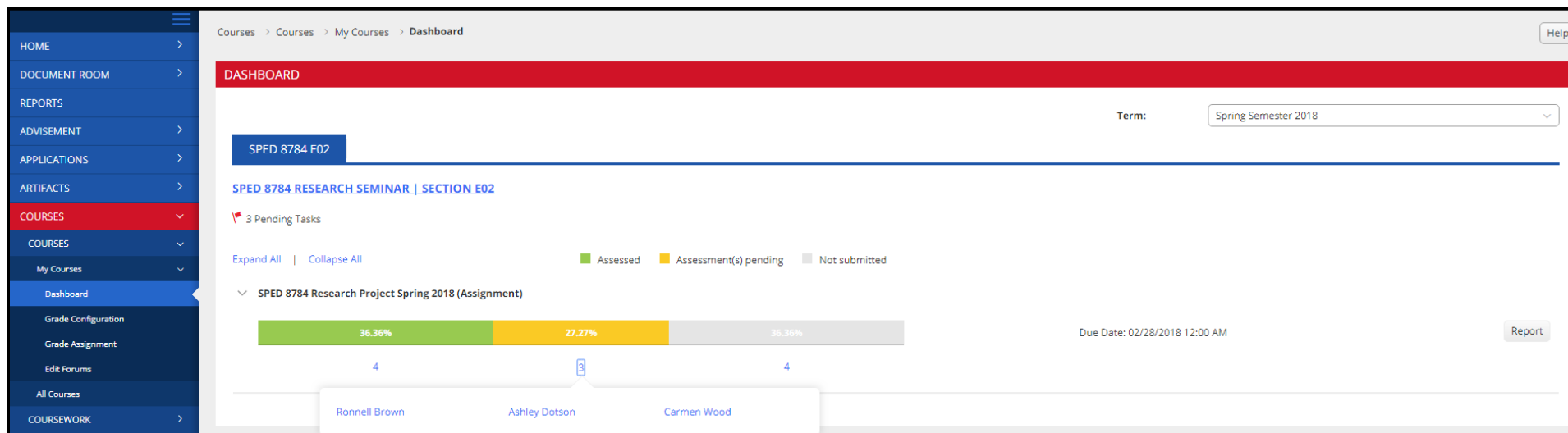


# ASSESSING AN ASSIGNMENT

## Getting Started: Course Dashboard

1. Click on “**Courses**” located in the side menu below.
2. Click on “**Dashboard**” located in the side menu below. If you are unable to access the “**Courses Dashboard**”, you will need to contact your campus Unit Administrator for help at [tk20@westga.edu](mailto:tk20@westga.edu).
3. Select the “**Term**” from the drop down menu.
4. Click on the “**Course**” sub-tab that contains the assignment you want to assess.
5. Click on the number located below the “**Assessment(s) pending**” portion of the assignment you want to assess to view the students who have submitted their assignments.



The screenshot displays the Course Dashboard for the course SPED 8784 E02. The dashboard shows the assignment "SPED 8784 Research Project Spring 2018 (Assignment)" with a progress bar indicating 36.36% assessed, 27.27% pending, and 36.36% not submitted. The due date is 02/28/2018 12:00 AM. Below the progress bar, the number of pending tasks is 4, and the names of the students who have submitted their assignments are listed: Ronnell Brown, Ashley Dotson, and Carmen Wood.

Assessment Status	Percentage
Assessed	36.36%
Assessment(s) pending	27.27%
Not submitted	36.36%

Due Date: 02/28/2018 12:00 AM

Report

6. Click on the “**name of the student**” you want to assess to open a split screen.
  - a. On the left, you will be able to view the assignment details, any attached standards and the student’s submission.
  - b. On the right, you will be able to view the assignment’s assessment tool(s).
7. Students have the option to attach three different types of work (File, Text, Artifact). These will be visible under the Submission(s) sub-tab.

ADAMS, ELENA

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[Print-Friendly View](#)

Details **Submission(s)**

Type	Title
Text	<a href="#">First Disposition</a>
Artifact	<a href="#">Lesson Plan</a>
File	Lesson Plan.docx   <a href="#">View and Annotate</a>   <a href="#">Download</a>

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**Assessment Tools** | [Extensions](#) | [Feedback](#)

Assessment Tool	Description	Last Update
<a href="#">Final Dispositions Assessment</a>		

Overall Grade:

Weight:

0.0

Score:

8. If the student has submitted a Tk20 artifact, you may click on the title of the **Artifact** and it will display on the left side of the screen.

ADAMS, ELENA

[Submit](#)
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**Lesson Plan**

BASIC INFORMATION

*Students, upload lesson plans every week.*

Title:\*

Lesson Plan

Description:

UNTITLED GROUP

Lesson plan upload\*

- Lesson Plan.docx | [View and Annotate](#) | [Download](#)

Align the content of the lesson to the standards of the lesson. Describe and justify the 21st century skill(s) addressed in the lesson

The theme of liability for defective drugs in health care system in Europe has in the last half century taken a tremendous development. Once in the 60s a broad discussion about the expansion and modification on the liability system for defective drugs, because of the tragedy of the thalidomide disaster.

