Key Assignment “Rules of the Road”

- Please check the Assessment Resource web site at the beginning of the term to see:
  - If your class has a Key Assignment
  - If you are using latest version

- Please make No changes to the assignment name, the student directions, the scoring rubric in your Blackboard course
  - Please move to column 1 of the Bb grade book

- The assignment Max Points can be changed; this means the instructor to fit the point value of this assignment to be in-line with the other student work you have in your section
  - Please explicitly change the “Allow students to see rubric with scores” option – the normal Blackboard setting hides the rubric from the student

- Any changes to the Key Assignments should be made at the beginning of the school year
  - All instructors must agree to use the Key Assignment when they teach this course
  - Hence, all program faculty must sign-off on any changes and
  - Hence, the change must come officially from the Program Coordinator/Chair

- Requirements for the Key Assignment
  - Three items are needed from the program:
    - The assignment name
    - The student directions (Word, email text)
    - The scoring rubric (Word, Excel, Blackboard Rubric export (zip) file)
  - The Key Assignment rubric should be 4 columns
    - The scoring scale/scoring weighting of the rubric can be defined to suit the best needs for student grading in course sections
    - For assessment reporting, however, the student results will be translated to 1 to 4, as whole numbers, evenly weighted across the criteria rows
  - CAEP suggests 3 or 4 Key Assignments for each program