

ASK Course Master Build Guide

Sample course offering: [ASK123XMCO Assessment of Skills and Knowledge Example Course Offering](#)

NOTE: ASK courses do not require CLA/GEL/PC mapping in BrightSpace

1. Creating a Course Offering and Template

Course Template should under the **specific school** (e.g. Education and Communication (UG))

Course Offering should be in Term **Master Course Offering**

Course Template Name: CourseCode Assessment of Skills and Knowledge (ASK) for CourseTitle (Course Template)

ex.: CM107X Assessment of Skills and Knowledge (ASK) for College Composition I (Course Template)

Course Template Code: CourseCode Template

ex.: CM107X Template

Course Offering Name: CourseCodeMCO CourseTitle

ex. CM107XMCO Assessment of Skills and Knowledge (ASK) for College Composition I

Course Offering Code: CourseCodeMCO_LaunchTerm

ex. CM107XMCO_2103A

2. Course Home Layout

Navbar: Course Nav -ASK

Homepage: 2022 Course Home Page- ASK

3. Announcements

[All other Announcements will be added to Dev guide.]

Headline: Policy Reminders

Content:

- Students have one attempt to pass each ASK.
- Students may not stop out and register at a later date once they have been registered in an ASK.
- Students have 28 days to complete an ASK.
- Students enrolled in graduate programs in the School of Business and Information Technology have 28 days or until the section ends, whichever comes first, to complete an ASK.
- Students who do not submit any work within the 28-day window have exhausted their one and only attempt at passing the ASK.
- Unless the directions state to submit more than one document, only one submission may be made to the Dropbox for each assessment.
- Students are prohibited from requesting feedback from tutors in the Academic Success Center.
- Students must pass each assessment within the ASK with an 80% or higher to earn credit for the entire course.
- Unless otherwise stated in the ASK, students must submit their work in Microsoft Word.

For additional information, please refer to the [Assessment of Skills and Knowledge \(ASK\) Student Guide](#) located in “Resources.”

[HTML Code]

```
<ul>
<li>Students have one attempt to pass each ASK.</li>
<li>Students may not stop out and register at a later date once they have been registered in an ASK.</li>
<li>Students have 28 days to complete an ASK.</li>
<li>Students enrolled in graduate programs in the School of Business and Information Technology have 28 days or less to complete an ASK.&nbsp;</li>
<li>Students who do not submit any work within the 28-day window, have exhausted their one and only attempt at passing the ASK.</li>
<li>Unless the directions state more than one document, only one submission may be submitted to the dropbox for each assessment.</li>
<li>Students are prohibited from requesting feedback from tutors in the Academic Success Center.</li>
<li>Students must pass each assessment within the ASK with an 80% or higher to earn credit for the entire course.&nbsp;</li>
<li>Unless otherwise stated in the ASK, students must submit their work in Microsoft Word.</li>
<li>For additional information, please refer to the <span style="text-decoration: underline;"><a rel="noopener" href="https://purdueglobal.brightspace.com/d2l/lor/viewer/view.d2l?ou=165924&amp;loldentId=982" target="_blank">Assessment of Skills and Knowledge (ASK) Student Guide</a></span>
```

located in “Resources.”

4. Banner and VTOC Images

- **Banner image – GenED_Banner.jpg**
 - Add text: Welcome to Assessment of Skills and Knowledge (ASK) for
[Parent Course Code] [Course Title]
- **Visual Table of Contents** – use image for corresponding Assessment # in
Shared Files

Welcome to ASK123X Assessment of Skills and Knowledge
Example Course Offering



Start Here

100% 1 of 1 Topics Visited



Assessment 1

100% 1 of 1 Topics Visited



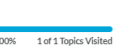
Assessment 2

100% 1 of 1 Topics Visited



Assessment 3

100% 1 of 1 Topics Visited



Assessment 4

100% 1 of 1 Topics Visited



Assessment 5

100% 1 of 1 Topics Visited



Assessment 6

100% 1 of 1 Topics Visited

Announcements ▾

 **PG411: Your Student Success Connection** ✕

Posted Wednesday, April 13th, 2022 at 3:53 PM

All Purdue Global students are invited to self-enroll in a no-cost, ungraded course, PG411: HELP! Student Success Connection. Simply click the link above, choose "PG411: HELP! Student Success Connection", and "Enroll in Course." After you have enrolled in PG411, you can...

[Read More](#)

Policy Reminders

Posted Friday, March 19th, 2021 at 3:37 PM

Students have one attempt to pass each ASK. Students may not stop out and register at a later date once they have been registered in an ASK. Students have 28 days to complete an ASK. Students enrolled in graduate programs in the School of Business and Information Technology...

[Read More](#)

[Show All Announcements](#)

Calendar ▾

Tuesday, August 29, 2023

Upcoming events

There are no events to display. [Create an event](#)

Updates

There are no current updates for ASK123XMCO Assessment of Skills and Knowledge Example Course Offering

Course Overview



1 person visited this course today.

No quizzes have been submitted today.

Class Engagement

Course Access

Tool Access

5. Table of Contents

*[All schools should have the following items **in bold** in the listed order except as indicated:]*

- **Start Here**
- **Resources*****
 - Grading Rubrics – One file containing all grading rubrics (*Open as External Link*)
 - ASK Resources – link to:
<https://kapextmediassl-a.akamaihd.net/global/ASK/ASKResources/ASKResourceLinks.pdf> (*Open as External Link*)
- **Instructor Resources***** – hidden from student
 - CTL Resources - Add from LOR (*Open as External Resource*)
 - WAC - Add from LOR (*Open as External Resource*)
- **Assessments**
 - Title each module and content page Assessment 1, Assessment 2, etc. rather than Unit 1, Unit 2, etc.
 - The number of course outcomes determines the number of Assessments per course.
 - Each Assessment will contain the Assessment # content page.
 - Do not add Assessment # Dropbox to Assessment module.

6. Templates

[Use approved templates only unless otherwise noted in the Dev guide.]

- Start Here – Start-Here-ASK
- Assessment – 2-col-ASK-overview

7. Assessment Dropboxes

- Files Allowed Per Submission – Unlimited
- Submissions – **Only one submission allowed**
- Global [TII Settings](#) – apply to each dropbox unless otherwise noted in Dev guide

8. Grading Rubrics

Please use the assessment-specific grading rubric provided with the handoff from Open Text for each Assessment Dropbox. If assessment is a Quiz or third-party tool, please

associate the grading rubric with the gradebook item. An example grading rubric is available in the sample course offering for Assessment 1 Dropbox.