Scoring Course Assessments

STARTING FALL 2020: NEW PROCESS – SCORE WHEN READY!!

Note: Students will upload their assignment, but no longer have a 2nd step to 'submit' it for assessment. Instructors will see whether file(s) have been uploaded and can use the 'begin now' option to score the work when ready.

1. After clicking the link in your Blackboard course, you'll be automatically signed into your Foliotek account.

2. Click **Course Assessments** in the left menu.

3. Click the course SECTION to see the available students and assessments.

4. The list of students will populate as they click the Foliotek link within your Blackboard course.
   a. If a student does not appear in this list, remind them to click the Foliotek link within Blackboard.

5. The [Files: #] tag beneath the students' names will indicate how many files they have uploaded for the assignment.
   a. If files have been uploaded, skip to step 6 to begin the assessment
   b. If the tag indicates 0 files:
      i. OPTION 1: Wait for the student to upload a file
         1. Use the 'notify' link to remind the student to upload their work
      ii. OPTION 2: Score anyway
         1. Proceed to step 6 to score the student
         2. If you have a copy of the student's work, you'll have the option to attach it to your rubric

6. Click **begin now** to start scoring.

7. The list of units will appear first - most assessments will only have one unit to score. However, some might have multiple (such as a dispositions assessment).

8. Click 'Begin Scoring' (which will start with the first unit listed)

9. Click the link(s) to the student's file(s) at the top. You will be asked if you want to:
   a. Download the file to your computer or
   b. Open online with Zoho (allows you to view the file and track changes within your web browser)

10. You can click the check box to 'Always do this' if you want to save your preference. You can change your preference in your account profile.
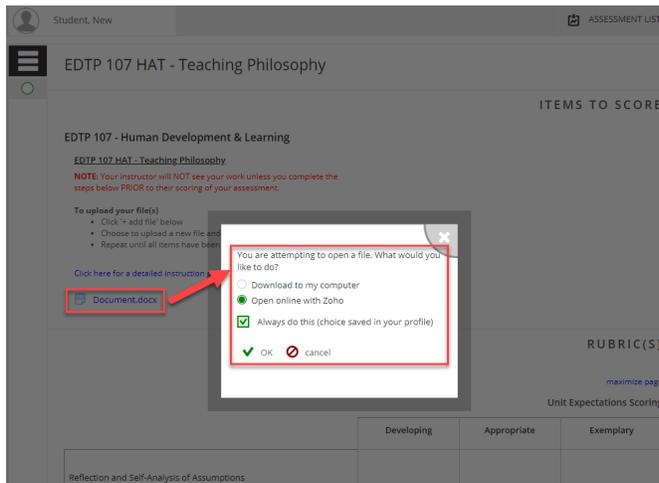
11. If viewing with Zoho, you can format text and insert comments using the menu button in the top left corner. Click 'save' in the top right and then the 'x' when you're ready to return to the evaluation. (note: it may take a little time for Zoho to load)

12. Your edited version of the document will be automatically attached to the rubric for the student to review.
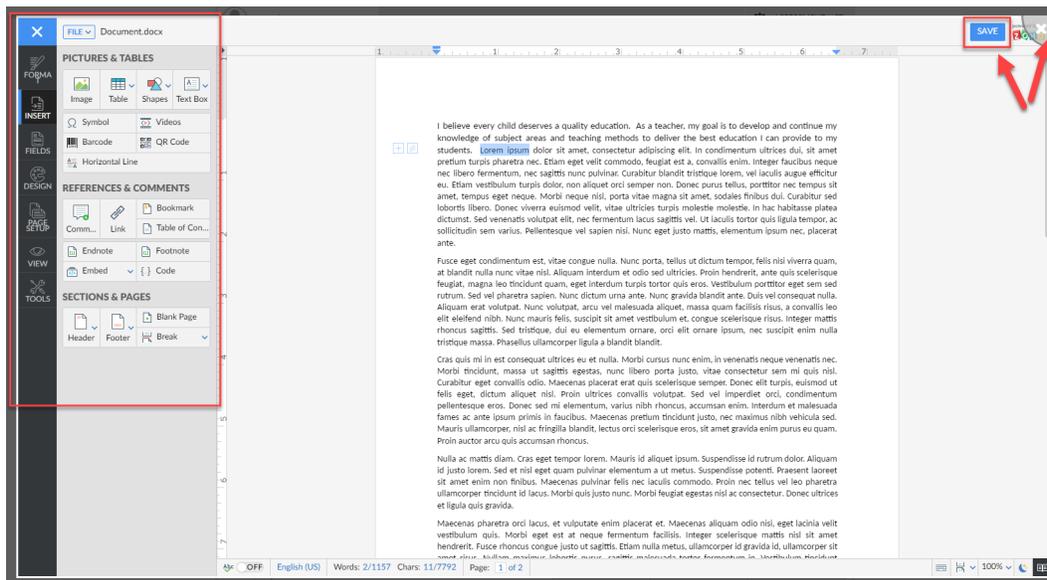

13. For each row of the rubric, click the empty box for the applicable performance level (this will turn the box green, indicating your selection).

14. Click **evidence** to see any notes regarding the criteria for each level.

Unit Expectations Scoring

	Developing	Appropriate	Exemplary
Reflection and Self-Analysis of Assumptions			
	evidence	evidence	evidence
Description of Learning Theories			
	evidence	evidence	evidence
Description of motivational concepts			
	evidence	evidence	evidence
Consideration of Cultural/Individual Differences in the Classroom	Does not identify a motivational construct OR identifies a motivation construct but incorrectly describes it. No explanation of how the motivational construct will influence their classroom OR no example of how to support students' motivation using this construct OR discussion of motivation is primarily based on opinion rather than course content.		evidence
Explanation of Fit			evidence
Potential Challenges			
	evidence	evidence	evidence
Required Elements and Mechanics			
	evidence	evidence	evidence
Completed Checklist & Rubric			
	evidence		evidence

15. Select a performance level for the Unit Score

16. Leave feedback in the Comments box (required if Needs Improvement was selected).

17. If you've marked up the student document via Zoho, the edited version will be attached automatically. You can attach other documents here as well.
18. Click summary (if the assessment has multiple units, this button will say 'next' so you can continue scoring)
19. Note

Unit Scoring

	Needs Improvement (Must cite rationale in Comments)	Progressing	Meets Expectations
	evidence		
EDTP 107 HAT - Teaching Philosophy			

OVERALL COMMENTS

Comments

Attachments

Document.docx remove

+ Upload an attachment

summary >

20. Review the final score and comments, then click to publish.

Student, New   ASSESSMENT LIST

All Units Scored

You have successfully scored all of the units for this Assessment. Are you ready to finalize these scores?

EDTP 107 - Sample HAT (EDTP Sample 107: HUM DEV-Fall2020)

EDTP 107 HAT - Teaching Philosophy   Progressing

✔ Publish this Assessment

21. Move on to the next student or click **Assessment** List to return to your courses.