

Folio Assessment System: Reviewer's Guide

Folio Assessment System	5.2.2
Folio Assessment Program Participant Roles	5.2.2
Author	5.2.2
Reviewer	5.2.2
Evaluator	5.2.2
Program Manager	5.2.2
Reviewer's Guide	5.2.3
Getting Started	5.2.3
Navigating My Programs	5.2.3
Overview	5.2.3
Program Resources	5.2.4
Respond to Work	5.2.4
Reviewing Directed Response Folios (DRF's)	5.2.5
Accessing DRF's to Review	5.2.5
Feedback and Comments - DRF	5.2.6

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 submitting and tracking author 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 a Reviewer.

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.

Reviewer's Guide

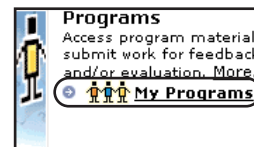
Getting Started

Through the My Programs area you can access work that has been shared with you, and monitor collaborative dialogs for programs in which you are participating. The reviewer role is optional in the Folio Assessment Program.

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



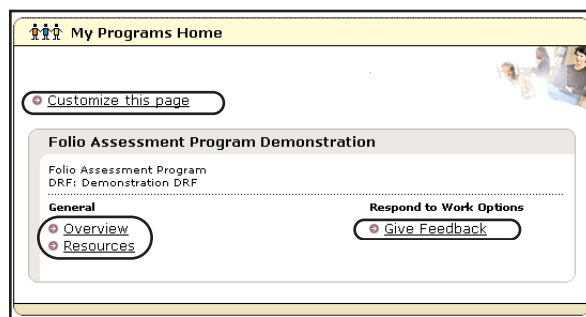
Left Navigation



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.

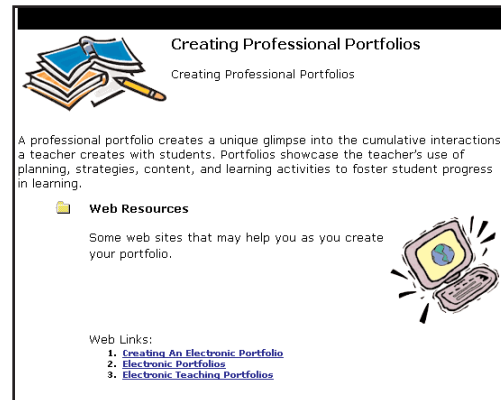


Overview

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 a reviewer, can provide feedback on shared work.

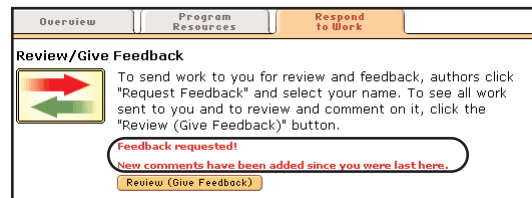
Program Resources

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.

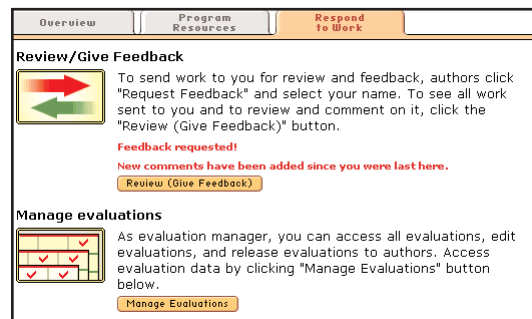


Respond to Work

In the Respond to Work section you will see an alert when any feedback requests have been sent by authors within your program to you. You will be able to respond to the shared work by sending feedback through the general or specific comment areas.



Depending on your roles in the Folio Assessment Program, you may also see options for managing evaluations and evaluating Directed Response Folios (DRF's) that would also appear in the Respond to Work area.



Reviewing Directed Response Folios (DRF's)

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.

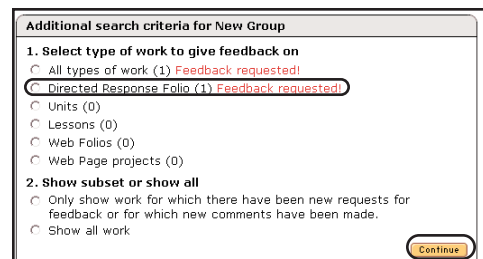
To access work that has been shared with you, click the **Respond to Work** tab. If feedback has been requested by authors within your program, you will see a "Feedback Requested" message shown in red text. Click the **Review (Give Feedback)** button to access the submitted work and give feedback.



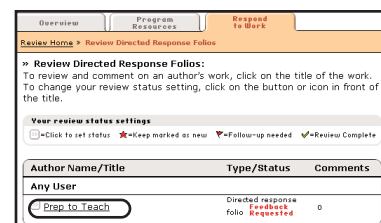
Accessing DRF's to Review

Work is organized by category. The number next to each category 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.

There is also a choice of how to display the work - show all work, or show only work containing new feedback requests and comments. After you have made your choices, click the **Continue** button.



To review and/or respond to work, click the title of the appropriate item. For more advanced directions about how to provide feedback on a specific type of work product, please refer to the guide for the specific tool you used to create the work.



Feedback and Comments - DRF

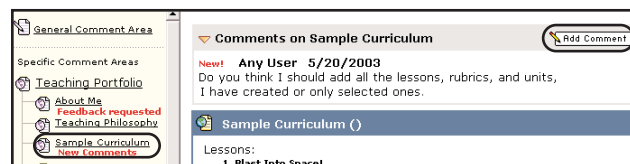
When a DRF opens, a message at the top of the page gives a summary of the number of requested feedback areas and the number of new comments.

The left frame identifies where feedback has been requested and/or where new comments have been submitted by the author.

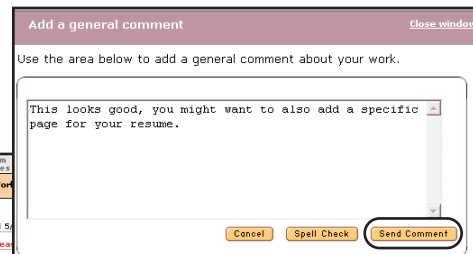
Any general comments submitted by the author will appear in the General Comments area. Click on the category or requirement to read the comments.



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, then click the **Add Comment** button, to open the comment entry window.



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.

