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Assessing Portfolios

Checking for new work and assessing it.

1. Log in to your Assessor or Administrator account and go to the *My Assessments* tab. Look for the section *Students with work for assessment*.

2. Work that has just been sent to you will show up in the section called *Students with Work for Assessment* if the submitter isn't in a group. If you did put them in a **Student** or **Advisor Group**, click the name of the group to check for new work.

The *My Assessments* page has the following sections (which may not all be showing when you first go to this page):

- **Student Groups**- groups where you only see assessments that have been carried out by you.
- **Advisor Groups**- groups where you can see a students result, regardless of who assessed it (not all sites will have this option).
- **Incomplete Assessments**- You can leave an assessment partially completed at any time by clicking the Exit Assessment link. When you do, it'll be listed here, where you can complete it when you want.
- **Students with Work for Assessment**- any students that have submitted work (but **are not** in a group) are shown here. If they are in a group, check there for submissions.
- **Students Previously Assessed**- Work that you have already graded. You can choose how far back you want these listed from the dropdown menu in *Assessment Options* below.
- **Assessment Options**- Various options, such as choose a layout that would best suit your screen when you are assessing work.

The assessment is carried out in a split screen environment, with the assessment details and the portfolio making up the two screens that you see together.

You can choose the *Assessment Screen Layout* before hand, depending on your preference.



3. After you click on the student's name, you get a breakdown of the status of their portfolio, and a list of any work they have submitted. Click the *Assess* icon (shown below) to begin the assessment.

Student Results

This student has 1 portfolio

Portfolio	TOC	Last Modified	Pages	Paragraphs	Attached Artifacts	Assessments
Presentation	GSU College of Education	Feb 23,2006	3	6	3	1

Your assessments of Jones, Simon

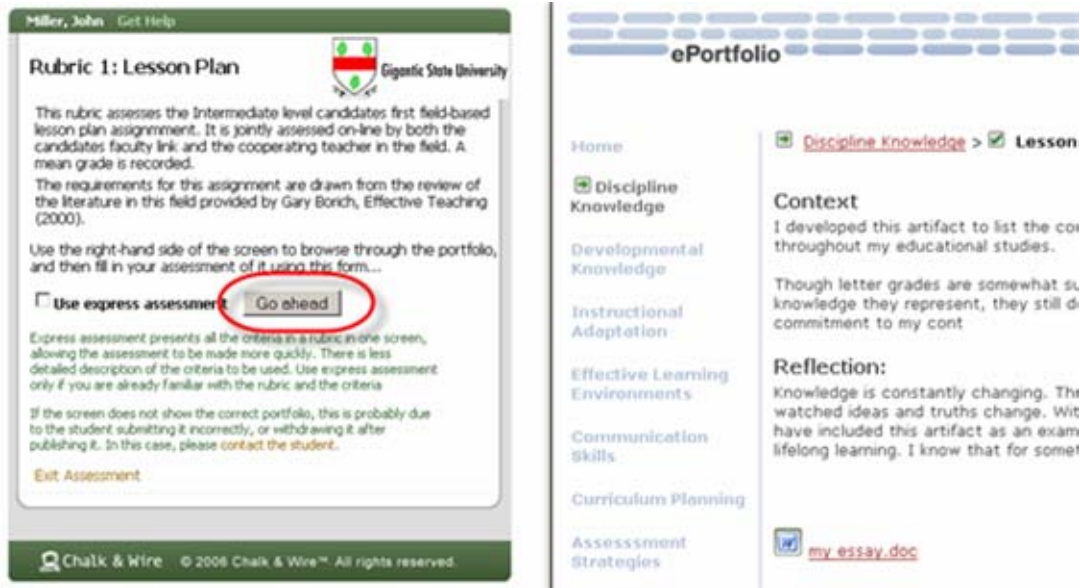
(To be assessed)

Assignment	Submitted	Actions	Criterion	Rating	Comments
Lesson Plan	Feb 23, 2006 to Miller, John				No assessments have yet been made

Student Results- On this screen, you can get an idea about how well developed this students portfolio is, as basic information about the portfolio is given at the top of the screen.

You can also transfer any assessments sent to you in error, delete them, or view the portfolio before you assess it.

4. Click *Go Ahead* to start the assessment.



The screenshot shows two side-by-side windows. The left window is titled 'Miller, John Get Help' and displays 'Rubric 1: Lesson Plan' from Georgia State University. It contains text about the rubric and a 'Go ahead' button circled in red. The right window is titled 'ePortfolio' and shows a list of criteria on the left (Discipline Knowledge, Developmental Knowledge, Instructional Adaptation, Effective Learning Environments, Communication skills, Curriculum Planning, Assessment Strategies) and a 'Lesson' artifact on the right with a 'Context' and 'Reflection' section.

From here onwards the criteria for the assessment will either be on the left of the screen or the top, depending on the preference you set back in step 2. You can navigate through the portfolio, viewing artifacts by clicking on them. If the student hasn't shared a page, you'll be told you don't have authority to view that page.

You can also use **Express Assessment** by checking the box. This lets you see all the criteria on the same page, as opposed to the default view that takes you through each criteria in turn, giving a detailed description as you go. Use this if you are very familiar with this particular assessment.



5. After viewing the portfolio and artifacts, grade the work by choosing the appropriate criterion level and click *Next* to see the next criterion to assess this work on.

6. You can make comments on the student’s work as you grade it- see the next section *Giving Feedback*.

7. Continue going through the criteria until the work has been assessed on all of them.

At any time you can exit the assessment and it will remember the grades you’ve put in so far. The assessment will be available later for you to finish off- you can find it in the *Unfinished Assessments* section on *My Assessments* page.

8. When you’ve got to the end, choose *Return to My Assessments*, and click *Go*.

You also have a number of other options which let you decide how you want to grade any other submissions.

9. You’ve now completed an assessment. You’ll see it in the *Students Previously Assessed* part of the *My Assessments* page.

Check the section called **Student Results** to see how your grading and comments appear to the students.



Giving Feedback

Leave comments next to the student's grade, directly on their portfolio, or in a document you upload.

When grading work, you can give feedback in three ways:

- **Work Comments**- next to the grade itself
- **Portfolio Comments**- on their portfolio page
- **Support Document**- upload a separate file related to the assessment.

The screenshot displays the ePortfolio interface. On the left, a rubric for 'Criterion: Behaviourally Stated Objectives' is shown with four levels: 'Weakly expressed', 'Evident', 'Mostly Evident', and 'Clearly Evident'. Below the rubric, a 'Comments' section is highlighted with a red circle, containing the text 'Work Comments'. A red circle also highlights the 'Upload document' button, with the text 'Support Document' written below it. The right side of the interface shows the 'ePortfolio' header, the user name 'Simon Jones', and a navigation menu with categories like 'Home', 'Discipline Knowledge', 'Developmental Knowledge', etc. A 'My Inspiration' section is also visible.

A) Work Comments.

1. Each criteria within the rubric can have separate comments- just grade the criterion, type your comments in the box and click *Next* to see the next criterion.

Clearly Evident
All are examples of observable behaviors present. Superior use action verbs. Where appropriate, givens and performance criteria are well expressed.

Comments:

An annotated document was uploaded during the previous assessment. [View Document 1](#) Upload another document

[Back](#) [Next](#)



2. When the student checks their results on the *My Results* page, work comments will show up next to the grades you have given. The student will see something like the example below:

Assessment Details

Assessment by: Miller, John

Student: Jones, Simon
Assignment: Lesson Plan

Criterion	Rating	Comments
Behaviourally Stated Objectives	2.0	
Structural Elements	4.0	Well done!

B) Portfolio Comments.

1. As you grade students work, you'll be able to comment on any paragraph on the page- this includes a block of text, a picture, artifacts or a link. Use the *Comments* icon at the bottom of each paragraph, as shown below:


- Home
- Discipline Knowledge
- Developmental Knowledge
- Instructional Adaptation
- Effective Learning Environments

My Inspiration

Knowledge empowers an individual with endless possibilities. An instructor without subject and discipline knowledge is like a well without water, void of purpose.-T Campbell





2. Things you've said, together with any replies, show up directly on the page. You can check back later by finding the students submission on you're *My Assessments* page, and clicking the work icon ():

- Communication Skills
- Curriculum Planning
- Assessment Strategies





Thanks- it's a favorite of mine. 05 May 2007, 09:54 pm by Simon Jones

Great work! I like the quote. 05 May 2007, 08:56 pm by John Miller

My Inspiration

Knowledge empowers an individual with endless possibilities. An instructor without subject and discipline knowledge is like a well without water, void of purpose.



C) Support Documents

The third way you can give feedback on work is by uploading a document during assessment. Students will see a link to this document when they check their grades.

1. To upload a document, just check the box at any point during assessment:

Clearly Evident
All are examples of observable behaviors present. Superior use action verbs. Where appropriate, givens and performance criteria are well expressed.

Comments:

You can upload an annotated copy of the student's work or any other document to support this assessment. Upload document

Back Next

Exit Assessment

Effective Learning Environments
Communication Skills
Curriculum Planning
Assessment Strategies

My Ins
Knowledge without su
purpose.
• T Camp

2. After you've marked the criterion and made comments as necessary, click *Next* and (as long as you've checked *Upload Document*) you'll be given a chance to find the file on your computer.

3. The file you've uploaded then shows up as a link during the rest of the assessment, which you can click to check if you want.

Clearly Evident
All relevant State standards are addressed. The lesson has a very engaging anticipatory set. The lesson delivery is exemplary and creative in the way in which students acquire new concepts/facts, receive guided practice and feedback. The lesson has clear closure and relates back to the initial lesson objectives.

Comments:

An annotated document was uploaded during the previous assessment. View Document 1 Upload another document

Back Next

Exit Assessment



Student Results

When you've assessed work, this is what the students will see when they check under their My Results page.

1. When the student goes to their *My Results* page, they'll see information about their latest submission. It'll look like this:

My Results

Results for Jones, Simon

Assignment	Submitted	Actions	Assessed
Lesson Plan	May 5, 2007 to Miller, John		May 5, 2007

Show Results

- **Assignment**- a link to a description of the rubric they were assessed on.
- **Submitted**- the date they submitted the work to be assessed, and who they set it to.
- **Actions**- see either the original work submitted, or check results in detail.
- **Assessed**- the date the work was assessed.

2. Work icon

This gives the student a look at the portfolio page they submitted, and a chance to see and reply to any *Portfolio Comments* you have made. It shows them a page like the following:



Thanks- it's a favorite of mine. 07 May 2007, 09:54 pm by Simon Jones

Great work! I like the quote. 05 May 2007, 08:56 pm by John Miller

My Inspiration

Knowledge empowers an individual with endless possibilities. An instructor without subject and discipline knowledge is like a well without water, void of purpose.

- T Campbell



3. *Details* icon

This lets them check the following on each assessment:

- Their score on each criteria.
- Any *Work Comments* you've made.
- *Support Documents* you've uploaded relating to the assessment.

When they click the *Details* icon, they'll see a screen like the one below, where their grades for that particular assignment are listed, along with your comments.


Assessment Details

Assessment by: Miller, John

Student: Jones, Simon

Assignment: Lesson Plan

Criterion	Rating	Comments
Behaviourally Stated Objectives	4.0	You have an excellent understanding of the subject. Well done!
Structural Elements	3.0	













A document was included with this assessment.  [View Document 1](#)

4. *Check Results* link.

They will also see a link at the bottom of their *My Results* page called *Check Results*. This will show students the results from all their assignments on one page, like the one below.

My Results

Results for Jones, Simon

Assignment	Submitted	Actions	Criterion	Rating	Comments
Lesson Plan	Feb 23, 2007 to Miller, John 	 	Overall assessment: 3.0		
			Behaviourally Stated Objectives	2.0 	1
			Structural Elements	4.0 	1
Lesson Plan	Nov 14, 2006 to Irvine, Geoff 	 	Overall assessment: 3.5		
			Behaviourally Stated Objectives	4.0 	0
			Structural Elements	3.0 	0
Video Presentation	Mar 9, 2006 to Admin, Test 		No assessments have yet been made		