

Folio Assessment Programs

(For Reviewers)

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About My Programs

Through the My Programs area, you can access any Collaborative or Folio Assessment Program that you are enrolled in and the program's associated information, resources, shared work, and DRF.

Navigate the My Programs Home Page

By default, programs are displayed with shortcut links to access the various sections of the My Programs area. To access a particular section of your program, click the appropriate link. If the shortcuts are not displayed (see "Customize the My Programs Home Page"), click the name of the program where you would like to work to access the associated program information/features.

The screenshot shows the 'My Programs Home' page. At the top, there is a header with three person icons and the text 'My Programs Home'. Below this, there are four main sections:

- Navigation Links:** A list of four links, each with a right-pointing arrow icon: 'Manage or create a folio assessment program', 'Manage or create a collaborative program', 'Self-enrollment options', and 'Customize this page'.
- Evaluation Short Cuts:** A table with an orange header 'Evaluation Short Cuts' and three rows, each with a right-pointing arrow icon and a link: 'Evaluate All', 'Reconcile All', and 'Release All'.
- Chemistry 101:** A section for a 'Folio Assessment Program' with 'DRF: Chemistry 101'. It is divided into two columns: 'General' with links 'Overview' and 'Resources', and 'Respond to Work Options' with links 'Give Feedback/Review', 'Evaluate', and 'Manage Evaluations'.
- Sharing Lessons and Units:** A section for a 'Collaborative Program' divided into three columns: 'General' with 'Overview', 'Author Options' with 'View My Work', and 'Respond to Work Options' with 'Give Feedback/Review'.

Customize the My Programs Home Page

The My Programs home page is customizable.

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 located at the top of the My Programs Home page.

My Programs Home

- Manage or create a folio assessment program
- Manage or create a collaborative program
- Self-enrollment options
- Customize this page

Evaluation Short Cuts	
»	Evaluate All
»	Reconcile All
»	Release All

You can turn off the program shortcut links by deselecting the "Show Shortcuts ..." checkbox.

To toggle whether a certain program is displayed on the home page, click the appropriate **Show** or **Hide** link.

Customize my Programs Home Page

<< [Back to My Programs Home](#)

Display Options

Show 'shortcuts' (shortcuts enable you to access program areas directly from your home page)

Program Options

Chemistry 101	[Hide]
Sample DRF Template Program (Hidden)	[Show]
Sharing Lessons and Units	[Hide]

<< [Back to My Programs Home](#)

Self-Enroll in Programs

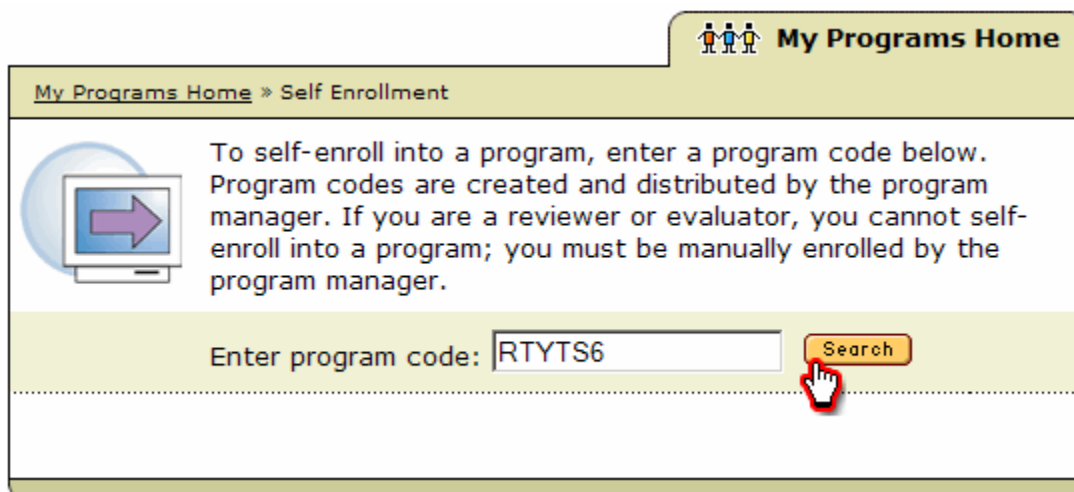
To begin, click the **Self-enrollment options** link from the My Programs Home area.

My Programs Home

- Manage or create a folio assessment program
- Manage or create a collaborative program
- Self-enrollment options
- Customize this page

Evaluation Short Cuts	
»	Evaluate All
»	Reconcile All
»	Release All

Enter the program code that has been issued to you by your instructor and/or organization in the appropriate field and click the **Search** button.



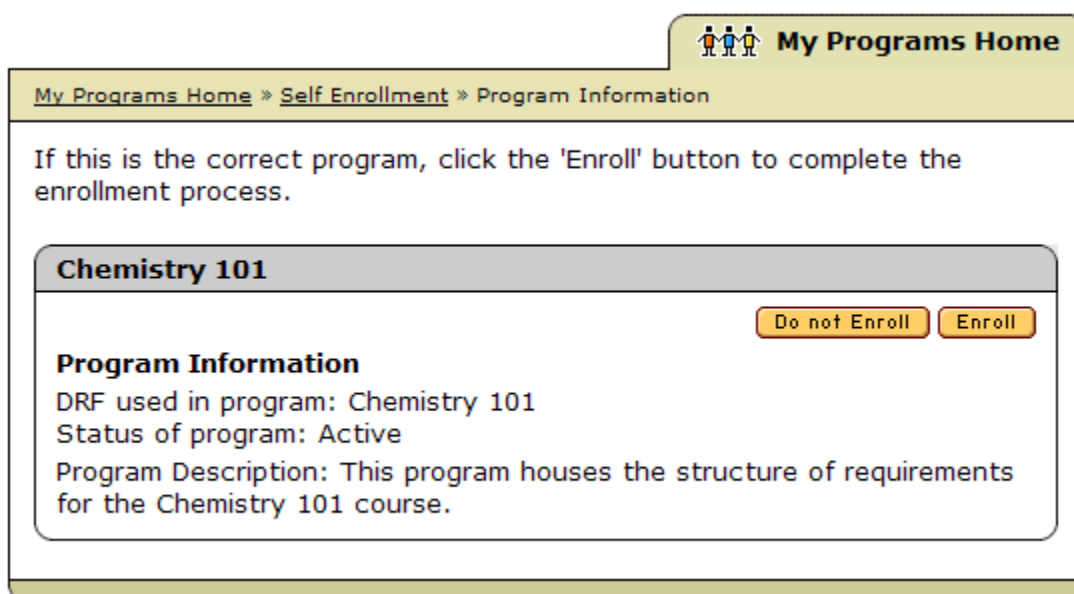
My Programs Home

[My Programs Home](#) » [Self Enrollment](#)

To self-enroll into a program, enter a program code below. Program codes are created and distributed by the program manager. If you are a reviewer or evaluator, you cannot self-enroll into a program; you must be manually enrolled by the program manager.

Enter program code:

The resulting page will allow you to review the program information that corresponds to the code that you entered. To be enrolled in the program, click the **Enroll** button. If you do not wish to be enrolled in the program at this time, click the **Do Not Enroll** button.



My Programs Home

[My Programs Home](#) » [Self Enrollment](#) » [Program Information](#)

If this is the correct program, click the 'Enroll' button to complete the enrollment process.

Chemistry 101

Program Information
 DRF used in program: Chemistry 101
 Status of program: Active
 Program Description: This program houses the structure of requirements for the Chemistry 101 course.

Note: If you enroll yourself into an inactive program, the program will not show up in your My Programs area until the Program Manager activates the program.

View Program Overview

The Overview page includes a description of your program, displays the group to which you have been enrolled, and describes your role(s) in the program.

To view a list of all of the participants in your program, click the **View Roster** link.

Then click the arrow next to each role to expand the list of individuals who have been assigned this role.

View Program Resources

The Program Resources section is available for Program Managers to share a web folio or web page of program related resources with all of the participants in a specific program.

