

## UCA Core Assessment: Submitting Student Artifacts

Please submit student artifacts in one of two formats:

- Digital format (e.g., Word, PDF, video—depending on the type of assignment)
- Hard (paper) copy

We strongly encourage digital submissions, because digital submissions eliminate at least one step in the post-submission processing of the artifact.

**Digital submission:** If you submit in digital format, please use the Assessment File Upload form:

<https://uca.edu/go/assessment-upload>

If you are not already signed on through UCA's single sign on, the form will require you to sign in with your UCA credentials.

The screenshot shows a web form titled "Assessment File Upload" with a navigation bar at the top containing links for Home, Handbook, Assessment Levels, Program Information, Facts & Figures, Committees, Resources, and Login. The form itself is titled "Assessment File Submission" and includes the following fields:

- Name \***: Two text input fields for "First" and "Last" names.
- Email \***: A single text input field for an email address.
- Description \***: A large text area for providing details about the submission, with a character count of "0 of 500 max characters".
- Attach Files (max 24 MB per upload) \***: A dashed box containing the text "Drop files here or" and a "Select files" button.

A purple "Submit" button is located at the bottom left of the form area.

As the screenshot makes clear, all fields are required for submission of the form.

Use the description section to identify the particular goal you are assessing. For example, since Critical Inquiry will be assessed during AY 2019–2020, you would indicate one of the following in this part of the form:

- Goal A: Inquiry and Analysis
- Goal B: Scientific
- Goal C: Quantitative

**Paper submission:** We can, as indicated, accept hard (paper) copies if necessary. If you do submit artifacts as paper copies, please have them delivered to **Alyson McEntire, Wingo 215B**, with **UCA Core Artifacts, ATTN: Alyson McEntire** clearly marked on the outside of the packet. We do not recommend sending student artifacts through Campus Mail.

### **Information to submit with each student artifact:**

- Student first and last name  
Why? This information allows us to identify and link the student artifact to the particular student within the system. This also provides a means to do further demographic analysis related to student outcomes.
- Subject and course number
- Course title
- CRN
- Instructor's name

If other questions arise, send them to Jonathan Glenn ([jona@uca.edu](mailto:jona@uca.edu)), Jacob Held ([jmhheld@uca.edu](mailto:jmhheld@uca.edu)), or Alyson McEntire ([amcentire@uca.edu](mailto:amcentire@uca.edu)).