

A Guide to Accessing and Uploading Documents to Your Digital Evaluation File in Blackboard Learn 9

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Preface

The Faculty evaluation process at SCSU is governed by our CSU-AAUP CBA and our Faculty Senate Renewal, Promotion and Tenure, and Professional Assessment documents. Please follow the requirements and calendars, of these documents. Your digital file is a repository for the documents that are required as well as the documents that you choose to include in your file to best represent the quality of your professional activity in the evaluative categories.

This document provides guidance for the creation of a Digital Evaluation File in Blackboard Learn 9. The Digital Evaluation File utilizes the familiar Blackboard Learn 9 software that supports Southern's teaching and learning. Every full-time employee, governed by the AAUP Collective Bargaining Agreement, has been provided with a Digital Evaluation file based on their employment category under the 'Courses' heading in Blackboard Learn 9. You will place copies of your materials in folders within this file. You are the only person who can add content to the file.

1. Opening your Digital File

a. Please ensure that your browser is compatible with Blackboard Learn 9.

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker

b. Access or login to Blackboard Learn 9 on the Apps page. Go to the www.southernct.edu website. Click on "Inside Southern." Scroll down and click on Blackboard Learn 9 under 'Quick links.' Click on the Blackboard Learn 9 App on the Apps page. You will find your Digital Evaluation File listed as **Lastname, Firstname – Digital Evaluation** along with your other courses. If prompted, login with your username and password.

2. The organization of your Digital Evaluation File

Clicking on your Digital Evaluation File will show the top-level folders required for your evaluation in the column on the left. You are free to organize the content of the folders (including subfolders) in the manner that best represents your work. The following sections illustrate the top-level folders of your specific employment category: **Athletic Trainers, Coaches, Counselors and Librarians, and Teaching Faculty.**

A. Athletic Trainers

Please note that the Digital Evaluation File template that follows includes the top level folders specific to contractual evaluation categories for Athletic Trainers: Instructions; Required Documents; Letters of Evaluation; **Management of the Health Care of Athletes; Demonstrated Level of Care and Professionalism; Productive Service to the Department and University; Record of Continued Educational Growth and Service to the Profession; Years in Rank; and Record of Any Disciplinary Action in the Member's File at the time of the evaluation.**

The screenshot displays the Southern Connecticut State University Digital Evaluation File template interface. At the top, a dark blue header features the university's name in white. Below this, a navigation bar includes a home icon, a dropdown arrow, and the word "Instructions". The main content area is divided into a left sidebar and a right panel. The sidebar, titled "Last name, Firstname - Digital Evaluation", lists various evaluation categories: Instructions, Required Documents, Letters of Evaluation, Management of the Health Care of Student Athletes, Demonstrated Level of Care and Professionalism, Productive Service to the Department and University, Record of Continued Educational Growth and Service to the Profession, Years in Rank, and Record of any Disciplinary Action in the Member's Personnel File at the time of the evaluation. The right panel, titled "Instructions", contains a sub-header "Faculty Senate Documents and Instructions for Creating your Digital File" and a link to <https://inside.southernct.edu/faculty-senate/faculty-evaluation>. The interface is designed with a clean, professional layout using a color palette of dark blue, light blue, and white.

B. Coaches

Please note that the Digital Evaluation File template that follows includes the top level folders specific to contractual evaluation categories for **Coaches**: Instructions; Required Documents; Letters of Evaluation; **Administration and Conduct of the Assigned Sport**; **Relationship with Student Athletes**; **Record of Student Athletes in Competitive Performance**; **Productive Service to the Department and University**; **Years in Rank**; and **Record of Any Disciplinary Action in the Member's File at the time of the evaluation**.

The screenshot displays the Southern Connecticut State University Digital Evaluation File template interface. At the top, a dark blue header features the university's name in white. Below this, a navigation bar includes a home icon and a dropdown menu labeled "Instructions". The main content area is divided into a left sidebar and a right pane. The sidebar, titled "Lastname, Firstname - Digital Evaluation", lists various evaluation categories: 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, and Record of any Disciplinary Action in the Member's Personnel File at the time of the evaluation. The right pane, titled "Instructions", contains a sub-header "Faculty Senate Documents and Instructions for Creating your Digital File" and a link to <https://inside.southernct.edu/faculty-senate/faculty-evaluation>. The interface also includes a top navigation bar with "Build Content", "Assessments", "Tools", and "Partner Content" dropdown menus.

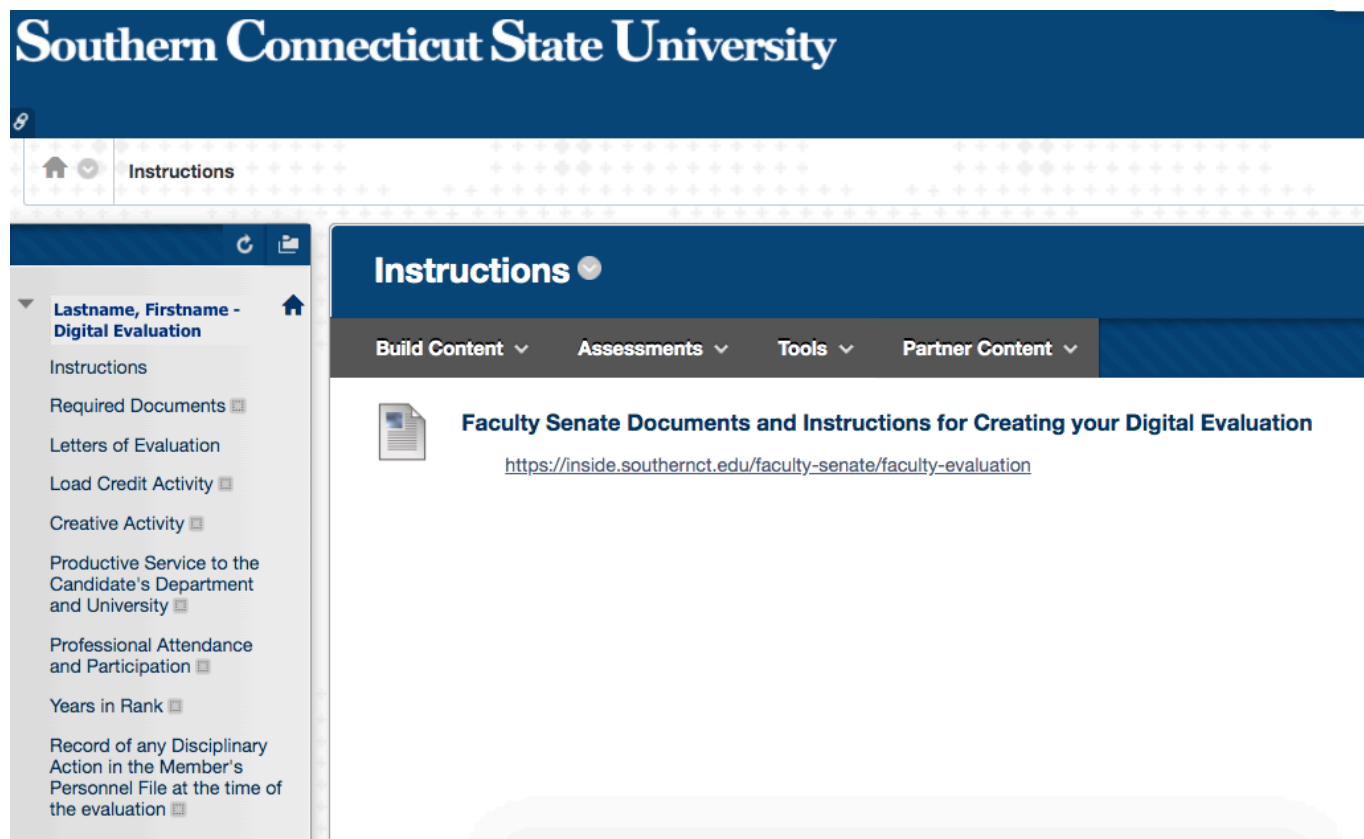
C. Counselors and Librarians

Please note that the Digital Evaluation File template that follows includes the top level folders specific to contractual evaluation categories for **Counselors and Librarians**: Instructions; Required Documents; Letters of Evaluation; **Load Credit Activity**; **Professional Attendance and Participation**; **Productive Service to the Department and University**; **Creative Activity**; **Years in Rank**; and **Record of Any Disciplinary Action in the Member's File at the time of the evaluation**.

The screenshot displays the Southern Connecticut State University Digital Evaluation File template. At the top is a dark blue header with the university's name in white. Below this is a navigation bar with a home icon and a dropdown menu labeled "Instructions". The main content area is divided into a left sidebar and a right main panel. The sidebar, titled "Lastname, Firstname - Digital Evaluation", lists the following categories: Instructions, Required Documents, Letters of Evaluation, Load Credit Activity, Professional Attendance and Participation, Productive Service to the Candidate's Department and University, Creative Activity, Years in Rank, and Record of any Disciplinary Action in the Member's Personnel File at the time of the evaluation. The main panel has a dark blue header labeled "Instructions" and a navigation bar with four tabs: "Build Content", "Assessments", "Tools", and "Partner Content". The "Build Content" tab is active, showing a document icon and the title "Faculty Senate Documents and Instructions for Creating your Digital File". Below the title is a URL: <https://inside.southernct.edu/faculty-senate/faculty-evaluation>.

D. Teaching Faculty

Please note that the Digital Evaluation File template that follows includes the top level folders specific to contractual evaluation categories for **Teaching Faculty**: Instructions; Required Documents; Letters of Evaluation; **Load Credit Activity**; **Creative Activity**; **Productive Service to the Department and University**; **Professional Attendance and Participation**; **Years in Rank**; and **Record of Any Disciplinary Action in the Member's File at the time of the evaluation**.



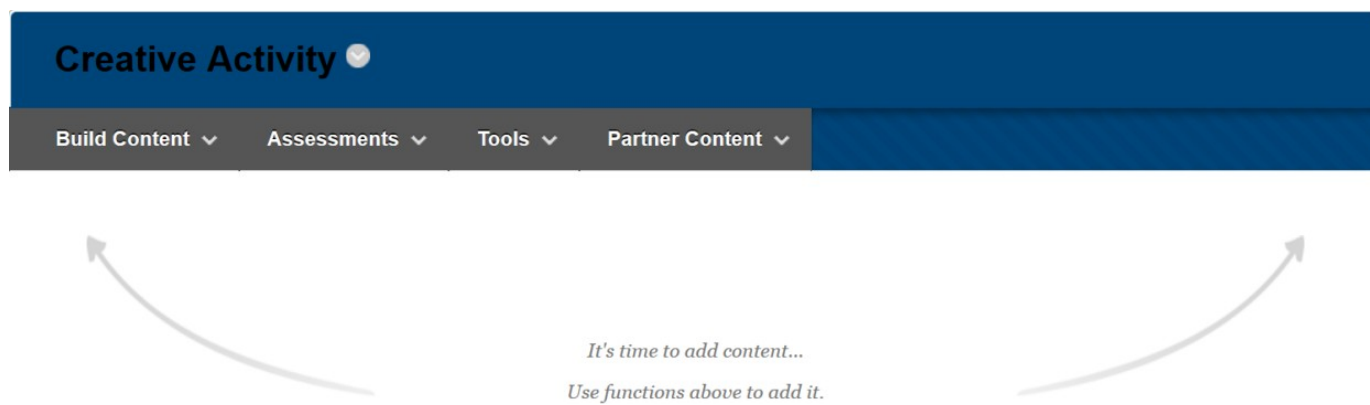
3. Adding material to your Digital File

All of your documents must be in **PDF** format. This can be accomplished as simply as saving a Word document in **PDF** format. If you have only paper copies, they will need to be scanned and saved as **PDFs** so they can be uploaded to your file. It is recommended that you use a copier that supports scan-and-email. Representative instructions for types of materials follow.

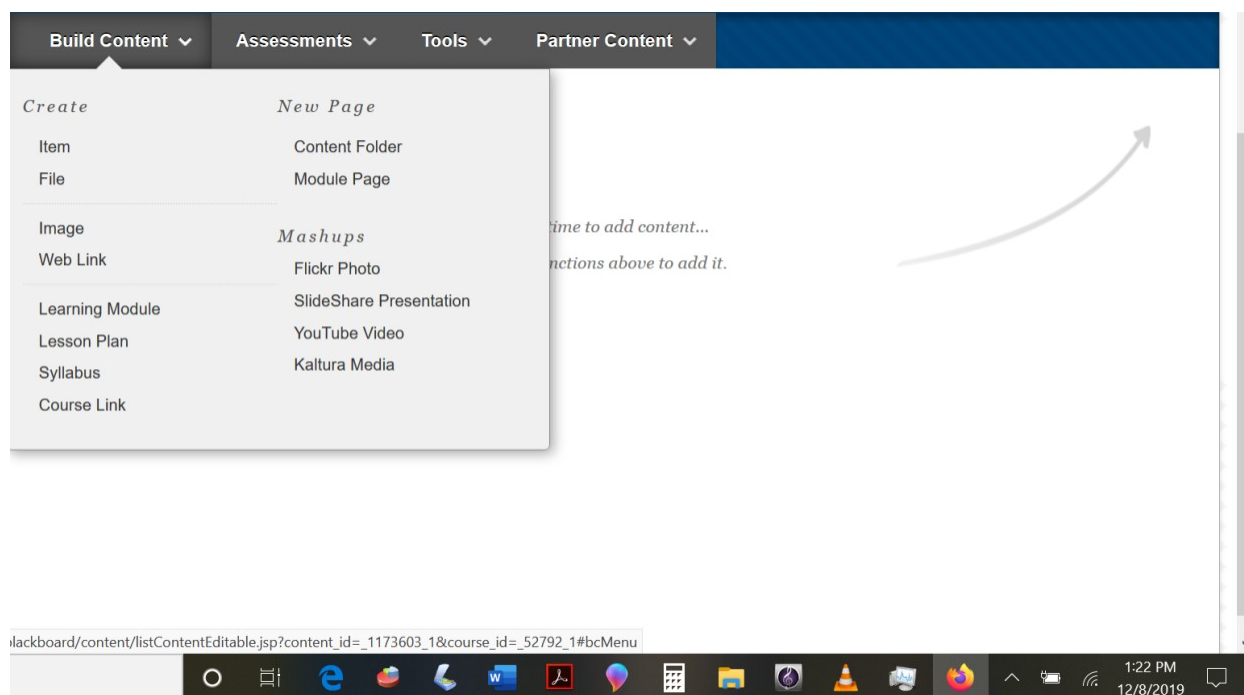
Please note that any empty folder (one for which you do not upload content) will be invisible to the reviewers.

Adding a file

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




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




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

Create File


 Indicates a required field.


SELECT FILE

 Name

Sample article

Color of Name

 Black

 Find File

Browse My Computer

Browse Content Collection

Selected File

File Name

We're living in an age of inequality. Music struggles to reflect it.pdf

File Type

PDF

Select a Different File

FILE OPTIONS

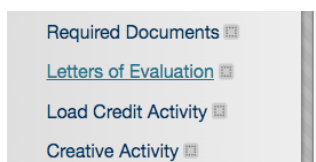
Open in New Window

☒ Yes ☐ No

Adding Letters of Evaluation

When you receive your letters of evaluation from the evaluators, you must upload them in **PDF** format to the designated folder. You are the only one who has permission to do this.

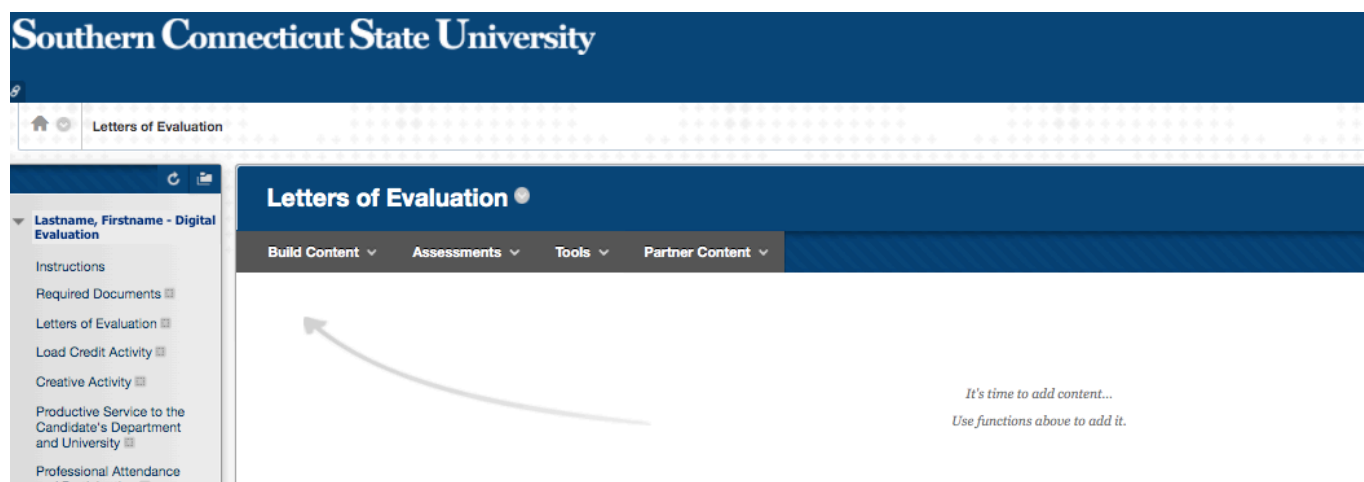
Click on the designated **Letters of Evaluation** folder...



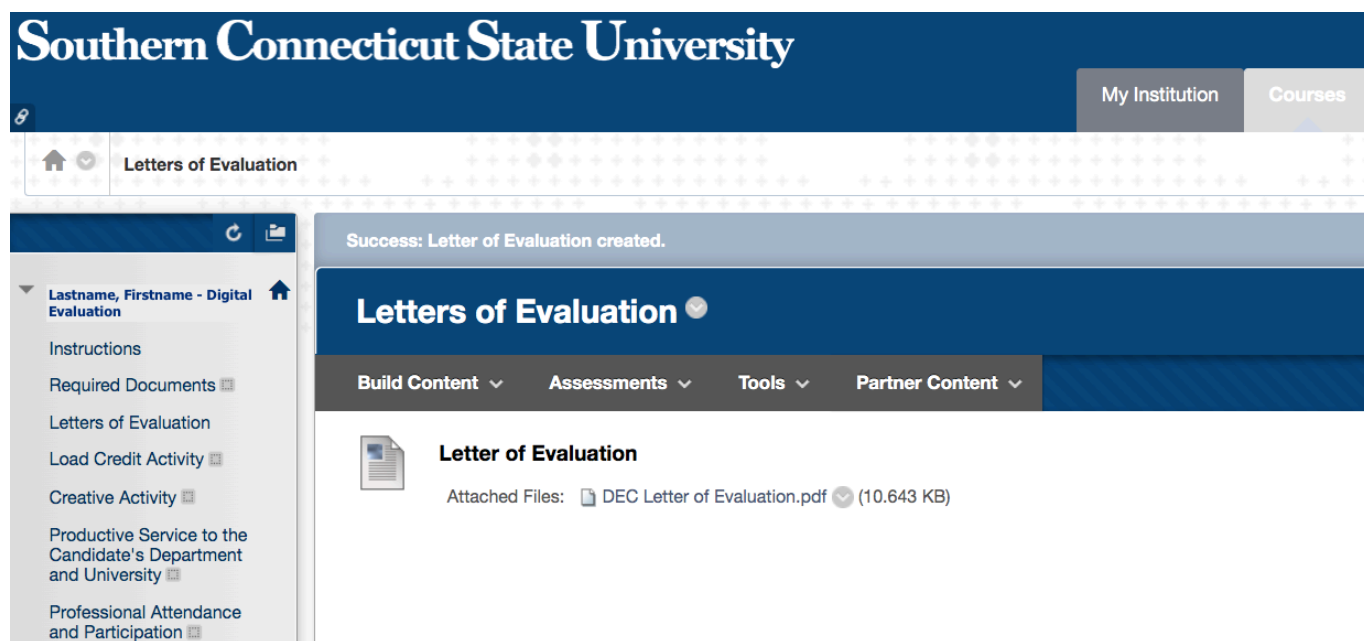
Faculty Senate Documents and Instructions for Creating your Digital Evaluation

<https://inside.southernct.edu/faculty-senate/faculty-evaluation>

...The empty folder to which you upload the **Letters of Evaluation** will be visible...



...note below an example of a **Letter of Evaluation** that has been uploaded...



Adding a link

Creating a web link is similar to creating a file link. Within the appropriate folder, choose the "Build Content" area and selected "Web Link." The following window will appear.

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.

Create Web Link

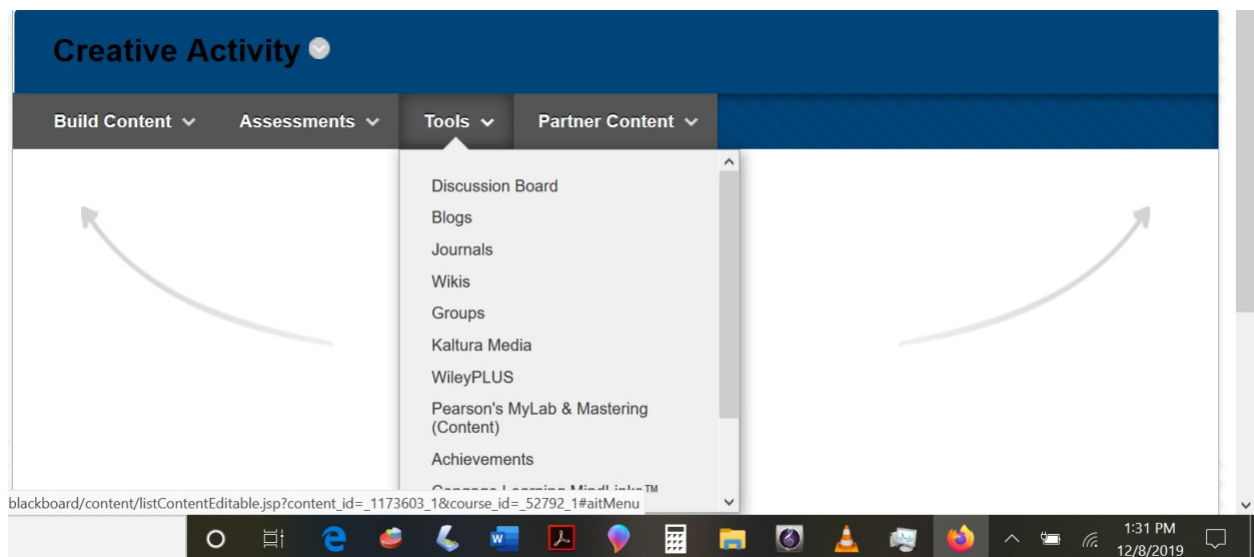
** Indicates a required field.*

WEB LINK INFORMATION

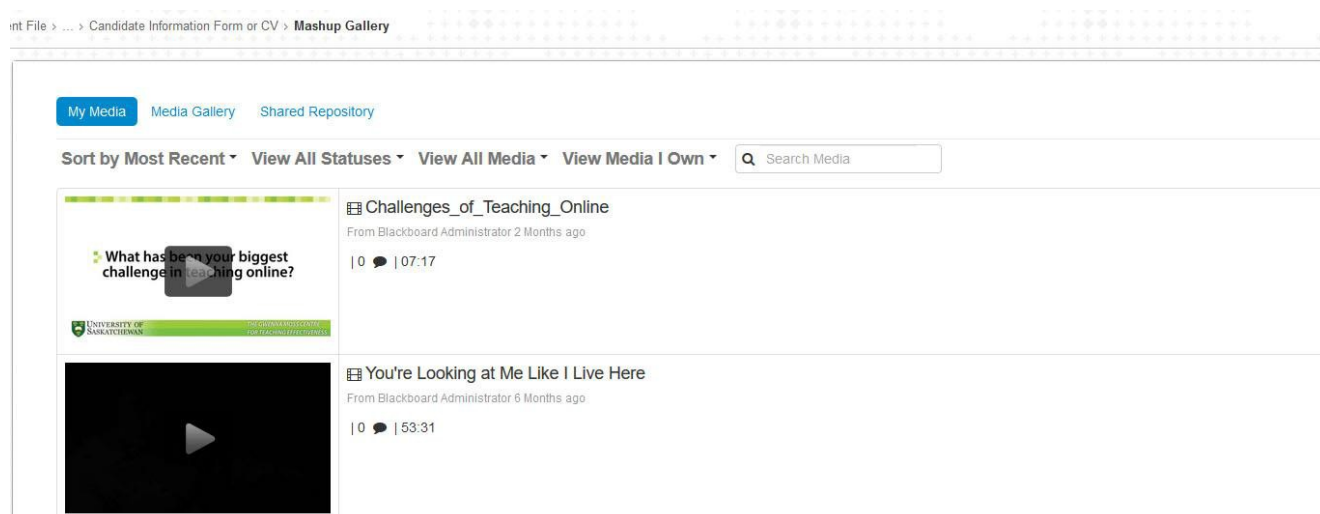
<i>* Name</i>	<input type="text" value="Sample link"/>
<i>* URL</i>	<input type="text" value="https://www.vox.com/culture/2018/7/30/1756"/>

Adding audiovisual media

- * Click on the folder where you want the media to appeal.
- * Click on the Tools pull-down menu and select Kaltura Media



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



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

A screenshot of the Blackboard Media Upload form. At the top, there's a progress bar showing "100% of 4292Kb". Below the progress bar, a green banner says "Upload Completed! Complete the required information for the uploaded media below." Below this, a message 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". Below this, a section titled "Please fill out these details:" contains a form. The "Name:" field is labeled "(Required)" and contains the text "IMG_0794". The "Description:" field has a rich text editor with buttons for "Black", "Bold", "Italic", "Underline", "List", "Table", "Link", "Image", and "Media". Below the description field is a "Tags:" 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.

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.

Please note: Due to the design of the digital file, if you do not add any documents to a folder, that folder will be invisible to the evaluators.