



# Outcomes Assessment

News You Can Use Vol.2 #3

Are you accustomed to participating with the Live Text assessment but were not called on this semester?

We encourage you to participate! Really!

Please feel free to use the written and/or critical thinking rubrics this semester!!! Submit your data to Live Text.

Please note the Thursday October 2nd deadline for the completion of step 2.

Everything you need are on the following pages!

**SSC's Outcomes Assessment Strategic Plan for General Education Assessment: Does this include you???**

Critical Thinking Rubric			Written Communication Rubric		
MTH095	PSC101	EDU204	ENG097	SOC101	HSA108
AST101	PHY211	EGR201	ENG099	ADN252	MAS104
BIO102	ACC120	HIS151	RDG082	AET102	MIS110
CHM113	BIO185	HUM205	ART107	BIO115	MUS106
ECO201	BLW201	MTH145	ENG101	BLW202	OAT104
HIS203	BUS105	MTH165	ENG111	BUS108	OAT170
MTH115	BUS220	OTA101	HFA120	CHD101	PLA101
MTH126	BUS224	PHB102	HUM210	CHD212	PLA204
MTH190	CHW105	PHT101	PSC102	CJS101	PSY206
PHL102	CIS132	PHY115	PSY101	FAD205	RAD104
PHS101	CJS220	SPN115		HIT103	RAD225
	CJS227			HLT101	SPA121

Hello. All instructors, both full-time and part-time, of the courses listed during week one are being asked to

1. Choose a class activity to evaluate using the assigned rubric.
2. Fill out the form found at the Survey Monkey link <https://www.surveymonkey.com/s/VT9PD7G>, which can be also be found on the OA web page, on the Faculty/Staff page of the SSC website **before October 2nd**.
3. Assess the activity using the assigned rubric.
4. Enter the rubric data onto Live Text at <http://www.livetext.com> **before December 10th**.
5. Send a results sentence with respect to the outcome you stated on the form to [jmedlen@ssc.edu](mailto:jmedlen@ssc.edu) **by December 10th**.

## OUTCOMES ASSESSMENT QUESTIONS

Jennifer Medlen x2424 or at [jmedlen@ssc.edu](mailto:jmedlen@ssc.edu)

Thank You for your cooperation and kindness.

**WRITTEN COMMUNICATION SKILLS RUBRIC**

**Assessment of Effective Written Communication and Self Expression**

<b>NAME:</b>		<b>COURSE:</b>		<b>DATE:</b>	
<b>Intended Outcome: The student will clearly and effectively communicate his/her message</b>					
<b>Performance Area</b>	<b>Score = 3</b> <i>Exceptional</i>	<b>Score = 2</b> <i>Proficient; Meets standards</i>	<b>Score = 1</b> <i>Needs Improvement</i>	<b>Score = 0</b> <i>Does not meet standards</i>	<b>Score</b>
<b>Structure</b>	Written work has clear and appropriate beginning, development, and conclusion. Paragraphing and transitions are also clear and appropriate.	Written work has an adequate beginning, development, and conclusion. Paragraphing and transitions are also adequate.	Written work has weak beginning, development, and conclusion. Paragraphing and transitions are also deficient.	Organizational structure (and paragraphing) have serious and persistent errors.	
<b>Content</b>	The length and breadth of the written work provides in-depth coverage of the topic, and assertions are fully supported by evidence.	The length and breadth of the written work is sufficient to cover the topic, and assertions are adequately supported by evidence.	Written work does not do an adequate job of covering the assigned topic, and assertions are weakly supported by evidence.	Written work does not cover the assigned topic, and assertions are not supported by evidence.	
<b>Mechanics</b>	Written work has no major errors in word selection and use (and sentence structure, spelling, punctuation, and capitalization).	Written work is relatively free of errors in word selection and use (and sentence structure, spelling, punctuation, and capitalization).	Written work has several major errors in word selection and use (and sentence structure, spelling, punctuation, and capitalization).	Written work has serious and persistent errors in word selection and use (and sentence structure, spelling, punctuation, and capitalization).	
<b>Total:</b>					
<b>Overall Score (Optional):</b>					
<b>COMMENTS:</b>					

