University of Houston Clear Lake
College of Education
Instructor Scoring in LAT
via
Blackboard
NOTE: In May, 2020, a new integration tool was created in the new Blackboard platform to access LAT. Please delete the old TaskstreamLATProd19 link from your course and install the new Taskstream LAT link in your course. For instructions on how to add the LAT link to your blackboard course, please see the “Adding the LAT link to Blackboard courses” document on the LAT for Faculty page on the COE Planning and Assessment site.

This guide will walk you through the steps to evaluate student work in Taskstream’s Learning Achievement Tools (LAT) via the Blackboard course integration. This guide is for assessments with and without student submissions, including COE Professional Dispositions.

**ONLY use CHROME or FIREFOX browsers to access LAT via your Blackboard course.**

For help with LAT issues visit the LAT for Faculty resource page on the COE Planning and Assessment website. This site will give you information on common issues and who to contact for support. DO NOT CONTACT UCT, they are unable to help with the system.
**Step 1:** In your Blackboard course, navigate to where you have placed your LAT link. The example below shows the LAT link in multiple places to illustrate the various options for placement.
**Step 2:** The LAT link will open the software window inside of your Blackboard course window. The first time you login to the new LAT tool link you will be asked to accept the Taskstream User agreement.

To make navigating easier, be sure to maximize your browser window. The name of the DRF Program in LAT will be different, and if you teach in multiple program areas, you will see more than one box.
Step 3: *Inside* the DRF Program box, click on the button.
Step 4: This will open up the evaluation window that shows all assignments for the open Blackboard course awaiting assessment.

❖ Note: For **submission required** assignments if a student’s name is missing, they have not submitted the assignment yet.

❖ Note: In order to see the **COE Professional Dispositions assessments**, check the **Include ‘No Submission required’ Items** box.
**Step 5:** Click the yellow evaluate button for the student you want to assess. This will bring up the evaluation option window. Here you can score the student’s work, send it back to them for edits or changes, or cancel the evaluation to complete the evaluation at a later time.
❖ **Note:** If you select the *Back to Evaluation Grid* button without completing the evaluation, this will mark the assignment as *Evaluation In Progress* and prevent the student from cancelling their submission. If you want/need the student to resubmit you must use the *Send Back to Author* option to exit out of the evaluation screen.

05/26/2020 9:11 am (CDT)  yyLane, yyMichelle

❖ **Note:** If you need to leave the evaluation process without starting to score a student’s work, be sure to used the *Cancel-Evaluate Later* button. This resets the evaluation screen.

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<td>Sandbox 4100</td>
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Step 6: To view the student’s submitted document and the rubric, click on **SCORE WORK**. This will open two windows, side-by-side on your screen, the left side will be the student’s submitted work and the right side will be the assigned rubric.

If the student’s work is in an attached file, it will appear in the **File Attachments** section. Double click the file to open it. Depending on your computer, you may have to move the opened file window to bring it back side-by-side with the rubric. There will be no attached file if the assignment does not require a student submission.
❑ **Note:** You must have pop-up blocker disabled for LAT to display to dual window view. To allow pop-ups, click on the popup blocker notification in the navigation bar of your browser. Select the allow pop-ups from blackboard option.
**Step 7:** Click in the corresponding box to select the level the student has achieved for each criterion. Comments can be written for each criterion as well as for the whole assignment. Comments are not required.
Step 8: Once you have completed scoring all criterion on the rubric, LAT will generate an overall score based on the criterion level values and weighting, if any. How you chose to use this score depends upon how the lead course instructor has set the assignment up in Blackboard and is not required. For help setting up and using this rubric score for sending a grade back to Blackboard, please contact the COE Director of Planning and Assessment.
Step 9: At the bottom of the rubric screen, in the Next Steps area, select **Record as Final and Release to author now**. If you do not Release to Author, it has to be done manually later in order to pull the data in the Criteria Report. **DO NOT SELECT Record as final but release to author later.** This prevents the data from being available in our reports.

You will notice that at this point, you also have the option to send the work back to the student for revision. The evaluation just completed will stay in the system until the student resubmits. Then you can reevaluate.

❖ **NOTE:** You may also choose to Transfer to Blackboard Gradebook and manually enter the score. Note that the total points possible will vary depending on how the evaluation has been set up in LAT. If you chose to send the grade back to Blackboard gradebook, you can also choose to send the **Overall Comments** from the
dropdown list. Please contact the course lead or COE Director of Planning and Assessment if you choose this option and need help.

**Step 10:** To complete the evaluation, click **Submit Evaluation Now**.
You can also preview the rubric and overall comments before submission, as well as save this evaluation as a draft to complete later.
Step 11: You will be returned to the evaluation screen, where you can select another student to evaluate or navigate to another area within Blackboard. Evaluated students no longer appear on this screen.

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<td>Weed Wack the Stack</td>
<td>Fall 2019 Sandbox</td>
<td>Michelle's LAT Sandbox</td>
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Step 12: To return to your Blackboard course shell, click on the title of your course at the top of the browser window.