

Folio Assessment System: Evaluator Guide

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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 Guide

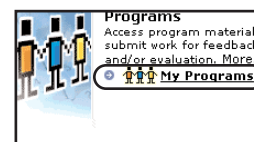
Getting Started

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.



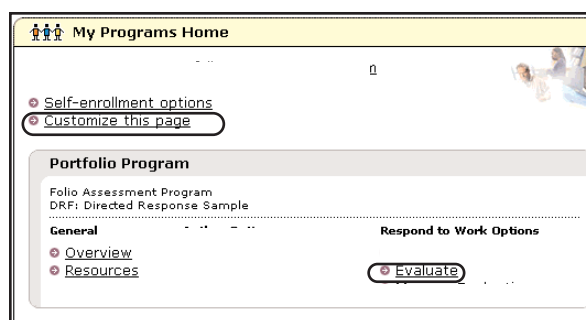
Left Navigation



Home Page

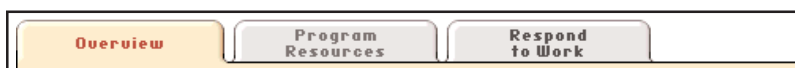
Navigating My Programs

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 to the right.



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 displayed 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.

Note: If the Author Anonymity preference has been selected by the Program Manager, the evaluators will not be able to view the names of the authors involved in this program. Therefore, the email link will not be available either.

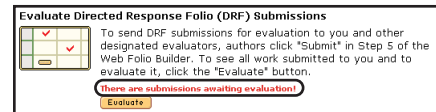
Program Resources

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.



Evaluate - Score Work/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

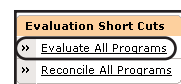
Only program participants who are evaluators may evaluate DRF submissions. This portion of the document describes each step of the evaluation process. You may read each subsection in order to get a thorough explanation of each step or skip to the “Evaluating a DRF” section to get a quick start.

Accessing Author Work

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

Evaluate All Programs (Evaluation Short-Cut)

To obtain a list of all work submitted to you within all programs for which you are an evaluator, click the **Evaluate All Programs** link that is located under the Evaluation Short-Cuts heading.



You will see a list of all submitted work that is available for you to evaluate.

Note: Submitted work from programs with grouping option 1 or 2 selected may also be available to other evaluators within the program.

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

Submitted	Author	Status	Category	Requirement	Program	DRF	Full Grid	Author
10/7/2005 1:14 pm (EDT)	mbtest444 mbtest444 (inactive)	Submitted Evaluate	test auto-submit 1	Not applicable	demo-1-12-04t	_AAA-10-25		mbtest444 mbtest444 (inactive)
10/6/2006 9:12 am (EDT)	Romeo Giron	Submitted Evaluate	test auto-submit 1	Not applicable	demo-1-12-04t	_AAA-10-25		Romeo Giron
10/10/2006 1:22 pm (EDT)	maaike bouwmeester	Submitted Evaluate	Course 1	Rubric Auto-Average	Romeo Test Program 3	Romeo's Test DRF 3		maaike bouwmeester
10/10/2006 1:22 pm (EDT)	maaike bouwmeester	Submitted Evaluate	Course 1	Pass/Fail	Romeo Test Program 3	Romeo's Test DRF 3		maaike bouwmeester
10/10/2006 1:22 pm (EDT)	maaike bouwmeester	Submitted Evaluate	Course 1	Eval Cutom form with write in	Romeo Test Program 3	Romeo's Test DRF 3		maaike bouwmeester

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.

By default, this view will not include overall folio evaluations. If you wish to include overall folio evaluations, check the Include Overall Folio Evaluations checkbox.

Submitted	Author	Status	Category	Requirement	Program	DRF	Full Grid	Author
10/7/2005 1:14 pm (EDT)	mbtest444 mbtest444 (inactive)	Submitted Evaluate	test auto-submit 1	Not applicable	demo-1-12-04t	_AAA-10-25		mbtest444 mbtest444 (inactive)

To view the submitted work awaiting evaluation 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.

Submitted	Author	Status	Category	Requirement	Program	DRF	Full Grid	Author
10/7/2005 1:14 pm (EDT)	mbtest444 mbtest444 (inactive)	Submitted Evaluate	test auto-submit 1	Not applicable	demo-1-12-04t	AAA-10-25		mbtest444 mbtest444 (inactive)
10/6/2006 9:12 am (EDT)	Romeo Giron	Submitted Evaluate	test auto-submit 1	Not applicable	demo-1-12-04t	_AAA-10-25		Romeo Giron
10/10/2006 1:22 pm (EDT)	maaike bouwmeester	Submitted Evaluate	Course 1	Rubric Auto-Average	Romeo Test Program 3	Romeo's Test DRF 3		maaike bouwmeester
10/10/2006 1:22 pm (EDT)	maaike bouwmeester	Submitted Evaluate	Course 1	Pass/Fail	Romeo Test Program 3	Romeo's Test DRF 3		maaike bouwmeester

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 evaluation within that program.

