



Submitting ACE Recertification Student Work Samples in Blackboard

Step-by-Step Guide for Recertification Proposal Submitters

Undergraduate Studies
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INFORMATION ABOUT RECERTIFICATION FROM UCC-ACE SUBCOMMITTEE

The purpose of this guide is to provide step-by-step directions for loading electronic files of student work samples for those who are submitting the ACE Recertification proposals. The ACE Recertification forms will be completed through the online Course Approval (CREQ) system and the appropriate student work samples, which represent a reasonable sample of student work collected in the course, will be submitted electronically in the Blackboard Content Collection. This guide explains how to submit those electronic student work samples in the appropriate course folder in the Blackboard Content Collection to be used by the UCC-ACE subcommittee for review in the ACE Recertification process.

The UCC-ACE subcommittee has determined that a reasonable sample of student work representing the range of semesters the course was taught as an ACE course will be required to be submitted as electronic Word or PDF files in the Blackboard Content Collection (ACE Recertification Student Work Samples folder) for each course that is being Recertified.

Further questions about how to load these electronic Word or PDF files of student work samples in Blackboard can be directed to Brooke Glenn, Program Coordinator for General Education & Assessment, at bglenn2@unl.edu or 472-6023.

Additional information about the ACE Recertification process and the ACE Recertification Guidelines can be found at: <http://ace.unl.edu>

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Getting Started

A. Go to <http://my.unl.edu>

(This address and <http://blackboard.unl.edu> will take you to the same place)

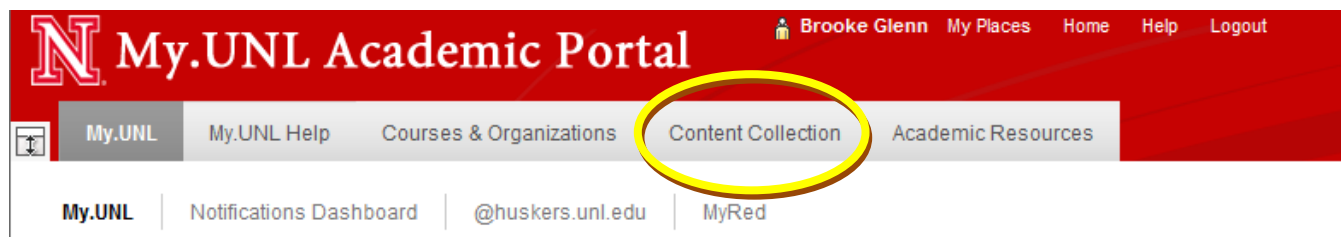
* Blackboard users may customize their course pages, so you may notice some differences (in color, layout, etc) between your pages and those displayed in this guide.

B. Log into Blackboard

Your user ID is the same as your UNL e-mail address prefix (e.g. my e-mail is myname2@unl.edu so “myname2” is my user ID).

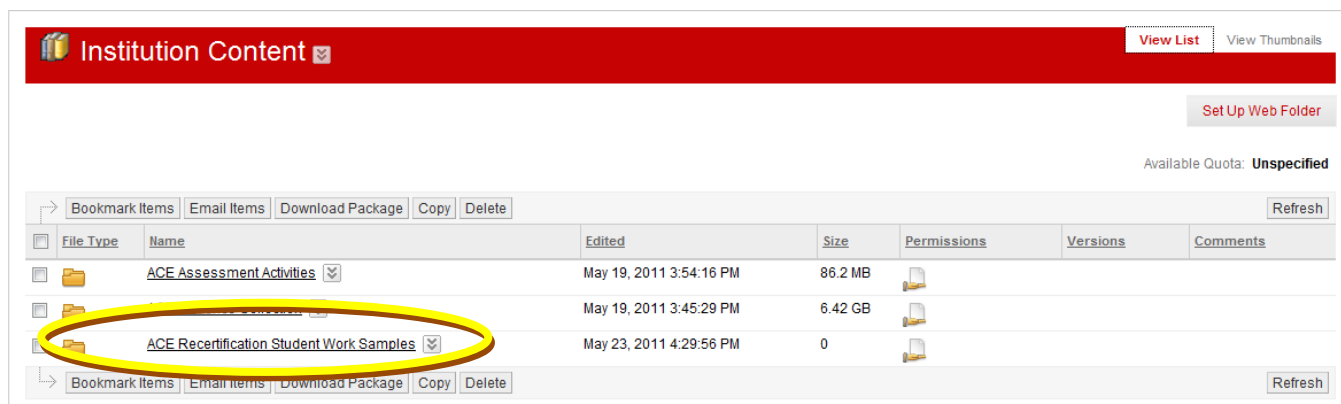
Your default password is your NU ID number found on your NCard. Or if you have previously established your Blackboard password, use it here.