These resources may include links to TaskStream documents, such as rubrics, lessons, units, web pages, web folios, uploaded files, and links to other websites.

Click the name of a particular resource to access it. If the resource is a lesson, unit, web folio, web page, or rubric created in TaskStream, then a printable version of that document will be opened in a new window. If the resource is a web link or uploaded file then your browser will attempt to open the link or file in a new window.

If you have difficulty accessing a web link or file, please contact the Program Manager(s).

About Folio Assessment Programs

Folio Assessment Programs define how participants will work on, request feedback on, and submit a Directed Response Folio (DRF) for evaluation.

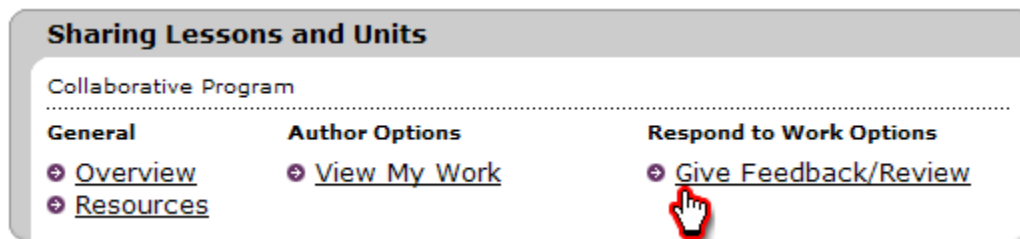
A Directed Response Folio (DRF) is a special type of folio that outlines requirements participants must fulfill. Program participants submit work for DRF requirements to an Evaluator for evaluation. Evaluators determine whether a participant has met a requirement or not, based on a specified evaluation methods.

Folio Assessment Programs: Reviewer Role

About the Reviewer Role

Reviewers provide Authors with feedback on their work. Authors can request feedback on Collaborative Programs, Folio Assessment Programs, Lessons, Units, Presentation Folios, Resource Folios and Web Pages.

Clicking on the **Give Feedback/Review** link in the My Programs area will enable you to view work that has been shared with you and monitor comments for programs in which you are participating.

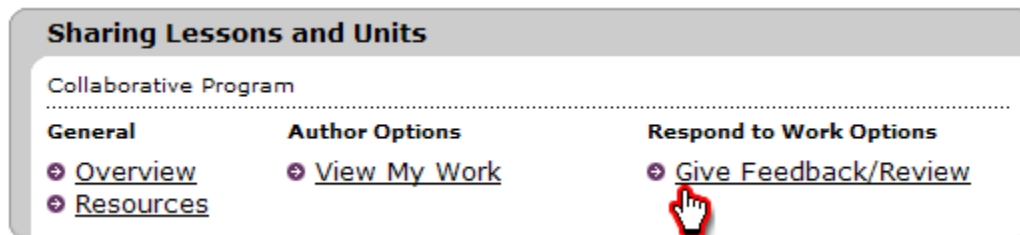


The Reviewer role is optional in the Folio Assessment Program.

Review work

As a Reviewer in a Folio Assessment Program, you can view and provide feedback on DRF's that have been shared with you prior to being submitted for evaluation.

To access work that has been shared with you, click the **Give Feedback/Review** link from the My Programs area.



Work is organized by content type. The number next to each type indicates how many work products of that type have been submitted for review. The feedback requested messages appear at the category level on this page.

You can also choose to show all work, or show only work containing new feedback requests and comments. After you have made your choices, click the **Continue** button.

Reviewer display options

Select type of work to view

- All types of work - by author (5)
- Units (1)
- Lessons (2)
- Web Folios (1)
- Web Page projects (1)

Select people

- Show people who have new requests for feedback or who have added new comments
- Show all people

Include inactive (expired) subscribers

Continue

Based on your choices, you will see a list of items available for you to review. To open work to review, click the name of the work.

Once the work opens, you will be able to add general and specific comments to the work.