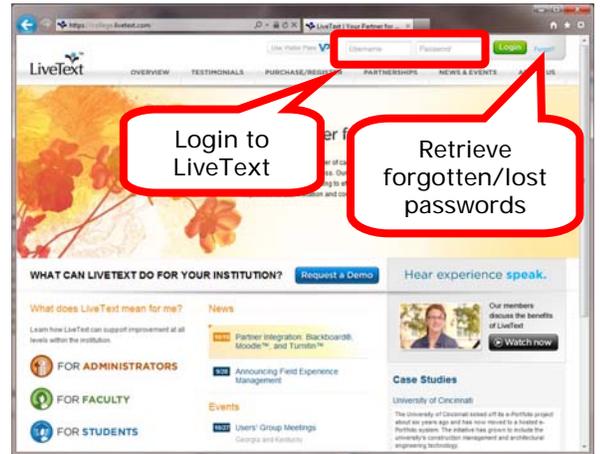
**Problem-Solving Skills Rubric**  
**Assessment of Effective Use of Critical Thinking Skills**

<b>NAME:</b>			<b>COURSE:</b>		<b>DATE:</b>	
<b>Intended Outcome: The student will demonstrate critical thinking through written/oral/skill-based activities.</b>						
Performance Area	<i>Score = 3</i>	<i>Score = 2</i>	<i>Score = 1</i>	<i>Score = 0</i>	Score	
	<i>Exceptional</i>	<i>Meets the standards</i>	<i>Needs Improvement</i>	<i>Does not meet standards</i>		
<b>Definition of the Problem</b>	Clearly defines the problem and considers all relevant aspects of the problem.	Adequately defines the problem and considers all relevant aspects of the problem.	Inadequately defines the problem or fails to consider all relevant aspects of the problem.	Unable to define the problem or defines the problem incorrectly.		
<b>Develops a plan to solve the problem</b>	Selects appropriate concepts, procedures and strategies to solve the problem.	Lacks some of the concepts, procedures and strategies to solve the problem.	Lacks the concepts, procedures or strategies to solve the problem.	Selects inappropriate concepts, procedures or strategies to solve the problem.		
<b>Collects and analyzes appropriate information</b>	Thoroughly collects reliable, relevant and sufficient information. Accurately and creatively interprets evidence, data and questions.	Collects reliable, relevant and sufficient information. Accurately interprets evidence, data and questions.	Inadequately collects reliable, relevant and sufficient information. Inaccurately interprets information, data and questions.	Collects unreliable, irrelevant and/or insufficient information. Does not interpret evidence, data and questions.		
<b>Interprets findings to determine plausible solutions.</b>	Uses sound reasoning throughout in an accurate and creative manner to reach a valid conclusion.	Uses sound reasoning to accurately reach a valid conclusion.	Some reasoning exists, but student fails to reach a conclusion.	No evidence of reasoning or reasoning does not support conclusion.		
<b>Communicates the results</b>	Conclusions are clearly, effectively and persuasively stated along with strong evidence.	Conclusions are clearly and effectively stated with adequate evidence.	Conclusions are generally correct, but vague or ambiguous. Weak evidence is presented.	No explanation for conclusions or unrelated to problem. Vague, ambiguous data; details absent.		
<b>Comments:</b>						