C. Go to Content Collection





D. Find the ACE Recertification Student Work Samples folder

Choose ACE ACE Recertification Student Work Samples folder by clicking on the name.



E. Find the appropriate ACE Outcome folder

Choose the appropriate ACE Outcome folder which represents the outcome for which the course is currently certified and seeking Recertification.





















 **Institution Content: ACE Recertification Student Work Samples** 

[View List](#) [View Thumbnails](#)

[Upload](#) [Create Folder](#) [Set Up Web Folder](#) [Start Workflow](#)



Available Quota: **Unspecified**

[Bookmark Items](#) [Email Items](#) [Download Package](#) [Copy](#) [Move](#) [Delete](#) [Refresh](#)

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions	Versions	Comments
<input type="checkbox"/>	Folder	ACE-1 (2011-2012) 	May 26, 2011 10:17:18 AM	0			
<input type="checkbox"/>	Folder	ACE-10 (2014-2015) 	May 23, 2011 4:12:36 PM	0			
<input type="checkbox"/>	Folder	ACE-2 (2011-2012) 	May 23, 2011 4:23:54 PM	0			
<input type="checkbox"/>	Folder	ACE-3 (2011-2012) 	May 23, 2011 4:51:04 PM	0			
<input type="checkbox"/>	Folder	ACE-4 (2012-2013) 	May 23, 2011 4:13:22 PM	0			
<input type="checkbox"/>	Folder	ACE-5 (2013-2014) 	May 23, 2011 4:13:34 PM	0			
<input type="checkbox"/>	Folder	ACE-6 (2012-2013) 	May 23, 2011 4:13:55 PM	0			
<input type="checkbox"/>	Folder	ACE-7 (2012-2013) 	May 23, 2011 4:14:09 PM	0			
<input type="checkbox"/>	Folder	ACE-8 (2014-2015) 	May 23, 2011 4:14:24 PM	0			
<input type="checkbox"/>	Folder	ACE-9 (2013-2014) 	May 23, 2011 4:14:39 PM	0			

F. Find the appropriate Course folder

Choose the appropriate course subject and number by clicking on the name.





















 **Institution Content: ACE-1 (2011-2012)** 

[View List](#) [View Thumbnails](#)

[Upload](#) [Create Folder](#) [Set Up Web Folder](#) [Start Workflow](#)

Available Quota: **Unspecified**

[Bookmark Items](#) [Email Items](#) [Download Package](#) [Copy](#) [Move](#) [Delete](#) [Refresh](#)

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions	Versions	Comments
<input type="checkbox"/>	Folder	ADPR 283 	May 23, 2011 4:17:06 PM	0			
<input type="checkbox"/>	Folder	ADPR 451 	May 23, 2011 4:17:16 PM	0			
<input type="checkbox"/>	Folder	ENGL 101 	May 23, 2011 4:15:32 PM	0			
<input type="checkbox"/>	Folder	ENGL 101H 	May 23, 2011 4:15:42 PM	0			
<input type="checkbox"/>	Folder	ENGL 150 	May 23, 2011 4:15:49 PM	0			
<input type="checkbox"/>	Folder	ENGL 150H 	May 23, 2011 4:16:00 PM	0			
<input type="checkbox"/>	Folder	ENGL 151 	May 23, 2011 4:16:10 PM	0			
<input type="checkbox"/>	Folder	ENGL 151H 	May 23, 2011 4:16:20 PM	0			
<input type="checkbox"/>	Folder	ENGL 254 	May 23, 2011 4:16:28 PM	0			
<input type="checkbox"/>	Folder	ENGL 354 	May 23, 2011 4:16:37 PM	0			

Student Work Sample Submission

Samples of student work in the course have been collected each semester that the course has been certified as an ACE course. You should check with your department for the location of the student work files. Files could be paper copies of student work submitted to the department, electronic copies of student work (word or PDF files) that are saved on a computer, or they could be electronic files submitted in Blackboard through the ACE Sample Submission link and stored in the Blackboard Content Collection. Files should have been created for the Department Assessment Report. You will need to select a reasonable sample of files to upload to Blackboard which represent work from all the semesters that the course was certified for the ACE outcome. The UCC-ACE Subcommittee does not expect to see all the work collected, just a reasonable sample, for Recertification.