Your review status settings

>>=Click to set status ★=Keep marked as new ▼=Follow-up needed ✓=Review Complete

Author Name/Title	Type	Status	Comments
John Smith			
>> John Smith's Professional Portfolio 1	Portfolio		0 total
>> New Web Page	Web Page		0 total
>> Poem Crazy 1	Lesson		2 total
>> Poem Crazy 3 (For Collaborative Program)	Lesson		7 total
>> Poetry & Creative Writing Unit 1	Unit		2 total

Add Feedback and Comments – DRF

When a DRF opens, a message at the top of the page gives a summary of the number of requested feedback areas and the number of new comments.

The left frame identifies where feedback has been requested and/or where new comments have been submitted by the Author. Any general comments submitted by the Author will appear in the General Comments area. Click on the category or requirement to read the comments.


The screenshot shows a web interface with three tabs: 'Overview', 'Program Resources', and 'Respond to Work'. The 'Respond to Work' tab is active. Below the tabs is a breadcrumb trail: 'Respond to Work Home » Search criteria » by Author » Individual Work'. The main content area displays 'Chemistry 101' by John Smith, with a note that 'Comments last requested: 7/13/2007, last modified 7/13/2007' and 'Feedback requested on 2 specific areas'. On the left, a 'General Comment Area' is shown with a tree structure under 'Specific Comment Areas' including 'Home', 'The Atomic Nature of' (with a 'Feedback Requested' icon), 'Lecture Notes' (with a 'Feedback Requested' icon), and 'Assignments'. On the right, a 'General comments' box contains an 'Add Comment' button and instructional text: 'To post a comment, click Add Comment button. To comment on a specific area of your work, click on its title in the structure tree on the left.'

To post general comments to the DRF, click the **Add Comment** button in the General Comments area. To post or respond to comments in specific areas within a DRF, click the category or requirement to which you want to post a comment, and then click the **Add Comment** button, to open the comment entry window.

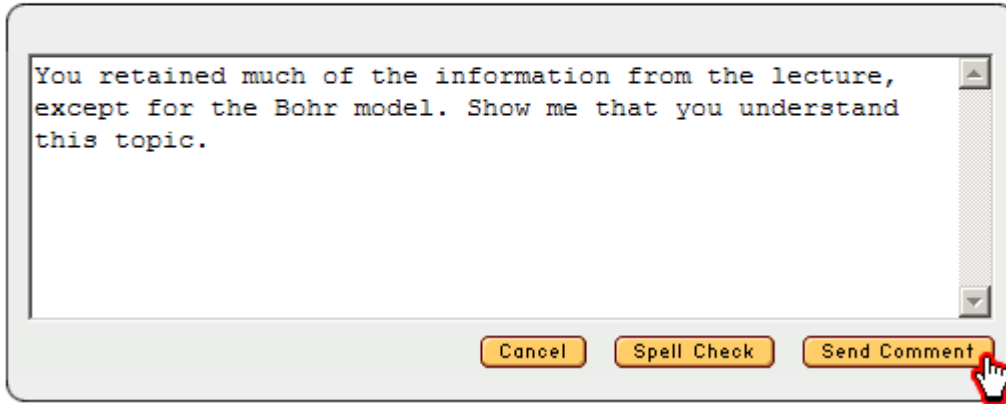
This is a close-up of the 'General comments' window. It features a title bar with a document icon, the text 'General comments', and an 'Add Comment' button. The main content area contains the same instructional text as the previous screenshot: 'To post a comment, click Add Comment button. To comment on a specific area of your work, click on its title in the structure tree on the left.' A red hand cursor icon is positioned over the 'Add Comment' button in the text, indicating it should be clicked.

When the comment window opens, enter your response in the text entry field provided, and click the **Send Comment** button. Your dated comments will appear directly above the Author's comments.

Add a general comment

[Close window](#) 

Use the area below to add a general comment about your work.



The screenshot shows a comment box with a light gray border. Inside the box, the text reads: "You retained much of the information from the lecture, except for the Bohr model. Show me that you understand this topic." To the right of the text is a vertical scrollbar. At the bottom of the box, there are three buttons: "Cancel", "Spell Check", and "Send Comment". A red hand cursor icon is pointing at the "Send Comment" button.