

Folio Assessment System: Evaluation Manager

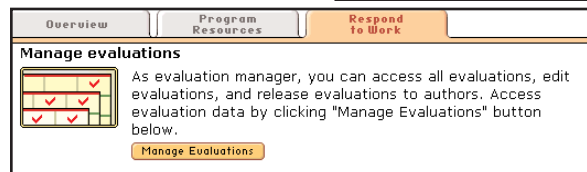
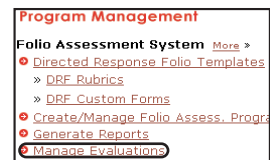
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Managing Evaluations

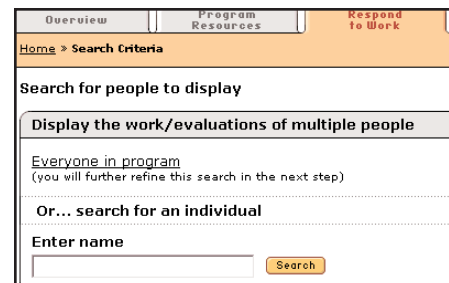
As an Evaluation Manager, you may be responsible for managing various aspects of DRF evaluations. For example, Evaluation Managers are utilized when the evaluators are not allowed to send evaluations to the authors. Evaluation Managers are responsible for reviewing the evaluations, editing the evaluations if necessary, and for sending the evaluation reports to the authors. Once an evaluation has been released, the evaluation manager may still alter the evaluation whereas the evaluators may not. If multiple evaluations are being utilized for any of the requirements of the DRF, the Evaluation Manager may have additional privileges associated with reconciling multiple evaluations. The Evaluation Manager may also have the privilege of an all-access evaluator enabling them to access any item requiring evaluation.

Oversee Evaluations: View, Edit, Release Evaluations

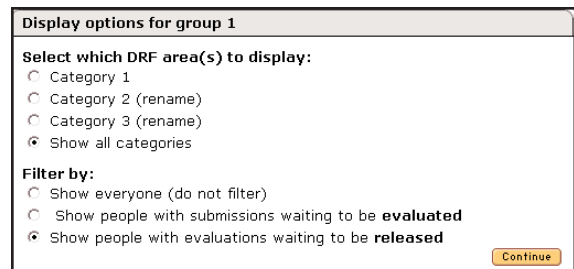
There are two ways to access the evaluation management tool. You may click the **Manage Evaluations** link on the TS Coordinator home page. You may also choose to click the **My Programs** link, select the program you want to manage evaluations for (if you are enrolled in several), and then click the **Manage Evaluations** link.



Clicking the **Manage Evaluations** link or button will open the navigational area used to search for author work submissions. You may search for everyone in the program or for an individual.



Select which DRF areas to display, or you may show all categories. Then, select your filter options. You may show everyone, those with submissions waiting to be evaluated, or those with evaluations waiting to be released.



The evaluation grid displays the work submissions that match your search criteria in the above steps. A **Release** link will appear in any category/requirement that has an evaluation ready to be sent to an author.

Note: Use the instructions from this section to access the evaluation grid mentioned in the following sections.

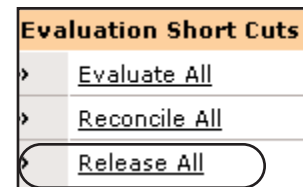
Releasing an Evaluation Score

To release the scores to the author, you must have permission to do so. Only evaluation managers with the ability to oversee and reconcile can release. All-access evaluators are allowed to release if the program allows general evaluators to release.

There are two ways in which an evaluation manager can access evaluated work awaiting release. The evaluation manager can utilize the evaluation short-cuts to access all evaluated work awaiting release across all of the programs for which he or she is assigned as an evaluation manager. The evaluation manager can also search each program for evaluated work within that program that is waiting to be released.

Release All (Evaluation Short-Cut)

To obtain a list of all evaluated work awaiting release within all programs for which you are an evaluation manager, click the **Release All** link that is located under the Evaluation Short-Cuts heading.



You will see a list of all evaluated work that is available for you to release.

By default, this list is organized by date submitted, with the evaluation that has been waiting to be released for the longest amount of time appearing at the top of the list.

You have numerous options for reorganizing this list or for filtering the information appearing in the list. You can click any of the column headings to reorganize the list.

Note: Each time you reorganize the list, the date submitted will be used as the second criteria for organization.

To view the evaluated work awaiting release for a single program, select the program you want to view from the pull-down menu located near the top-right corner of the screen.

Items To Release								
								- Show All Programs -
<small>Directions: The list below shows items that have been evaluated but not released to author, sorted in chronological order by date last evaluated. To view or edit evaluation, click 'View/Edit'. To release, select item, then click 'Release' button.</small>								
<input type="button" value="Refresh Data"/> <input type="button" value="Release Selected Evaluations"/>								
« Previous		Page 1 of 1		Next »				
<input type="checkbox"/> Select all	Evaluated	Author	Evaluator	Category	Requirement	Program	DRE	Full Grid
<input type="checkbox"/>	7/11/2006 8:43 am (EDT)	Taya Page	Chiky Guzman View/Edit	Overall Folio Evaluation	Not applicable	Simulation # 6	RETAIL STARTUP	<input type="button" value="Full Grid"/>
<input type="checkbox"/>	7/12/2006 10:47 pm (EDT)	Taya Page	Chiky Guzman View/Edit	Products	Product Detail	Simulation # 6	RETAIL STARTUP	<input type="button" value="Full Grid"/>
<input type="checkbox"/>	7/13/2006 11:31 am (EDT)	jennipher lombardo	maaike bouwmeester	SETUP	SPECS	Simulation # 6	RETAIL STARTUP	<input type="button" value="Full Grid"/>

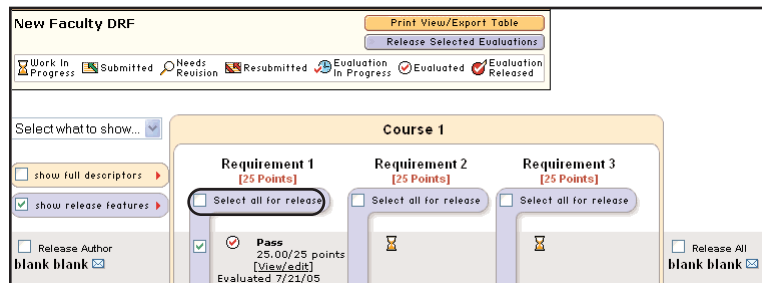
To release an item of evaluated work, select the checkbox(es) associated with the item(s) and then click the **Release Selected Evaluations** button.

Items To Release									
- Show All Programs -									
Directions: The list below shows items that have been evaluated but not released to author, sorted in chronological order by date last evaluated. To view or edit evaluation, click 'View/Edit'. To release, select item, then click 'Release' button.									
<input type="button" value="Refresh Data"/> <input type="button" value="Release Selected Evaluations"/>									
Page 1 of 1									
Select all	Evaluated	Author	Evaluator	Category	Requirement	Program	DRF	Full Grid	
<input type="checkbox"/>	7/11/2006 8:43 am (EDT)	Taya Page	Chiky Guzman	Overall Folio Evaluation	Not applicable	Simulation # 6	RETAIL STARTUP	<input type="button" value="View/Edit"/>	
<input type="checkbox"/>	7/12/2006 10:47 pm (EDT)	Taya Page	Chiky Guzman	Products	Product Detail	Simulation # 6	RETAIL STARTUP	<input type="button" value="View/Edit"/>	

Release Evaluations for a Single Program

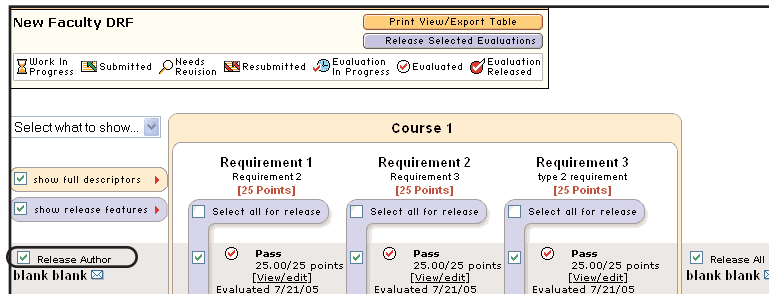
To access items awaiting release, you will first need to access the Manage Evaluations area by clicking **Manage Evaluations** from the My Programs page or from the TS Coordinator home page. Then select the DRF area for which you wish to release evaluations and select the 'Items awaiting release' option.

You will then be able to click the checkbox associated with each evaluated requirement that you wish to submit.

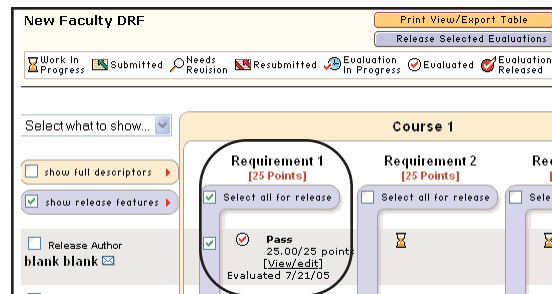


You may also release multiple evaluations simultaneously.

To release multiple evaluations for a single author, click the checkbox next to 'Release author' located in the box featuring the name of the author whose evaluation you would like to release, and then click the **Release Selected Evaluations** button.



To release multiple evaluations for certain assignments, click the checkbox next to 'Select all for release' located at the top of the columns below the names of the requirements, and then click the **Release Selected Evaluations** button.



Note: The release features may also be hidden by selecting the appropriate checkbox.

To release the scores from the evaluation area, choose the “Record as final and send evaluation to author now” option during the evaluation process.

3. Decide what to do with this evaluation

Provisional evaluation /score	Final evaluation /score
<input type="radio"/> Send back for revision This report will be sent back as a provisional evaluation to help guide author's revision. Author will have to resubmit work in order to be re-evaluated.	<input type="radio"/> 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.
	<input type="radio"/> Record as final and send evaluation to author now Author will immediately receive this evaluation report.

Reviewing an Evaluation

To review an evaluation before releasing the evaluation to the author, click the **View/Edit** link in the evaluation grid.

The evaluation summary appears with buttons for evaluating work, sending work back for revision, and for cancelling an evaluation. The evaluation manager may use this screen to review the detailed evaluation results.

Submitted by Jack Haplin (7/21/2005 3:22:08 PM)

This work has been evaluated but not released to author. See evaluation report and work below.

[Edit Evaluation /Score](#)
[Send Work Back for Revision](#)
[Cancel My Evaluation](#)

Evaluation/ Score	Work Submission	Interactions w/ Reviewer(s)	
Evaluation Results			
Author: Jack Haplin Evaluated by: blank blank (evaluator's name is not visible to author) Date evaluated: 7/21/2005 3:31:28 PM DRF template: New Faculty DRF Program: New FAP			
Evaluation Summary for Course 1: Requirement 3 (Requirement 3)			
Mark/Score: 4.00 (out of 4) [See Calculation] DRF points awarded: 25.00/25			
Detailed results (Rubric used: Technology Test Rubric)			
Use of Technology			
(1)	(2)	(3)	(4)
Student chose less than three types of technology.	Student chose three types of technology and did not explain why s/he chose them or how they were used.	Student told me three types of technology but only partially explained how the technology was used.	Student listed three types of technology and explained the reasons that show a thorough understanding of how the technology was used.
Score: 4.00			

You may release the evaluation to the author from the evaluation area or from the evaluation grid.

To enter the evaluation area, click the **Edit Evaluate/Score Work** button.

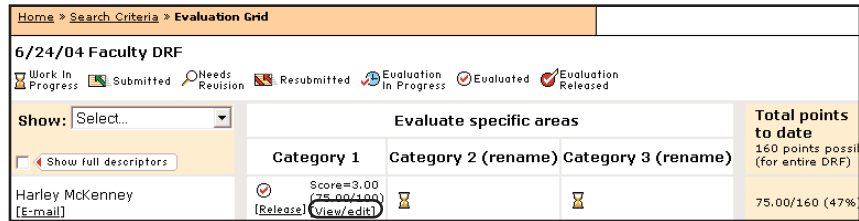
[Edit Evaluation /Score](#)

To enter the evaluation grid, click the **Back to Evaluation Grid** link at the top of the page

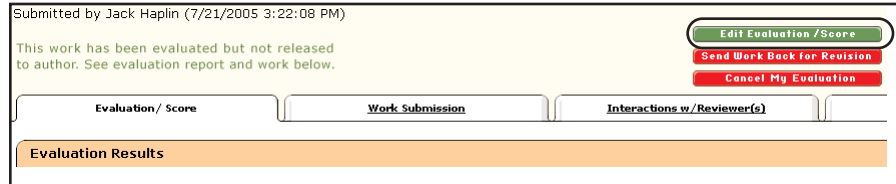
[My Programs](#)
[Help](#) | [Back to Evaluation Grid](#)

Editing an Evaluation

To edit an evaluation, click the **View/Edit** link from the evaluation grid.



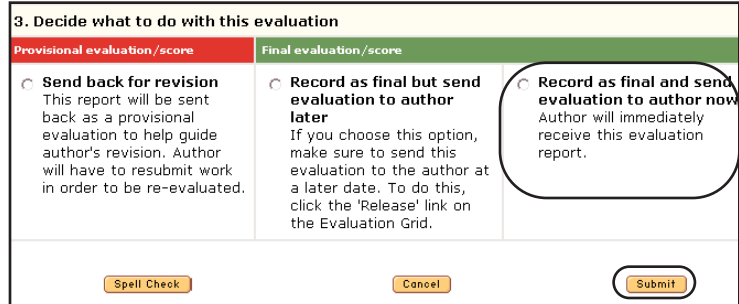
From the evaluation summary, click the **Edit Evaluate/Score Work** button to access the evaluation area.



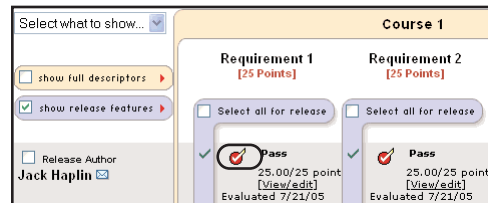
The evaluation area displays the current evaluation information. The evaluation manager may edit the existing evaluation for each requirement that is set for single evaluation mode.

For requirements set for multiple evaluations, the Evaluation Manager will only be able to edit reconciled scores.

Once the edits have been made, the evaluation manager must decide what to do with the evaluation. He or she can send it back for revision, record it as final without sending the score to the author, or record it as final and send the score to the author. To release the evaluation, choose the “Record as final and send evaluation to author now” option. Then click **Submit**.

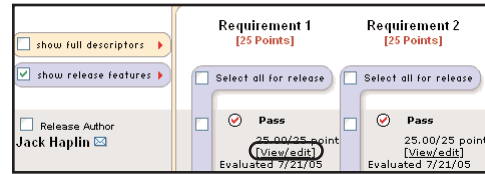


At this point, the evaluation grid displays a released status for this evaluation. The author is now able to view the evaluation.



Sending Work Back for Revision

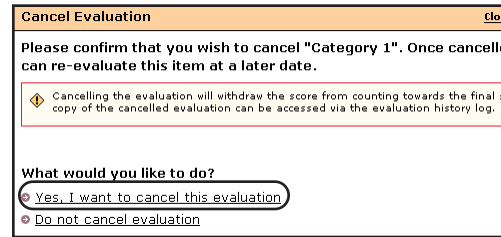
To send work back for revision, click the **View/Edit** link on the evaluation grid.



Click the **Send Work Back for Revision** button.



A confirmation screen displays a warning and allows the manager to enter a comment to explain the revision requirements. Click the **Send Back for Revision** button to complete the procedure. This will unlock the author's work. The author will have to resubmit and the evaluator will have to re-evaluate the work.

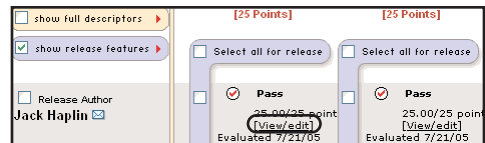


In multiple evaluation mode, the Evaluation Manager can still send work back for revision, however the Manager will receive the warning that sending the requirement back for revision would cancel all completed evaluations.

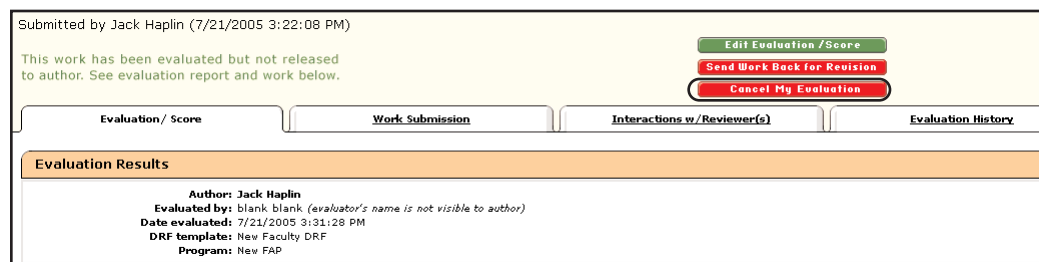
Note: The evaluations for this requirement will be recorded in the official history log.

Cancelling an Evaluation

To cancel an evaluation, click the **View/Edit** link from the evaluation grid.



From the evaluation summary page, click the **Cancel Evaluation** button.



A warning screen appears to confirm that you want to cancel the evaluation and to remind you that this cancellation will appear in the evaluation history. To proceed, click the **Cancel Evaluation (Delete)** button.

In multiple evaluation mode, the Evaluation Manager will still be able to cancel evaluations when multiple evaluations have been completed, but before proceeding,

the Manager will be warned that they will be cancelling all evaluations for the requirement. The Evaluation Manager with the privilege to oversee evaluations will also be able to cancel a released reconciliation without affecting the completed individual evaluations.

All-Access Evaluator: Evaluate any Submission

As an Evaluation Manager, you may have been granted the all-access evaluator privilege. This privilege enables you to evaluate any work submission, regardless of whether you have been grouped with the author as an evaluator or selected by author as evaluator.

Many DRF templates include an overall folio evaluation area. This Evaluation Manager permission enables you to access any overall folio evaluation area regardless of whether you have completed any of the other requirement evaluations.

This permission also facilitates the use of the multiple evaluation for author submission when Evaluator Grouping Option 3 is being utilized by a program.

Multiple individuals can be granted this permission, as needed.

Reconcile Evaluations (when Multiple Evaluations are required)

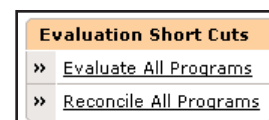
If the program for which you are the Evaluation Manager requires multiple evaluations for any of the requirements, there is an Evaluation Manager permission that will allow you to reconcile the multiple evaluations.

Accessing Work Requiring Reconciliation

There are two ways in which a reconciling manager can access evaluated work awaiting reconciliation. The reconciling manager can utilize the evaluation short-cuts to access all work awaiting reconciliation across all of the programs for which he or she is assigned as an Evaluation Manager with the permission to reconcile evaluations. The Evaluation Manager with the permission to reconcile evaluations can also search each program for submitted work within that program that is waiting to be evaluated.

Reconcile All Programs (Evaluation Short-Cut)

To obtain a list of all work awaiting reconciliation within all programs for which you have been given this permission, click the **Reconcile All Programs** link that is located under the Evaluation Short-Cuts heading.



You will see a list of all work that is awaiting reconciliation.

By default, this list is organized by date submitted, with the submission that has been waiting to be reconciled for the longest amount of time appearing at the top of the list.

	Last Evaluated	Author	Status	Category	Requirement	Program	DRE	Full Grid	Author
1	7/13/2005 8:27 am (TST)	author 1	Ready for reconciliation Reconcile	Course 1	Requirement 1	sect 9 prog	section 9 DRF - ar 7/12		author 1
2	7/23/2005 2:09 am (TST)	Jack Haplin	Reconciliation in progress Reconcile	Course 2	Requirement 1	New FAP	New Faculty DRF		Jack Haplin
3	7/23/2005 3:59 am (TST)	Jack Haplin	Reconciliation in progress Reconcile	Course 4	Requirement 2	New FAP	New Faculty DRF		Jack Haplin

You have numerous options for reorganizing this list or for filtering the information appearing in the list. You can click any of the column headings to reorganize the list.

Note: Each time you reorganize the list, the date submitted will be used as the second criteria for organization.

To view the work awaiting reconciliation for a single program, select the program you want to view from the pull-down menu located near the top-right corner of the screen.

- Show All Programs -

Directions: The list below shows your items awaiting reconciliation sorted by the oldest submissions to the newest. To resort the list in a different way, click on the column headings.
[Refresh data](#)

	Last Evaluated	Author	Status	Category	Requirement	Program	DRE	Full Grid	Author
1	7/13/2005 8:27 am (TST)	author 1	Ready for reconciliation Reconcile	Course 1	Requirement 1	sect 9 prog	section 9 DRF - ar 7/12		author 1
2	7/23/2005 2:09 am (TST)	Jack Haplin	Reconciliation in progress Reconcile	Course 2	Requirement 1	New FAP	New Faculty DRF		Jack Haplin
3	7/23/2005 3:59 am (TST)	Jack Haplin	Reconciliation in progress Reconcile	Course 4	Requirement 2	New FAP	New Faculty DRF		Jack Haplin

At any time, you can choose to view the evaluation grid for a specific program by clicking the evaluation grid icon next to an item awaiting reconciliation within that program.

Requirement	Program	DRE	Full Grid	Author
Requirement 1	sect 9 prog	section 9 DRF - ar 7/12		author 1
Requirement 1	New FAP	New Faculty DRF		Jack Haplin
Requirement 2	New FAP	New Faculty DRF		Jack Haplin

To begin reconciling an item of evaluated work, click the **Reconcile** button. This will enable you to access the reconciliation area that corresponds with that item of work.

	Last Evaluated	Author	Status	Category	Require
1	7/13/2005 8:27 am (TST)	author 1	Ready for reconciliation Reconcile	Course 1	Requirem
2	7/23/2005 2:09 am (TST)	Jack Haplin	Reconciliation in progress Reconcile	Course 2	Requirem

Reconciliation For a Single Program

To access the reconciliation area for a single program, you will first need to enter the Manage Evaluations area.

From the Manage Evaluations page, you can select the categories that you would like to see displayed in the evaluation grid and select the 'people with submission waiting to be reconciled' to see all of the items needing reconciliation.

Manage evaluations: Search for an individual

Enter name:

Or... Search for work of people in a particular group

Select all groups

Selected group: All Groups

Select DRF area to display:

- Course 1
- Course 2 (Course 1)
- Course 3 **New work submitted!**
- Course 4 **New work submitted!**
- Overall Folio Evaluation
- Show all categories

Select people to display:

- Show everyone (do not filter)
- Show people with submissions waiting to be **evaluated** (not including overall folio evaluation)
- Show people with submissions waiting to be **reconciled**
- Show people with evaluations waiting to be **released**

Manage Evaluation Grid

When items are ready to be reconciled, you can access them by clicking the **Reconcile** button. This will bring up the evaluation score summary report featuring the scores for all of the evaluations and the average of the given scores. Using the pull-down menu, you can also select 'All evaluations with full reports' or an individual evaluator's score reports to view detailed evaluation reports.

Select what to show...

Release Author
Jack Haplin

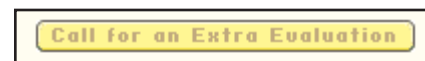
Course 4

Requirement 1 [25 Points]	Requirement 2 [25 Points]	Requirement 3 [25 Points]
<input type="checkbox"/> Select all for release <input checked="" type="checkbox"/> Req. met 25.00/25 points [View/edit] [Reconcile] 3 of 3 evals. done Evaluated 7/22/05	<input type="checkbox"/> Select all for release <input checked="" type="checkbox"/> [View/edit] [Reconcile] 3 of 3 evals. done	work not started

From the evaluation score report screen, you can also access the work submission and the evaluation history by clicking the appropriate tabs. If you would still like to proceed with the reconciliation, click the **Reconcile Evaluations** button.



If you feel that additional evaluations are necessary, click the **Call for an Extra Evaluation** button.



Reconciling Evaluations

The screen you are brought to when you click the **Reconcile Evaluations** button will depend on the evaluation method(s) in place for the requirement.

Meets/Does Not Meet Requirements and Pass/Fail

When either of these basic methods are utilized, section one of the reconciliation page will show a tally of the number of evaluations meeting each scoring option. This tally is meant to provide the reconciler with the results of the completed evaluation. The reconciler will enter the reconciled score in this area.

In section 2, the reconciler can provide an overall comment. For additional evaluation information, the reconciler can access all comments made by the evaluators by clicking the **Import Other Evaluators' Comments** button. Please note that the names of individual evaluators will not be imported.

In section 3, the reconciler can decide whether this final evaluation should be released to the author immediately or at a later date.

Once the reconciliation is complete, click the **Submit** button.

The screenshot shows a web interface for reconciling evaluations. At the top, it displays 'Course 1: Requirement 2' and a 'Close Window' button. Below this, a summary bar indicates '2 Passing marks / 1 Failing mark'. The main section is titled 'Evaluation of: Denzel Washington' and 'Work submitted on: 7/21/2005 5:10:16 PM'. It is divided into three numbered sections: 1. 'Mark as pass or fail' with radio buttons for 'Pass' (selected) and 'Fail'. 2. 'Add overall comment' with a text area containing 'This was a very good assignment', a 'Save Draft' button, and a 'View/Import Other Evaluators' Comments' button. 3. 'Decide what to do with this evaluation' with a 'Final evaluation /score' header and two radio options: 'Record as final but release evaluation to author later' (selected) and 'Record as final and release evaluation to author now' (with subtext 'Author will immediately receive this evaluation report.'). At the bottom, there are buttons for 'Spell Check', 'Save Draft', 'Cancel', 'Preview Before Submitting', and 'Submit'.

Submit

Write-In Scores

When the write-in scores method is utilized, section one of the reconciliation page will display the average of the write-in scores and the range of the given scores. The reconciler will enter the reconciled score in this area.

In section 2, the reconciler can provide an overall comment. For additional evaluation information, the reconciler can access all comments made by the evaluators by clicking the **Import Other Evaluators' Comments** button.

In section 3, the reconciler can decide whether this final evaluation should be released to the author immediately or at a later date.

Once the reconciliation is complete, click the **Submit** button.

Custom Form

When custom forms are being used as the evaluation method, section one of the reconciliation page will feature the evaluation method that was chosen to deliver the final score. This evaluation method can be any of the basic evaluation methods (pass/fail, meets/does not meet requirements, or write-in score).

Section 2 includes a pull-down menu enabling you to choose to between filling out a blank copy of the custom evaluation form or importing a form completed by one of the evaluators. If you include to import a form completed by an evaluator, you will be able to fully edit the form to reflect the

reconciliation process.

In section 3, the reconciler can decide whether this final reconciled evaluation should be released to the author immediately or at a later date.

Once the reconciliation is complete, click the **Submit** button.



Rubric

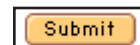
When rubrics are being used as the evaluation method, section one of the reconciliation page will feature a table showing the various scores given for each rubric criteria by each evaluator and the average score for each criteria. The final column of the table is the space where the reconciler can enter his/her scores for each criteria. To automatically use the scores given by any of the specific evaluators or the average score as the reconciled score, select the radio button corresponding with the column of scores you would like to use. Selecting the radio button will automatically use the scores from that column as the reconciled scores. You will still be able to edit the reconciled scores from this screen.

In section 2, the reconciler can provide a comment for each criterion. For additional evaluation information, the reconciler can access all comments made by the evaluators by clicking the **Import Other Evaluators' Comments** button.

Section 3 provides you with an area for an overall comment. For additional evaluation information, the reconciler can access all overall comments made by the evaluators by clicking the **Import Other Evaluators' Comments** button.

In section 4, the reconciler can decide whether this final evaluation should be released to the author immediately or at a later date.

Once the reconciliation is complete, click the **Submit** button.



Course 4: Requirement 2 Close Window

AVERAGE for all reporting evaluators: 15.00
DIFFERENCE between highest and lowest score: 10.00

Evaluation of: Jack Haplin
Work submitted on: 7/23/2005 3:53:13 AM (TST)

1 Evaluate work using rubric criteria below
View Rubric: [Technology Test Rubric]

Evaluator	BB	LK	LT	Average	Reconciled Score	
Criteria	use:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Use of Technology	10.00	20.00	15.00	15.00	<input type="text"/>	
Average Score:	10.00	20.00	15.00	15.00	average	

2 Add Rubric Criteria Comments
View Rubric: [Technology Test Rubric]

Criterion 1
Use of Technology

[View/Import Other Evaluators' Comments](#)

3 Add overall comment

[Save Draft](#) [View/Import Other Evaluators' Comments](#)

4 Decide what to do with this evaluation

Final evaluation/score

Record as final but release evaluation to author later

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

Send notification to author via external email

[Spell Check](#) [Save Draft](#) [Cancel](#) [Preview Before Submitting](#) [Submit](#)

Combination of Basic and Rubric Methods

When a basic evaluation method is being used to report the final score, the reconciler to reconcile will be able to reconcile both the basic evaluations and the advanced evaluations. In section 1, the reconciler will reconcile the basic evaluation method. The other areas of the rubric reconciliation as described above will appear.

Editing or Cancelling a Reconciliation

The reconciling evaluation manager can only edit or cancel a reconciliation until it is released to an author. After that point, it is only available for the Evaluation Manager with the Oversee Evaluations permission to edit.

Note: Cancelling a reconciliation will not affect the completed individual evaluations.

Calling for an Extra Evaluation

Clicking the **Call for an Extra Evaluation** button will bring you to a screen where you can determine the number of additional evaluations that you feel are necessary.



Note: When an item of work is waiting for an extra evaluator to complete an evaluation, arbitration, the Evaluation Manager with the permission to oversee evaluations is unable to edit, send work back for revision, or cancel evaluations.

Reconciling When Multiple Evaluations are in Progress

At any time during the multiple evaluation process, the reconciling manager is able to access the evaluations and decide whether additional evaluations are needed or whether the item is ready to be reconciled. To access the evaluation, click the **View** link from the Evaluation grid. This will bring up the evaluation score report featuring the scores for all of the evaluations and the average of the given scores.

From this screen, you can also access the work submission and the evaluation history by clicking the appropriate tabs. At any time during the multiple evaluation

Evaluate Course 4: Requirement 2
Submitted by Denzel Washington (7/22/2005 10:52:13 AM)

2 of 3 evaluations have been completed (see below). Please select one of these options.

[Edit Evaluation / Score](#)
[Suspend Evaluations - Reconcile](#)
[Send Work Back for Revision](#)
[Cancel ALL Evaluations](#)
[Cancel My Evaluation](#)

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

Show: Evaluation Summary Print View

Evaluation Summary

Author: Denzel Washington
DRF Template: New Faculty DRF
Program: New FAP
Evaluation Method: Using Rubric
Notes to Evaluator:

Reporting Evaluator	Score (out of 20)	Date
blank blank	10.00	7/22/05
Liz Taylor-A3	15.00	7/22/05
Difference between highest and lowest score:		5.00
Average for all reporting evaluators:		12.50

process, you can click the **Suspend Evaluations - Reconcile** button to initiate the reconciliation process.

After clicking the **Suspend Evaluations - Reconcile** button, you will be brought back to the evaluation grid where a **Reconcile** button will now appear.

Release Author
Denzel Washington

[View/edit]
0 of 3 evals. done

score = 15.00
18.75/25 points
[View/edit]
2 of 3 evals. done

work not started

Note: If you suspend evaluations after only one evaluation has been captured, you will not need to reconcile. The item will automatically be marked as evaluated. The score can then be released to the author.