G. Name, Locate, and Upload Files

a) Naming files

If your student work samples were not collected in Blackboard through the ACE Sample Submission tool by the course instructors, you will need to name the sample files appropriately so that the UCC-ACE subcommittee members can tell the type of student work being submitted and the semester in which the work was submitted.

If the student work samples were submitted and collected in Blackboard through the ACE Sample Submission tool, the files have already been named and identify the type of sample and the semester it was submitted. **You don't need to re-name the files, please skip to letter d) below.**

To name files use:

Course Subject and number.type of student work.semester code.doc (or pdf)

Ex. ENGL101.essay.1111.doc or MATH 106.unitexam.20102.pdf

Semester term codes:

Fall 2009: 20101

Fall 2010: 1108

Spring 2010: 20102

Spring 2011: 1111

Summer 2010: 20103

Summer 2011: 1115

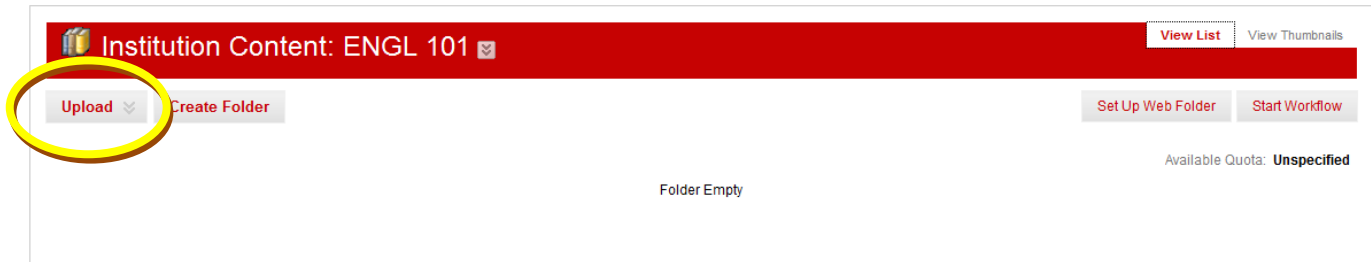
b) If Paper Copies of Student Work Collected

If the samples of student work collected are in paper form, you will need to scan the documents to create electronic PDF files to be loaded in Blackboard. See above for Naming Files. Save the files to your desktop or other computer location to be

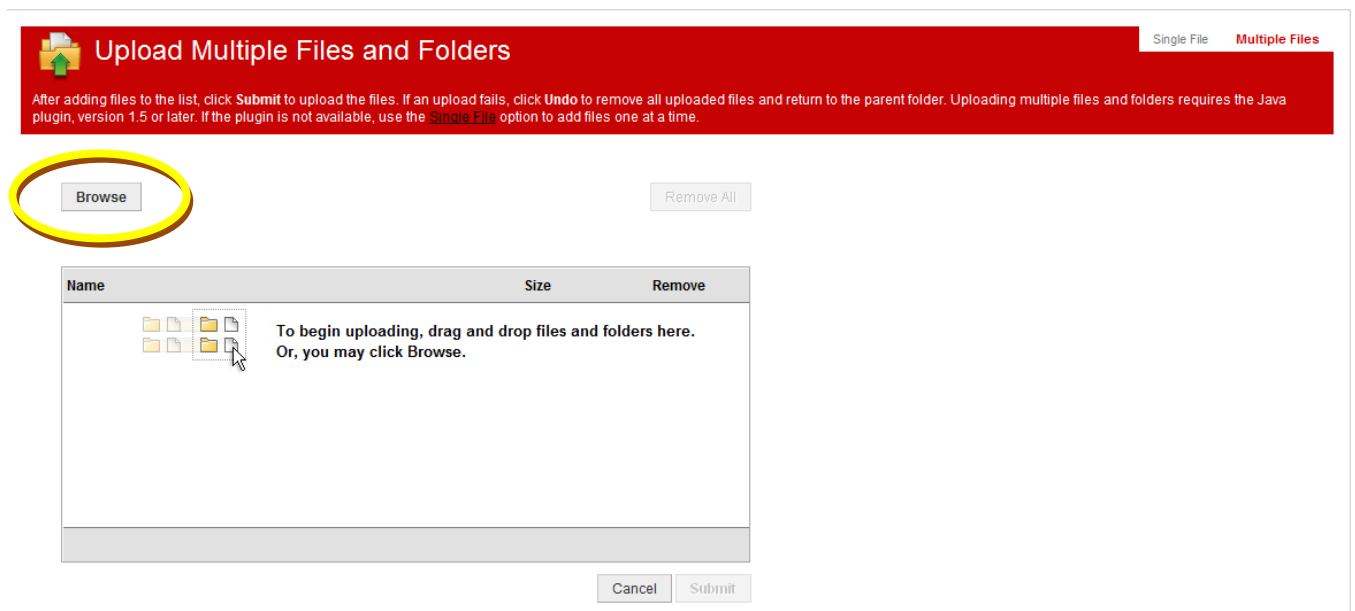
uploaded to the appropriate course folder in the ACE Recertification Student Work Samples directory in Content Collection (as found above).

