

KEY ASSIGNMENT FAQs

WHAT ARE KEY ASSIGNMENTS AND WHY ARE THEY IMPORTANT?

Key assignments are designated course assignments that have been selected by programs and/or faculty course designers to assess student learning outcomes. Collecting assessment data is an important component of SACSCOC and other accrediting body requirements. Key Assignments must be assessed using the rubrics attached to the assignment folder in D2L.

HOW DO I KNOW IF MY COURSE CONTAINS A KEY ASSIGNMENT?

Key Assignments are identified in the syllabus for your course. You can also view a list of courses that contain Key Assignments by visiting the CTLE (Center for Teaching and Learning Excellence) Key Assignment page: <https://faculty.saintleo.edu/teaching/keyassignments>

WHERE DO I ACCESS THE KEY ASSIGNMENT TRAINING?

The Key Assignment training video is available on the [CTLE Key Assignment page](#). The training video contains the same information as the Key Assignment Dos and Don'ts PDF. Choose which format works best for you.

WHO MUST COMPLETE THE KEY ASSIGNMENT TRAINING?

Instructors who teach courses that contain Key Assignments must view the Key Assignment training video or PDF.

WHERE DO MY STUDENTS SUBMIT KEY ASSIGNMENTS?

Students will submit all Key Assignments to an assignment folder in D2L.

WILL MY STUDENTS RECEIVE TRAINING?

Students will not need training to submit Key Assignments. All Key Assignments are submitted to assignment folders in D2L, which is a process already familiar to students.