COURSE ARCHIVE FOLDER PREPARATION

IZMIR UNIVERSITY OF ECONOMICS

2022-2023

This guide explains how to prepare the **End of Term Course Archive** and **Bologna Course File**.

1 Syllabus

2 Attendance List

3 Grade List

4 Quiz, Assignment, Presentation etc. Evaluations

5 Midterm and Final Exams

6 Exam Attendance Lists

7 Results of "Course Evaluation Surveys" only about learning outcomes and workload

8 Self-Evaluation Form

9 Archiving Panopto Videos of Participation Assessed Courses

10 Attendance List for Asynchronous Courses (Panopto Video Viewing Reports)

1 Syllabus

1. First, you need to choose a program from the **"Degree Programs"** tab on the https://ects.ieu.edu.tr/new/index.php?lang=en

2. After choosing the department, you need to click on the **''Course Structure Diagram with Credits"** tab from the drop-down menu.

3. When you click on any course in the program, you can access the course syllabus.

2 Attendance List for Face-to-Face Classes (wet signed)

Wet signed lists you collected during your face-to-face classes should be included in the folder.

These lists must also be signed by the course instructor.

2 Attendance List for Online Courses (Zoom)
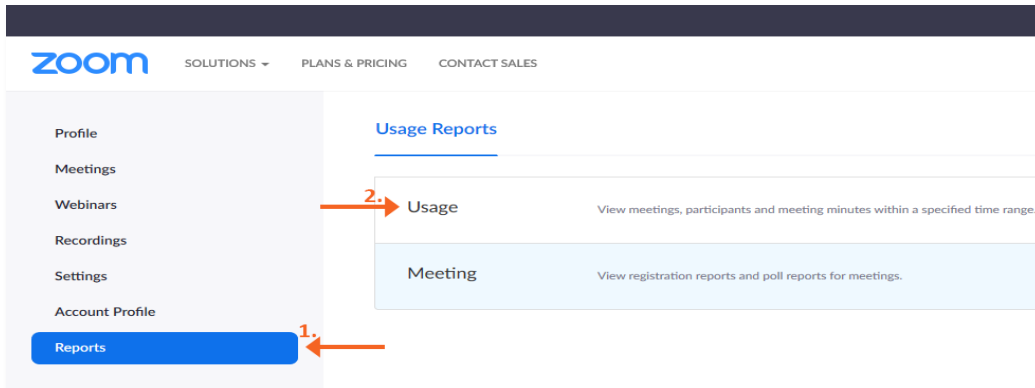
1. From the main screen, select **Reports**.

2. Select **Usage** to view a list of participants from past meetings.
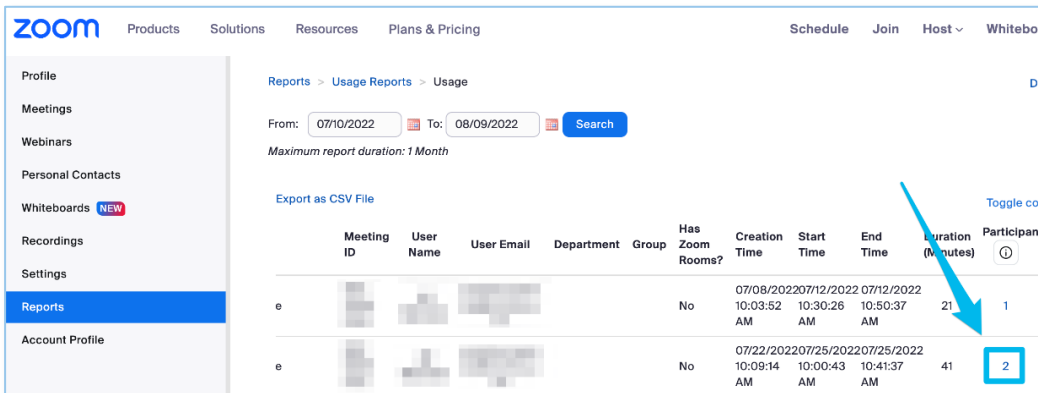
3. Select the **From** or **To** date to adjust the dates on which the meeting occurred. Then select **Search** to run the report.

4. Find the meeting that you are looking for and **click on the number** listed in the **Participants** column.
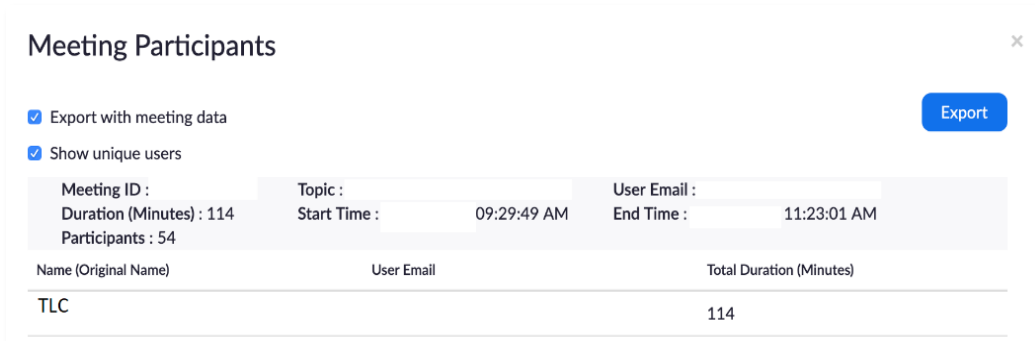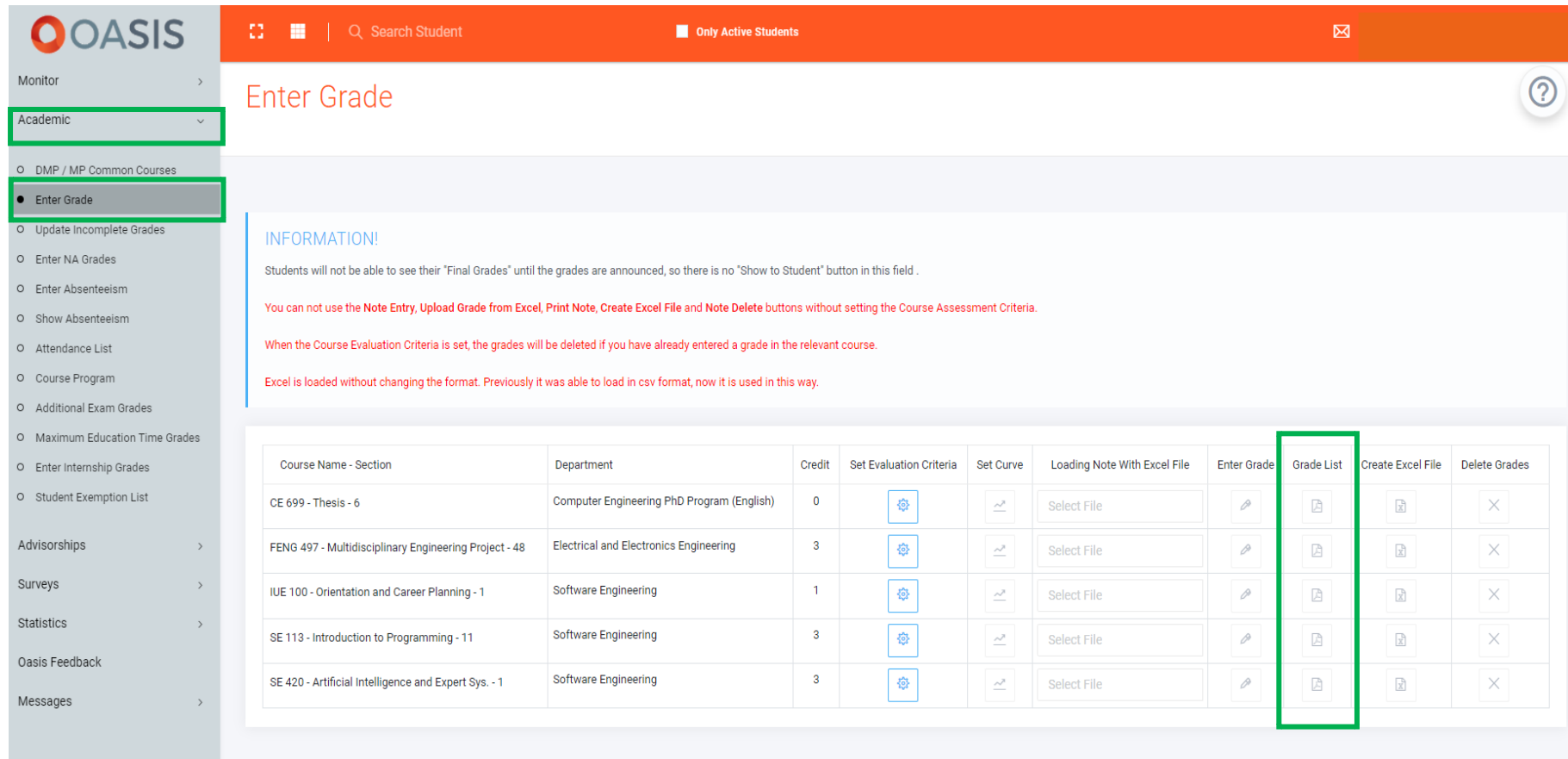
5. You can check the boxes to "**Export with meeting data**" and/or "**Show unique users**" and then click on the **Export** button to export the data..

3 Grade List

- After logging into Oasis, you can access the grade list from the **"Enter Grade"** option in the **"Academic"** tab.
- You must sign each page of the grade list document.

4 **Quiz, Assignment, Presentation etc. Assessments**

4A Assessments designed using the **"Test"** tool on Blackboard

4B Assessments designed using the **"Assignment"** tool on Blackboard

4C **Blank samples** of assessments designed using the "**Test**" tool on Blackboard

4A Assessments designed using the "Test" tool on Blackboard

You can archive tests created on Blackboard and the answers given by students as shown in the steps below. Test questions can only be downloaded with student answers.

If you only want to download the questions, they can be transferred to a Word document by copy-paste method, just like from any Internet page.
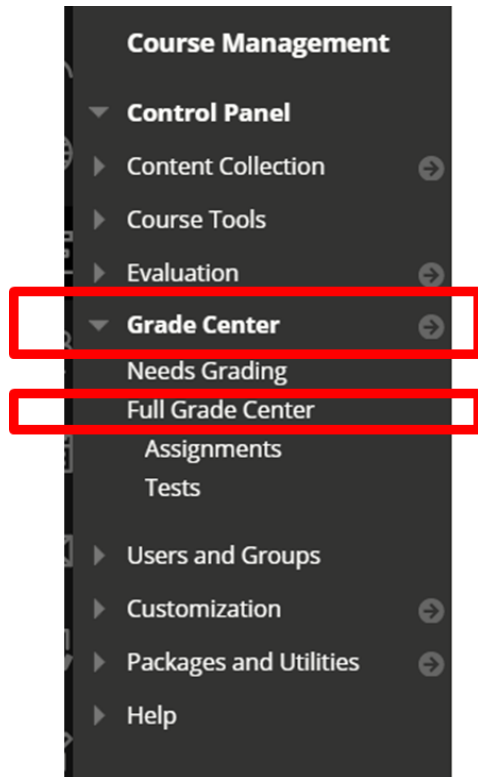
Course Management

Control Panel

- Content Collection
- Course Tools
- Evaluation
- **Grade Center**
  - Needs Grading
  - Full Grade Center
  - Assignments
  - Tests
- Users and Groups
- Customization
- Packages and Utilities
- Help

1. Click **Grade Center** and then **Full Grade Center** in the Course Management menu of your course.

	LAST NAME	FIRST NAME	USERNAME	SELF PEER	⊘ TOTAL	ÖDEV 1	DHS TEST
	User	BBTest	bbtestuser	--	80.00	--	--
	User1	BBTest	bbtestuser1	--	173.00	98.00	75.0
	User2	BBTest	bbtestuser2	--	113.00	88.00	--
	User3	BBTest	bbtestuser3	--	110.00	--	110.
	User4	BBTest	bbtestuser4	--	215.00	90.00	100.

Move To Top   Email

Grade Information Bar

Selected Rows: 0

Quick Column Information
Send Reminder
Edit Test
Change Due Date
View and Add Alignments

Grade Attempts
Grade with User Names Hidden
View All Attempts
Grade Questions
Item Analysis
Attempts Statistics
Download Results
View Grade History

Edit Column Information
Column Statistics
Set as External Grade
Hide from students (on/off)

Clear Attempts for All Users

Sort Ascending
Sort Descending

Hide from Instructor View

2. On the Grade Center screen, find the column with the test title containing the questions and student answers you want to archive. Click the down arrow next to the title. Click **Download Results** on the screen that opens.
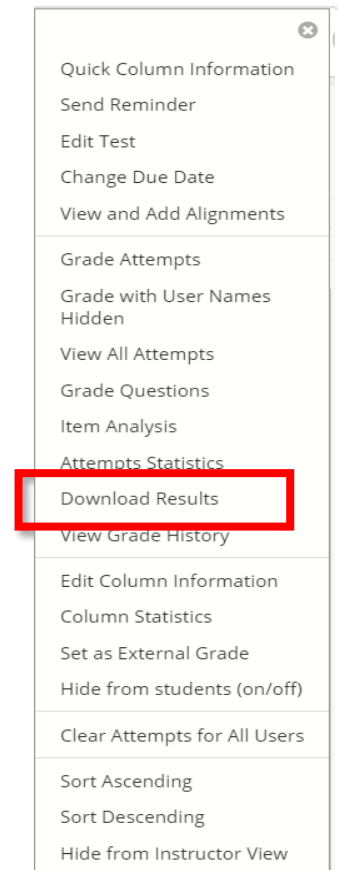
3. Marked settings will appear on the **Download Results** screen as shown below. These settings are the recommended settings. However, if you want to download the Excel file with both questions and student answers, you need to check the **By Question and User** option. Also, if you want to download not only valid posts (Only Valid Attempts) but also all posts, you need to select **All Attempts** option. Finally, click the **Click to download results** button to download the file.

DOWNLOAD RESULTS

NOTE: This will ONLY download the results in the current view. If you want to download ALL the results for this item, go to Full Grade Center first.

Select the delimiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

○ Comma

◉ Tab

Question text and results will download for all question types. Unsupported question types will be noted.
Choose a download format. The format listed By User will include all of the questions for a user in one row. The format listed By Question and User will list each question for each user in a separate row. Choose the format By Question and User for assessments longer than 40 questions.
All attempts for this item may be downloaded under All Attempts. Downloading Only Valid Attempts will just include the attempt that is being graded. For example, if the grading option is Last Attempt then only the last attempt will be provided. If the Grading option is Average, all attempts will be provided.

Format of Results	◉ By User	○ By Question and User
Attempts to Download	◉ Only Valid Attempts	○ All Attempts

Cancel   **Click to download results**

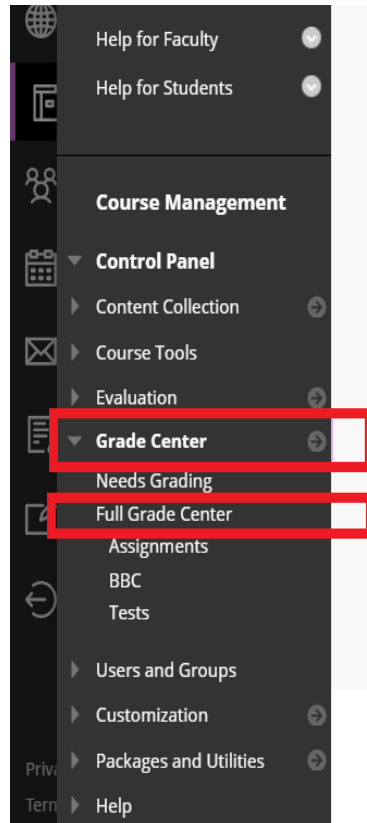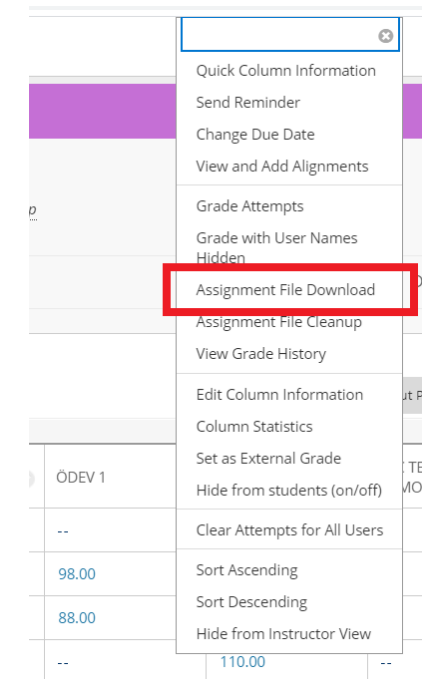# Assessments designed using the "Assignment" tool on Blackboard

1. Click "**Grade Center**" and then "**Full Grade Center**" in the **Course Management** menu of your course.

3. Click "Assignment File Download" in the resulting popup menu.

2. On the Grade Center page, find the column with the title of the assignment containing the homework files you want to archive. Click the down arrow next to the title.

4. You can download individual assignments to your computer by selecting the ones you want, or you can opt to download all assignments at once by selecting the box at the top of the column.

SELECT USERS

	NAME △	DATE	GRADE
☐	User1, BBTest	Friday, May 22, 2020 4:12:16 PM EET	98.00
☐	User2, BBTest	Thursday, June 4, 2020 3:44:35 PM EET	88.00
	User3, BBTest		Not Available
☐	User4, BBTest	Thursday, June 4, 2020 3:37:29 PM EET	90.00

Displaying **1** to **10** of **10** items   Show All   Edit Paging...

Warning: Make sure all students are listed on the page. If the student list consists of more than one page, use the select all command after clicking the **"Show All"** button in the lower right corner of the screen.

SELECT FILES

Select files to download

- ⦿ Last attempt file
- ◯ All attempt files

5. You can select to download the **last attempt file**, or **all attempt files**.

6. Click **Submit** once you have selected the assignments to be downloaded.

Cancel   Submit

Download Assignment: Ödev 1

The assignments have been packaged. Download assignments now. (001174 KB)
Thursday, June 4, 2020 4:06:42 PM EET

7. Click the "**Download assignments now (" file size "KB)"** link to start the download.

The download will start. The file will automatically be downloaded by default to the **"Downloads"** folder on your computer. You can keep the downloaded assignments compressed into a **zip** file, or you can archive all assignments separately by decompressing this 'zip' file.

(4C) Blank samples of assessments designed using the "Test" tool on Blackboard

NOTE: Since the blank samples and instructions of the midterm and final exams are on paper, they will be filed as hard copies.

**1.** Access the course where you have the test that you want to archive.

On the course menu, right-click on the area where you have deployed that particular test and select **"open in new tab".**
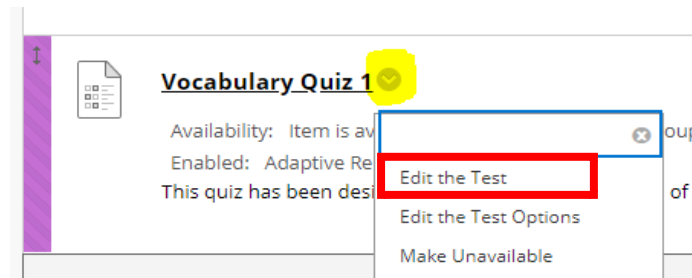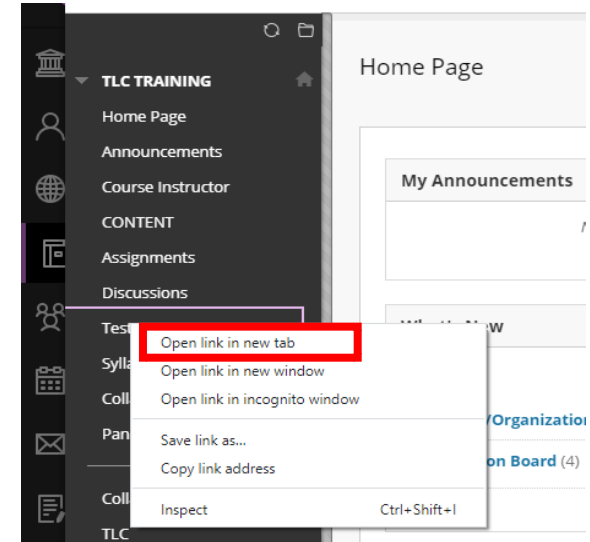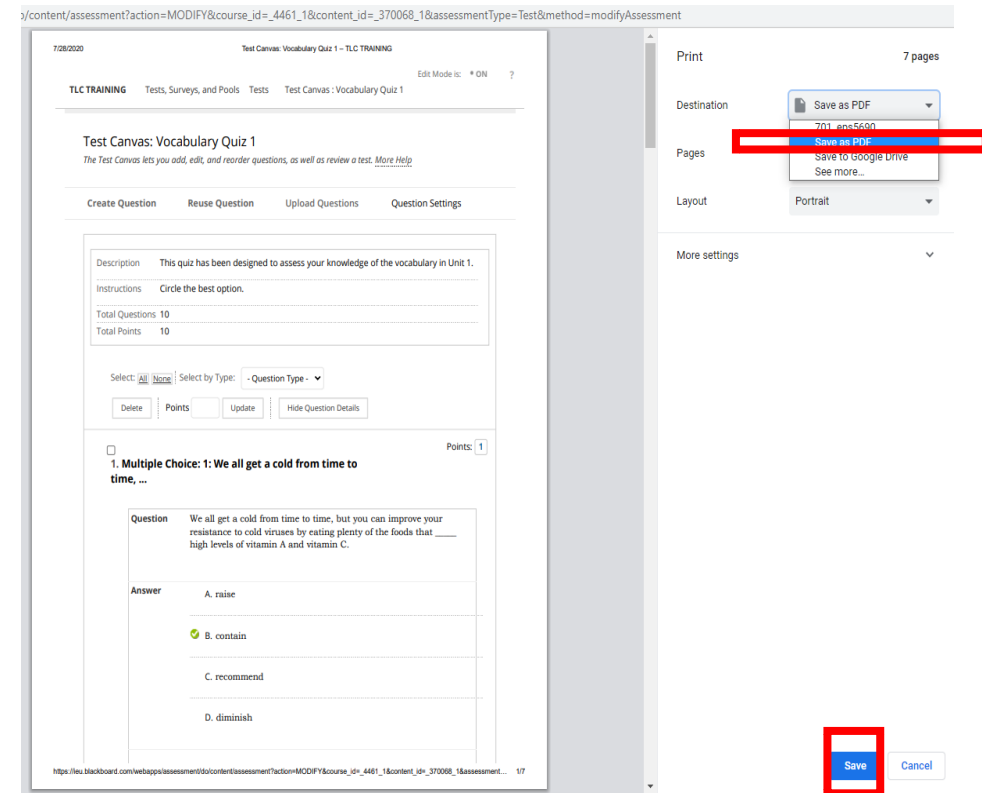
2. On this new tab, click on the arrow next to the title of the test and select **"Edit the Test".**

3. If you are on Chrome browser, click on the button and select **Print** as shown below. (If you are on Firefox, you can follow these steps.)
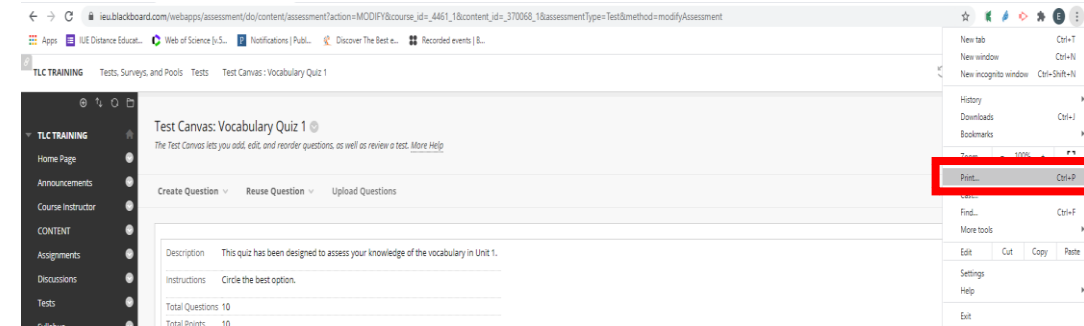
4. Select **"Save as PDF"** and click Save. The file will be downloaded on your computer.

5 Midterm and Final Exams

■ As known, spring semester midterm were online, final exams were held face-to-face (on paper). Therefore, for the midterm and final exams,

– Exam questions should be digitally saved,

– Exam Answer Key should be digitally saved

– All student exam papers, should be saved in printed form

■ Please note that not only the total score but also the points given for each question of the exam must be written next to the relevant question.

6 Exam Attendance Lists

The participant list you obtained during the exam for the midterm exams will be archived as a screenshot(s) or Zoom session report as an attendance list.

Final exams attendance lists were delivered to the proctors by SKK (Exam Coordination Unit). You must use the wet signed version of this list for archiving.

Results of "Course Evaluation Surveys" only about learning outcomes and workload
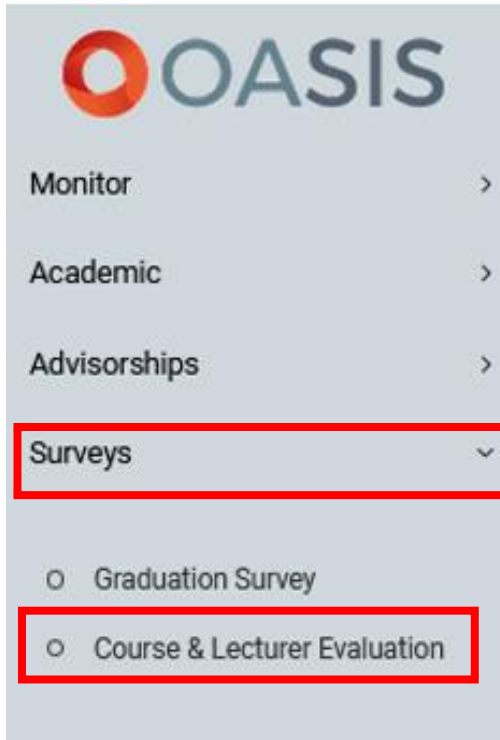
- After logging into Oasis, click on the **"Course & Lecturer Evaluation"** under the **"Surveys"** option.

- Then you can access the survey results by selecting the **Year** and **Semester**.

Self-Evaluation Form

Please fill in the form below, add it to your archive file.

COURSE PORTFOLIO EVALUATION FORM

INSTRUCTOR SELF-EVALUATION

Course:		Instructor:		
1.	Please indicate the learning outcomes (number of the outcome in the syllabus) that you think students have achieved mostly: LO 1: explain human behaviors and relationships in organizations using organizational behavior theories LO 2: LO 3: LO 4: LO 5:			
2.	Please indicate which course activity (exam question, presentation, project, research paper, homework, in class study, etc.) aimed to achieve which learning outcome of this course? LO.1. Assignment, Mid-term exam, In-Class Study LO.2 LO.3 LO.4 LO.5			
3.	Please indicate with which question (you have asked in the exams, in-class practices, homework assignments, etc.) you have assessed the learning outcomes of this course. LO.1 Assignment, In-Class Study, Mid-term exam Q. 1, 9, 10, 12, 16 Final exam Q. 1 LO.2 LO.3 LO.4 LO.5	Y	N
4.	In your opinion, is the workload you have presumed for this course appropriate? Please take the student evaluation results into consideration. If it is less than your estimation, what is your plan to motivate students to work more next year?	Y	N
5.	In your opinion, which program outcomes are achieved in this course and to what degree?		

Program outcomes	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Outcomes achieved by this course														

1.Not at all, 2. Somewhat, 3. Average, 4.Good, 5. Excellent

ADDITIONAL COMMENTS OF INSTRUCTOR

EVALUATOR'S COMMENTS:
Please write a paragraph regarding the achievement and assessment of learning outcomes and suitability of workload for this course.
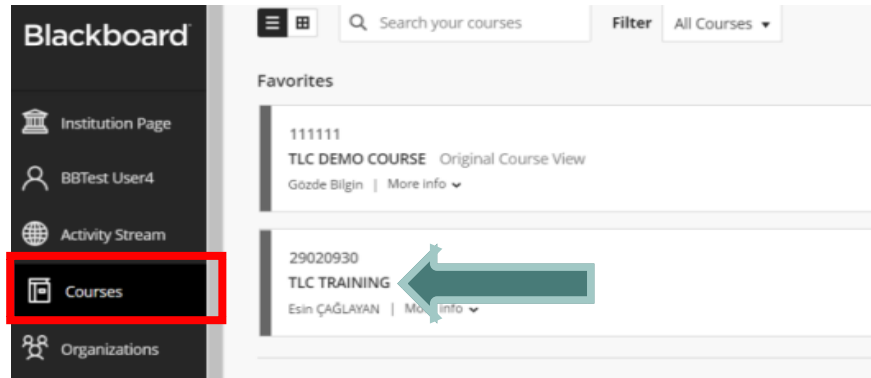
EVALUATOR'S RECCOMMENDATIONS:

EVALUATOR'S NAME:
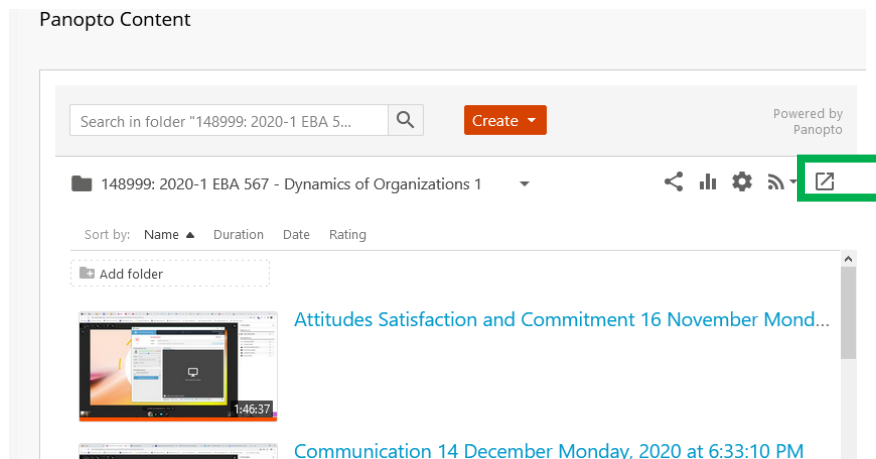
DATE OF EVALUATION:

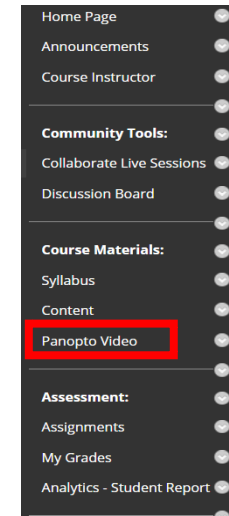# Archiving Panopto Videos of Online, Participation-Assessed Classes

1. Login to Blackboard with your OASIS username and password. Click on the **Courses** link. Select the course you want to move the videos of.
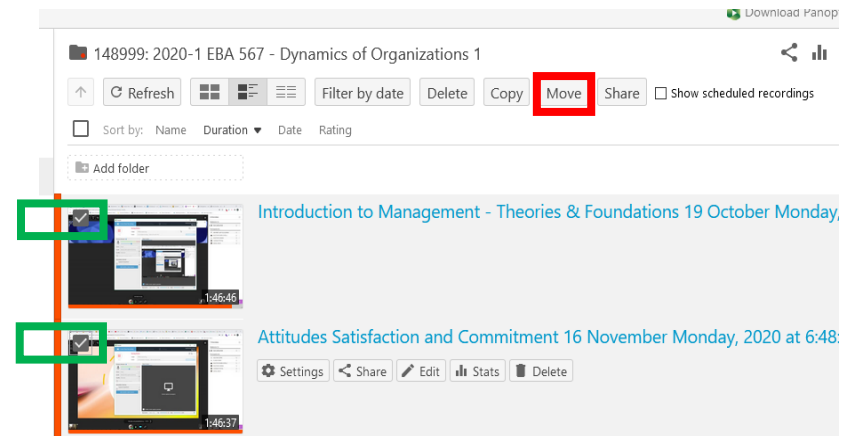
2. Click on the **Panopto Video** link.

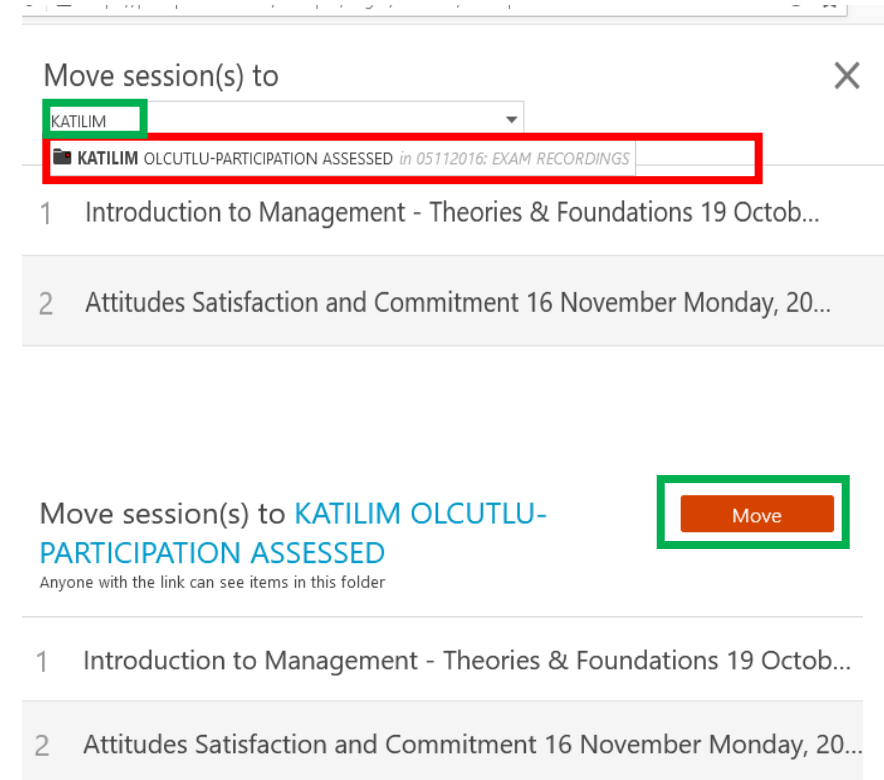**3.** Click on the arrow symbol on the right side of the screen.

4. Select the video you would like to move to relevant folder by clicking on the small box on the left. Click on **"MOVE"** on the top bar.

5. Start typing **"KATILIM"** in the search bar. When you see the relevant folder, please click on the folder name (Katılım Olcutlu - Participation Assessed).

Move session(s) to   ✕

KATILIM   ▼

📁 **KATILIM** OLCUTLU-PARTICIPATION ASSESSED *in 05112016: EXAM RECORDINGS*

1   Introduction to Management - Theories & Foundations 19 Octob...

2   Attitudes Satisfaction and Commitment 16 November Monday, 20...

6. Finally, click on **"MOVE"** to complete the process.

Move session(s) to KATILIM OLCUTLU-
PARTICIPATION ASSESSED   Move
Anyone with the link can see items in this folder
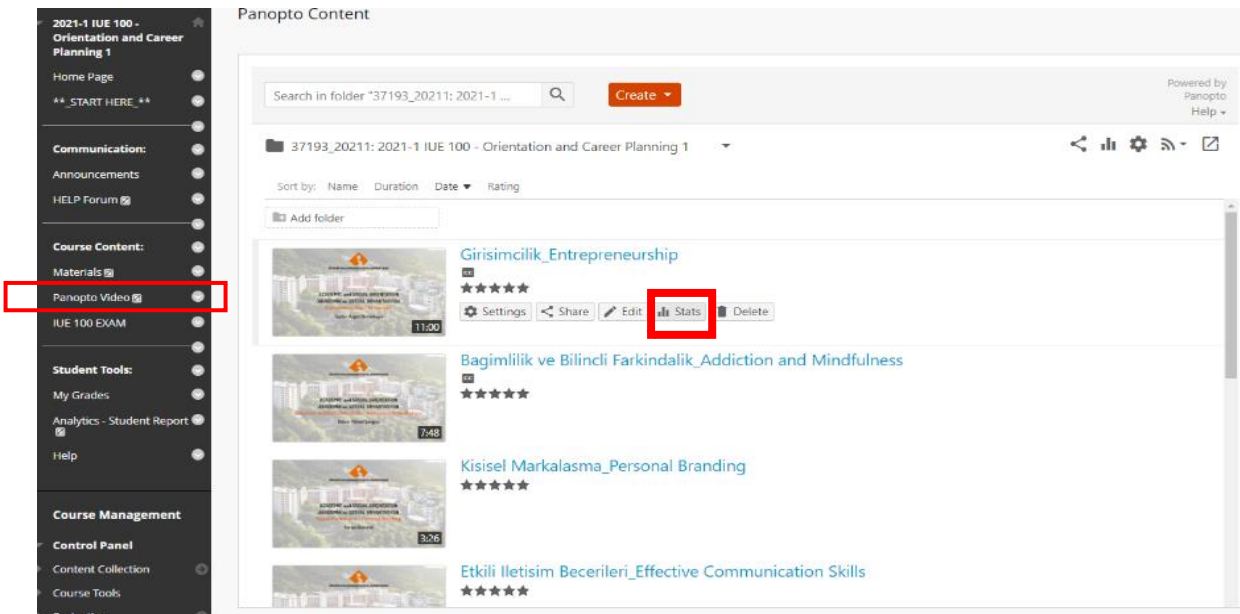
1   Introduction to Management - Theories & Foundations 19 Octob...

2   Attitudes Satisfaction and Commitment 16 November Monday, 20...

Attendance List for Asynchronous Courses (Panopto Video Viewing Reports)

1. Login to Blackboard and click on the Courses link. Select the course you want to see the video viewing reports of and Click on the **Panopto Video** link.

2. Hover over the video that you want to download the viewing report of and click on "**Stats**".

4. Click on "**Views and Downloads by Day**" under Download Reports section on the bottom left of the screen. The report will be downloaded as a **zip file**. You can access the .csv report in this zip folder

3. Select "**Any time**" on the top right of the screen.
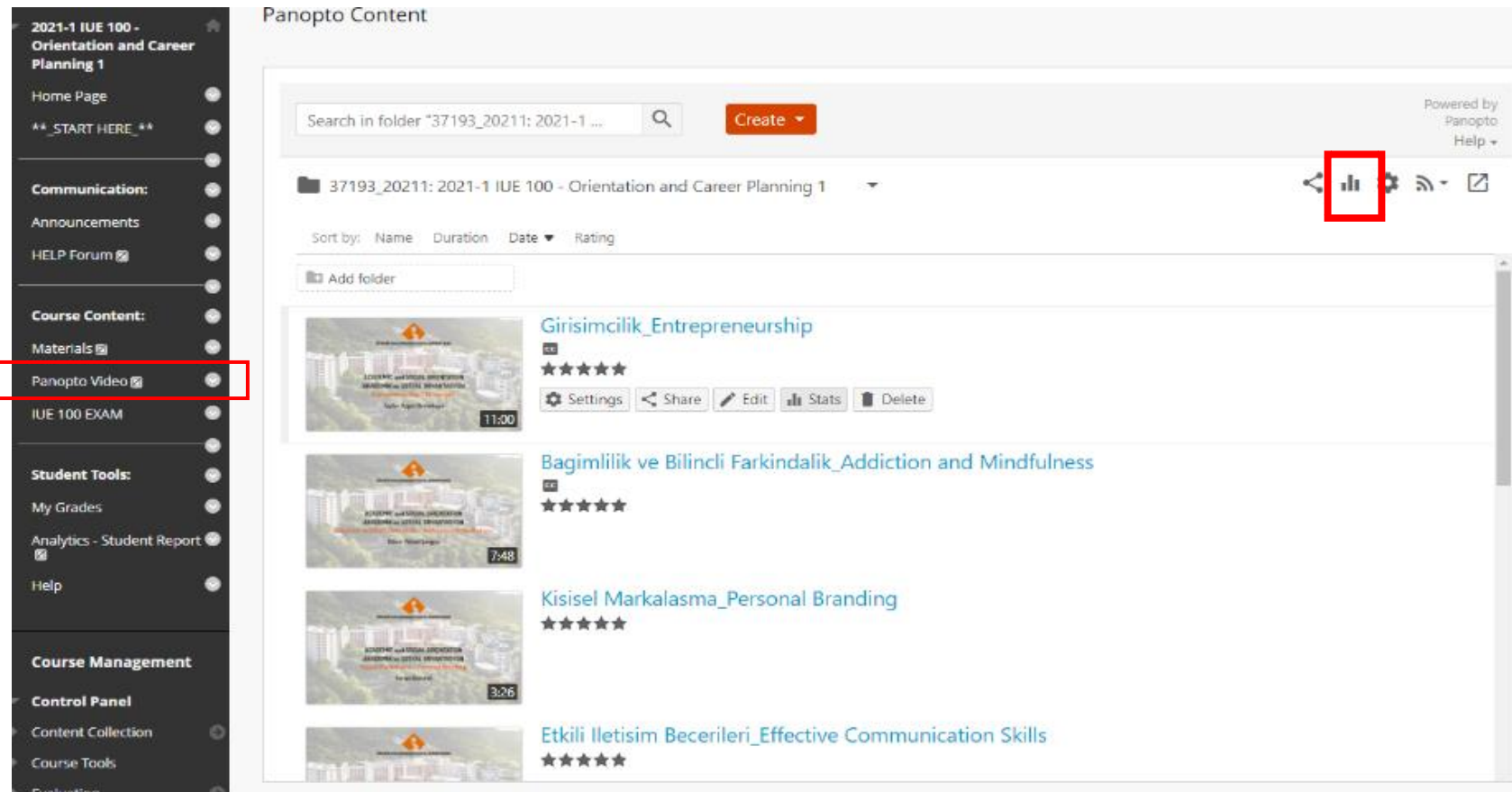
5. If you would like to download the viewing reports of **all the videos** in the course Panopto folder **at once**, click on Panopto video link in the course menu. Then, click on the graph-like icon on the top right.

Change the time frame to "**Any time**", click on "**Views and Downloads by Day**" under **Download reports**.