# LiveText Instructions

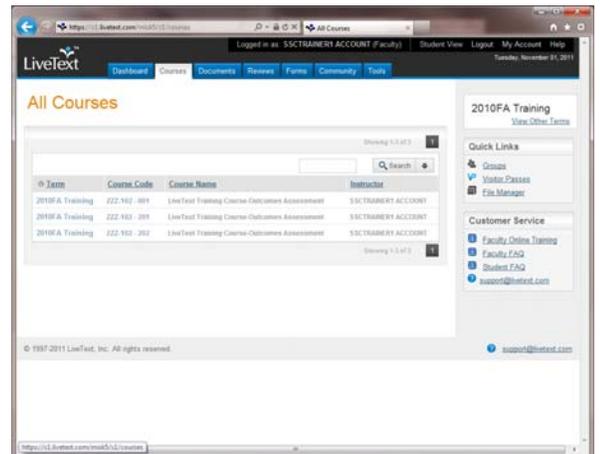
## I. Login to LiveText - <http://www.livetext.com>

Use the username/password sent by Livetext (or Contact Zac Hughes at x2225) to Login to LiveText. You may also have your username and password resent to your e-mail address on the LiveText website. Choose the Forgot Username/Password Option. (Note: You must use your official SSC e-mail address if you use this option.)



