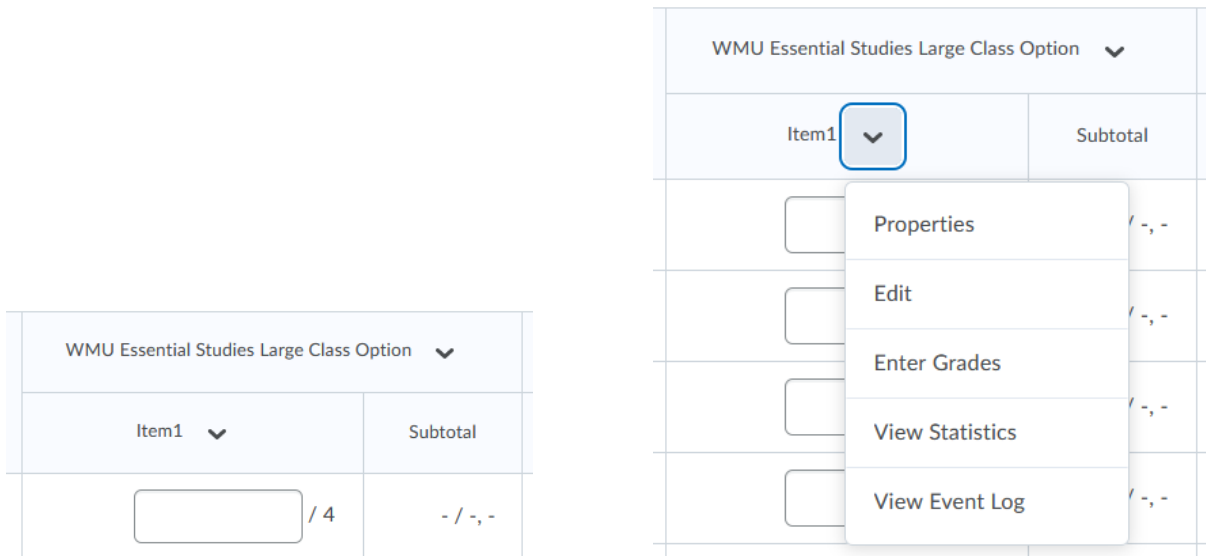


**Assessing WMU Essential Studies outcome proficiencies for large classes.**

If you are familiar with entering grade items in to your elearning gradebook by uploading a .csv spreadsheet you may prefer this method of uploading your assessment data into your gradebook.

1. You will need to modify the category in your gradebook entitled ‘WMU Essential Studies Large Class Option’, first by renaming the column titled “Item 1” and then by adding extra columns depending on the total number of criteria you will be assessing in your student learning outcome rubrics. The column is titled ‘Item 1’ because a category will only display in your gradebook if there is an item within it, so you will first need to rename that column.

From Gradebook click on the dropdown menu for the column entitled “Item 1” and click on ‘Edit’



Instead of “Item 1” replace it with the first student learning outcome from the abbreviation list below and add the number of the criteria in the rubric, 1 for the first criteria, 2 for the second and so on. If you have a choice of criteria to assess within the rubric (eg 2 out of 4) just number the columns with the criteria you will be assessing and don’t worry about the criteria you will not be assessing.

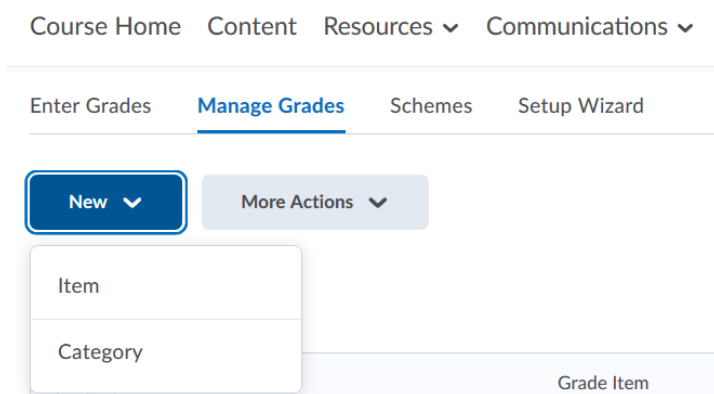
WMU Essential Studies Student Learning Outcome Abbreviations.

- CCL Develop creative and critical thinking.
- DIL Develop sensitivity to diversity and inclusion.
- ECL Apply ethical, critical, and informed thought within and across disciplines.
- GAL Develop global awareness and international perspectives.
- IFKL Increase foundational knowledge of the sciences, social sciences, humanities, or the arts.
- IIL Apply different methods of intellectual inquiry, investigation, and discovery.
- ILL Demonstrate and apply information literacy.
- LCL Demonstrate familiarity with a language other than English and/or the culture associated with it.
- ORL Demonstrate effective and appropriate oral and digital communication abilities.

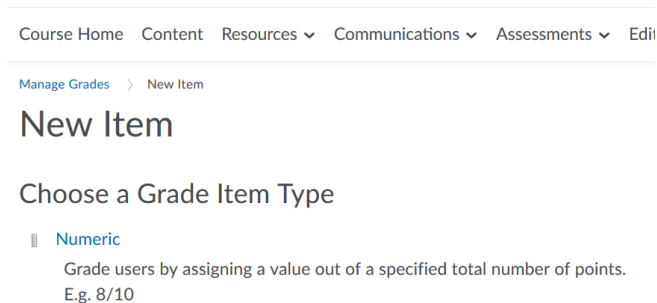
PSL	Develop practices for planetary sustainability.
PWL	Develop understanding and practices for personal wellness.
QLL	Analyze and interpret quantitative information.
SLL	Demonstrate and apply scientific literacy.
WCL	Demonstrate effective and appropriate written communication abilities.
WIL	Work both independently and in collaboration with others to achieve goals.