Attached Documents:

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**Assessment Tools** | [Extensions](#) | [Feedback](#)

Assessment Tool	Description	Last Update
<a href="#">Final Dispositions Assessment</a>		

Overall Grade:

Weight:

0.0

Score:

9. If the student has submitted a Tk20 text, you may click on the title of the "Text" and it will display on the left side of the screen.

The screenshot shows a user interface for a student named ADAMS, ELENA. The interface is split into two main sections. The left section, titled "Lesson Plan", contains a text document. The right section, titled "Assessment Tools", contains a table with columns for "Assessment Tool", "Description", and "Last Update". Below the table, there are input fields for "Overall Grade:", "Weight:", and "Score:", each with a value of 0.0. The interface includes navigation buttons like "Submit", "Close", "Print-Friendly View", and "Back to Dashboard".

Assessment Tool	Description	Last Update
Final Dispositions Assessment		

Overall Grade:

Weight:

Score:

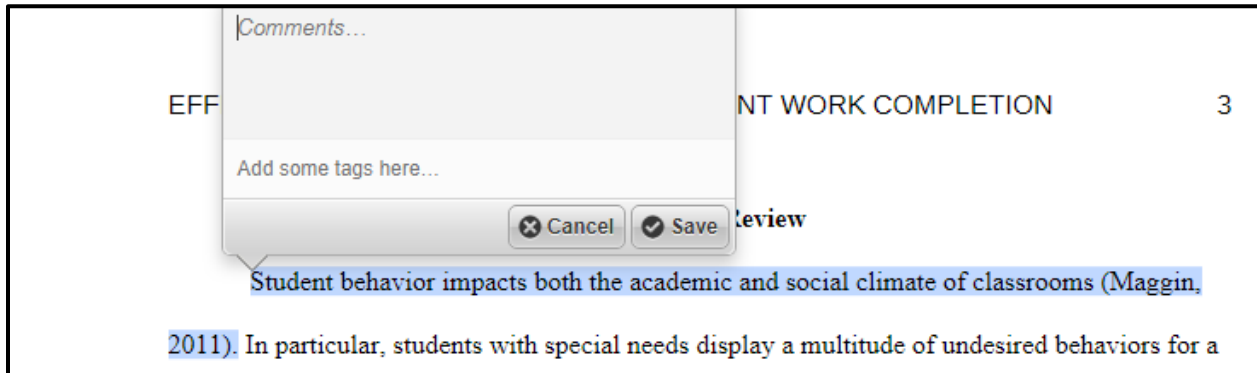
10. If the student has submitted a file upload, you may click on Download to save it to your computer, or you can click on View and Annotate to open the document in your internet browser.

Type	Title
File	Lesson Plan.docx   <a href="#">View and Annotate</a>   <a href="#">Download</a>

a. Select the text you wish to annotate.

The screenshot shows a document viewer interface. At the top, the title "EFFECTS OF TOKEN ECONOMY ON STUDENT WORK COMPLETION" is displayed next to the number "3". Below the title, there is a section titled "Literature Review". A text box contains the following text: "Student behavior impacts both the academic and social climate of classrooms (Maggin, 2011). In particular, students with special needs display a multitude of undesired behaviors for a". A blue highlight is applied to the text "Student behavior impacts both the academic and social climate of classrooms (Maggin, 2011)". An annotation icon (a pencil inside a speech bubble) is positioned above the highlighted text.

b. Then click on **"Edit"** to leave an annotated comment. Click **"Save"** to add your annotated comment.



c. Hover with your mouse over the annotated area. Click on **"Edit"** to edit your comment or **"Delete"** to delete it.

### Assessing Student Submissions

1. Click on the name of the **"Assessment Tool"**.
2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions and click **"Complete"** or **"Save"**.
  - a. If you select **"Save"**, you save the entry and will remain in the Assessment Tool.
  - b. If you click **"Complete"**, you save the entry and it will prompt to the previous page.
3. After you have completed the assessment tool(s), choose one of the following actions:
  - a. **Submit**: Submit the assessment for the student to see.
  - b. **Close**: Exit the assessment tool without saving any changes (if you clicked **"Save"** in the assessment tool previously, these changes will be saved).
4. If available, comments may be left for each criterion within the score column of the rubric.

ADAMS, ELENA

Submit Close

Details **Submission(s)** [Print-Friendly View](#)

Type	Title
File	Lesson Plan.docx   <a href="#">View and Annotate</a>   <a href="#">Download</a> <i>Conversion is complete, click the link to view and annotate</i>

< BACK [Print-Friendly View](#)

**Final Dispositions Assessment**

PLEASE EVALUATE

**Personal Traits**

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Score
Candidate shows enthusiasm for teaching	<input checked="" type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="text" value="3"/>
<input type="checkbox"/> NA				

5. A Grade may be entered for the student based on the Total Score.

GRADE

Total Score:

Total Mean:

Grade:

Complete Save