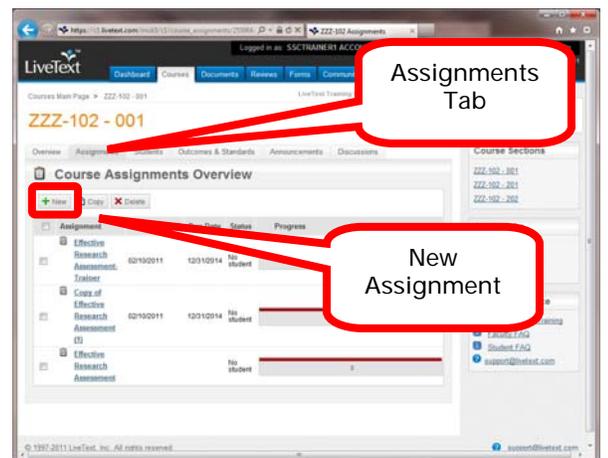
## II. Open a course

- a. Click the "Courses" tab
- b. Select one of the available courses

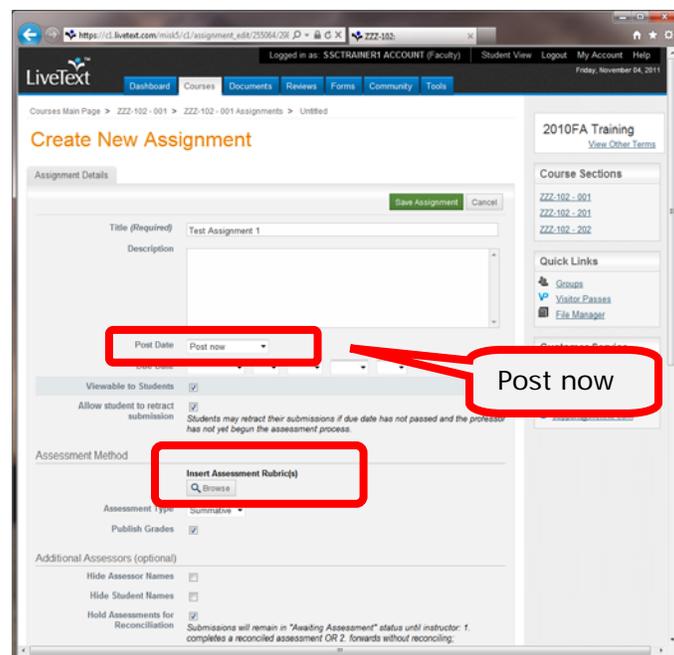


## III. Assignments

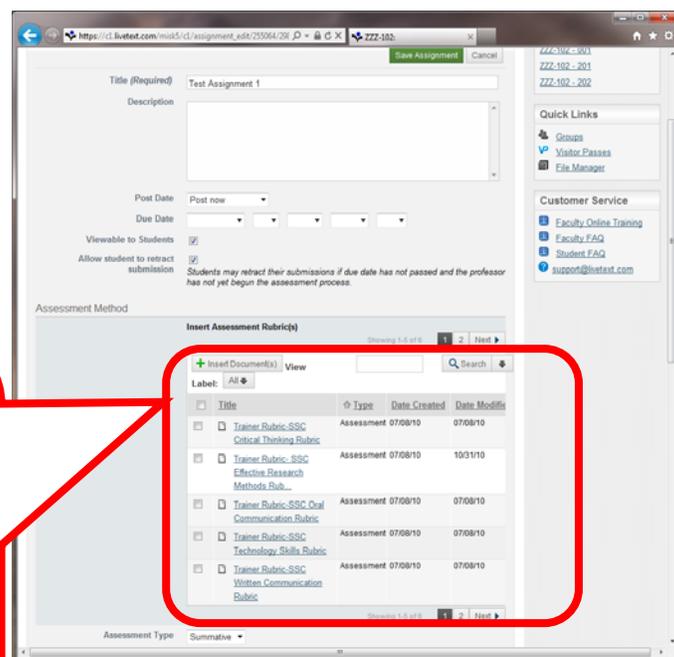
- a. Create a NEW assignment
  - i. Click on the "Assignments" tab, Select NEW



- ii. Give the assignment a title
- iii. Choose the posting date- **NOW**, due date (optional)
- iv. Attach rubric
  1. Go to "Assessment Method"
  2. Insert Assessment Rubric(s)  
(Click "Browse" to find desired rubric)
  3. If no rubrics are found, verify your LiveText account status (x2225)

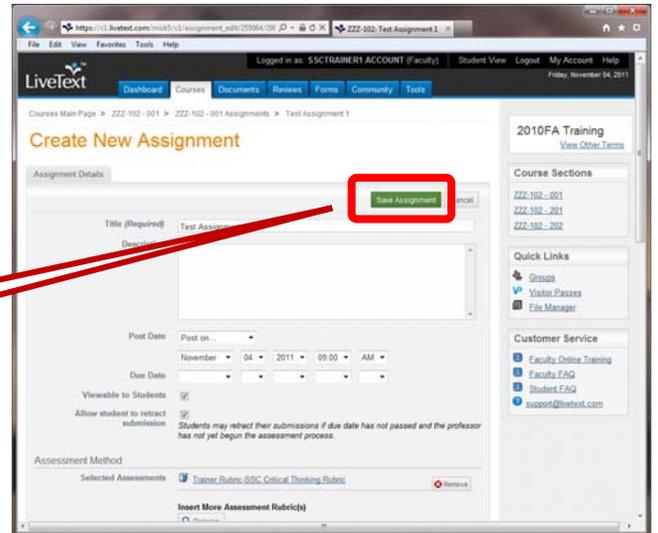
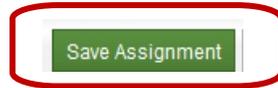


4. Select appropriate rubric(s) by clicking the check box(es) to the left, then click the "Insert Document(s)" button (as shown) to attach to assignment



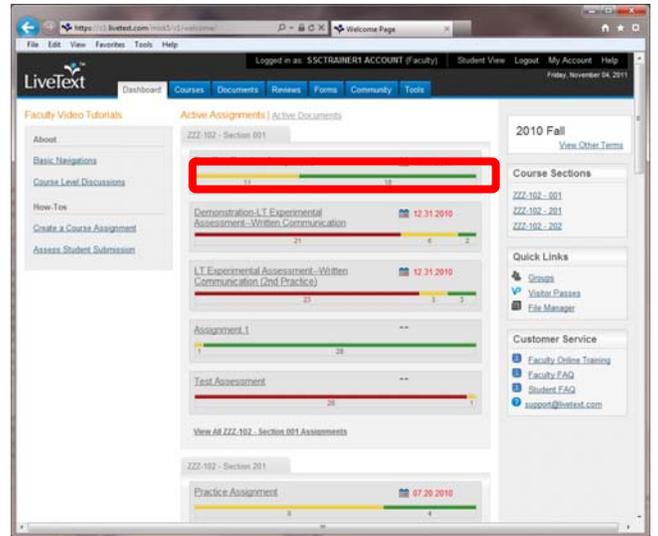
<input type="checkbox"/>	Title	Type	Date Created	Date Modified
<input type="checkbox"/>	<a href="#">Trainer Rubric-SSC Critical Thinking Rubric</a>	Assessment	07/08/10	07/08/10
<input checked="" type="checkbox"/>	<a href="#">Trainer Rubric- SSC Effective Research Methods Rub...</a>	Assessment	07/08/10	10/31/10
<input checked="" type="checkbox"/>	<a href="#">Trainer Rubric-SSC Oral Communication Rubric</a>	Assessment	07/08/10	07/08/10
<input type="checkbox"/>	<a href="#">Trainer Rubric-SSC Technology Skills Rubric</a>	Assessment	07/08/10	07/08/10
<input type="checkbox"/>	<a href="#">Trainer Rubric-SSC Written Communication Rubric</a>	Assessment	07/08/10	07/08/10

b. Click **"Save Assignment"** when finished creating the assignment. To save time, you may choose to copy a previously created assignment template from a previous semester.

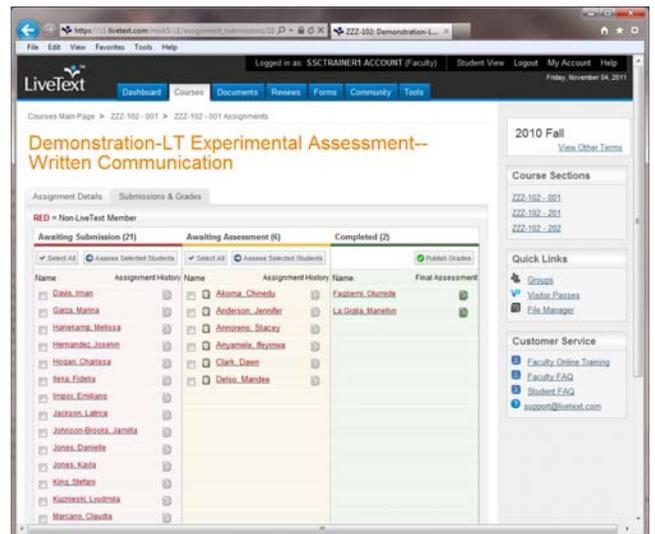


## IV. Scoring Student Assignments

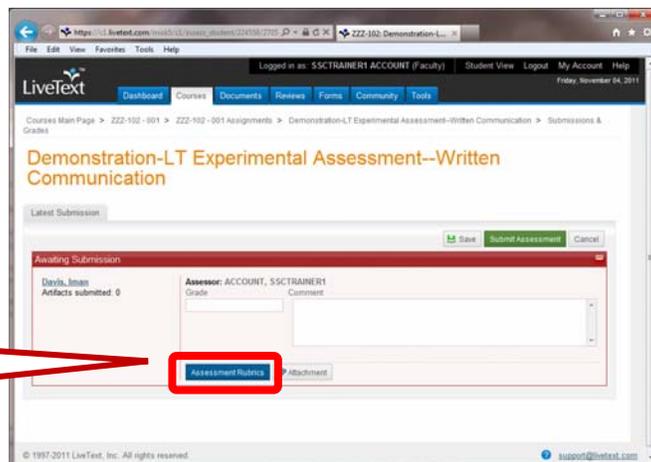
- a. From the Dashboard, click on the student progress bar under the course assignment that you want to score



- b. Select a student to assess by clicking on the student's name

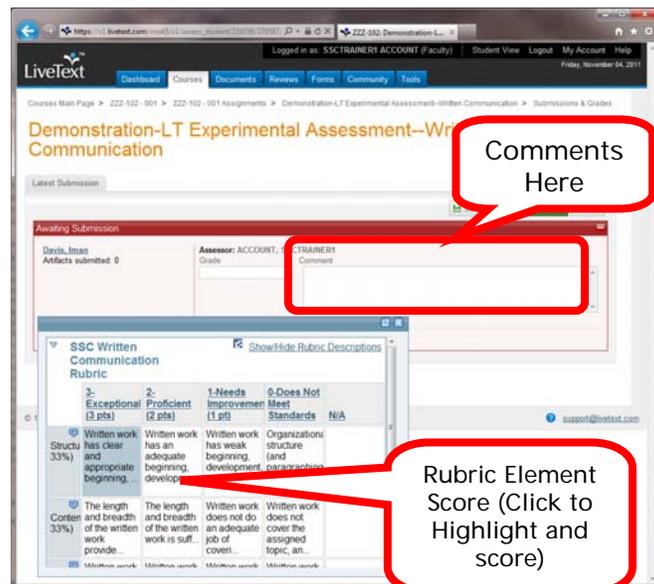


- c. Click the "Assessment Rubrics" button to select a rubric.

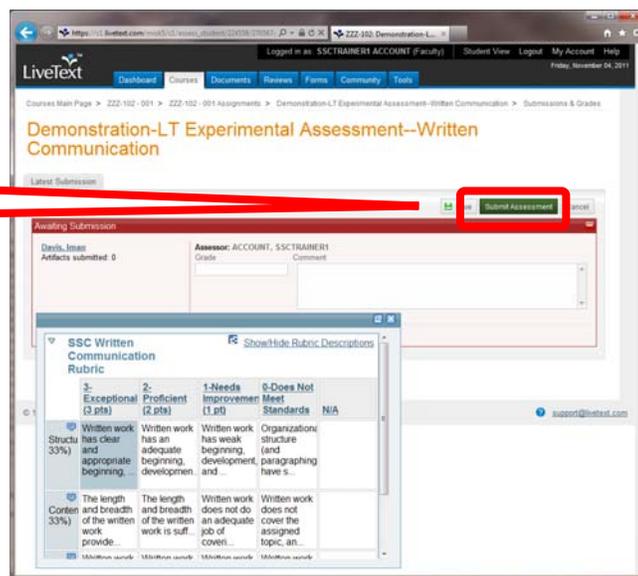
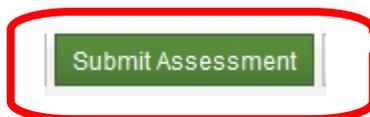


- d. Click in the appropriate areas of the rubric to score the student work. The area will become shaded, indicating your assessment score.

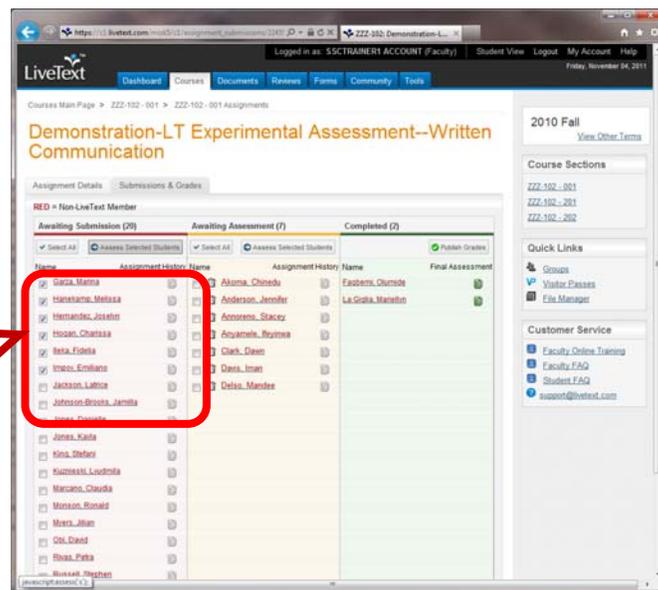
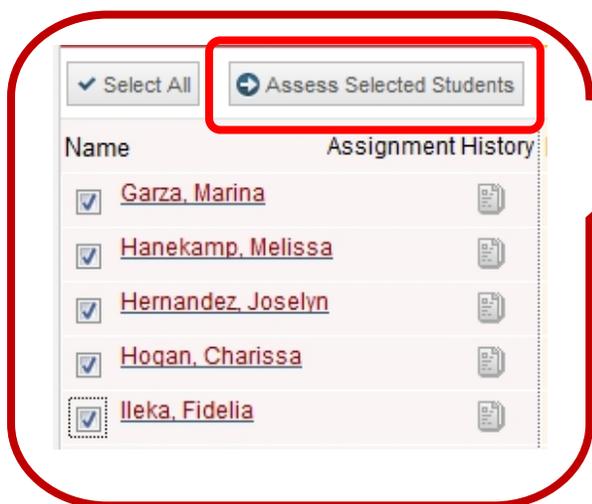
- e. You may choose to add comments in the comments section as indicated. (Optional)



- f. Finally, to lock in scores, click the "Submit Assessment" button. Very important to SUBMIT, not SAVE!

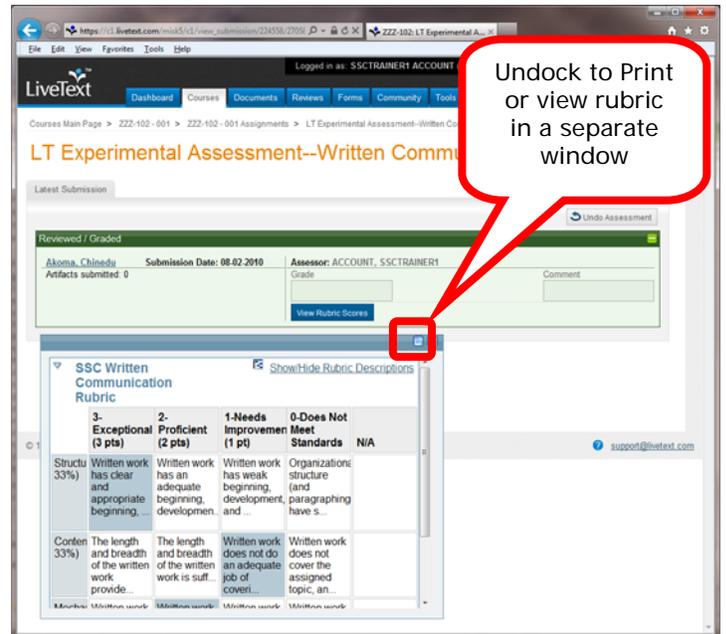


- \*For group projects or to assess multiple students at one time, click the checkbox next to each desired student, then select "Assess Selected Students" button, proceed as pictured.



## V. Print Rubric (OPTIONAL)

- “Undock” the rubric (button in upper right hand corner of rubric window), turns rubric into an internet window.
- Go to FILE and PRINT (PC Users: or CTRL-P) (prints rubric not student name) to obtain a copy of the complete rubric to return to the student.



The screenshot shows the 'SSC Written Communication Rubric' window undocked and floating over the main submission page. The rubric table is visible, and the 'View Rubric Scores' button is highlighted in the background.

	3-Exceptional (3 pts)	2-Proficient (2 pts)	1-Needs Improvement (1 pt)	0-Does Not Meet Standards	N/A
Structure (33%)	Written work has clear and appropriate beginning, ...	Written work has an adequate beginning, development, and ...	Written work has weak beginning, development, and ...	Organization structure (and paragraphing) have s...	
Content (33%)	The length and breadth of the written work provide...	The length and breadth of the written work is suff...	Written work does not do an adequate job of coveri...	Written work does not cover the assigned topic, an...	
Mechanics (33%)	Written work has no major errors in grammar, punctuation, and spelling.	Written work is relatively free of errors in grammar, punctuation, and spelling.	Written work has several errors in grammar, punctuation, and spelling.	Written work has many errors in grammar, punctuation, and spelling.	