



Assessment Scoring Tutorial

New York City College of Technology

Instructional Technology & Technology Enhancement Centers (iTEC)

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TK20 website: <https://citytechcuny.tk20.com>

System Requirements:

Tk20 recommends and fully supports the latest two versions of the following browsers for optimal use:

- Google Chrome
- Mozilla Firefox*
- Microsoft Internet Explorer 10 and 11. Future versions of IE will not be supported.
- Safari

*We recommend using Mozilla Firefox browser if you are working on a Linux platform.

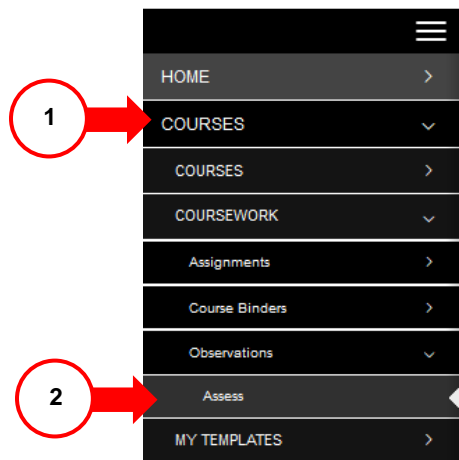
Make sure you are logged in to TK20 as a Faculty role.

Making rubrics available: Before assessing a student's work, you will need to make the rubrics available. This is a one-time task.

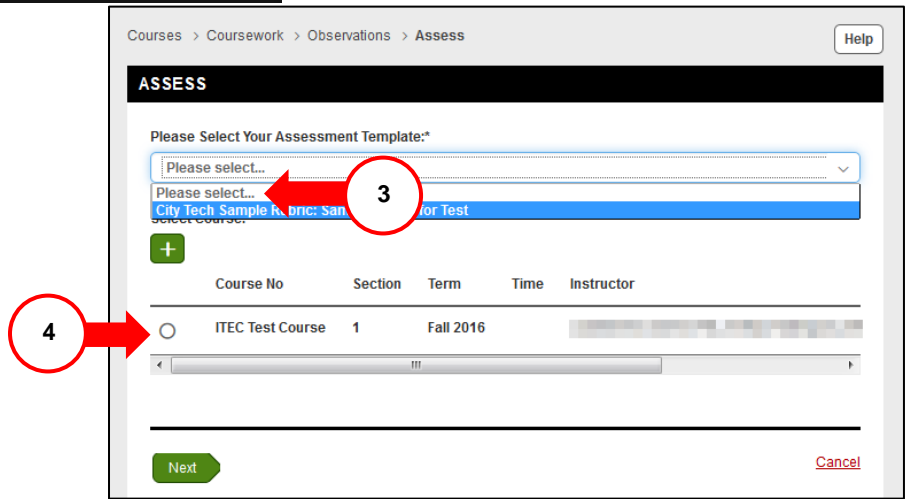
1. Click on **Courses -> Libraries -> Assessment Tools**.
2. Select the rubric(s) you will be using for assessment scoring.
3. Click on the **Star** to make the rubric available.

The screenshot shows the TK20 interface. On the left is a dark navigation menu with a hamburger icon at the top. The menu items are: HOME, DOCUMENT ROOM, COURSES, COURSES, COURSEWORK, MY TEMPLATES, REPORTS, LIBRARIES, and Templates. A red circle with the number '1' and an arrow points to the 'Assessment Tools' link under the 'LIBRARIES' section. On the right is the main content area, which is a list of rubrics. A red circle with the number '2' and an arrow points to the checkbox next to the rubric 'CityTech GenEdOralCommunication_Rubric for Spring 2015 v2', which is currently checked. Another red circle with the number '3' and an arrow points to the star icon at the top left of the rubric list, which is currently unchecked.

Assessment Scoring: In order to assess a student's work, you will need to create an observation.



1. Click on **Courses** -> **Coursework** -> **Observations**.
2. Click on **Assess**.
3. Go to **Please Select Your Assessment Template**. This is where you will find your rubric.
4. Choose your course from those available by clicking on the radio button next to the course name and then clicking on **Next**.



Courses > Coursework > Observations > Assess

ASSESS


Please Select Your Assessment Template:*

Please select...
Please select...
City Tech Sample R...
Select course...

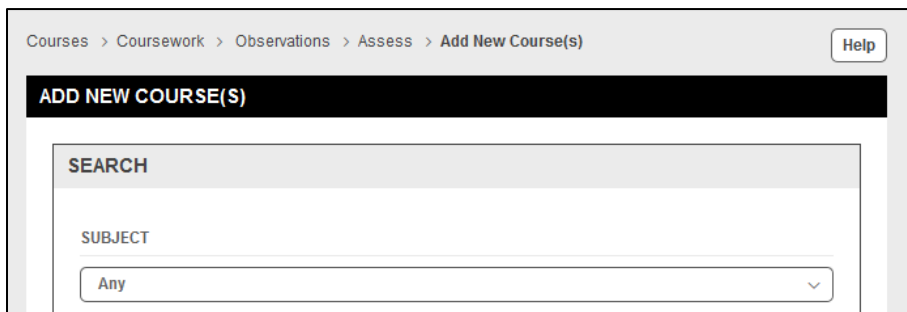
+

Course No	Section	Term	Time	Instructor
<input type="radio"/>	ITEC Test Course	1	Fall 2016	

Next Cancel

Note: If you could not find the course available, click on the **Green plus button**  to search for a course.

- a. Search for the course by your course number.
- b. Place a checkmark next to the course you want to assess.
- c. Click **Add**.



Courses > Coursework > Observations > Assess > Add New Course(s)

ADD NEW COURSE(S)

SEARCH

SUBJECT

Any

ASSESS

ASSESSMENT INFORMATION

Assessment Name:*

Total Weight:

Include in Grade?
 Yes
 No

test student1:

<input type="checkbox"/>	Title	Status	Submit Date
<input type="checkbox"/>	City Tech Sample Rubric: Sample Rubric for Test #1	Assessment Complete	09/08/2016

Assess Page

When you get to the Assess page, you should see your students listed.

1. Next to **Assessment Name**, you will see the title of the assessment. You can add your course number to the title of the assessment.
2. Leave **Total Weight** at 0.
3. Leave **Include in Grade** at No.

4. **Students List:** To assess a student, click on the **Green plus button** next to their name.
 - a. **Optional:** Enter the **Date of Observation**.
 - b. Enter the **Subject of the Lesson**.
 - c. Go to the **Indicator** and select any of the radio buttons or **N/A** if not applicable.
 - d. **Do not** enter anything in the **Score** box.

Courses > Coursework > Observations > Assess > Add New Observations Help

ADD NEW OBSERVATIONS

SAMPLE RUBRIC

Date of Observation:

Subject of the Lesson:

Indicator

	Excellent	Good	Fair	Needs Development	Score
Product Knowledge	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	<input type="text" value="Score"/>
<input type="checkbox"/> NA					

The screenshot shows a rubric assessment interface. At the top, there are fields for 'Rubric Score: 17' and 'Rubric Mean: 3.4'. Below this is an 'Upload File' section with a '+ Select File' button and a 'Drag and drop file here' area. A 'GRADE' section is visible, containing a 'Record Name*' field with the text 'City Tech Sample Rubric: Sample Rubric for Test #1', a 'Grade:' field, a 'Rubrics Total:' field with '17', a 'Total Mean:' field with '3.4', and a 'Score:' field with '0.0'. At the bottom right, there are 'Submit', 'Save', and 'Close' buttons. Red circles with arrows point to specific elements: 'e' points to the Rubric Score field, 'f' points to the '+ Select File' button, 'g' points to the 'GRADE' label, and 'h' points to the 'Submit' button.

e. The calculated rubric **score** and rubric **mean** will be shown at the bottom.

f. Click **Select File** if you want to **upload a file of your student's work/exemplar (see note below)***

g. Ignore the **Grade section**, since it's not going into a Gradebook for students to view.

h. Click **Submit** when you are done assessing the student. (Click **Save** if you want to go back and edit.)

i. Repeat **steps a–h** for each student.

***f. Important Note:** For each **section** of a course you teach, you should **upload** a minimum of

3 exemplars showing student work with high, average, and low scoring. You can upload a maximum of 9 exemplars, but you must have at least one for high, one for average, and one for low scoring student work per course section.

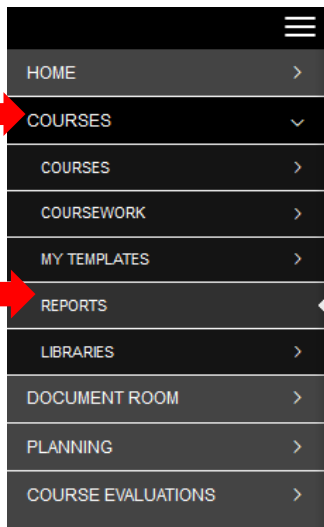
5. After scoring each student, click **Save** at the bottom of the **Assess** page.

The screenshot shows a table of student assessments. The table has columns for 'Title', 'Status', and 'Submit Date'. One row is visible with the title 'City Tech Sample Rubric: Sample Rubric for Test #1', status 'Assessment Complete', and submit date '09/08/2016'. Below the table are 'Save' and 'Close' buttons. A red circle with an arrow points to the 'Save' button, labeled with the number '5'.

6. Click **Close** and click **Yes** when the pop up window appears.

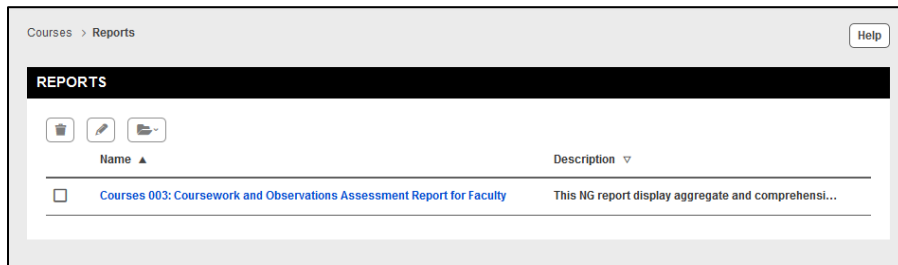
The screenshot shows a confirmation dialog box with the text 'Would you like to save before closing?'. At the bottom, there are three buttons: 'Yes', 'No', and 'Cancel'. A red circle with an arrow points to the 'Yes' button, labeled with the number '6'.

Note: Don't delete any rubric.



Course Reports

1. Click on the **Courses** tab.
2. Click on **Reports**.
3. Click on the name of the report, such as **Courses 003: Coursework and Observations Assessment Report for Faculty**.



REQUIRED AND RECOMMENDED FILTERS

Form Active Status:*

Assessment Tool:*

Form Instance:*

Assessment Status:*

Term(s):*

Course(s):*

Coursework Type:*

Coursework Template (Note: Applies differently to observations.):*

Programs:*

Majors:*

Minors:*

- a. **Form Active Status:** Click **Select All** to select all data.
- b. **Assessment Tool:** Select the rubric you just used to assess the students.
- c. **Form Instance:** Select the rubric you just used to assess the students.
- d. **Assessment Status:** Select **Submitted**.
- e. **Term:** Select the current term.
- f. **Course:** Select the name of the course you are assessing.
- g. **Coursework Type:** Select **Observation**.
- h. **Coursework Template:** Select the **rubric/observation** you just used.
- i. **Program:** Click **Select All**.
- j. **Majors:** For General Education, click **Select All**. For specific programs, click the corresponding major.
- k. **Minors:** Select **None**.

Report Display Options

Include prepared on date stamp:

Yes
 No

Include prepared by user:

Yes
 No

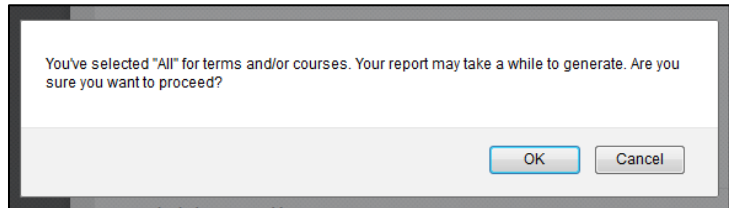
For Rubric calculations only (e.g. mean, median, mode, and standard deviation):

Use predefined rubric values
 Use values manually input by assessor

For Likert Scale and Rubric question types only:

Display criteria together
 Display criteria separately

- l. **User Group:** Leave it alone.
- m. Also leave **Additional Filters** alone.
- n. Click **Yes** for **Include prepared on date stamp**.
- o. Click **Yes** for **Include prepared by user**.
- p. **For Rubric calculations only:** Select **use predefined rubric values**.
- q. **For Likert Scale and Rubric question types only:** Select **Display criteria separately**.
- r. Click **Generate** and click **OK** when the pop up window appears.



- 4. The Report will appear.
 - a. The **Analytic Display** tab shows the data in graphs and charts. The **Data Display** tab shows the data in a table. **Parameters** allow you to set new filters to view the report.

Courses > Reports > Courses 003: Coursework and Obser...

Help

COURSES 003: COURSEWORK AND OBSERVATIONS ASSESSMENT REPORT FOR FACUL...

Parameters Thursday, September 08, 2016 03:59 PM | Prepared by [User]

Analytic Display | Data Display

Share | Export

DATE OF OBSERVATION:

Last Name	First Name	PID	Response
student1	test	teststudent1	09/06/2016

[View All Responses](#)

Responses (n): 1
Response Rate: 16.67%

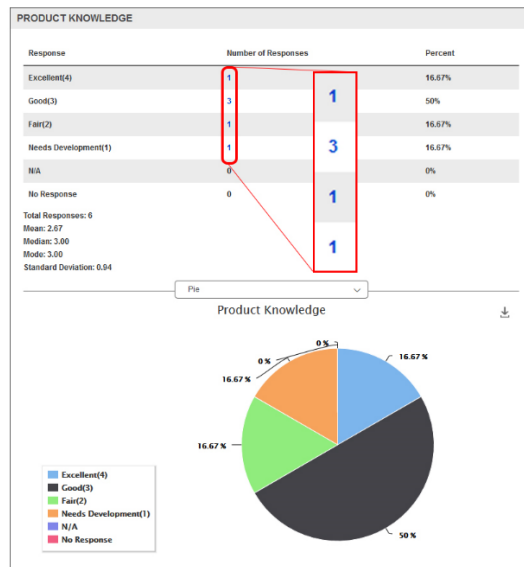
SUBJECT OF THE LESSON:

Last Name	First Name	PID	Response
student1	test	teststudent1	test

[View All Responses](#)

Responses (n): 1
Response Rate: 16.67%

- b. Any blue **hyperlinks** on the report can be clicked on. It will show you the original rubric data.



Note: Zoomed in area shows hyperlinks which are in blue.

- c. Data from the original rubric can be exported to **Excel** or as a **PDF** by clicking the **Export** button.

Last Name	First Name	PID	Program(s)	Major(s)	Email	Evidence
student1	test	teststudent1	Unassigned			City Tech Sar
student2	test	teststudent2	Unassigned			City Tech Sample Rubric: Sample Rubric for Test #1
student3	test	teststudent3	Unassigned			City Tech Sample Rubric: Sample Rubric for Test #1

- d. Data can also be exported to your computer or you can share it. Click on **Share** to email to someone else.

Share and Export buttons in the Analytic Display Tab:	Share and Export buttons in the Data Display Tab: