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This document describes the steps to create a *Digital Evaluation File*. This file supports the transition from paper-based files for faculty evaluation that was initiated by the Faculty Senate in AY19-20. All faculty evaluations (renewal, promotion, tenure, and professional assessment) will be in digital format in AY24-25.

The Digital Evaluation file is implemented using the familiar Blackboard/Learn9 software that supports Southern's teaching and learning. In place of tabbed binders, you will place copies of your materials in folders located in a Blackboard/Learn9 course. As with the conventional binders, you are the only person who can add content to these folders.

Every full-time employee governed by the AAUP Collective Bargaining Agreement has been provided with a Digital Evaluation file based on their employment category.

The Digital Evaluation File is provided as a convenient repository for materials that will be used in your next evaluation. At the time of your next evaluation, the contents of your file will be copied into a new file that will be made available automatically to you and the evaluators (Department Evaluation Committee, Chairperson, Dean, Provost) based on the evaluation that is being conducted (renewal, P&T, etc.). You will be able to continue to add content to the new file once it has been made available to you.

All other information about using the Digital Evaluation File can be found in evaluation-specific guides on the Faculty Senate website.

1. Opening your Digital Evaluation File

- a. **Please ensure that your browser is compatible with Blackboard/Learn9.** The first page you will see when opening Blackboard/Learn9 has a section entitled *Browser Compatibility* located at the bottom right of the page.
- b. Log in to Blackboard/Learn9 through the Apps page via *login.southernct.edu* using your usual Southern login credentials. The course containing your file is named **Lastname, Firstname – Digital Evaluation** and will appear in your Blackboard Learn 9 course menu along with any your other Banner-driven courses. It is strongly recommended that you group your courses by term to organize and shorten your course list (See appendix A for instructions on how to do this.).

2. The organization of your Digital Evaluation File

Clicking on the appropriate course will show the top-level folders required for your evaluation. **These top-level folders must remain part of your file.**

The following sections describe the folders associated with a specific employment category. Unless otherwise noted, you are free to organize the content of the folders (including subfolders) in the manner which best represents your work.

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1. Athletic Trainers

Digital Evaluation Athletic Trainers

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾ 🔍

-  Instructions
-  Required Documents
-  Letters of Evaluation
-  Management of the Health Care of Student Athletes
-  Demonstrated Level of Care and Professionalism
-  Record of Continued Educational Growth and Service to the Profession
-  Productive Service to the Department and University
-  Years in Rank
-  Record of any Disciplinary Action in the Member's Personnel File at the Time of the Evaluation

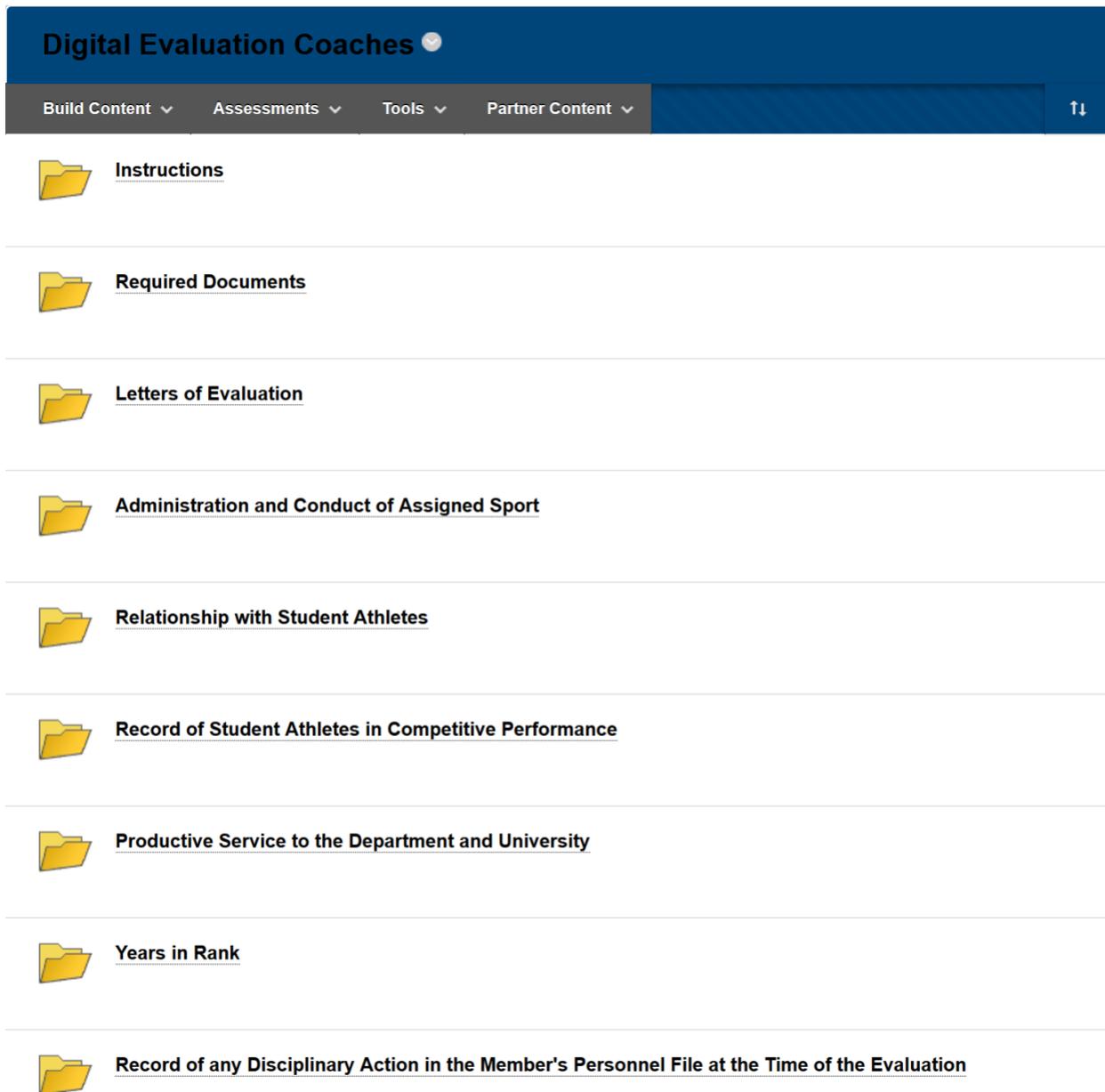
Instructions: This file contains a link to the Faculty Senate webpages associated with the evaluation process.

Letters of Evaluation: This folder will be used when your file is made available for your next evaluation. During the evaluation process, you will place evaluation letters in the appropriate folder along with your optional responses to these letters.

Record of any Disciplinary Action in the Member's Personnel File at the Time of the Evaluation: See Article 4.11.9.6 of the Collective Bargaining Agreement. This folder will be used when your file is made available for your next evaluation.

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2. Coaches



The screenshot shows a web interface titled "Digital Evaluation Coaches" with a dark blue header. Below the header is a navigation bar with dropdown menus for "Build Content", "Assessments", "Tools", and "Partner Content", and a search icon. The main content area lists ten folders, each with a yellow folder icon and a title:

- Instructions
- Required Documents
- Letters of Evaluation
- Administration and Conduct of Assigned Sport
- Relationship with Student Athletes
- Record of Student Athletes in Competitive Performance
- Productive Service to the Department and University
- Years in Rank
- Record of any Disciplinary Action in the Member's Personnel File at the Time of the Evaluation

Instructions: This file contains a link to the Faculty Senate webpages associated with the evaluation process.

Letters of Evaluation: This folder will be used when your file is made available for your next evaluation. During the evaluation process, you will place evaluation letters in the appropriate folder along with your optional responses to these letters.

Record of any Disciplinary Action in the Member's Personnel File at the Time of the Evaluation: See Article 4.11.9.6 of the Collective Bargaining Agreement. This folder will be used when your file is made available for your next evaluation

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3. Counselors and Librarians

 <u>Instructions</u>
 <u>Required Documents</u>
 <u>Letters of Evaluation</u>
 <u>Load Credit Activity</u>
 <u>Professional Attendance and Participation</u>
 <u>Productive Service to the Department and University</u>
 <u>Creative Activity</u>
 <u>Years in Rank</u>
 <u>Record of any Disciplinary Action in the Member's Personnel File at the Time of the Evaluation</u>

Instructions: This file contains a link to the Faculty Senate webpages associated with the evaluation process.

Required Documents: This folder will contain your Candidate Information Form or CV as required.

Letters of Evaluation: This folder will be used when your file is made available for your next evaluation. During the evaluation process, you will place evaluation letters in the appropriate folder along with your optional responses to these letters.

Record of any Disciplinary Action in the Member's Personnel File at the Time of the Evaluation: See Article 4.11.9.6 of the Collective Bargaining Agreement. This folder will be used when your file is made available for your next evaluation.

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4. Teaching Faculty

 <u>Instructions</u>
 <u>Required Documents</u>
 <u>Letters of Evaluation</u>
 <u>Load Credit Activity</u>
 <u>Creative Activity</u>
 <u>Productive Service to the Department and University</u>
 <u>Professional Attendance and Participation</u>
 <u>Years in Rank</u>
 <u>Record of any Disciplinary Action in the Member's Personnel File at the Time of the Evaluation</u>

Instructions: This file contains a link to the Faculty Senate webpages associated with the evaluation process.

Required Documents: This folder will contain your Candidate Information Form or CV as required.

Letters of Evaluation: This folder will be used when your file is made available for your next evaluation. During the evaluation process, you will place evaluation letters in the appropriate folder along with your optional responses to these letters.

Record of any Disciplinary Action the Member's Personnel File at the Time of the Evaluation: See Article 4.11.9.6 of the Collective Bargaining Agreement. This folder will be used when your file is made available for your next evaluation.

3. Adding material to your Digital Evaluation File

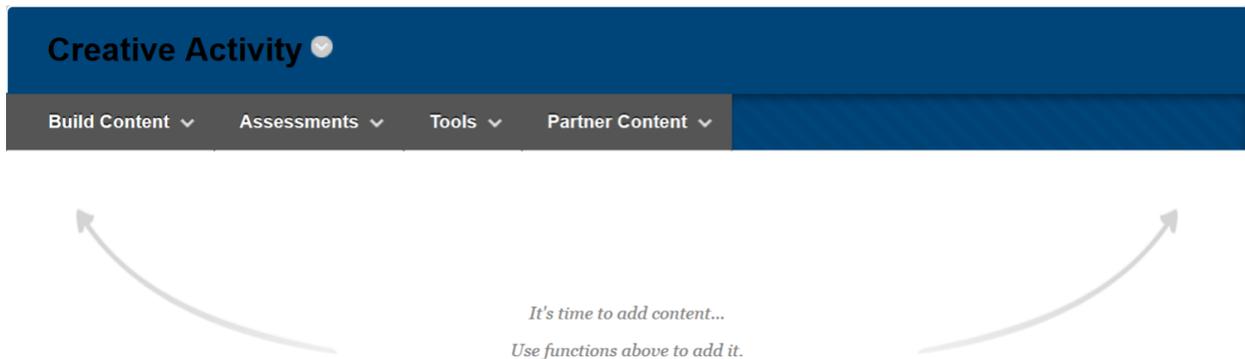
All of your documents must be in PDF format. This format makes them readable regardless of the reviewer's computer type or choice of word processing package. This can be as simple as saving a Word document in PDF format (instructions can be found here: <https://support.office.com/en-us/article/save-or-convert-to-pdf-or-xps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110>). If you have only paper copies, they will need to be scanned. It is recommended that you use a copier that supports scan-and-email.

The filename of a document should reflect its contents: Student_work_example1-MUS110-S17; Student_opinion_survey-F16_ECO100, etc.

Instructions for specific types of materials follow:

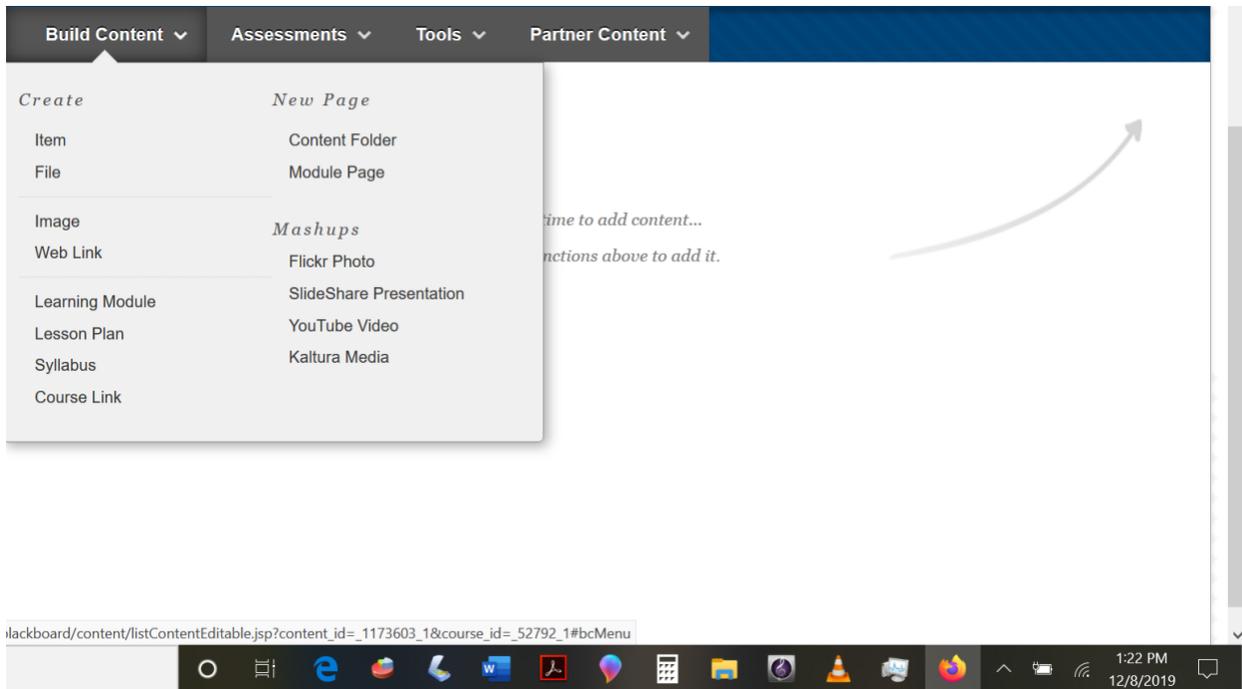
Adding a file

1. Click on the folder, which will be empty the first time you open it.



2. Clicking on the *Build Content* tab will offer you a list of options:

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3. Clicking *File* allows you to specify the file and an identifying title. Be sure to click *Open in New Window* to simplify the reading process by the reviewers. Click *Submit* when you are done.

Create File

* Indicates a required field.

SELECT FILE

* Name	<input type="text" value="Sample article"/>
Color of Name	<input type="color" value="Black"/>
* Find File	<input type="button" value="Browse My Computer"/> <input type="button" value="Browse Content Collection"/>
Selected File	File Name: We're living in an age of inequality. Music struggles to reflect it.pdf File Type: PDF <input type="button" value="Select a Different File"/>

FILE OPTIONS

Open in New Window Yes No

Adding a link

Creating a web link is similar to creating a file link. N.B., be sure to use the entire URL (i.e. *http....*) when creating the link. The safest method is to open the URL and then copy the URL from the browser address bar into the Link Create box.

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Create Web Link

* Indicates a required field.

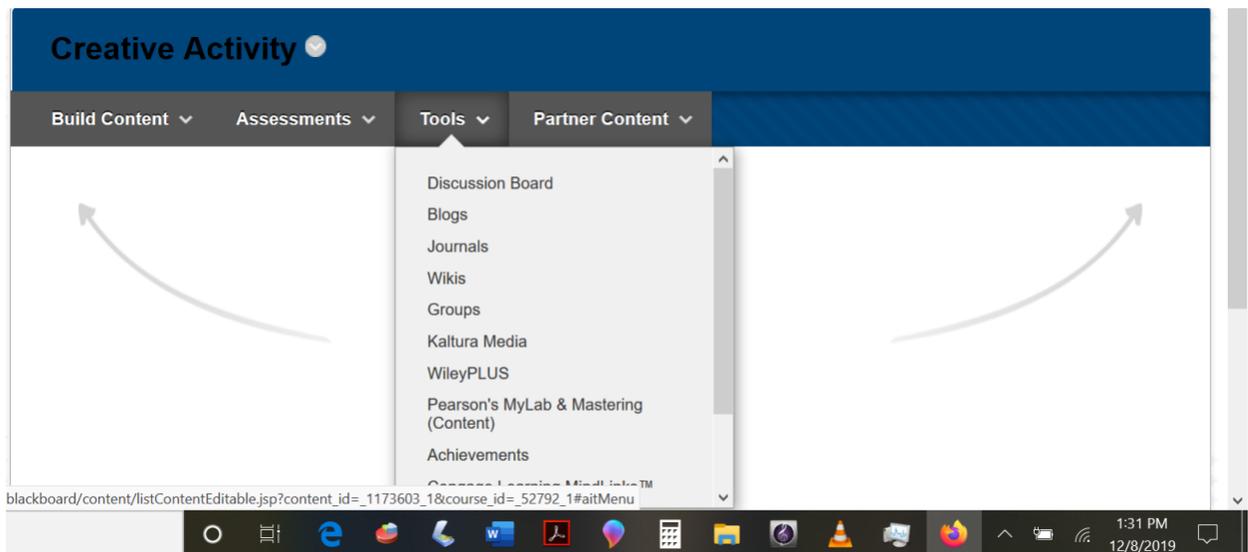
WEB LINK INFORMATION

* Name

* URL

Adding audiovisual media

- Click on the folder where you want the media to appear.
- Click the Tools pulldown menu and select Kaltura Media.



- When the new window appears, click the “Add New” pulldown from the upper right-hand side and then select “Media Upload.”

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int File > ... > Candidate Information Form or CV > Mashup Gallery

The screenshot shows the Mashup Gallery interface. At the top, there are navigation tabs: "My Media" (highlighted in blue), "Media Gallery", and "Shared Repository". Below the tabs are several filters: "Sort by Most Recent", "View All Statuses", "View All Media", and "View Media I Own". A search bar labeled "Search Media" is on the right. The main content area displays two video items:

- Challenges_of_Teaching_Online**: From Blackboard Administrator 2 Months ago. Duration: 07:17. The thumbnail shows a video player with the text "What has been your biggest challenge in teaching online?" and the University of Saskatchewan logo.
- You're Looking at Me Like I Live Here**: From Blackboard Administrator 6 Months ago. Duration: 53:31. The thumbnail shows a black video player with a play button.

- Click “Choose a file to upload” and navigate to the location where the media is stored on your hard drive. Enter a description of the item in the Description box. Once you select it and upload, click the “Back to Browse and Embed.”

Upload Media

The screenshot shows the "Upload Media" form. At the top, a green progress bar indicates "100% of 4292Kb" upload. Below the progress bar, a green message box says "Upload Completed! Complete the required information for the uploaded media below." Below this, a note states: "All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at a..."

Please fill out these details:

- Name:** (Required) IMG_0794
- Description:** Includes a rich text editor with options for Bold, Italic, Underline, and other formatting. The text area contains "Enter Description...".
- Tags:** An empty text input field.

At the bottom, there are two buttons: "Save" and "Back to Browse and Embed".

- The video you just uploaded will appear. Click the “Select” button from the right-hand side, type in a name for the media and a description, if desired, and click “Submit” when ready.

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Books

For each book, it is recommended that you create a document containing a copy of

1. The title page,
2. The table of contents,
3. One chapter.

When your evaluation process begins, you may also place a copy on reserve in Buley Library.

Articles

It is recommended that a scanned pdf copy of the article be uploaded in your Digital Evaluation file. In place of a scanned copy of an article, you may also use a weblink. N.B., be sure to use the entire URL (i.e. *http....*) when creating the link. The safest method is to open the URL and then copy the URL from the browser address bar into the *Create Web Link* box.

Managing your Course List

If you have a long course list or would otherwise care to organize your courses for easier access, you may do so using three methods. The course list contains links to courses you are currently enrolled in. The course list also contains historical courses from previous semesters.

You can hide courses that you do not need or no longer access (hiding a course does not remove the course nor alter it in any way, it can be shown again should you need access in the future), you can group courses by term or you can rearrange courses in the list.

From the MyInstitution Tab inside Learn 9, click the gear icon that appears on the upper right-hand side of your course list.



The personalize screen appears.

Personalize: My Courses

TERMS

You may optionally group your courses within their respective terms. Once this grouping is selected you may then further filter your displayed courses by hiding or collapsing terms by default. A hidden term will not show up in the module page. A collapsed term will show up but in a collapsed state. You can expand or collapse terms either from this page or from within the module page itself.

Group by Term

EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course will not appear in the module.

Courses you are teaching:

↕	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
<input type="checkbox"/>		DSWTEMPLATE: DSW Master Template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		DIGITALEVALAT: MASTER - Digital Evaluation AT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		DIGITALEVALC: MASTER - Digital Evaluation C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To hide a course, remove the checkmark from its corresponding box in the Course Name column.

EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected,

Courses you are teaching:

↕	Select All/Unselect All	Course	Course Name
	<input type="checkbox"/>	DSWTEMPLATE: DSW Master Template	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	DIGITALEVALAT: MASTER - Digital Evaluation AT	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	DIGITALEVALC: MASTER - Digital Evaluation C	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	DIGITALEVALCL: MASTER - Digital Evaluation CL	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	DIGITALEVALTF: MASTER - Digital Evaluation TF	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	PRACTICE1: PracticeCourse 1	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	PRACTICE4: PracticeCourse 4	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	PRACTICE46: PracticeCourse 46	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	SCSU10931.201910: SOC-211-S70-Fall_2018	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	SCSU11440.202010: SOC-211-S70-Fall_2019	<input checked="" type="checkbox"/>

To reorder how the courses appear in your list, click on the drag and drop arrow beside the course listing. Drag the course to the desired location and release.

Courses you are teaching:

↕	Select All/Unselect All	Course
	<input type="checkbox"/>	DSWTEMPLATE: DSW Master Template
	<input type="checkbox"/>	DIGITALEVALAT: MASTER - Digital Evaluation AT
↕	<input type="checkbox"/>	DIGITALEVALC: MASTER - Digital Evaluation C
	<input type="checkbox"/>	DIGITALEVALCL: MASTER - Digital Evaluation CL
	<input type="checkbox"/>	DIGITALEVALTF: MASTER - Digital Evaluation TF
	<input type="checkbox"/>	PRACTICE1: PracticeCourse 1
	<input type="checkbox"/>	PRACTICE4: PracticeCourse 4
	<input type="checkbox"/>	PRACTICE46: PracticeCourse 46
	<input type="checkbox"/>	SCSU10931.201910: SOC-211-S70-Fall_2018



To group your courses by term, click the checkbox at the top of the window.

TERMS

You may optionally group your courses within their respective terms. Once this grouping is selected you may toggle the state. You can expand or collapse terms either from this page or from within the module page itself.

Group by Term