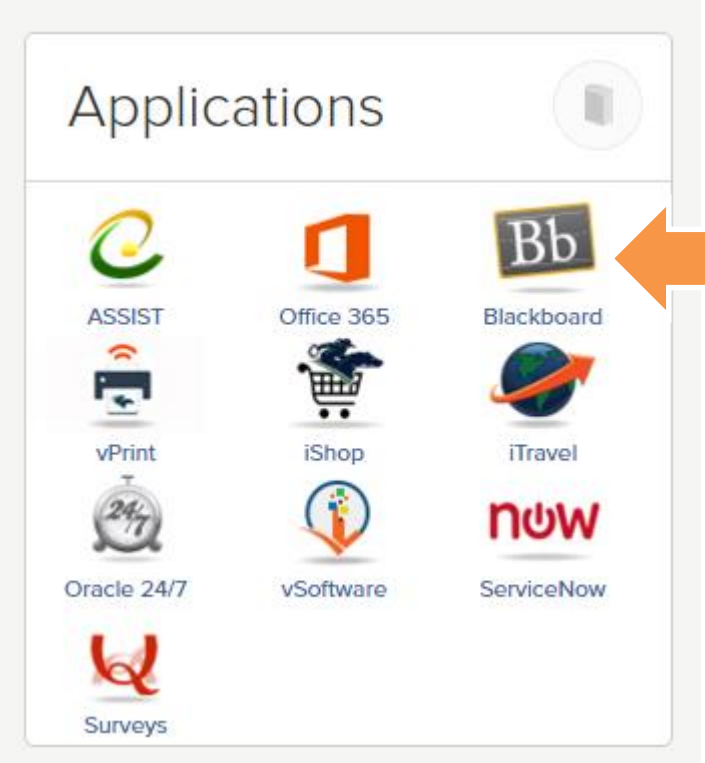
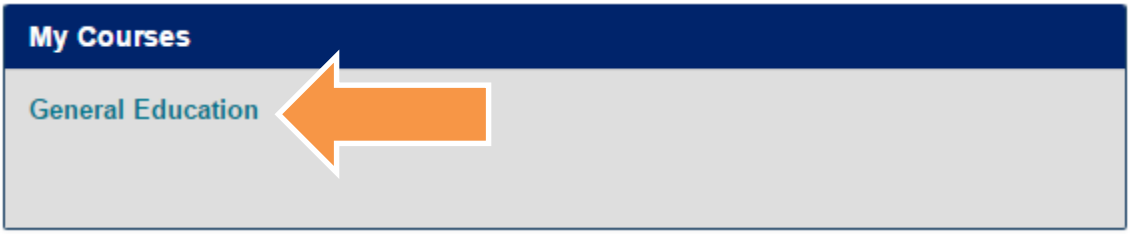
This guide provides detailed instructions on how to create Gen Ed Core alignments for assignments created in Blackboard. These alignments will help facilitate the collection and assessment of student artifacts. The instructions contained within this document are directed to faculty members who are participating in courses which are part of the Gen Ed Core and have utilized the Blackboard platform to issue their Gen Ed Core Assessments. If you require any assistance please contact the Office of Accreditation and Assessment (OAA) at assessment@utrgv.edu.

Steps:

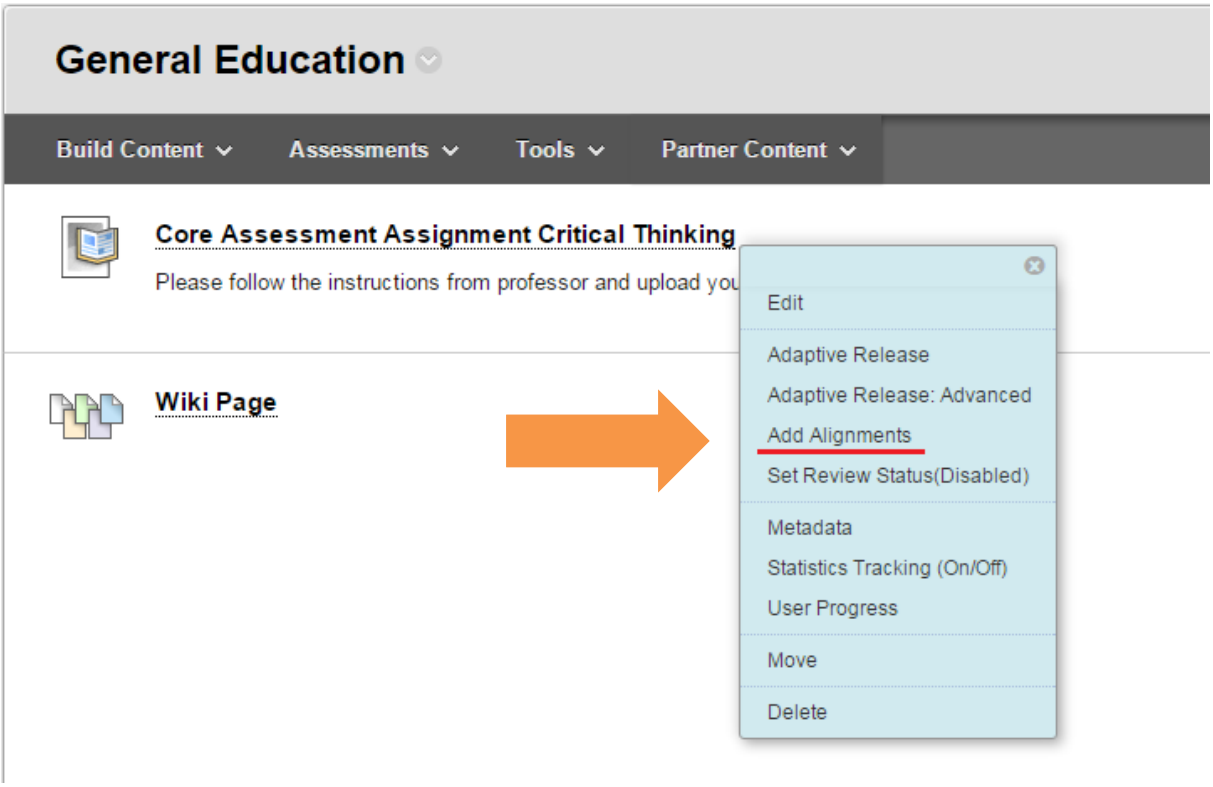
1) Log into your **myUTRGV** account & select **Blackboard** from your applications portal.



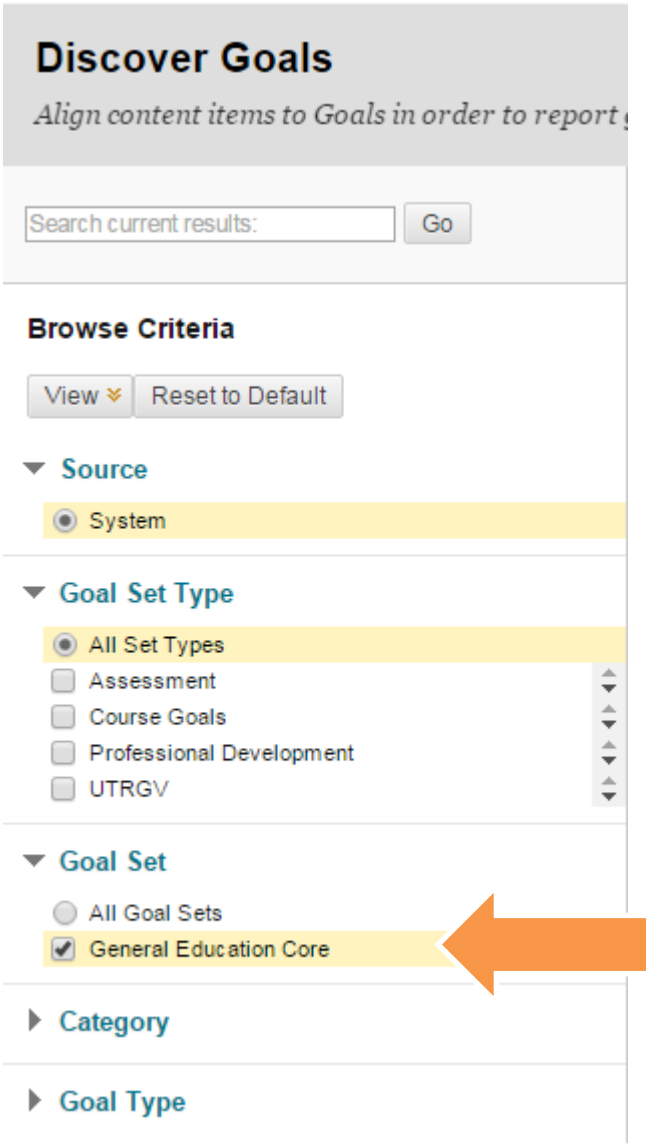
2) Select the applicable Gen Ed course you are teaching from the "**My Courses**" Inventory.



