

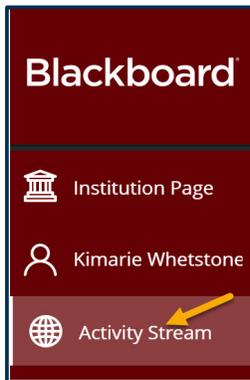
Juried Assessment Tutorial

Overview

This tutorial will explain how to review student artifacts (portfolio submissions) after evaluators have been assigned to them. Follow the steps below to access and score the artifacts. Alternatively, you will receive an email with a subject line of Evaluation Session Started, which contains a link to view the submissions and begin evaluating. If you choose to use the link provided in the email, click on the link, log into Blackboard, then begin at Step 4.

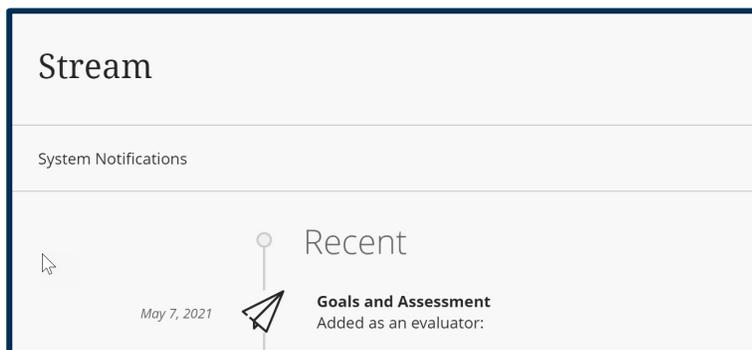
Step 1

Log in to Blackboard. On the left navigation menu, click Activity Stream.



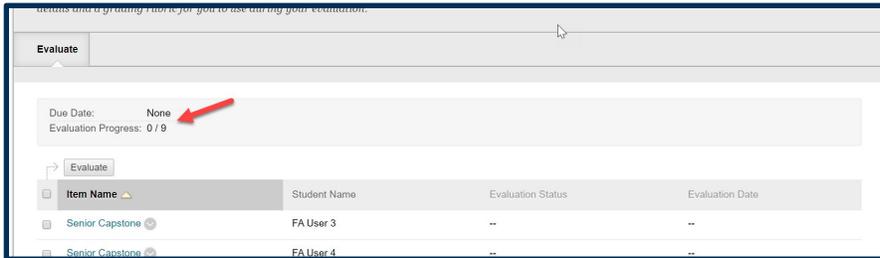
Step 2

Click on the Goals and Assessment notification, which indicates that you have been added as an evaluator for a particular evaluation session.



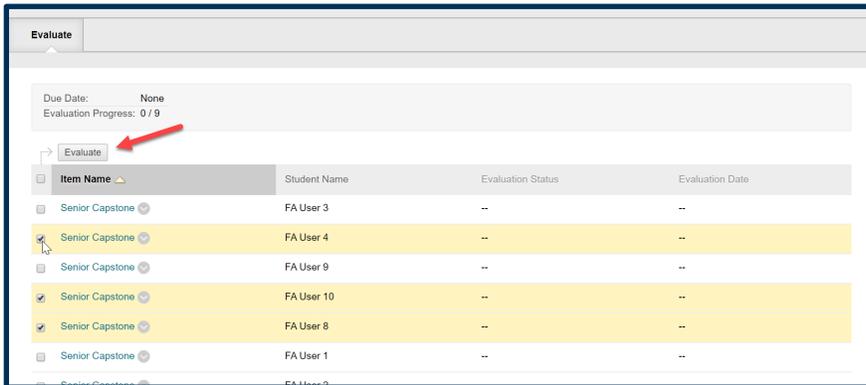
Step 3

You should now see the list of all student artifacts that you have been assigned to review. If you have been assigned a due date, you will see that in the top left. The number of artifacts you have evaluated and the total number of artifacts available to you are noted just underneath the due date.



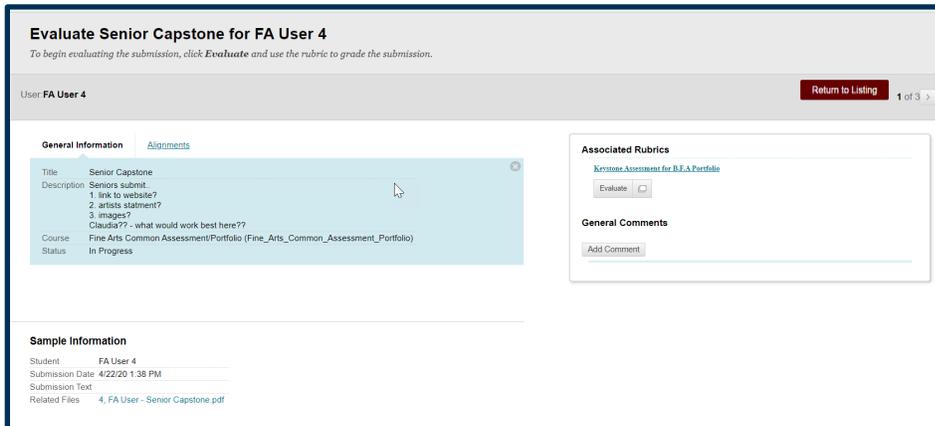
Step 4

Select the artifacts you want to view by clicking in the box next to the artifact name, this will highlight the artifacts you are going to open. You can click on the box next to Item Name to select all students listed. Once you have selected all the artifacts you want to view, click the Evaluate button at the top or bottom of the list.



Step 5

The review page for the first selected artifact will open. Under the General Information tab you will see the Title and Description of the artifact, the Course it was submitted through, and any files that were attached to the assignment instructions. You can click on the Alignments tab to view the Learning Outcomes that this artifact has been associated with. The link in the Associated Rubrics box (right) will give a description and information about the rubric you will use to score the artifact.



Evaluate Senior Capstone for FA User 4
*To begin evaluating the submission, click **Evaluate** and use the rubric to grade the submission.*

User: FA User 4 Return to Listing 1 of 3

General Information | Alignments

Title: Senior Capstone
Description: Seniors submit...
1. link to website?
2. artists statement?
3. images?
Claudia?? - what would work best here??
Course: Fine Arts Common Assessment/Portfolio (Fine_Arts_Common_Assessment_Portfolio)
Status: In Progress

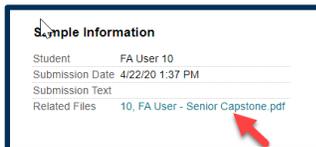
Associated Rubrics
[Keystone Assessment for R.F.A Portfolio](#)

General Comments

Sample Information
Student: FA User 4
Submission Date: 4/22/20 1:38 PM
Submission Text:
Related Files: 4, FA User - Senior Capstone.pdf

Step 6

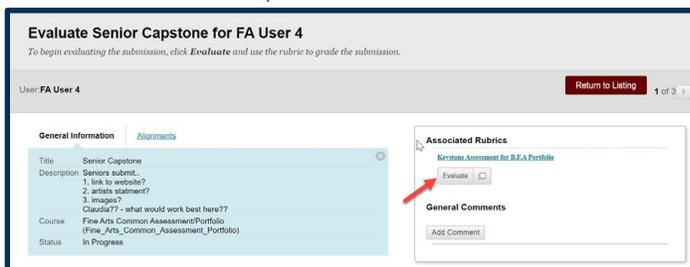
To review the student's artifact, click on the link in the Sample Information box (bottom left). The file will open in a separate window. Once you are finished reviewing the file, you can close that window.



Sample Information
Student: FA User 10
Submission Date: 4/22/20 1:37 PM
Submission Text:
Related Files: 10, FA User - Senior Capstone.pdf

Step 7

To score the artifact, click on the word Evaluate in the Associated Rubrics box.



Evaluate Senior Capstone for FA User 4
*To begin evaluating the submission, click **Evaluate** and use the rubric to grade the submission.*

User: FA User 4 Return to Listing 1 of 3

General Information | Alignments

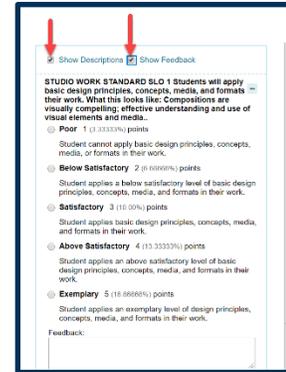
Title: Senior Capstone
Description: Seniors submit...
1. link to website?
2. artists statement?
3. images?
Claudia?? - what would work best here??
Course: Fine Arts Common Assessment/Portfolio (Fine_Arts_Common_Assessment_Portfolio)
Status: In Progress

Associated Rubrics
[Keystone Assessment for R.F.A Portfolio](#)

General Comments

Step 7a

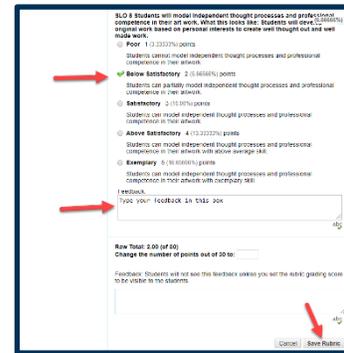
The scoring criteria will appear on the same page. Click on the boxes next to Show Descriptions and Show Feedback so that you can view the criterion descriptions and leave written feedback related to your score. Note that this feedback is only accessible to the Assessment team, NOT to students. If you want to get feedback to the students, please talk to your Assessment team.



Note that feedback in the rubric is only accessible to the Assessment team, NOT to students. If you want to get feedback to the students, please talk to your Assessment team.

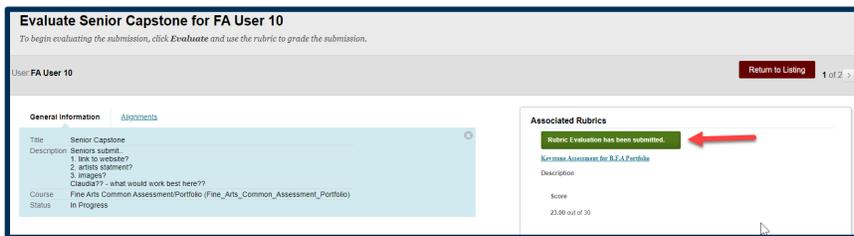
Step 7b

To score, click the circle next to the score you want to select. You will see a green check mark once it has been selected. When you are finished scoring that artifact, click the Save Rubric button at the bottom of the page.



Step 8

After the score has been saved, you will see a brief message at the top of the screen Rubric Evaluation has been submitted.



Step 9

You can move to the next artifact using the arrows in the top right, or you can return to the full list of artifacts by clicking on Return to Listing button.

