



Supervisor Blackboard Guide

GROWTH: Student Development Program

Last updated: 2/11/2019

Student Employee Rubric Steps

The following tutorial will guide you with the steps required to

- ▶ Complete a student employee(s) rubric
- ▶ Review student self-evaluation and in-take survey submissions
- ▶ Find and enroll student employee(s) into your organization
- ▶ Filter student employees using smart view or creating groups
- ▶ Send emails through blackboard
- ▶ Other Tips

Organization Structure

- ▶ Supervisors can choose between having a single organization or multiple organizations. Depending on the needs of a supervisors that includes # of students holding different positions and preferences for who as the ability to have access to their student information. Single Org or Multiple Orgs are defined as the follow:

Single Org: If there is a single supervisor for a group of students within the same position or multiple positons. A single organization is recommended.

Multiple Org: If you have multiple students who fall under different supervisors then multiple organizations can be created to accommodates students who are in different positions. This option is also recommended if supervisors do not want other supervisors to access their student employee data.

PROCESS

Rubric & Discussion

Students and Supervisors preview rubric areas and discuss students' goal for the position. Completion of In-Take Survey is optional

Fall Semester Evaluation

Students and Supervisors complete rubric and meet to discuss the results during the fall semester. Supervisors encourages students to engage in opportunities that will help address skill gaps.

Spring Semester Evaluation

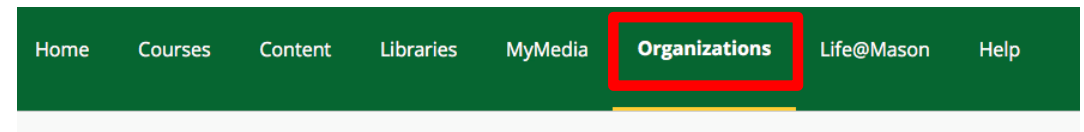
Students and Supervisors complete rubric during the spring semester and meet to discuss growth over the course of the year.

See GROWTH Timeline for details: <https://ulassessment.gmu.edu/assessment/growth/>

Accessing the Student Employee Rubric on Blackboard

STEP 1.

Log-In to mymasonportal.gmu.edu then select the **Organizations** tab on the upper right hand corner of your portal page.



STEP 2.

Under your **Organizations** select the assigned organization you will be using for the student employee rubric.



The screenshot shows the myMASON interface. The left navigation menu is green with white text. It includes sections for 'University Life Student Employee Rubric (ORIGINAL)' with sub-items 'Information', 'Intake Survey', 'Self-Evaluation', and 'Evaluation Results'. Below this is a 'Student Evaluation' section. Further down is the 'Organization Management' section, which is highlighted with a yellow border. Inside this section, 'Control Panel' is listed, followed by 'Content Collection', 'Organization Tools', 'Evaluation', 'Grade Center' (which is highlighted with a red border and contains sub-items 'Needs Grading', 'Full Grade Center', 'Assignments', and 'Group: IT Students'), 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main content area is white and shows an 'Information' section with a dropdown arrow, an 'Add Organization Module' button, and a 'Needs Attention' section with a user icon. The Blackboard logo and copyright information are at the bottom.

Information

Add Organization Module

Needs Attention

Blackboard

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Organization Overview

- ▶ **A. Intake survey** is optional for student employee(s) to complete.
 - ▶ *Benefits: help supervisors gain more insight on students' skills that they will bring to the position.*
- ▶ **B. Self-Evaluation** is completed by student employee(s)
- ▶ **C. Evaluation Results** allow student employee(s) to review intake survey, student self-evaluation submissions, and supervisor evaluation.
- ▶ **D. Grade Center** central management of self-evaluations and In-take Survey submissions, supervisor evaluation
- ▶ **E. Organization Management Panel** visible to supervisors and POC (Leader role)

COMPLETING A RUBRIC

Step 1.

In the Organization Management Panel, expand **Grade Center** then select the **Full Grade Center** option.