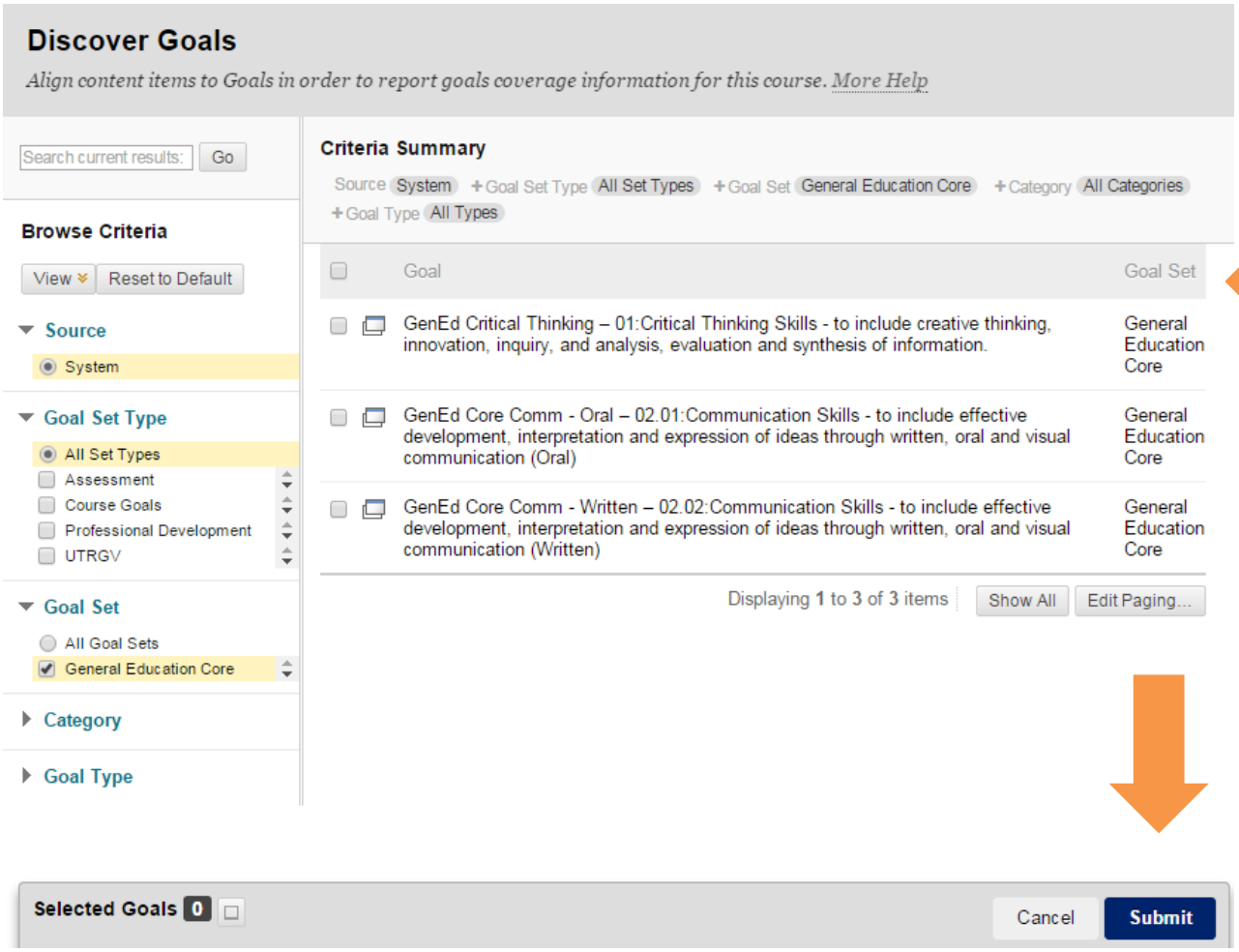
3) Identify the corresponding assignment which will be utilized for Gen Ed Assessment purposes from your assignment inventory. Then, click on the drop down arrow that appears next to the assignment title and select "**Add Alignments**".



