

New in Moodle—General Education Artifact Submission!

Faculty are vital to General Education assessment at OCCC, and we want to make it easy for you to submit artifacts where you are already working in your classes: Moodle!

Information

- The General Education Artifact Submission course contains resources about General Education artifacts.
- All faculty will have access to the Moodle course.
- Students must have completed at least 35 hours of OCCC courses to be eligible.

Screenshots for Submitting General Education Artifacts in Moodle

1. In Moodle, click on the course called General Education Artifact Submission.



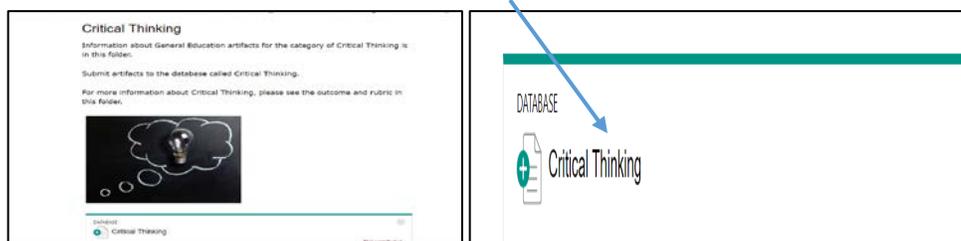
2. Click on the name of the type of artifact you want to submit: Critical Thinking, Human Heritage, Mathematical Methods, Public Speaking, or Writing.

NOTE: The process for submitting artifacts is the same for Critical Thinking, Human Heritage, Mathematical Methods, and Writing. For Public Speaking submissions, please see the additional instructions in Moodle or contact on-campus resources for assistance (contact information located on page 2).

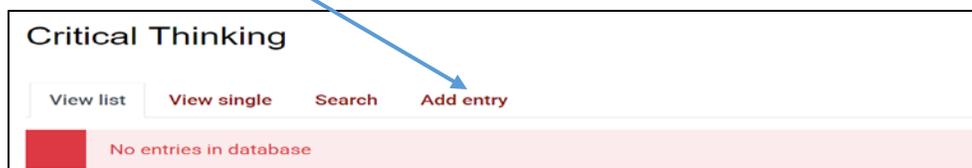
NOTE: This example will look at Critical Thinking.



3. Click on the Critical Thinking folder. Click on the Moodle Database called Critical Thinking.



4. Click on Add Entry:



5. Add the artifact by dragging and dropping the file or uploading the file.

5A. Dragging and dropping: Drag the file from your computer and drop it into the box outlined in red. OR

5B. Uploading the file: Click on the white page button and follow the steps to upload the file.

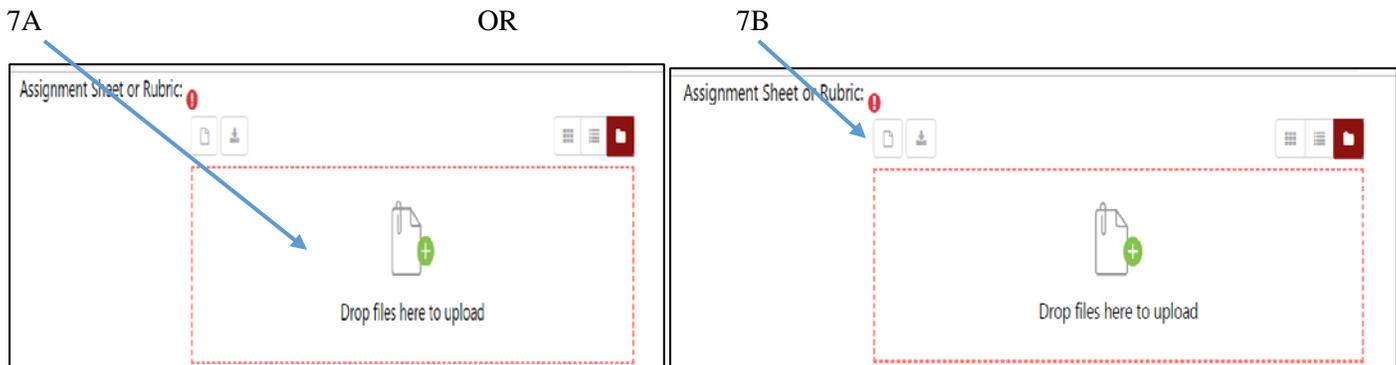


6. In the marked box, type the name of the student who completed the artifact.

7. Add the assignment sheet or rubric that students received when completing the artifact. You can drag and drop or upload the assignment sheet/rubric.

7A. Dragging and dropping: Drag the file from your computer and drop it into the box outlined in red. OR

7B. Uploading the file: Click on the white page button and follow the steps to upload the file.



8. Click “Save and view” if you are finished submitting artifacts. Click “Save and add another” if you want to continue uploading artifacts.

Congratulations! You submitted General Education artifacts to Moodle!

For additional assistance, please contact the following areas:

Ernest Gobert, Chair of the General Education Committee egobert@occc.edu , ext. 7162, SEM 2B7 (B)	Center for Learning and Teaching clt@occc.edu , ext. 7838, SEM 2G3	Office of Curriculum and Assessment makenna.j.green@occc.edu , ext. 7658, AH 2E2
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