

# LaGuardia Program Assessment Description

All colleges and universities examine teaching practice and student learning in order to improve the education provided to students. At LaGuardia, this process is called Program Assessment. And we do it, in part, with samples of class work that students place in the Program Assessment folder in the ePortfolio system.

When students are asked to submit their work in the assessment area, they have to remove their names from samples of class work and place it in the Program Assessment folder in the ePortfolio system. This work will NOT be used to make judgments about any students and their individual progress, or about professors. Instead, the college will use anonymous samples of students' work to better understand what students learn at the college and how the college can continue to help students learn course material effectively.

Your teacher will tell you what piece of work you should deposit in the Program Assessment area. Please note that because you can submit any type of file (Word documents, spreadsheets, video clips, PowerPoints, etc.), we often refer to these files with the general name of *artifacts*, which simply means "any object made by human beings, especially with a view to subsequent use <http://dictionary.reference.com/browse/artifact>)

When you place work in the Program Assessment folder, please remove your name, your professor's name, and the section number of your course. The section number is the last four digits of your course code. So, if your course code is: AMM100.1234, please leave the AMM100, but remove the "1234." This process will ensure that the college is using anonymous samples of student work. Samples of student work will be stored confidentially. Students' and professors' names will never be used in any part of the Program Assessment process.

You have the right to decide that you do not want your work used in the Program Assessment process. Your decision will not affect your grade or your status at the college. Please fill out the Assessment consent form [http://www.eportfolio.lagcc.cuny.edu/forms/consent\\_form.html](http://www.eportfolio.lagcc.cuny.edu/forms/consent_form.html) to give us permission to use your work to improve teaching and learning at LaGuardia.

The consent form is also accessible from our ePortfolio informational website: <http://www.laguardia.edu/eportfolio/> . Simply click on "For Students." Then click on Surveys and Forms.

## **Getting Started**

To begin depositing your work in the Assessment area, you have to login to Blackboard 6 ePortfolio: [bb.laguardia.edu](http://bb.laguardia.edu) .  
Click on the ePortfolio tab then click on enter the Portfolio

The first step in creating an Assessment is to upload the files (documents, spreadsheets, video clips, PowerPoints, etc.) to the My Collection area of the ePortfolio. If you're not sure how to do this, please see the instructions at:

[http://www.eportfolio.lagcc.cuny.edu/tutorials/pdf/Quick\\_Guide/ePDeposit.pdf](http://www.eportfolio.lagcc.cuny.edu/tutorials/pdf/Quick_Guide/ePDeposit.pdf)

Once your “artifacts” (also known as the files you selected) are uploaded into the My Collection area, you can add the files to the Program Assessment area.

1) Click on My Assessments link on the navigation list that appears on the left side of your screen.

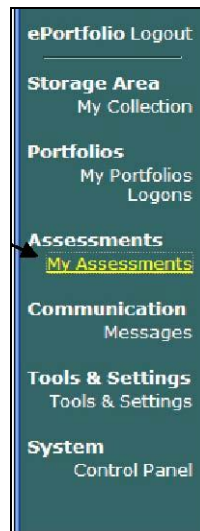


Image 1.1

2) Next, click on Select an assessment area from the directory (See image 1.2)

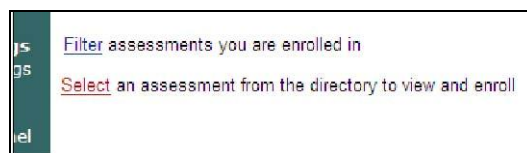


Image 1.2

3) Click on  LaGuardia Program Assessment Folder. (See image 1.3)



Image 1.3

4) If you haven't already signed the "Informed Consent Statement," and you agree participate in the program assessment process described on the first page of this handout, please do. Just click on the link indicated under 'LaGuardia Program Assessment Description,' and fill out the form. Thank you.