4) This will open the Goals Discovery window. You must first filter the selection so that it will display only the items associated with Gen Ed Assessment. To accomplish this check the box titled "**General Education Core**" under the Goal Set submenu.

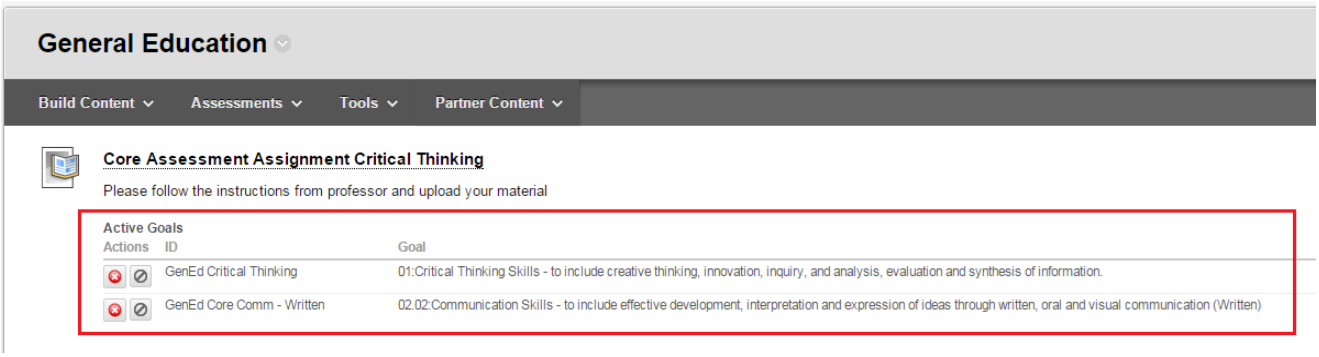


5) Once the applicable Gen Ed objectives have displayed you can begin alignment. To align the assignment, simply select the corresponding Gen Ed Objective(s) from the **Criteria Summary** pane and click on the submit button.



Note: *The nature of the assignment and the period of the Gen Ed Assessment calendar will dictate which objective items are to be selected. For example, during the **2015-16 AY** artifacts for **Communication** & **Critical Thinking** will be collected. If the assignment created has content that will assess both **Critical Thinking** and **Writing** then the faculty should select both GenEd Critical Thinking & Gen Ed Core Comm-Written goals. For more information please consult you assigned Gen Ed Assessment Coordinator or the Office of Accreditation and Assessment.*

6) Once the goals have been successfully aligned you will see and **"Active Goals"** section under your corresponding assignment. This indicates that a copy of all student work submitted for this item will be transferred to a special repository for Gen Ed Assessment purposes. This action will in no shape or form affect any pre-existing or subsequent configuration.



Note: *If you have additional assignments which need to be aligned to other objectives please perform additional alignments by repeating the process from Step 1.*