To begin evaluating an item of submitted work, click the **Evaluate** button. This will enable you to access the evaluation area that corresponds with that work submission.

Submitted	Author	Status	Category	Requirement	Program	DRF	Full Grid	Author
7/13/2005 7:40 am (TST)	author 1	Submitted Evaluate	Overall Folio Evaluation	Not applicable	sect 9 prog	section 9 DRF - ar 7/12	[Full Grid]	author 1
7/21/2005 9:29 am (TST)	blank blank	Submitted Evaluate	Category 1	Not applicable	berna test folio	friday DRF s-berna	[Full Grid]	blank blank
7/21/2005 8:56 am (TST)	blank blank	Submitted Evaluate	Overall Folio Evaluation	Not applicable	New FAP	New Faculty DRF	[Full Grid]	blank blank
7/22/2005 6:43 am (TST)	Liz Taylor-A3	Submitted Evaluate	Overall Folio Evaluation	Not applicable	New FAP	New Faculty DRF	[Full Grid]	Liz Taylor-A3

Evaluation For a Single Program

To begin the evaluation process for a single program, click the **Evaluate** link from the My Programs home page or 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.

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

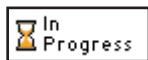
The evaluation grid will display the categories, requirements, and statuses for each author that you are paired with. The grid will display items based on the search criteria entered in the previous section. Each evaluate button indicates that the author has submitted the category or requirement for 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				
Teacher's Knowledge Base				
	Awareness	Unit Plans	Lesson Plans	Curric. Mats.
Show: <input type="text" value="Select..."/> <input type="checkbox"/> Show full descriptors Any User [E-mail]				
	<input type="button" value="Evaluate"/>	<input type="button" value="Evaluate"/>	<input type="button" value="Evaluate"/>	

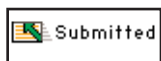
The grid will display items based on the search criteria entered in the previous section. Each evaluate button indicates that the author has submitted the category or requirement for evaluation. If neither an evaluate button or status appears, the author has not begun work on that DRF area.

If your programs has the Author Anonymity preference enabled, you will not see the names of the authors in the first column. Instead, you will see one of two things. If your organization is collecting the student ID for each author, the student IDs will be displayed. If the student ID collection feature is not enabled by your organization, you will see a random ID that has been generated by the system.

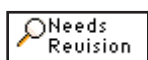
There are several statuses which can be displayed in the evaluation grid for work submitted to a DRF. The evaluation status of work submissions, will be identified with one of the following icons:



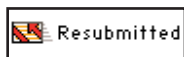
The *In Progress* status appears after work has been added to the requirement level of a DRF.



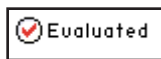
The *Submitted* status appears to the author after he/she has clicked the Submit button to submit work for evaluation.



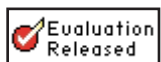
The *Needs Revision* status appears to an author after an evaluator has reviewed the work and has determined that revisions are needed.



The *Resubmitted* status appears to the author after he/she has revised and re-submitted DRF work.

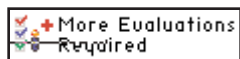


The *Evaluated* status appears after the author's work has been evaluated and given a score.



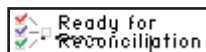
The *Evaluation Released* status appears after submitted work has been evaluated and the evaluation results have been released to the author.

There are additional statuses that become available if you are an evaluator in a program that requires multiple evaluations for certain requirements.

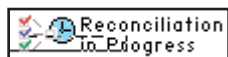


The *More Evaluations Required* status is displayed after at least one evaluation has already been completed for the submitted work to specify that additional evaluations are needed.

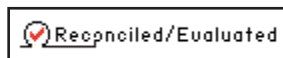
Note: When this status is displayed, only evaluators who have been assigned access to the work submission will be able to conduct the additional evaluation(s).



The *Ready for Reconciliation* status appears after the required multiple evaluations have been completed. It communicates to the Evaluation Manager that the multiple evaluations are ready to be reconciled.

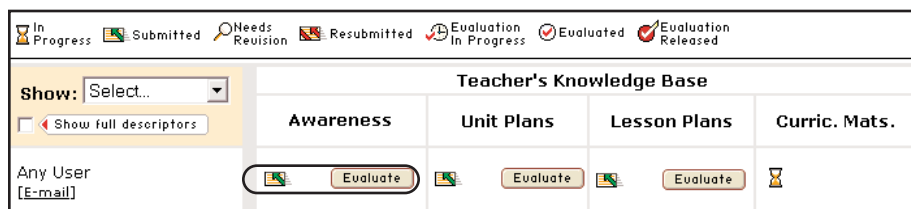


The *Reconciliation in Progress* status is displayed when the Evaluation Manager is in the midst of the reconciliation process.



The *Reconciled/Evaluated* status appears when the Reconciliation Evaluation Manager has completed the reconciliation process.

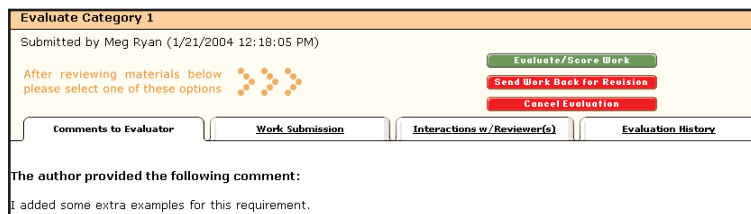
To begin the evaluation process, click the **Evaluate** button in the DRF area you would like to evaluate. This will display the evaluation area.



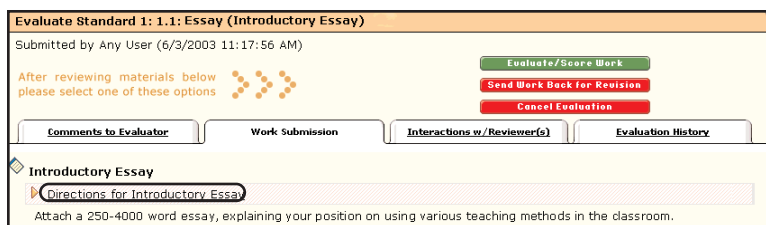
Evaluation Area

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

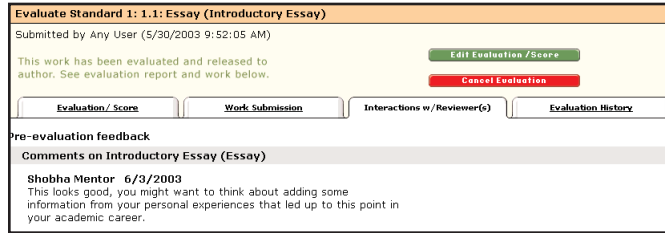
The Comments to Evaluator section will display any comments the author has sent regarding their DRF.



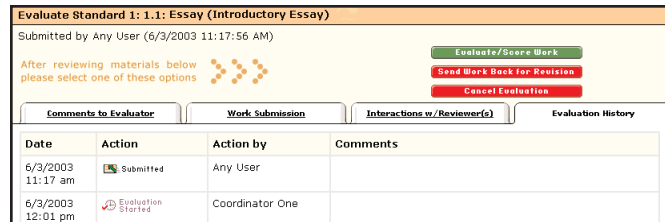
The Work Submissions section will display the work submitted by the author. Clicking the section title to view the work.



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.

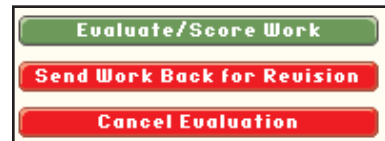


Scoring Work

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 Send Work Back For Revision button will only appear in the cases where only one evaluation is required or during the first evaluation when multiple evaluations are required. Once one evaluation has been completed for a work submission that requires multiple evaluations, the subsequent evaluators will not be able to send work back for revision.

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 various basic and advanced evaluation methods. The basic evaluation methods include: Pass/Fail, Meets requirement/Does not meet requirement, and Write-in Score. The advanced evaluation methods include: Custom Evaluation Form and Rubric. In some cases, a combination of a basic evaluation method and an advanced evaluation method may be used.

At the top of the evaluation screen, you will see either the author's name or an ID for the author if the author anonymity feature is enabled for the program. You will also see the date and time that the work submitted and any instructions for the evaluation that may have been included by the creator of the Directed Response Folio template. The evaluation screen also contains three or four 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. Certain rows of the rubric may also have a

Not Applicable option. If the rubric has the Not Applicable option enabled, you will be able to select the Not Applicable checkbox to opt out of scoring specific rows. Please note that you should only select Not Applicable if a section is truly not applicable.

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

Your organization may choose to communicate the rubric scores to the Authors using numeric values, performance level labels or both. When you view the completed evaluation report, you will be able to see whether performance level labels are being used. If there is an asterisk after the numeric value score, Authors will not see the numeric value.

Evaluation Results			
Author: Student Name			
Evaluated by: Evaluator Name (evaluator's name is not visible to author)			
Date evaluated: 10/17/2006 2:08:36 PM (TDT)			
DRF template: Directed Response Sample			
Program: Portfolio Program			
Evaluation Summary for Course 4: Requirement 12			
Final Score: 2.67 (out of 4) * [See Calculation]			
Fair/Good			
Detailed results (Rubric used: My Rubric)			
Partner work self assessment			
(1) Poor	(2) Fair	(3) Good	(4) Exemp
Not all links work and titles may be missing. Annotation minimal or missing and do not convey the content of the site adequately.	The links works. The titles are appropriate and the annotations give some idea of the site content. Annotations too brief or unclear	The links works well. The titles are appropriate and the annotations give some idea of the site content. Annotations too brief or unclear	The links w are appropri annotation describes t relevant fa
Criterion Score: 3.00 * Good			

For evaluations using a custom evaluation form, section 1 will contain the evaluation form with appropriate response areas under each section of the form.

Note: The maximum character limit for each open-ended question will be displayed beneath the response area.

Depending on the settings of the DRF template, the evaluation form and the rubric may not be released to the author. In these cases, only the final score will be released to the author.

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

For write-in evaluations, section 1 will contain a field where a numeric mark or score is entered.

Secondary Evaluation Method

Some requirements may be assigned two methods of evaluation: a basic evaluation method and an advanced evaluation method. In this case, the basic evaluation method will be either pass/fail, meets/does not meet requirements, or write-in score. The advanced method will be either a form or a rubric.

Add Overall Comment

When a rubric or a basic evaluation method has been chosen as the primary evaluation method, the next section will allow you to add overall comments. This section will not be available if the evaluation form is being used for evaluation. 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.

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="checkbox"/> Send notification to author via external email	<input type="radio"/> Record as final but release evaluation to author later
	<input type="radio"/> Record as final and release evaluation to author now Author will immediately receive this evaluation report. <input type="checkbox"/> Send notification to author via external email

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. 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.

Provisional evaluation/score

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.
 Send notification to author via external email

Note: The Send Work Back For Revision option will only appear in the cases where only one evaluation is required or during the first evaluation when multiple evaluations are required. Once one evaluation has been completed for a work submission that requires multiple evaluations, the subsequent evaluators will not be able to send work back for revision. Only an Evaluation Manager with permission to oversee evaluations can send work back for revision.

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.

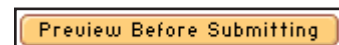
Final evaluation/score

Record as final but release evaluation to author later

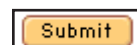
Record as final and release evaluation to author now
 Author will immediately receive this evaluation report.
 Send notification to author via external email

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. All areas where multiple evaluators are required to evaluate the work will not allow evaluators to release the scores.

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.

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 whose evaluation you would like to edit. The

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)

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.

All evaluators will be able to view their completed evaluation reports at any time. When Multiple Evaluations are required, the evaluators will only be able to view their reconciled evaluation in the final score area after the multiple evaluations have been reconciled.

Rescoring Resubmitted Work

When work that has already been provisionally scored and sent back to revision gets resubmitted, you are able to import the provisional evaluation as a starting point for the new evaluation.

To copy the provisional evaluation, click the Copy Last Evaluation button that is located at the top of the scoring area for the resubmitted requirement. This will populate the scoring fields. At this time, you can choose to alter the scoring report before either marking the evaluation as final or sending the work back for revision an additional time.

Shakespearean Film Studies: Romeo and Juliet Film Review (Requirement 4)

Evaluation of: Lance Thomas
Work submitted on: 3/16/2007 1:42:55 PM (EDT)

An evaluation was completed by Marilyn Smith on 3/13/2007 before work was sent back for revision. Would you like to copy this evaluation as a basis for your new evaluation?

Copy Last Evaluation

Evaluate work using rubric criteria below
 (note: rubric is for administrative record only; it will not be made visible to author)
 Rubric being used: English Rubric

Show criteria descriptions
 Show comment areas

Clear Analysis

1 Below Standards	2 Meets Standards	3 Exceeds Standards
The assignment lacks clarity.	The assignment has moments where it is not clearly analyzed.	The assignment provides an exceptional analysis.
Comment on this criterion (optional)		