Organization Management

▼ Control Panel

▶ Content Collection →

▶ Organization Tools

▶ Evaluation →

▼ Grade Center →

Needs Grading

Full Grade Center

Group: IT Students

▶ Users and Groups

▶ Customization →

▶ Packages and Utilities →

▶ Help

STEP 2.

Move To Top Email

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: December 5, 2017 2:37 PM

| | LAST NAME | FIRST NAME | USERNAME | STUDENT ID | LAST ACCESS | AVAILABILITY | INTAKE SURVEY | SELF-EVALUATIC | SUPERVISOR EV. |
|--------------------------|------------------|------------|-------------------|------------|-------------------|--------------|---------------|----------------|----------------|
| <input type="checkbox"/> | Lash_PreviewUser | Elysia | elash_previewuser | | July 18, 2017 | Available | -- | | -- |
| <input type="checkbox"/> | Student | Mason | x_ulife.student1 | | August 9, 2017 | Available | -- | -- | -- |
| <input type="checkbox"/> | Student2 | Mason | x_ulife.student2 | | November 13, 2017 | Available | -- | | ✓(28.00) |
| <input type="checkbox"/> | Student3 | Mason | x_ulife.student3 | | November 21, 2017 | Available | | ▼ | ✓(22.00) |

Selected Rows: 0

Move To Top Email

View Grade Details

Exempt Grade

Attempt 11/3/17

Icon Legend

Edit Rows Displayed

- Locate the student you want to complete a rubric for > Go to the **SUPERVISOR EVALUATION** (Ex. Fall 2017) **column** > select the **arrow** > Click on **View Grade Details**.

Grade Center Icon Meaning

- In Progress
- Completed

Step 3.

Select View Rubric

Step 4.

Once View Rubric is selected, the rubric window will pop-up.

A. The student employee rubric is used to measure student employees

B. Evaluation rows and columns should be chosen based off the appropriate measures to evaluate student employees

C. Feedback boxes are available to add comments or concerns based on the measure as needed

D. After completion of the rubric, please make sure to click **SAVE** to submit the rubric

User Mason Student (x_ulife.student1)Column Supervisor Evaluation Fall 2017 (No Category)

Current Grade:

- Exempt

Grade based on Last Graded Attempt

Due: None

Attempts

Manual Override

Column Details

Grade History

Current Grade Value

View Rubric

Name: Copy of UL Student Employee Rubric

ExitSave

Grid ViewList View

| | Needs Improvement (1) | 2 | Meets Standards (3) | 4 | Exceeds Standards (5) | N/A |
|---|---|---|--|---|---|--------------------------------------|
| <div>Communication: Verbal Communication</div> | <div><div>Points: 0 (0%)</div><div>Fails to report issues to supervisor. Is rude and/or provides poor customer service.</div></div> | <div><div>Points: 2 (4%)</div><div>2 Points</div></div> | <div><div>Points: 3 (6%)</div><div>Conveys meaning in a way that others understand by speaking coherently and effectively.</div></div> | <div><div>Points: 4 (8%)</div><div>4 Points</div></div> | <div><div><div>Points: 5 (10%)</div><div>Proactively shares pertinent information. Can effectively diffuse and navigate difficult conversations.</div><div>Feedback:<div>Navigates conversations fantastically.</div></div></div></div> | <div><div>Points: 0 (0%)</div></div> |
| <div>Communication: Written Communication</div> | <div><div>Points: 0 (0%)</div><div>Produces written documents that</div></div> | <div><div>Points: 2 (4%)</div><div>2 Points</div></div> | <div><div>Points: 3 (6%)</div><div>3 Points Produces written documents</div></div> | <div><div>Points: 4 (8%)</div><div>4 Points</div></div> | <div><div>Points: 5 (10%)</div><div>Exceeds ideas</div></div> | <div><div>Points: 0 (0%)</div></div> |

100

Change the number of points out of 50.0 to:

B *I* U Arial 3 (12pt) T [List Icons] [Link Icon] [Unlink Icon]