Find the appropriate course folder (as found above).

Choose Upload then Upload Files to add student work files.

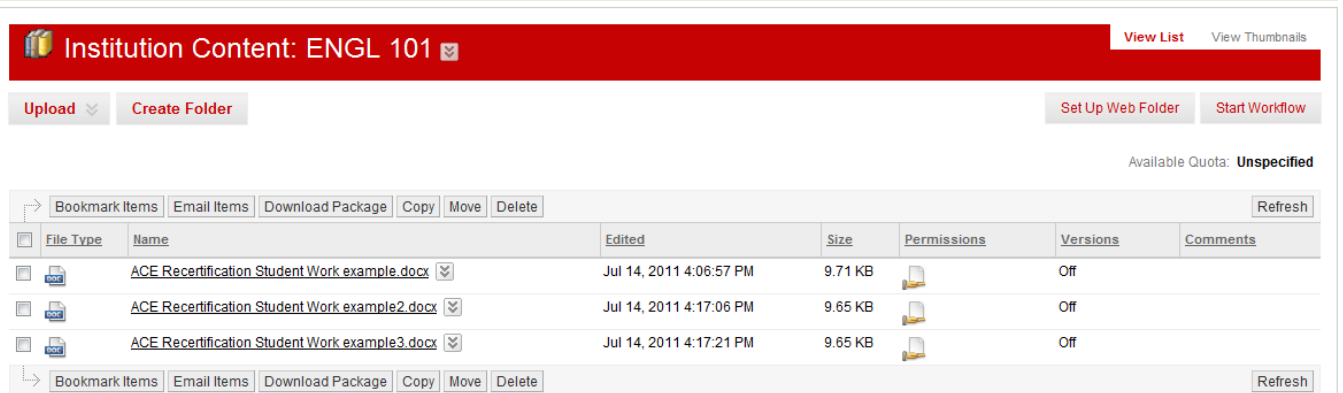


Choose Browse to locate saved files on computer to add.



Select folder from computer location and attach. Add another document by choosing Browse and finding the next file. Continue until all files are added. Then choose Submit to add files. You will see the files appear in the course folder.

Success: Items added.



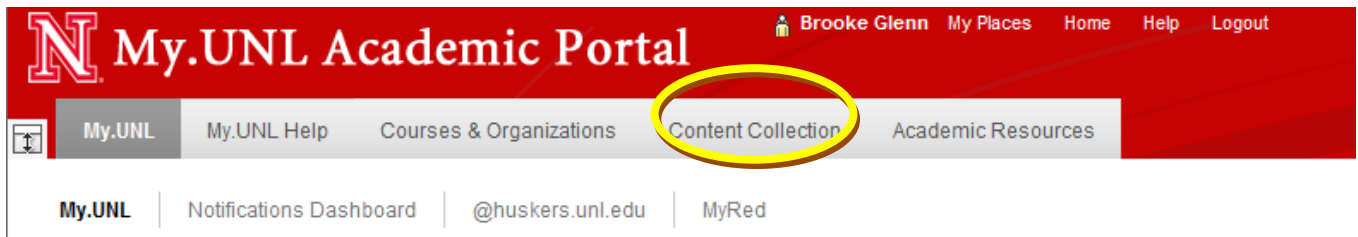
c) *If Electronic Files of Student Work Collected on Your Computer*

If the samples of student work have already been scanned into electronic files or were submitted electronically and already created in Word or PDF files, you can upload those files directly into the appropriate course folder in the ACE Recertification Student Work Samples directory in Content Collection. Please make sure that files are named according to the naming conventions above in section a). (See the instructions for attaching the files in the section above, *If Paper Copies of Student Work Collected.*)

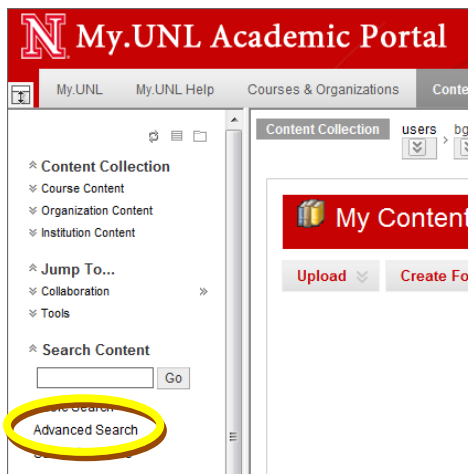
d) *If Student Work was Collected in Blackboard Through ACE Sample Submission in Course(s)*

Some student work files may have been submitted electronically in Blackboard through the Course ACE Submission Tool. If the course instructors submitted materials electronically each semester through the Course ACE Submission Tool, those electronic files are stored in the Blackboard Content Collection ACE Evidence Collection folder. You will be able to access these course folders and can search for the documents using the Blackboard Content Collection Advanced Search tool. This will allow you to find student work submitted from the course and then copy those student work samples to the appropriate course folder in the ACE Recertification Student Work Samples folder of Content Collection. Files will already be named appropriately, so no changes to the files names are necessary.

Go to the Content Collection tab.



On the left side of the screen, find the Advanced Search option.



From the Search options, you can narrow down the type of files you are looking for.

The screenshot shows the Blackboard Advanced Search page. At the top, there are tabs for 'Basic Search', 'Advanced Search' (which is selected), and 'Saved Searches'. Below the tabs is a red banner with the title 'Advanced Search' and a brief explanation: 'An Advanced Search locates files based on the criteria entered in multiple fields to create what is known as an 'AND' search. Only one field on the page must have criteria entered, but each criteria entered narrows the search. If Read permission does not exist on an item, it will not be displayed. All searches are case-insensitive.'

The interface is divided into three main sections:

- 1. Search Criteria**: This section includes a 'Metadata, File Name or Folder Name' field with a 'Contains' dropdown menu. Below this are checkboxes for 'Search File Contents' and 'Search File Comments'. A note states: 'File contents are indexed periodically. New content may not be found immediately. Searching file contents may make the search take longer.'
- 2. Additional Search Options**: This section includes a 'Search From' field with a 'Browse' button and a note 'Locations are case sensitive.' Below this is a 'Size' field with a 'Less Than' dropdown and a 'bytes' unit. Further down is a 'Username' field with a 'Created By' dropdown and a 'Browse...' button. At the bottom of this section is a 'Dates' field with dropdowns for 'Created', 'On', 'D', 'M', and 'Y', and a note 'Displays files and folders created or edited on, before, or after'.
- 3. Metadata**: This section is titled 'ACE Metadata' and includes several fields: 'ACE Learning Outcome' (a dropdown menu), 'Sample Type' (a dropdown menu), 'Student NU ID' (a text field), 'Instructor NU ID' (a text field), 'Instructor Username' (a text field), and 'Course Section' (a text field).

Two callout boxes provide additional instructions:

- The first callout box, pointing to the 'Contains' dropdown in the 'Search Criteria' section, says: 'To search for specific course folders, enter the course here (ex. ENGL150). Note: No space between the subject and course number.'
- The second callout box, pointing to the 'ACE Learning Outcome' dropdown in the 'Metadata' section, says: 'To narrow down course folders by outcome, select ACE outcome here (ex. ACE-1)'

Generally, having the course entered in 1. Search Criteria and choosing the appropriate ACE outcome in 3. Metadata should narrow the search down to just the course submissions that you need. Note: The Blackboard metadata is not able to distinguish between ACE-1 and ACE-10. These searches will return results for both ACE-1 and ACE-10 outcomes.

After searching, a list of student work samples that meet that criteria are created. You will want to choose your samples to move to the ACE Recertification Student Work Samples folder. First, check mark the boxes on the left of the samples that you want to copy and choose Copy at the top of the column.

Advanced Search

Search Content

Save Search Start Workflow

Bookmark Items Email Items Download Package Copy Move Delete

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Name	Edited	Size	Comments
/institution/ACE Evidence Collection/ASC/English/20102/ENGL150050.20102/ACE-1/41413039-ACE-1-ENGL150050.20102-project2_s-20100511113325.doc	May 19, 2011 2:21:25 PM	38 KB	0
/institution/ACE Evidence Collection/ASC/English/20102/ENGL150050.20102/ACE-1/41413039-ACE-1-ENGL150050.20102-project3_s-20100511113349.doc	May 19, 2011 2:21:26 PM	24 KB	0
/institution/ACE Evidence Collection/ASC/English/20101/ENGL150H040.20101/ACE-1/10610144-ACE-1-ENGL150H040.20101-aceresearc-20091226220444.doc	May 19, 2011 2:24:28 PM	36.5 KB	0
/institution/ACE Evidence Collection/ASC/English/20102/ENGL150050.20102/ACE-1/41413039-ACE-1-ENGL150050.20102-project1_s-20100511113144.doc	May 19, 2011 2:21:29 PM	24 KB	0
/institution/ACE Evidence Collection/ASC/English/20101/ENGL150H040.20101/ACE-1/10610144-ACE-1-ENGL150H040.20101-ace_weather-20091226220409.doc	May 19, 2011 2:24:28 PM	38.5 KB	0
/institution/ACE Evidence Collection/ASC/English/20102/ENGL150027.20102/ACE-1/33583138-ACE-1-ENGL150027.20102-andrew_cor-20100422133403.docx	May 19, 2011 2:21:56 PM	18.3 KB	0
/institution/ACE Evidence Collection/ASC/English/20102/ENGL150050.20102/ACE-1/17498255-ACE-1-ENGL150050.20102-project1_s-20100511112301.doc	May 19, 2011 2:21:27 PM	21 KB	0

The next screen will allow you to choose what folder to put the copied files into. This is where you will choose the ACE Recertification Student Work Samples folder for the appropriate course.

Copy Content

* Indicates a required field.

Cancel Submit

1. Content Information

Copy the following content:

Name	Size	Edited
41413039-ACE-1-ENGL150050.20102-project2_s-20100511113325.doc	38 KB	May 19, 2011 2:21:25 PM by Roger Feese
41413039-ACE-1-ENGL150050.20102-project3_s-20100511113349.doc	24 KB	May 19, 2011 2:21:26 PM by Roger Feese
10610144-ACE-1-ENGL150H040.20101-aceresearc-20091226220444.doc	36.5 KB	May 19, 2011 2:24:28 PM by Roger Feese

2. Destination

Browse to select a destination folder for this content.

* Destination Browse



☐ If selected, the system automatically overwrites the existing file with the same name.

3. Submit

Cancel Submit

Choose Browse and then search for the course folder. Courses are found by choosing Institution, ACE Recertification Student Work Samples, the ACE outcome (by Recertification year), and then the course.







Content Collection institution ACE Recertification Student Work Samples ACE-1 (2011-2012)

 **Select Folder** 

[View List](#) [View Thumbnails](#)

[Create Folder](#) [Set Up Web Folder](#)

☐ Select current directory (ACE-1 (2011-2012))

File Type	Name	Edited	Size
	ADPR 283	May 23, 2011 4:17:06 PM	0
	ADPR 451	May 23, 2011 4:17:16 PM	0
	ENGL 101	May 23, 2011 4:15:32 PM	0
	ENGL 101H	May 23, 2011 4:15:42 PM	0
	ENGL 150	May 23, 2011 4:15:49 PM	0
	ENGL 150H	May 23, 2011 4:16:00 PM	0

Finally, choose Submit and the student work samples will be copied to the appropriate folder for the course.