**2. Now, under this Large Class Option grade category you will have to add one column for each of the other student learning outcome criteria that you are assessing.**

**So, from 'Gradebook', click 'Manage Grades', then 'New', then 'Item';**



**When 'New Item' page loads click 'Numeric' link (in blue).**



**When the 'New Item; Numeric' page loads select 'WMU Essential Studies' as the category and then in the 'Name' box you will need to type the student leaning outcome and criteria number from the rubric.**

**Use this convention to title each column after the student learning outcome that you will be assessing;**

CCL	Develop creative and critical thinking
DIL	Develop sensitivity to diversity and inclusion.
ECL	Apply ethical, critical, and informed thought within and across disciplines
GAL	Develop global awareness and international perspectives.

IFKL	Increase foundational knowledge of the sciences, social sciences, humanities, or the arts.
IIL	Apply different methods of intellectual inquiry, investigation, and discovery.
ILL	Demonstrate and apply information literacy
LCL	Demonstrate familiarity with a language other than English and/or the culture associated with it.
ORL	Demonstrate effective and appropriate oral and digital communication abilities
PSL	Develop practices for planetary sustainability.
PWL	Develop understanding and practices for personal wellness
QLL	Analyze and interpret quantitative information
SLL	Demonstrate and apply scientific literacy.
WCL	Demonstrate effective and appropriate written communication abilities
WIL	Work both independently and in collaboration with others to achieve goals

**Then look at the rubrics and add the appropriate digit, the first criteria is '1' the second '2' etc.**

**So the first criteria on the Science and Literacy student learning outcome rubric is SLL1, the second criteria on the Written Communication rubric would be WCL2, and so on.**

**So the first criteria on Planetary Sustainability would look like;**

## New Item

Properties

Restrictions

Objectives

### General

Type  
Numeric

Name \*

PSL1

Short Name

Category

WMU Essential Studies ▾

[\[New Category\]](#)

**Scroll down to below the empty 'Description' box and the change the 'Maximum Points' below 'Grading' to '4', (the student learning outcomes are assessed on a 4 point scale; 4-Exemplary 3-Proficient 2-Developing 1-Beginning).**

Category  
 WMU Essential Studies ▾ [New Category]

▼ Hide Description

Description

▾ Paragraph ▾ **B** *I* U

Allow users to view grade item description

Grading

Maximum Points \*

ⓘ

Can Exceed

Lastly click on the 'Restrictions' tab and check the 'Hide from Users' box, then 'Save and Close' the blue button at the bottom.

Properties **Restrictions**

Hide from Users

Availability

Has Start Date  
    
*United States - Detroit*

Has End Date  
    
*United States - Detroit*

Display In Calendar

Release Conditions

There are no conditions attached to this item.

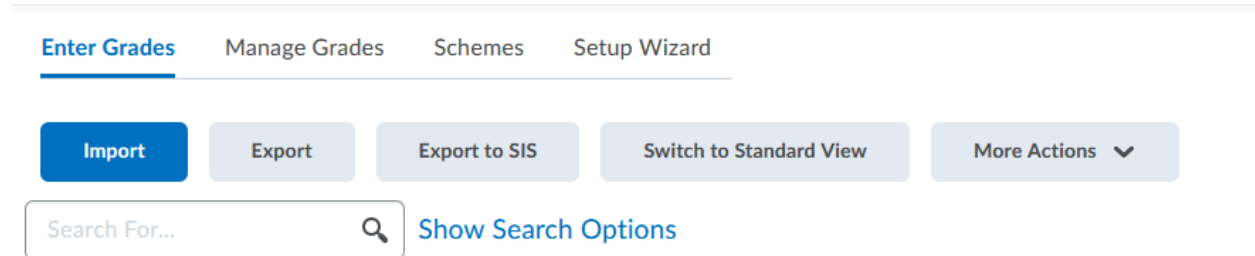
You will need to repeat from step 2 for every criterion that you will be assessing.

You should now have a category in your grade book labelled the 'WMU Essential Studies' and a column for each criteria you will be assessing in each student learning outcome.

Now you can enter number 1 – 4 to record the student's proficiency in that criteria without having to click on the rubrics or you can upload numbers into those columns from a .csv file in the same format

as scanning services uses to send out scantron results ready to be uploaded, if you need help with that then just email me. Unfortunately, in elearning formulae cannot be used within a category.

One way of getting a suitable .csv file is to export your gradebook from the 'Enter Grades' page as a .csv file;



You can then add proficiency assessments for each student for each criteria by recording a number between 1 and 4 in the spreadsheet columns or you can use formulae within the spreadsheet to enter the assessment data.

Remember that you only need to do this gradebook set up once as in future semesters if you copy components from one semester to the next the gradebook setup will copy across.

I have made a short video to help guide you through this process and it is posted on the faculty senate website at;

<https://wmich.edu/facultysenate/wmuessentialstudies/wesassessmenthowto>

Regards,

Mervyn J Elliott.