and answers to frequently asked questions.

Additionally, Karen Garcia has already recorded and posted a video on how to score rubrics, if you have never used a rubric in D2L before.

00:04:03 Speaker 2 (Heather Johnson)

Furthermore, you can use the Request Help with Course link in the instructor resources module in your course. This link can be used if you accidentally delete an assignment folder or rubric.

However, anytime you're having a problem within the course for whatever reason, not only related to key assignments, you can use this link. Clicking on the link, will open a request form. Once you fill it out, Learning Design is quick to respond.

So this is a very important resource for you to be aware of.

And thank you for viewing this training video.

Have a great day!