



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.

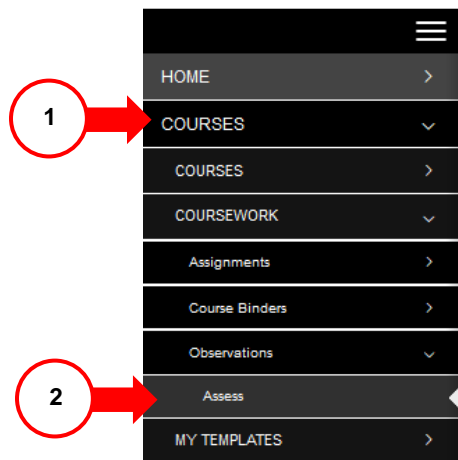
Make sure you are logged in to TK20 as a Faculty role.

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

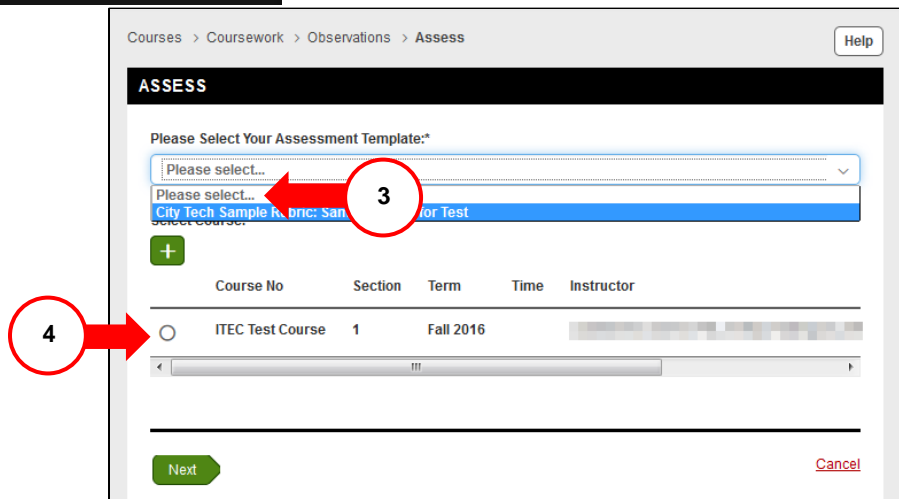
1. Click on **Courses** -> **Libraries** -> **Assessment Tools**.
2. Select the rubric(s) you will be using for assessment scoring.
3. Click on the **Star** to make the rubric available.

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. The 'LIBRARIES' item is expanded, showing 'Assessment Tools' and 'Templates'. A red circle with the number '1' and an arrow points to 'Assessment Tools'. On the right is the 'Assessment Tools' page. It has a star icon in the top left corner, circled with a red circle and the number '3', with an arrow pointing to it. Below the star is a list of rubrics, each with a checkbox. The rubric 'CityTech GenEdOralCommunication_Rubric for Spring 2015 v2' is selected, indicated by a green checkmark in its checkbox, which is circled with a red circle and the number '2', with an arrow pointing to it. Other rubrics listed include 'Assessment Tool', 'AAC&U Value Rubric: Critical Thinking', 'AAC&U Value Rubric: Intercultural Knowledge and Competence', 'AAC&U Value Rubric: Oral Communication', 'AAC&U Value Rubric: Written Communication', 'City Tech Sample Rubric', and 'City Tech WritingRubric_Fall2013'.

