

Gen Ed Signature Assignment Navigation Guide for Students

To submit your General Education signature assignment(s), follow the instructions below. A **Quick Guide** appears on page 2. More detailed instructions begin on page 3.

- Each General Education course covers two of the six University-wide student learning goals:
 - Civic Engagement and Intercultural Knowledge
 - Critical Thinking and Problem Solving
 - Information and Technological Literacy
 - Oral Communication
 - Quantitative Literacy
 - Written Communication

- End-of-semester signature assignments show how well you have achieved the two University-wide student learning goals covered in your class. Signature assignments are graded by your professor and scored by your professor and the Assessment Team.

- **At the very top/beginning of your signature assignment file, include the question/prompt or instructions provided by your professor.**
 - If your class has one signature assignment, submit it twice (once for each learning goal).
 - If your class has two signature assignments, submit each one for the learning goal it covers. *Be sure to submit the right assignment for the right learning goal.*

- Signature assignment files may include images, videos, charts, tables, presentations, spreadsheets, formatted documents, etc. *You may submit more than one file.*

- **For classes that cover Oral Communication, submit two files:** a compressed mp4 video file (under 100 MB) of your oral presentation; *and* a Word (docx) file that contains the assignment question/prompt or instructions provided by your professor. Instructions for compressing video files are included on the complete Navigation Guide for Students.

- **Do not include your name, your instructor's name, or the course title** in your signature assignment file. Your instructor will be able to see who you are on Tk20; but the assessment team will not.

- **See page 2 for the Student Quick Guide; see page 3 for detailed instructions on the following:**
 1. **Submitting** a Signature Assignment
 2. **Recalling** a Submitted Assignment (**to replace it with a different file**)
 3. **Uploading a Video File** (typically for the Oral Communication Learning Goal)

Please email gened@njcu.edu if you have any questions or suggestions.

Thank you for your participation in General Education program assessment!

Student Quick Guide

(One page only)

Submitting a Signature Assignment

Step 1: Create a Signature Assignment File

1. Please make sure that the question/prompt/instructions for your assignment, provided by your professor, appear at the beginning/top of your assignment file.
2. **Do not include your name, your instructor's name, or the course title** in your signature assignment file(s). Your instructor will be able to see who you are on Tk20; but the assessment team will not.
3. If you are submitting a video, you must also submit a text file that includes the question/prompt/instructions for your assignment. Also, the video should be under 100 MB. (See below for how to compress a video.)
4. Your response/answer should begin *after* the question/prompt/instructions.
5. **Upload and submit your assignment for the learning goal(s) it covers.** Your professor will specify the learning goal(s) for each assignment.

Step 2: Upload and Submit Your Assignment

1. Log in to **GothicNet** and navigate to the **Tk-20** folder in the **Main Menu**.
2. Select the **Tk-20 Higher Ed** link.
3. Inside Tk20, select **Current Courses**. If finals week has ended, you will need to click on **Previous Courses**.
4. Upload your Signature Assignments to the correct assignment pages for the learning goals they cover. **Important:** If your class has *one* Signature Assignment for *both* learning goals, submit it for *both* learning goals. If your class has *two* Signature Assignments, submit each one for the specific learning goal it covers.
5. See below if you would like more detailed instructions.
6. Email gened@njcu.edu with any questions.

Thank you again for your participation in Gen Ed assessment.

Detailed Instructions

This Navigation Guide provides information that will assist you in submitting your General Education Signature Assignments. It covers the following steps:

1. **Submitting** a Signature Assignment
2. **Recalling** a Submitted Assignment (**to replace it with a different file**)
3. **Uploading a Video File** (for the Oral Communication Learning Goal)

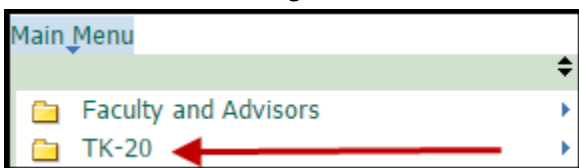
Submitting a Signature Assignment

Step 1: Create a Signature Assignment File

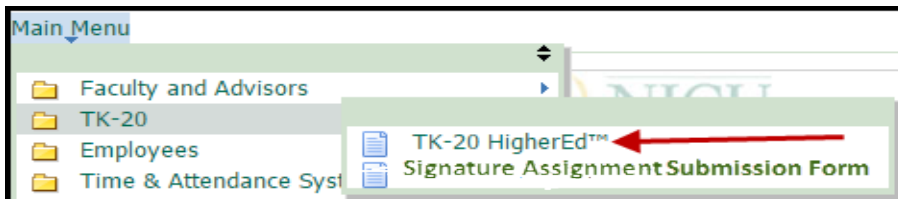
1. Paste the Signature Assignment Question/Prompt or Instructions (provided by your professor) into your Signature Assignment File at the beginning/top of the file. **If your instructor provided a file that includes your Signature Assignment Question/Prompt or Instructions, please use that file.**
2. Complete your written response to the Signature Assignment Question/Prompt or Instructions.
3. Type or paste your written response to the signature assignment question/prompt into the file after/below the Signature Assignment Question/Prompt or Instructions.
4. This file now contains (a) the Signature Assignment Question/Prompt or Instructions (provided by your instructor) at the beginning or top of the file; and (b) your written response. **Make sure you do not include any identifying information in the file or filename when you save it. Do not include your name, your instructor's name, or the course title** in your signature assignment file(s). Your instructor will be able to see who you are on Tk20; but the assessment team will not. You will now upload this file **for the learning goal(s) it covers** as instructed in the instructions below for **Step 2**.

Step 2: Upload and Submit Your Assignment

5. Log into GothicNet and navigate to the **TK-20** folder in your **Main Menu**:

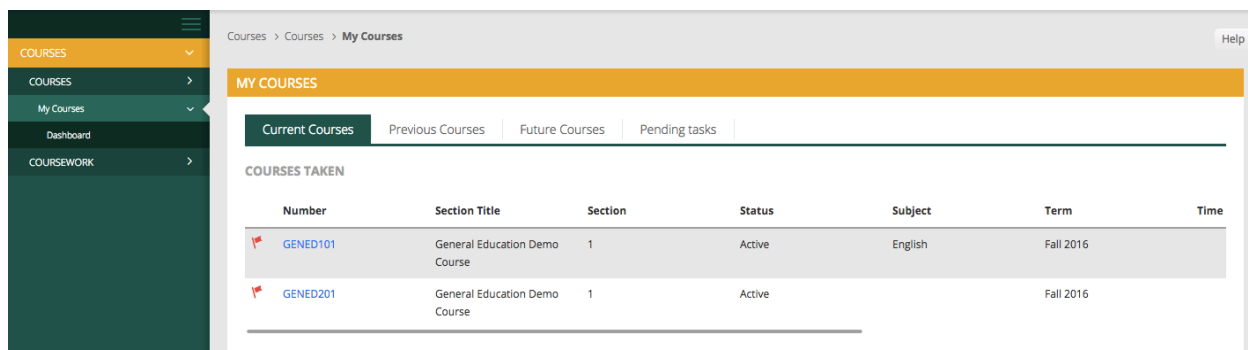


6. Open the folder and select the **TK-20 Higher Ed** link

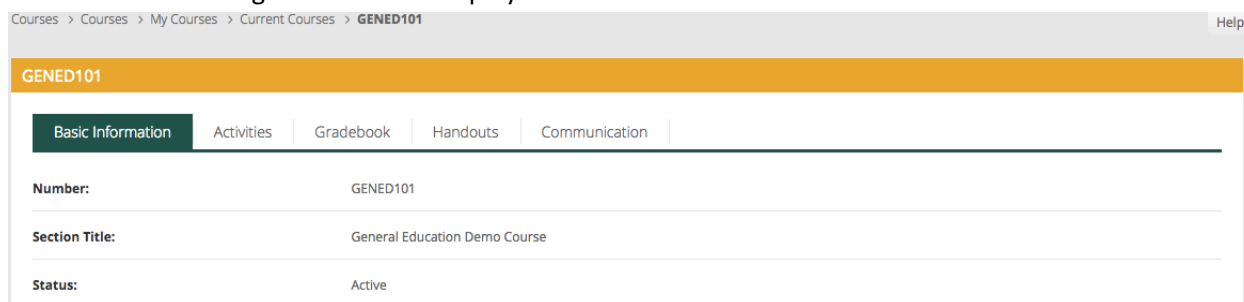


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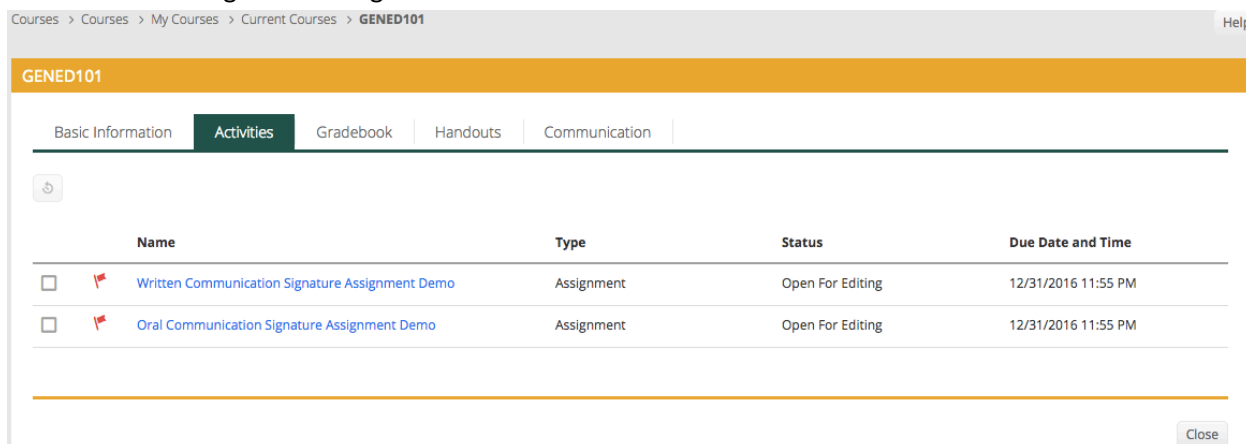
- Your **Current Courses** will be displayed. Click on a course with a red flag indicator next to it. The red flag means there is a signature assignment due (If finals week has finished, you may need to select the **Previous Courses** tab.) In the following example, GENED101 will be selected.



- When you click on a course, the **Basic Information** screen is displayed. Select the **Activities** tab. The name of the assignment will be displayed.



- Select one of the signature assignments from the list. In the following example, Written Communication Signature Assignment Demo will be selected.



Gen Ed Signature Assignment Navigation Guide for Students

10. A split screen will open. On the left, you will be able to view the assignment details and instructions; on the right, you will be able to view the assignment submission details.

Courses > Courses > My Courses > Current Courses > GENED101 > Activities > Written Communication Signature... Help

WRITTEN COMMUNICATION SIGNATURE ASSIGNMENT DEMO

INSTRUCTIONS

Signature Assignment Submission

To submit your signature assignment(s), please follow the instructions provided on the Signature Assignment Navigation Guide for Students at www.njcu.edu/gened.

Each General Education course covers two of the six University-wide student learning goals:

- Civic Engagement and Intercultural Knowledge
- Critical Thinking and Problem Solving
- Information and Technological Literacy
- Oral Communication
- Quantitative Literacy
- Written Communication

End-of-semester signature assignments show how well you have achieved the University-wide student learning goals covered in your class. Signature assignments are graded by your professor and scored by the Assessment Team.

At the very top/beginning of your signature assignment file, include the question/prompt or instructions provided by your professor..

- If your class has one signature assignment, submit it twice (once for each learning goal).
- If your class has two signature assignments, submit each one for the learning goal it covers. *Be sure to submit each one for the correct learning goal.*

Signature assignment files may include images, videos, charts, tables,

Details

ASSIGNMENT SUBMISSIONS

File:

ASSIGNMENT DETAILS

Assessor(s): GenEd Instructor

Start Date: 10/06/2016 04:03 PM

Due Date: 12/31/2016 11:55 PM

Attachment type(s): File

Assessment Tool(s): [GEN ED Rubric_Written Communication](#)

11. Please submit your Signature Assignment, which includes (a) Signature Assignment Question/Prompt or Instructions (provided by your professor) and (b) your written response to that prompt. You may submit more than one file. For example, if you are submitting an oral communication assignment, you will need to submit **both** a compressed video file of your oral presentation **and** a file containing the Signature Assignment Question/Prompt or Instructions provided by your instructor; or, if your assignment contains images or formatting that requires a different file type, you may include additional files. Click **Select** to locate and upload your file.
12. Select the Signature Assignment file you completed in Step 1. After the file(s) have uploaded, you can submit your assignment by clicking on **Submit**.
13. Begin the process again to submit your other Signature Assignment file that is ready for upload. **If your class has only one Signature Assignment for the two learning goals covered, submit it twice (once for each learning goal). If your class has two Signature Assignments, submit each one for the learning goal it covers. Be sure to submit each Signature Assignment for the correct learning goal.**

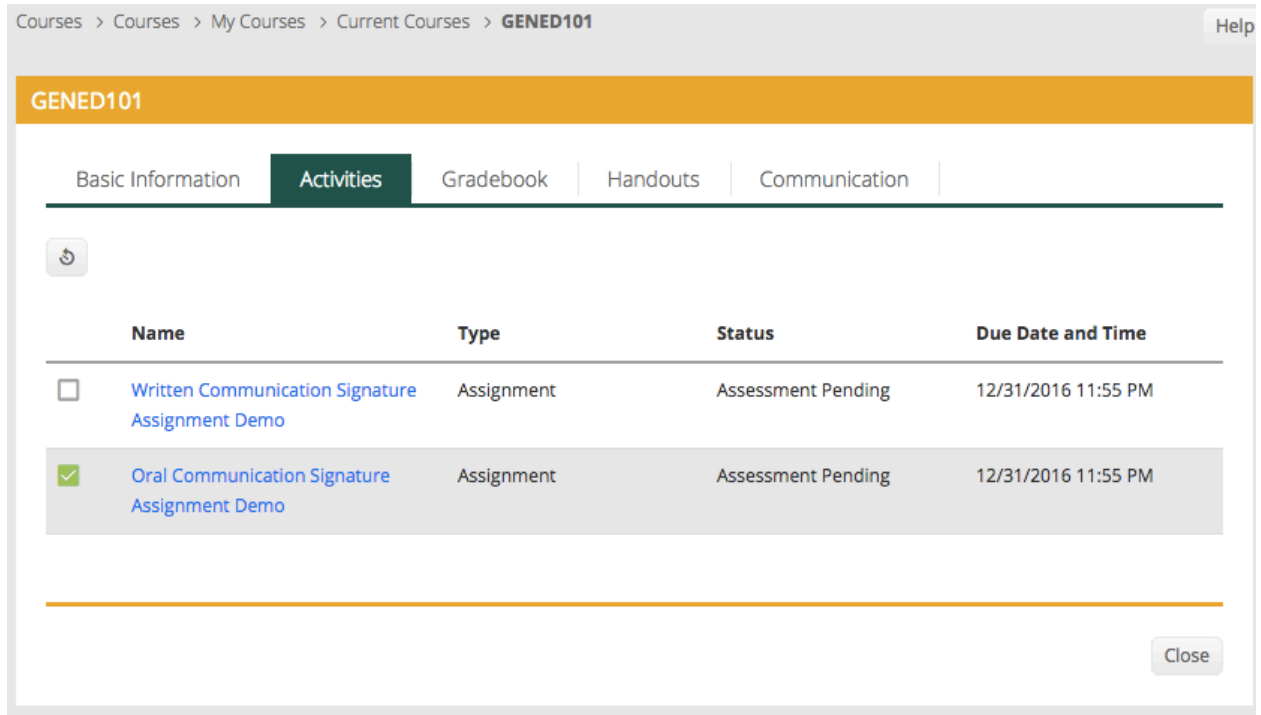
Recalling a Submitted Assignment

If you need to recall your submitted assignment to replace it with a different file:

Gen Ed Signature Assignment Navigation Guide for Students

Recalling an Assignment (to replace it with a different file)

1. Follow the instructions for Step 2 above (page 3) to navigate to your **Activities** tab.
2. You will see the submitted assignment in the list. Click on the check box next to the assignment, then click on the small “recall” button above the check boxes. The assignment will now be “open for editing” and changes can be made.



The screenshot shows the course page for GENED101. The breadcrumb trail is: Courses > Courses > My Courses > Current Courses > GENED101. The page title is GENED101. The navigation tabs are: Basic Information, Activities (selected), Gradebook, Handouts, and Communication. There is a refresh icon in the top left. Below the tabs is a table with the following columns: Name, Type, Status, and Due Date and Time. The table contains two rows of assignments, both with a status of 'Assessment Pending' and a due date of '12/31/2016 11:55 PM'. The first row has an unchecked checkbox and the name 'Written Communication Signature Assignment Demo'. The second row has a checked checkbox and the name 'Oral Communication Signature Assignment Demo'. A 'Close' button is located in the bottom right corner of the table area.

	Name	Type	Status	Due Date and Time
<input type="checkbox"/>	Written Communication Signature Assignment Demo	Assignment	Assessment Pending	12/31/2016 11:55 PM
<input checked="" type="checkbox"/>	Oral Communication Signature Assignment Demo	Assignment	Assessment Pending	12/31/2016 11:55 PM


3. A red flag will reappear to the left of the assignment name and you may enter into the “recalled” assignment to delete and replace your original file.

Gen Ed Signature Assignment Navigation Guide for Students

Courses > Courses > My Courses > Current Courses > GENED101

GENED101

Basic Information | **Activities** | Gradebook | Handouts | Communication

	Name	Type	Status	Due Date and Time
<input type="checkbox"/>	Written Communication Signature Assignment Demo	Assignment	Assessment Pending	12/31/2016 11:55 PM
<input type="checkbox"/>	 Oral Communication Signature Assignment Demo	Assignment	Open For Editing	12/31/2016 11:55 PM

Close

4. To delete the file, click on the little minus (-) sign next to the filename link. If there is more than one file, remember to delete the file(s) you want to replace.

Courses > Courses > My Courses > Current Courses > GENED101 > Activities > **Oral Communication Signature As...**

ORAL COMMUNICATION SIGNATURE ASSIGNMENT DEMO

INSTRUCTIONS

Signature Assignment Submission
To submit your signature assignment(s), please follow the instructions provided on the Signature Assignment Navigation Guide for Students at www.njcu.edu/gened.
Each General Education course covers two of the six University-wide student learning goals:

- Civic Engagement and Intercultural Knowledge
- Critical Thinking and Problem Solving
- Information and Technological Literacy
- Oral Communication

Details

ASSIGNMENT SUBMISSIONS

File:

- ⊖ [Oral 0026 Debate Final.mp4](#) (2.65 mb)
- ⊖ [Oral Communication QUESTION-PROMPT.docx](#) (24.3 kb)

5. To re-submit the assignment, choose "Select" and upload the corrected file(s).

6. After the file(s) have uploaded, you can submit your assignment by clicking on **Submit**.

Uploading a Video File (Oral Communication Learning Goal)

List of accepted video file types:

- .mov
- .mp4
- .avi
- .mpg
- .wmv
- .m4v

List of Requirements/Guidelines for video file upload

- Videos files must be in one of the accepted video formats.
- Videos should not be in HD.
- Video files should be 100MB or less.

Compression

- Tk20 strongly recommends that all video files, regardless of size, be compressed.
- At minimum, video files must be compressed to be no bigger than 100MB.
- Video files recorded on a mobile device should first be loaded onto a desktop/laptop computer, compressed, and then uploaded as a file upload into Tk20. It is recommended that you do the compression after the transfer to a computer.
- Most university-owned computers have video compression software (e.g. QuickTime, Window Media Player).
- A software called **Handbrake** can also be used to compress video files. Instructions for this program are listed below.

Troubleshooting

Video file is not uploading

- Check that the video file is compliant with the file format and file size requirements.

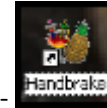
Video upload is slow

- This may be attributed to server location (e.g. remote versus on-site). The greater the distance, the longer it will take to upload the file.
- Network details (e.g. wireless, T1, remote versus on-site, etc.) may depress upload speed. Users can run a test through <http://www.speedtest.net/> to determine upload speed.

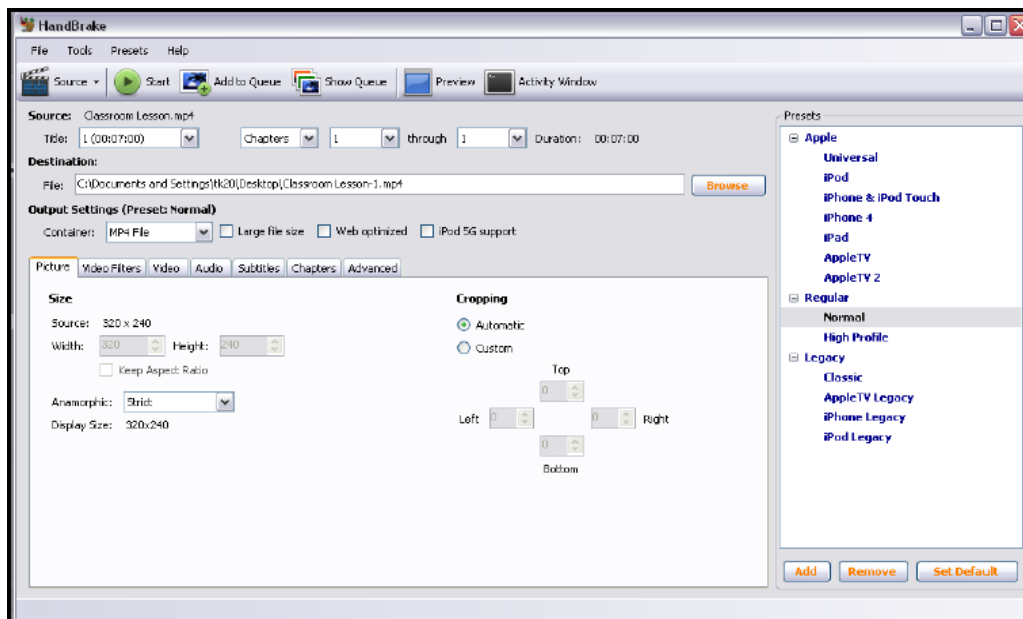
Managing Video File Size with Handbrake

You can download the compression software known as “Handbrake” here:

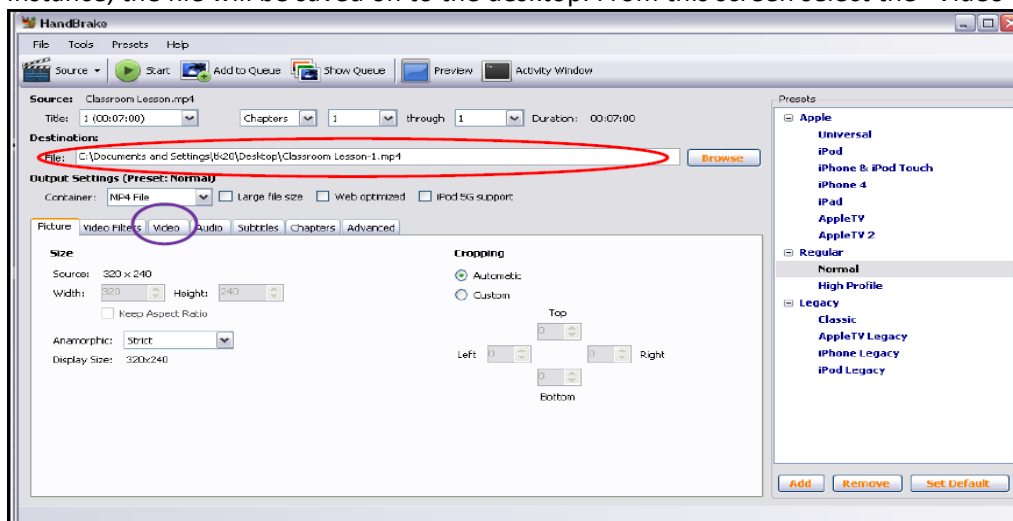
<https://handbrake.fr/downloads.php>



Once you have the software you will drag your video file onto the “Handbrake” icon- The software will open and you will see this screen:

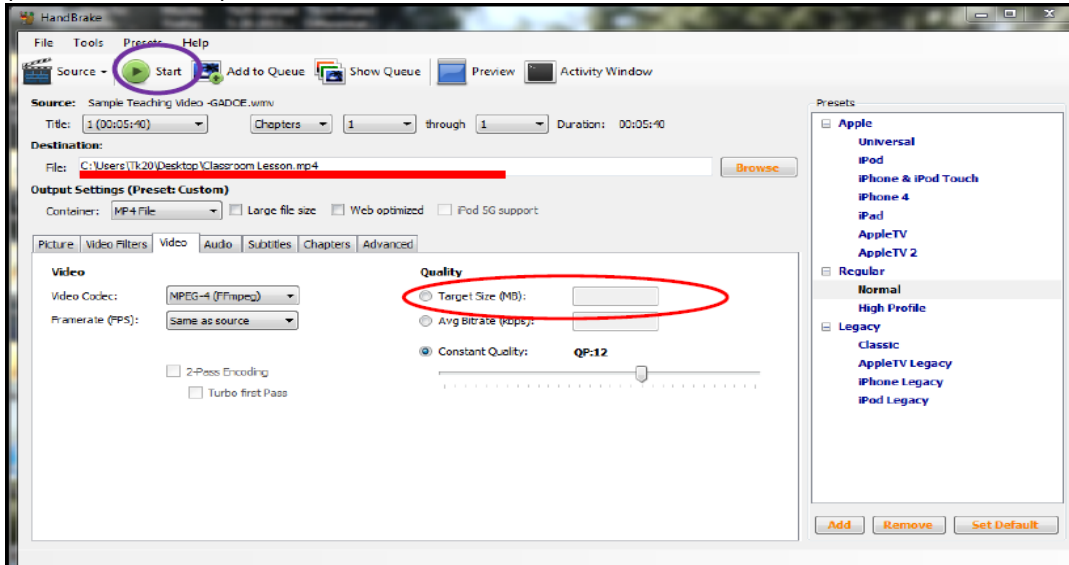


The red circled area is known as the “Destination” or the location where you will save the file. In this instance, the file will be saved on to the desktop. From this screen select the “Video” tab.

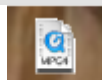
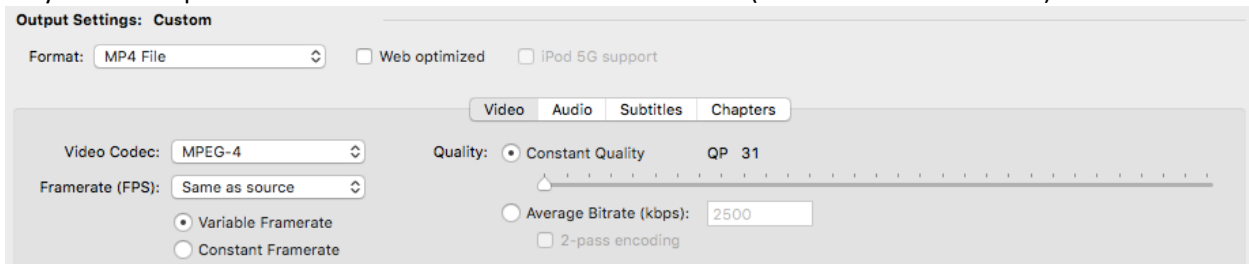


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After selecting the “Video” tab, you will be directed to this screen. You will then enter a desired file size (must be under 100MB) next to “Target Size (MB)”. ***If you do not see an option for “Target Size, see note and image below. Make sure to select MPEG-4 for the video codec.*** Click on the “Start” button (circled in purple). The file will be saved on your desktop with the title listed on the “Destination” field (underlined in red).



Note: If you do not see a Target Size option, then see the alternate image below. Slide the “Quality” indicator all the way to the left (for lowest quality) to produce a small Target Size. Make sure to select MPEG-4 for the video codec. Click on the “Start” button (circled in purple above). The file will be saved on your desktop with the title listed on the “Destination” field (underlined in red above).



Classroom Lesson.mp4

The completed file will look like this: