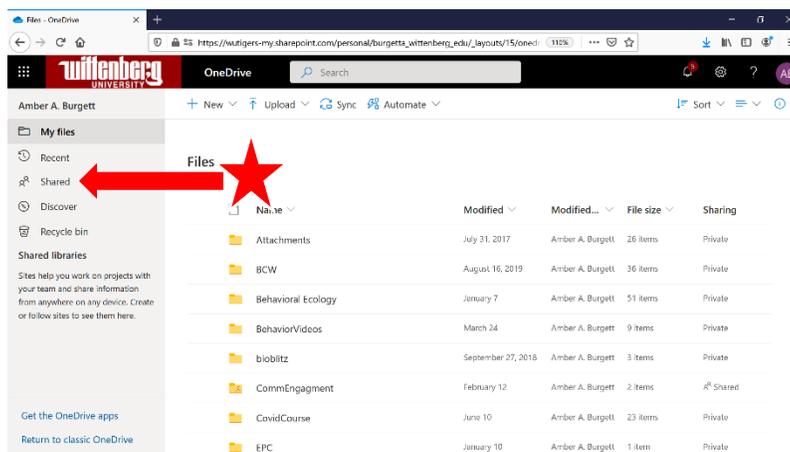


Written Communication Learning Outcome Assessment Fall 2020

1. Choose the writing assignment that you will use as your artifact
 - a. It should be a graded assignment and represent a significant writing sample or paper
 - b. All students should be required to submit the assignment
 - c. Ideally, this artifact will be the culminating writing project, assignment, or final in the course
2. After collecting the assignment, score each student artifact using the written communication rubric
 - a. Score each capability (row) of the rubric separately. Look for locations in the artifact that exhibit evidence of a student achieving a particular level on the rubric
 - b. Remember that the written communication rubric is not associated with the student's grade on the assignment. The rubric is designed to only assess if a student has met the written communication learning outcome.
3. Open the OneDrive shared Written Communication excel document for your course **in a web browser**. It is important that you do not download the excel spreadsheet, but rather enter your scores into the document via the web browser. This way your changes will be automatically saved and shared with the Director of General Education.
 - a. The document can also be accessed by logging into your OneDrive account in a web browser. On the left hand side, select Shared. You should be able to locate the excel file that has your course name.



- b. Note that sometimes when an excel spreadsheet opens in the web version, it can shift the view towards the end of the spreadsheet.
 - i. If your spreadsheet appears blank, try scrolling up to the first row of the spreadsheet.
 - ii. Formatting can also sometimes be an issue in different web browsers, but you should see a column for ID, Name, Capability 1, Capability 2, Capability 3, Capability 4, Capability 5, and student specific comments. Each row will be for a specific student in your course.
 - iii. Note that the roster can sometimes pull all students who were registered for your course at any time, so if a student has dropped the course, withdrawn, or

has not ever appeared on your roster, just note that in the student specific comments.

4. Enter the score for each capability for each student using the drop-down options for Emerging, Developing, Proficient, or Advanced.
 - a. Note that a score of 0 is not an option, students that are not assessed should be left blank. Please note the reason in the student specific comments.
5. Double check that you are entering the data into the excel spreadsheet via a web browser. If yes, your changes will be automatically saved. If you are not, please copy and paste your scores into the web version of the shared document. Once you enter the data, you can close the window. Thank you for helping us assess our general education learning outcomes!