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. Bric: San for Test

3

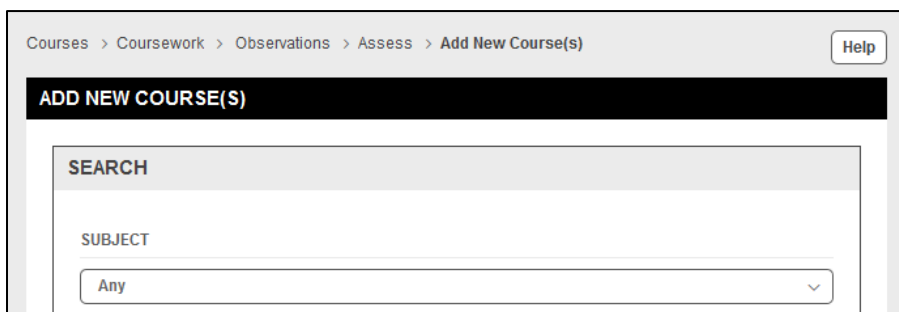
4

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					

Rubric Score: 17
Rubric Mean: 3.4

Upload File
+ Select File
Drag and drop file here

GRADE

Record Name:*
City Tech Sample Rubric: Sample Rubric for Test #1

Grade:
[]

Rubrics Total:
17

Total Mean:
3.4

Score:
0.0

Submit Save Close

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.

test student3:

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

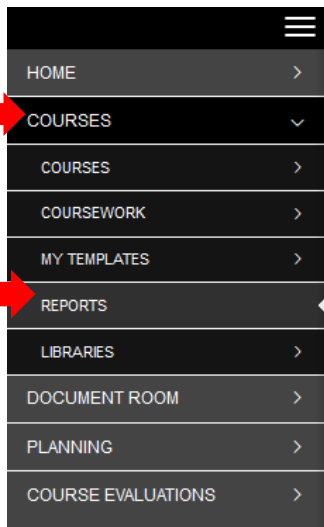
Save Close

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

Would you like to save before closing?

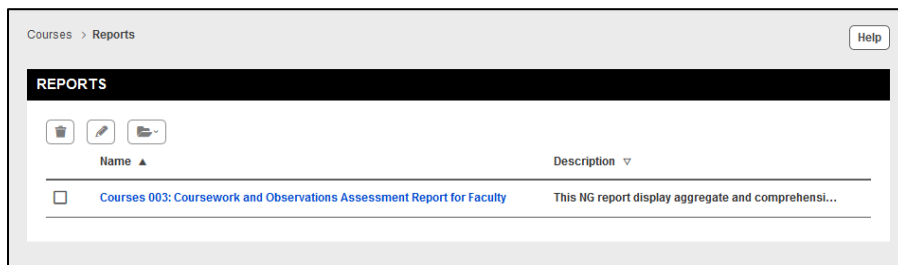
Yes No Cancel

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

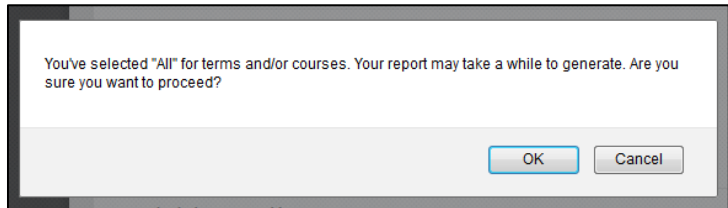
For Rubric calculations only (e.g. mean, median, mode, and standard deviation):

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%

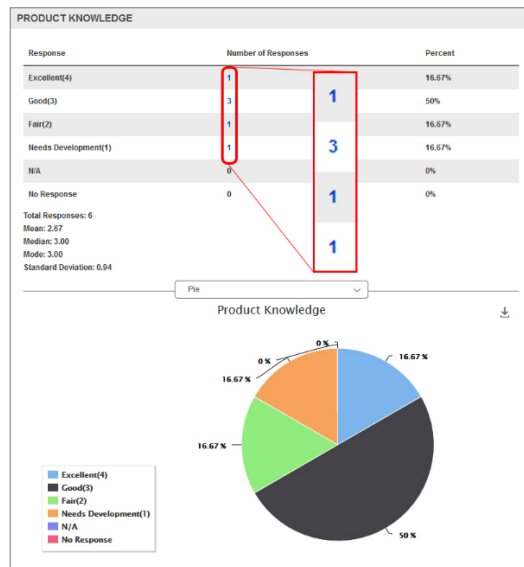
SUBJECT OF THE LESSON:

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: