

Folio Assessment System: Evaluator's Guide

Folio Assessment System	5.3.2
Folio Assessment Program Participant Roles	5.3.2
Author	5.3.2
Reviewer	5.3.2
Evaluator	5.3.2
Program Manager	5.3.2
Evaluator's Guide	5.3.1
Getting Started	5.3.1
Navigating My Programs	5.3.1
Overview	5.3.1
Program Resources	5.3.2
Respond to Work	5.3.2
Evaluating DRF Submissions	5.3.2
Access Author Work	5.3.2
The Evaluation Grid	5.3.3
Evaluation Area	5.3.4
Scoring Work	5.3.5
Editing an Evaluation	5.3.7

Folio Assessment System

TaskStream's Folio Assessment System provides the solution for creating, submitting, managing, and evaluating electronic portfolios. The two primary components of this system are the Directed Response Folio (DRF) and the Folio Assessment Program. The DRF is the folio that outlines the requirements and work submissions and is also the vehicle for an author to submit and track work for evaluation. The Folio Assessment Program defines and provides the structure for how participating individuals work with a selected Directed Response Folio (DRF). This guide will provide you with helpful background information and will walk you through your participation in a Folio Assessment Program as an evaluator.

Folio Assessment Program Participant Roles

Author

Authors in a Folio Assessment Program are assigned a DRF. The DRF originates from a template that is created by a program manager and contains a set of tasks that must be completed and submitted by the author. As the author completes and submits each task, an assigned or selected evaluator assesses and scores each submission.

Reviewer

The reviewer role is optional in a Folio Assessment Program. If a reviewer is assigned to a Folio Assessment Program, he/she will be able to give feedback and respond to the DRFs (and potentially other TaskStream work) that have been shared. However, they are not able to evaluate the work submissions. If the program was created without reviewers, then the Request Feedback feature will not be enabled for authors.

Evaluator

The evaluator in a Folio Assessment Program is assigned by the program manager to assess and score the DRF submissions, made by the authors.

Program Manager

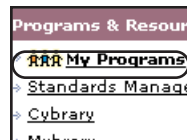
The program manager is responsible for creating and/or maintaining the Folio Assessment Program. In addition to program enrollment and grouping, program managers may have additional permissions that include report generation and evaluation management.

Evaluator's Guide

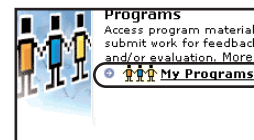
Getting Started

Through the My Programs area you can access work that has been submitted to you, and monitor the evaluation process for authors with whom you are working with.

To access the My Programs area, click the **My Programs** link on the left navigation area or Home Page.



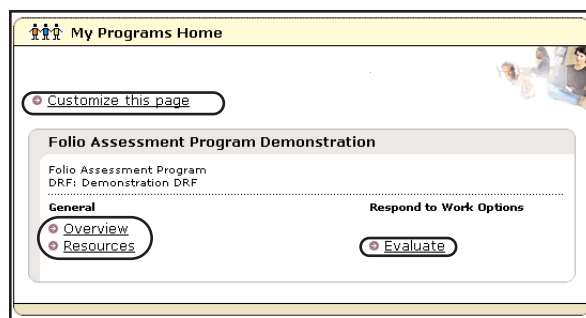
Left Navigation



Home Page

Navigating My Programs

The My Programs home page is customizable. By default, programs are displayed with links to access the various sections of the My Programs area. To explore the customization options for this page, including the ability to turn off the shortcuts and show/hide programs, click the **Customize this page** link.



To access a particular section of your program, click the appropriate link.

Once you have entered a program, you can navigate to the various areas by clicking the tabs pictured below.

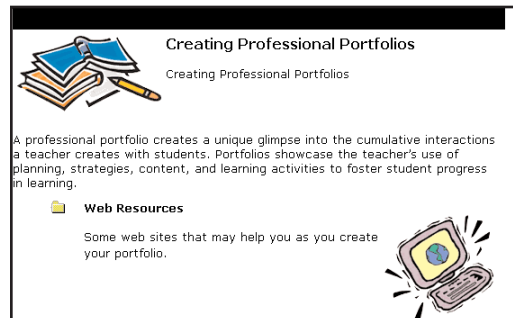


Overview

The Overview page includes a description of your program. Click the **Click to View** link to view all the program participants. An email link next to each participant's name allows for easy communication between program participants using the Message Center. Additional role information is provided with instructions about how you, as an evaluator, can score submitted DRF work.

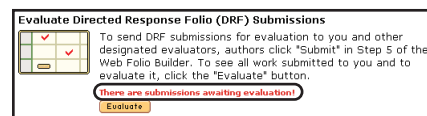
Program Resources

As a program setup option, Program Managers can share a web folio or web page containing program-related resources with participants of a program. The web folio or page will appear in the Program Resources area.

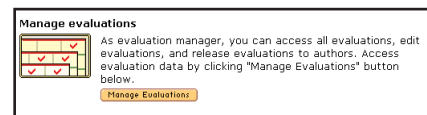


Respond to Work

In the Respond to Work section you will see a notification when Directed Response Folio (DRF) work has been submitted for evaluation.



Depending on your roles in the Folio Assessment Program, you may also see an option for managing evaluations. This would appear in the Respond to Work area if you were an evaluation manager.

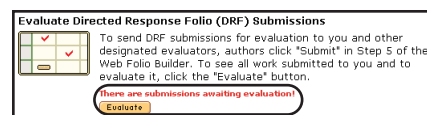


Evaluating DRF Submissions

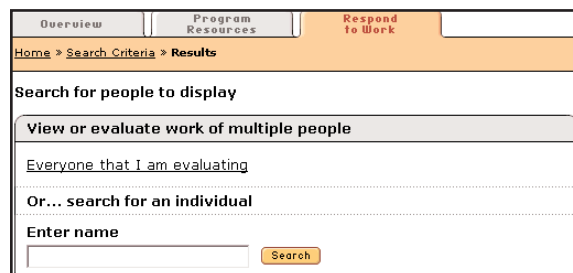
Only program participants who are evaluators may evaluate DRF submissions. This portion of the document describes each step of the evaluation process. You may read each subsection in order to get a thorough explanation of each step or skip to the "Evaluating a DRF" section to get a quick start.

Access Author Work

To begin the evaluation process, click the **Evaluate** button in the Respond to Work tab.



Search for people to display. You may also search for a specific author by entering their name in the search field provided and clicking the **Search** button.



If you have searched for a specific author, you will be prompted to select a DRF area to display. If you have selected to view

everyone then you must select the display and filter options.

Select which DRF area to display. If you would like to see all areas, select the Show All Categories option.

In the "Filter by:" section, select whether you would like to show work for all users, or only show work for users who have work within that category waiting to be evaluated.

Display options for Elementary Ed

Select which DRF area(s) to display:

- Standard 1: 1.1 (Teacher's Knowledge Base)
- Standard 1: 1.2 (Teacher's Knowledge Base)
- Standard 1: 1.3 (Teacher's Knowledge Base)
- Overall Folio Evaluation
- Show all categories

Filter by:

- Show everyone (do not filter)
- Show people with submissions waiting to be evaluated

Continue

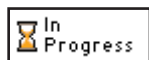
After making your selections, click the **Continue** button to display the evaluation grid (explained in following section) for all authors matching your search criteria.

The Evaluation Grid

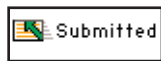
The evaluation grid will display the categories, requirements, and statuses for each author that you are paired with. The grid will display items based on the search criteria entered in the previous section. Each evaluate button indicates that the author has submitted the category or requirement for evaluation. If neither an evaluate button or status appears, the author has not begun work on that DRF area.

In Progress Submitted Needs Revision Resubmitted Evaluation In Progress Evaluated Evaluation Released				
Show: Select... <input type="checkbox"/> Show full descriptors	Teacher's Knowledge Base			
	Awareness	Unit Plans	Lesson Plans	Curric. Mats.
Any User [E-mail]	Evaluate	Evaluate	Evaluate	

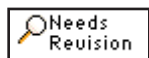
There are several statuses which can be displayed in the evaluation grid for work submitted to a DRF. The evaluation status of work submissions, will be identified with one of the following icons:



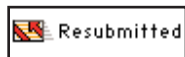
The *In Progress* status appears after work has been added to the requirement level of a DRF.



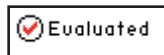
The *Submitted* status appears after you have clicked the Submit button to submit work for evaluation.



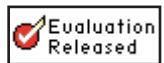
The *Needs Revision* status appears after your evaluator has reviewed your work and has determined that revisions are needed.



The *Resubmitted* status appears after you have revised and re-submitted DRF work.

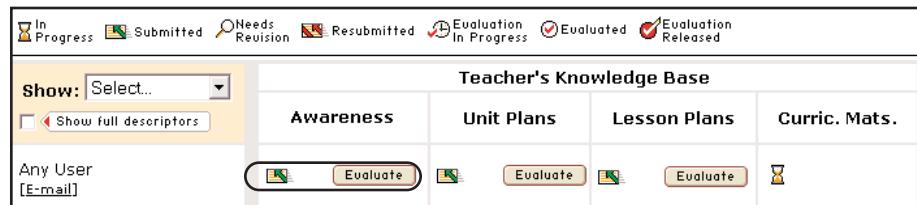


The *Evaluated* status appears after your work has been evaluated and given a score.



The *Evaluation Released* status appears after submitted work has been evaluated and the evaluation results have been released to the author.

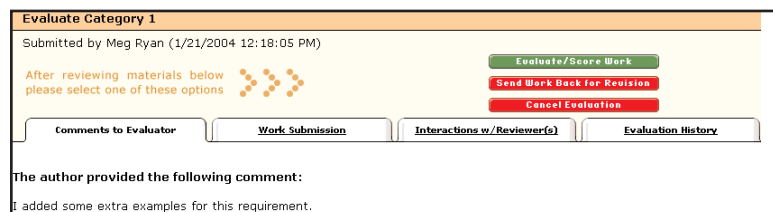
To begin the evaluation process, click the **Evaluate** button in the DRF area you would like to evaluate. This will display the evaluation area.



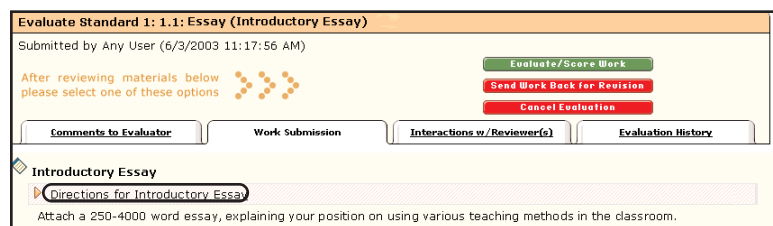
Evaluation Area

Once you access the evaluation area, you will see four tabbed sections: Comments to Evaluator, Work Submission, Interactions w/Reviewers, Evaluation History.

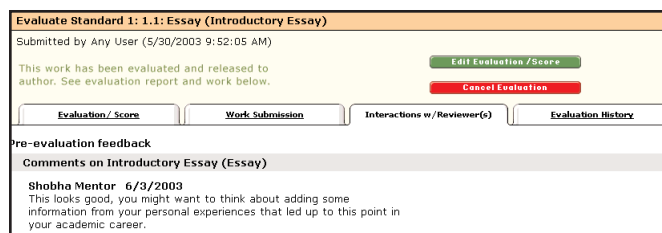
The Comments to Evaluator section will display any comments the author has sent regarding their DRF.



The Work Submissions section will display the work submitted by the author. Clicking the section title to view the work.



The Interactions w/Reviewer section will display the discussion history between the author and their assigned reviewers (if reviewers are part of the program).



The Evaluation History section will display a history of all interactions with the DRF, including time/date of submission.

Evaluate Standard 1: 1.1: Essay (Introductory Essay)
Submitted by Any User (6/3/2003 11:17:56 AM)

After reviewing materials below please select one of these options

Evaluate/Score Work
Send Work Back for Revision
Cancel Evaluation

Date	Action	Action by	Comments
6/3/2003 11:17 am	Submitted	Any User	
6/3/2003 12:01 pm	Evaluation Started	Coordinator One	

Scoring Work

The Evaluating DRF Submissions portion of this guide has provided detailed coverage of accessing DRF evaluations. If you have skipped to this section for a quick start, here is a summary of the steps necessary to begin the evaluation process.

- 1- Access the evaluation area within your program.
- 2- Access the authors to evaluate.
- 3- Once your author list appears, click a name to access that author's evaluation grid.
- 4- Click the **Evaluate** button, on the evaluation grid, next to the category or requirement you would like to evaluate.

An evaluator has three evaluation options. The **Evaluate/Score Work** button will open the evaluation. The **Send Work Back For Revision** button will allow the evaluator to send the work back to the author without an evaluation. The **Cancel Evaluation** button will cancel the evaluation.



Click the **Evaluate/Score Work** button located at the top of the Evaluation area to start evaluating the selected category or requirement.

The evaluation method assigned for the evaluation of the category or requirement will be displayed in the pop-up window. A DRF can be evaluated using the following methods: Pass/Fail, Meets requirement/Does not meet requirement, or Rubric. The evaluation screen contains three numbered sections.

Section 1: Score Work

The first section may contain different information depending on what evaluation method is used.

For rubric evaluations, section 1 will contain each rubric criteria and spaces to enter a

score and comment. Use the **Save Draft** button to save an incomplete evaluation you wish to finish at a later time.

Section 1 for Meets/ Does Not Meet Requirements or Pass/ Fail evaluations contains each evaluation criteria.

Section 2: Add Overall Comment

Section 2 allows you to add overall comments. This section is the same for each evaluation method. Use the **Save Draft** button to save an incomplete evaluation you wish to finish at a later time.

Section 3: Decide what to do with this evaluation

In the third section of the evaluation window, you will decide what to do with the evaluation. This section is the same for each evaluation method.

Under the heading in the red area, you will be presented with the option of sending the submission back to the author for revision. The author will see the Needs Revision symbol next to the appropriate area for the DRF. The scores and comments added to the evaluation will be visible to the author and treated as a provisional evaluation.

Note: Sending a DRF back for revision will unlock the submitted category or requirement so the author can make the necessary edits. He or she will have to resubmit the category or requirement for evaluation.

In the green area, you can record the evaluation score as final, and elect to send the results to the author, or hold the scores and release them at a later date.

Final evaluation/score

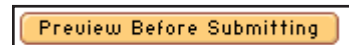
Record as final but send evaluation to author later
If you choose this option, make sure to send this evaluation to the author at a later date. To do this, click the 'Release' link on the Evaluation Grid.

Record as final and send evaluation to author now
Author will immediately receive this evaluation report.

Cancel
Submit
Preview Before Submitting

Note: Programs may be set up to prohibit evaluators from releasing scores to authors. If this is the case then the "Record as final and send evaluation to author now" choice will not appear.

To preview the evaluation report before submitting it, click the **Preview Before Submitting** button.



To submit the evaluation, click the **Submit** button.



At this point, you will be returned to the evaluation grid to select another author for evaluation. If there are no other authors meeting your search criteria, the evaluation grid will be empty.

Editing an Evaluation

You may edit an evaluation that has NOT been released to the author. If the evaluation has been released to the author you may only edit the evaluation if you are an evaluation manager.

Evaluate Standard 1: Requirement 3

Submitted by Jack Jonesy (1/20/2004 2:47:13 PM)

This work has been evaluated and released to author. See evaluation report and work below.

Evaluation/ Score
Work Submission
Interactions w/ Reviewer(s)
Evaluation History

Evaluation Summary for Standard 1: Requirement 3

Author: Jack Jonesy
Evaluation by: Meg Ryan (evaluator's name will not be visible to author)
Date evaluated: 1/21/2004 10:31:07 AM
Requirement assigned as part of:
 DRF 1 on 1/20/04 (assigned in conjunction with "FAP 2 on 1/20/04")
Points awarded: 6.67/10
Rubric score: 2.00 /3 [See Calculation]

The evaluation grid for a released score will appear to the evaluator without the necessary evaluation buttons unless he or she is an evaluation manager. To access this area, locate the author who's evaluation you would like to edit. The Evaluation/Score tab replaces the Comments to Evaluator tab in the evaluation area of an evaluated author. The evaluation report lists identifying information about the requirement or category, date evaluated, points awarded, overall mark, in addition to detailed results.