Words:0

Exit Save



Review Student Employee(s) Submissions

Sort Columns By: Layout Position Order: ▲Ascending

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| INTAKE SURVEY | SELF-EVALUATIC | SUPERVISOR EV. |
|---------------|----------------|----------------|
| -- | | |
| -- | -- | |
| -- | | |
| | | |

X

- Quick Column Information
- Send Reminder
- Edit Test
- Grade Attempts**
- Grade with User Names Hidden
- Attempts Statistics
- Download Results**
- View All Attempts
- Grade Questions**
- Item Analysis

Icon Legend

Edit Rows Displayed

STEP 1.

Locate the student employee that has completed a self-evaluation or in-take survey > click the arrow near **Self-Evaluation or In-Take Survey** (Ex. Fall 2017) **column**> click on **Grade Attempts** or **Download results**, or **Grade questions**

STEP 2.

Review submissions as needed.

Grade Test: Self-Evaluation Fall 2017

Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear the student's attempt or edit the test. [More Help](#)

Viewing 2 of 3 gradable items

Mason Student2 (Attempt 1 of 1)

Test Information

QUESTION 1: OPINION SCALE/LIKERT

Communication: Verbal Communication

Given Answer: **Exceeds Standards (5)**

Proactively shares pertinent information. Can effectively diffuse and navigate difficult conversations.



Correct Answer: **Meets Standards (3)**

Conveys meaning in a way that others understand by speaking coherently and effectively.



Find and Enroll Student Employees

STEP 1.

Expand Users and Groups in the organization management pane then select **Users**. Once you've selected **Users** you will click on **Find Users to Enroll**

STEP 2.

Enter the student employee's Mason NetID you want to add into the **Username** box.

To add more than one student employee at the same time, please separate the Mason NetID with commas.

Students should only be participants and no other role.
Once you've finished, then click **Submit**.

Information

Intake Survey

Student Evaluation

Self-Evaluation

Evaluation Results

Help

Organization Management

Control Panel

Content Collection

Organization Tools

Evaluation

Grade Center

Users and Groups

Groups

Users

Customization

Find Users to Enroll

Search: Username Not blank Go

Remove Users from Organization

| | USERNAME | FIRST NAME | LAST NAME | EMAIL | ROLE |
|--------------------------|-------------------|------------|------------------|--|-------------|
| <input type="checkbox"/> | elash | Elysia | Lash | elash@gmu.edu | Leader |
| <input type="checkbox"/> | elash_previewuser | Elysia | Lash_PreviewUser | elash@gmu.edu | Participant |
| <input type="checkbox"/> | tmorri18 | Telliffier | Morris | tmorri18@gmu.edu | Leader |
| <input type="checkbox"/> | x_ulife.student1 | Mason | Student | | Participant |
| <input type="checkbox"/> | x_ulife.student2 | Mason | Student2 | | Participant |
| <input type="checkbox"/> | x_ulife.student3 | Mason | Student3 | | Participant |
| <input type="checkbox"/> | rtimbers | Raechel | Timbers | rtimbers@gmu.edu | Leader |

Remove Users from Organization

* Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username

tmorri18,masonstudent1,

Browse...

Role

Participant

Enrollment Availability

☒ Yes ☐ No

Click **Submit** to proceed.

Cancel

Submit



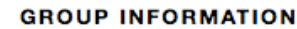
Filtering Student Employees using Smart Views or Creating Groups

Step 1.

Expand **Users and Groups** in the organization management panel then select **Groups**

Select **Create**. You will see either **Single Group** or **Group Set options**. Single Group allows you to create a single group. Group set allows you to create multiple groups at one time. Select **Manual Enroll** under either option.

Enter the appropriate group information. If you do not wish the group to be visible to your student employees please make sure you select **No** circle for **Group is Visible to Students** option. Make sure **Create a Smart View for This Group** is selected.