Image 1.4

- 4.1) Fill out the consent form.
- 4.2) When done click on "close window"

5) Then click on  [LaGuardia Program Assessment Documents](#) (See image 1.5)



Image 1.5

6) If it's your first time loading a document in the Assessment Area, click on [Enroll in the assessment](#) (See image 1.6). If you've done this before, you can skip this step and go directly to Step 7.

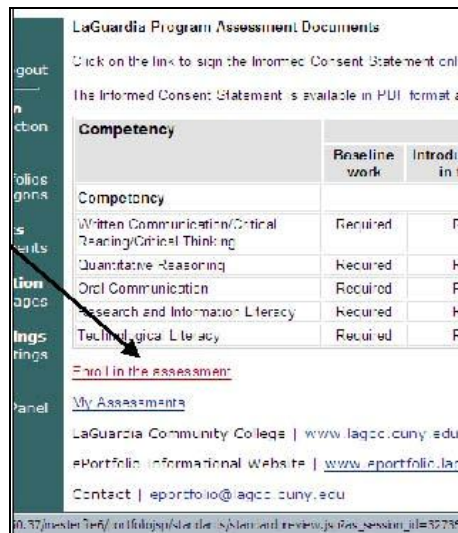


Image 1.6

The next page will display a message saying "Action Successful"

6.1) Then click on [My Assessment](#)

7) Once you are enrolled, click on View (See image 1.7)

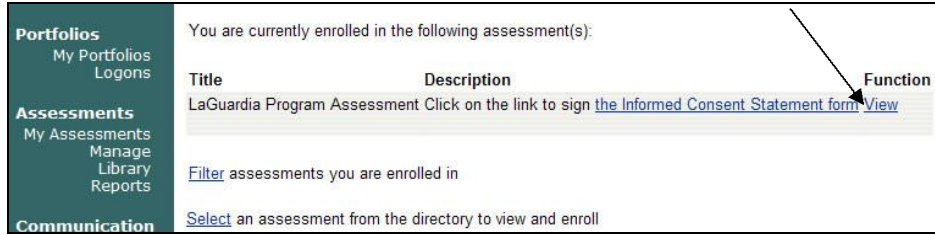


Image 1.7


Now you have entered the LaGuardia Program Assessment Documents page and this is where you will deposit your files.

8) To add assessment files, click in the cell (the cross section of column and row) that your teacher tells you to use. (See image 1.8)

**LaGuardia Program Assessment**

LaGuardia Program Assessment Documents

Click on the link to sign [the Informed Consent Statement form](#)

Task Progress	Task Status	Grade
 Total Tasks: 69 Weighted completion: 2%	<ul style="list-style-type: none"> <li><span style="color: red;">●</span> Not started: 59</li> <li><span style="color: orange;">●</span> In progress: 0</li> <li><span style="color: green;">●</span> Complete: 1</li> </ul>	Not graded

Competency	Level											
	Baseline	Baseline 2	Introductory Course in the Major	Introductory Course in the Major 2	FPA	FPA 2	Urban Studies	Urban Studies 2	Capstone	Capstone 2	Other	Other 2
Written Communication/Critical Reading/Critical Thinking	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Quantitative Reasoning	Completed	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Oral Communication	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Research and Information Literacy	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Technological Literacy	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required

Image 1.8

9) Then, click on the Add Artifacts button (See image 1.9)

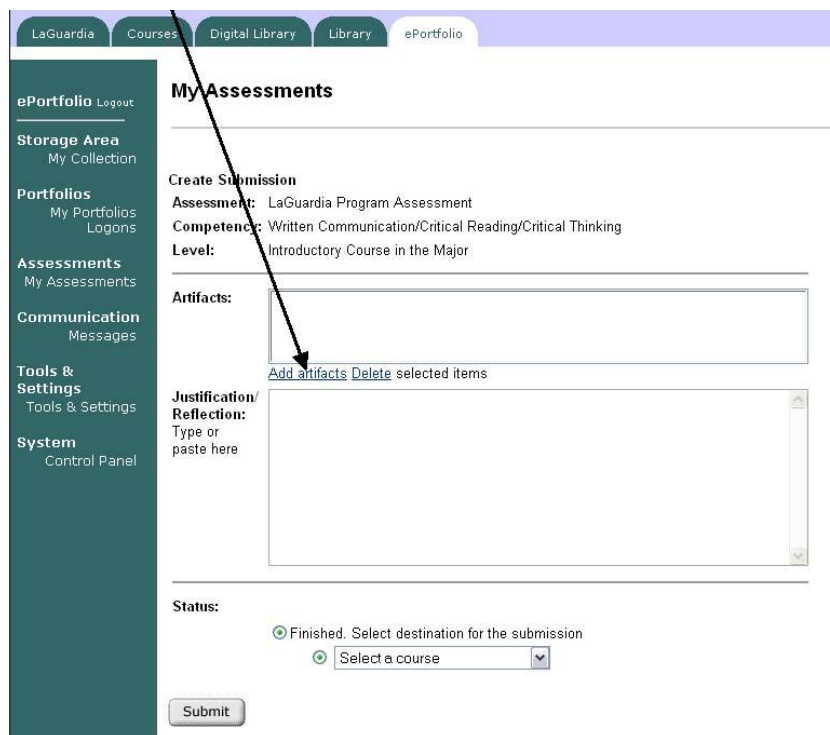



Image 1.9

10) Then locate the files you want to deposit in the pop up window.  
To add a file, simply click on the “Add” icon  next to the desired file or artifact.  
Repeat these steps if you want more files to be added in this section (See image 1.10)

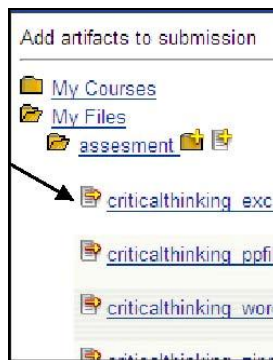


Image 1.10

Once the files have been added, scroll down to the bottom of the page, and click on the pull down menu “Select a Course”. (See image 1.11)

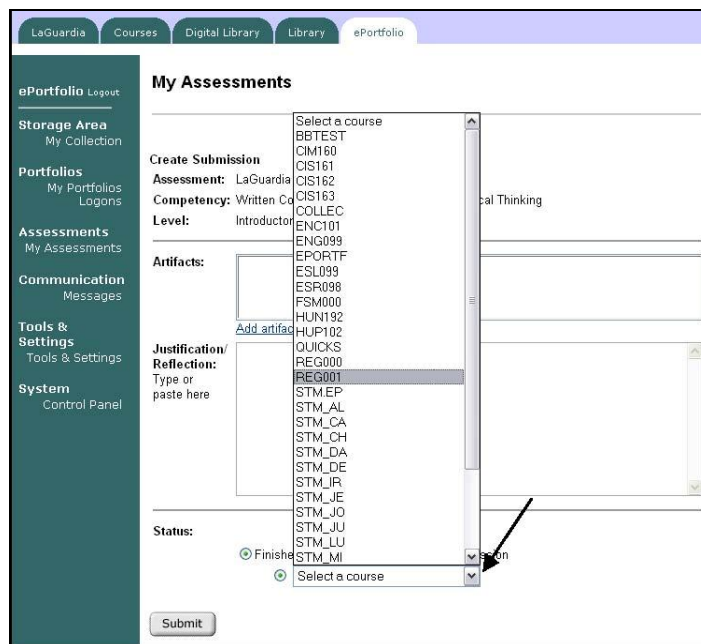


Image 1.11

Finally click on

**Submit**

We appreciate your participation in this process, which will help improve the education provided to all LaGuardia students.

If you have questions about the Program Assessment process, contact Assessment Coordinator, Marisa Klages at [mklages@lagcc.cuny.edu](mailto:mklages@lagcc.cuny.edu) or 718-482-5677.