Name

Description

T T T Arial 3 (12pt) T :≡ ≡≡ DOC ✓ 🔗 ↺ 🖨 ⌨ ⌂ ⏴ ⏵

Path:

Words:0

* Group is visible to students ☐ No ☒ Yes

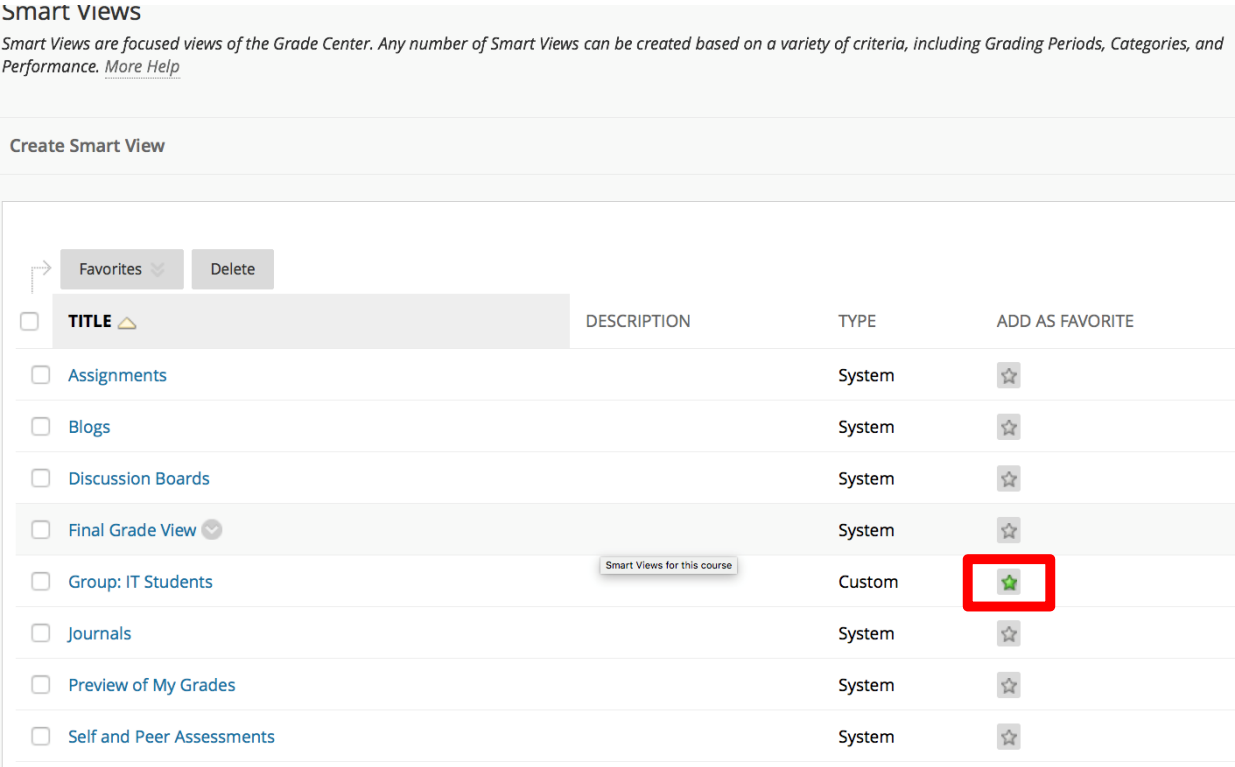
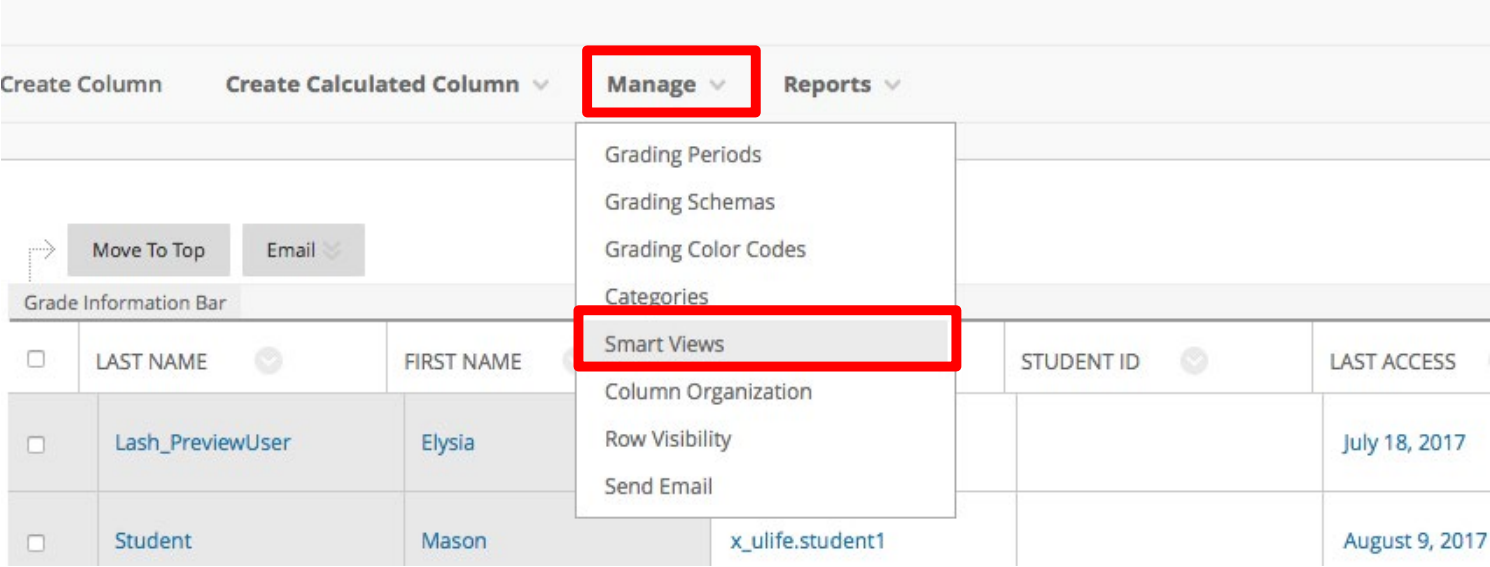
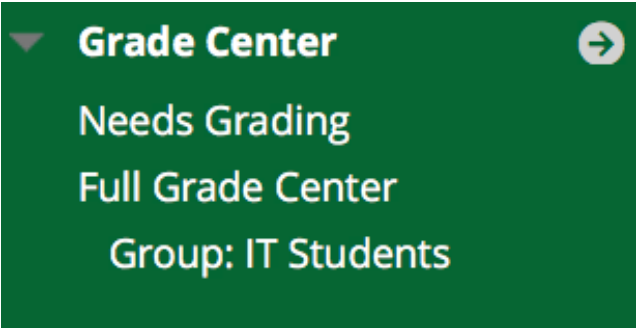
USING SMART VIEWS

Step 1.

In Grade Center, select the Mange tab then select Smart Views.

STEP 2.

To add a group to your Smart View, **favorite (select the star)** the group. This will give you a smart view for your group under Grade Center.





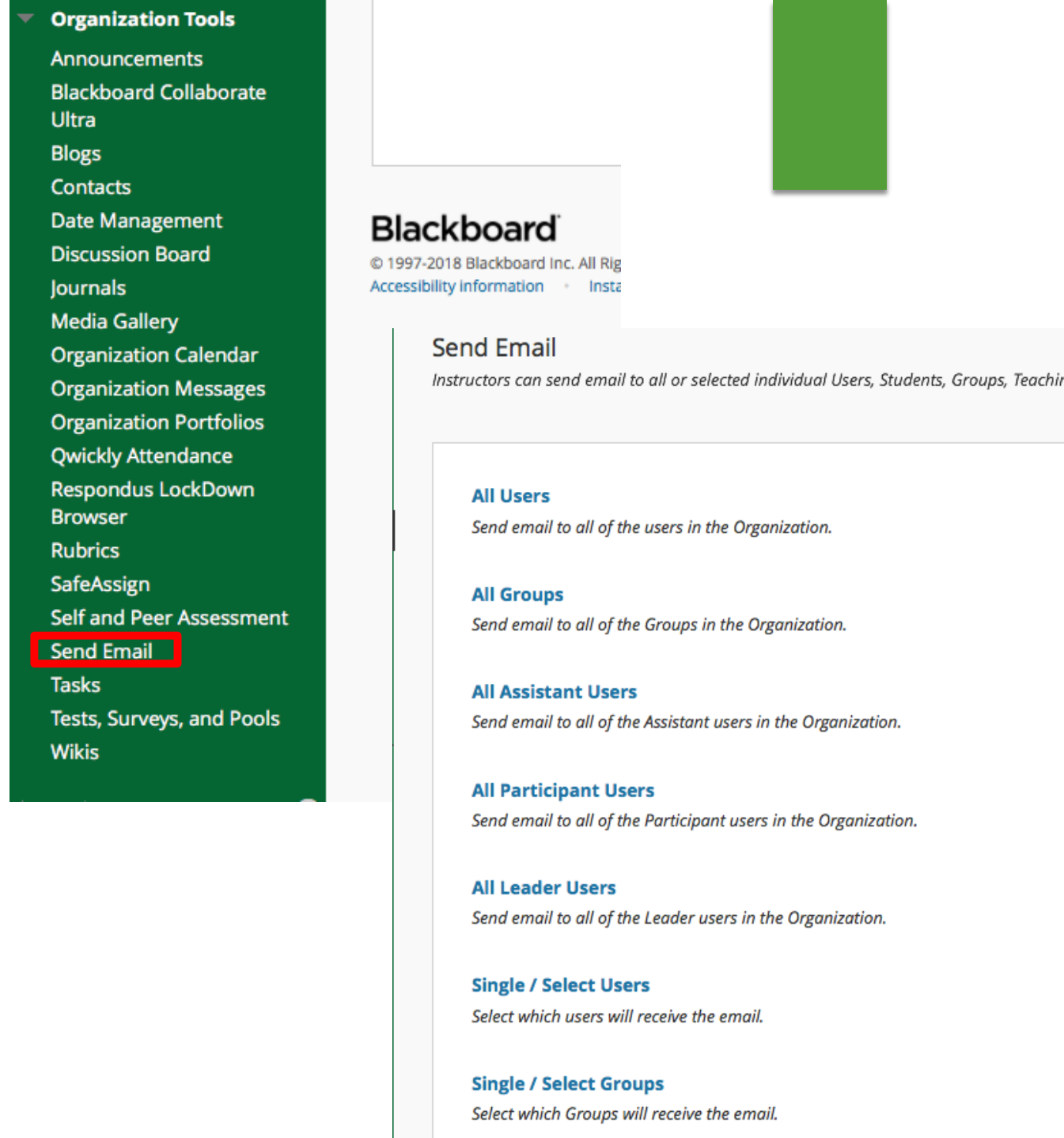
Sending Emails Through Blackboard

Step 1.

Under **Organizations Tool** in the **Organization Management panel**, select **Send Email**

STEP 2.

Select either Single / Selected Users or Group / Selected Groups to send an email to students



The screenshot displays the Blackboard interface. On the left, a dark green sidebar lists various tools under the heading "Organization Tools". The "Send Email" option is highlighted with a red rectangular box. A green arrow points from the text "select Send Email" in the instructions to this box. To the right of the sidebar, the main content area shows the "Send Email" page. It features the Blackboard logo and copyright information at the top. Below this, a heading "Send Email" is followed by a descriptive sentence: "Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, and Advisors." The page then lists several email distribution options, each with a blue heading and a descriptive sentence:

- All Users**: Send email to all of the users in the Organization.
- All Groups**: Send email to all of the Groups in the Organization.
- All Assistant Users**: Send email to all of the Assistant users in the Organization.
- All Participant Users**: Send email to all of the Participant users in the Organization.
- All Leader Users**: Send email to all of the Leader users in the Organization.
- Single / Select Users**: Select which users will receive the email.
- Single / Select Groups**: Select which Groups will receive the email.

✳ Indicates a required field.

EMAIL INFORMATION

✳ To

| Available to Select | | Selected |
|--|---------------------------------|---|
| Lash, Elysia Lash_PreviewUser, Elysia Morris, Telliffier Timbers, Raechel | <div>></div> <div><</div> | |
| <div>Invert Selection</div> <div>Select All</div> | | <div>Invert Selection</div> <div>Select All</div> |

Invalid Email Student2, Mason; Student3, Mason; Student, Mason

From Telliffier Morris - tmorri18@gmu.edu (tmorri18@gmu.edu)

Subject

Message

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3 (12pt)

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Path: p Words:0

A copy of this email will be sent to the sender.
Return Receipt ☐

Click **Submit** to proceed.

Cancel

Submit

STEP 3.

Select the student employee(s) you would like to add to the email. Fill out the necessary information and attach files as needed. Before you submit your email, please make sure to check **a Copy of the Email will be Sent to You for Your Records.**

Other Tips

Hide Supervisor Evaluation

Last Saved: November 6, 2017 1:18 P

| Self-Evaluation | Supervisor Eva | Supervisor E | Self-Evaluation | Self-Evaluation |
|-----------------|----------------|--------------|-----------------|-----------------|
| 🔵 | -- | -- | | |
| ⚠️ | ✓ (28.00) | ✓ (27.00) | | |
| ⚠️ | ✓ (22.00) | ✓ (50.00) | | |
| -- | -- | -- | | |

Quick Column Information

Send Reminder

Rubric Evaluation Report

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Hide from Students (on/off)

Grade Center > Full Grade Center > Select Chevron Icon for "Supervisor Evaluation [Year]" > Toggle Hide from Students (on/off)

Circle w/ Red Slash: Hidden from Students

Recommended to use by supervisors to prevent student employees from seeing the "graded" or saved supervisor evaluation.

Enrolling Users into Organization

When adding a large amount of users to an organization you will need to use commas after each Mason NetID. It is recommended to do this in a word document first then paste into the add users field. **(Proper Example: masons1,masons3, patriot5)**

If there is one error (missing period, incorrect Mason NetID, or user exist in the organization) you will need to fix it then re-copy and paste all users that you would like to add. If an error exist you will fail to upload the selected users to the org. **(Error Example: mas1,masons3patriot5)**

Downloading Data

Select Work Offline in Grade Center > Select Download

Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column

Create Calculated Column ▾

Manage ▾

Reports ▾

Filter

Work Offline ▾

Move To Top

Email ▾

Sort Columns By: Layout Position

Upload

Download

Last Saved: November 6, 2017 1:18 PM

| Last Name | First Name | Username | Student ID | Last Access | Availability | Self-Evaluation | Supervisor Eva | Supervisor E | Self-Evaluation | Self-Evaluation |
|------------------|------------|-------------------|------------|------------------|--------------|-----------------|----------------|--------------|-----------------|-----------------|
| Lash_PreviewUser | Elysia | elash_previewuser | | July 18, 2017 | Available | | -- | -- | -- | -- |
| Student2 | Mason | x_ulife.student2 | | November 6, 2017 | Available | | ✓ (28.00) | ✓ (27.00) | -- | -- |
| Student3 | Mason | x_ulife.student3 | | November 3, 2017 | Available | | ✓ (22.00) | ✓ (50.00) | -- | -- |

Select Data to Download “Full Grade Center”

Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

☒ Full Grade Center

☐ Selected Column

Weighted Total

☐ Include Comments for this Column

☐ User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type

☐ Comma ☒ Tab

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit