

## Using Data Points

**Locating Your Course Section:** Log into VSpace (<https://vspace.svsu.edu>). Click on the course title from the tabs at the top of the page, as shown in Figure 1. Note that you may or may not be able to see all of your courses. To view courses/sites that may not be listed in the tabs, use the "-more-" dropdown menu.



Figure 1: Click the course title

A listing of all courses/sites in which you are enrolled in is now displayed. Click on the title of the course you wish to access.

**Publish the Course:** Academic courses are set up by default as "unpublished" to student users (they can't even see the entry under "Course"). If your course is not yet published, make it available to students by choosing the Site Info menu option, then selecting the Manage Access sub-option.

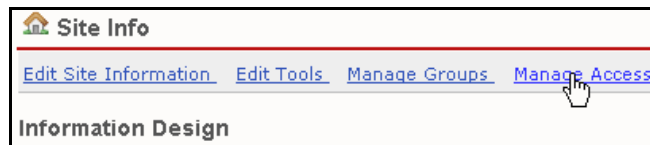


Figure 2: Site Info > Manage Access

Be sure to check the "Publish site" checkbox and submit the changes with the "Update" button at the bottom of the form.

**Locating Data Points:** Once you are in the course, click "Data Points" in the course menu. This will display the data points for that section.

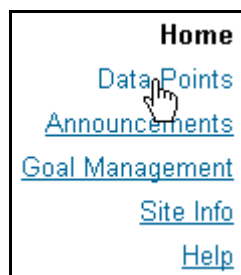


Figure 3 - Select the "Data Points" tool

You should now see the list of data points that are relevant to your course. Please utilize the assignment titles and settings that were embedded for you as they were initially created.

**Rating Data Points for Assessment:** Ratings must be assigned to each student for each of the data points. First, click the "View Submissions" link below the data point's title.

Title	Description
Functional Behavior Assessment/Behavior Intervention Plan	FBA/BIP
<a href="#">View Submissions</a>	

Figure 4 - Click "View Submissions"

Now, you will see a list of students in your section.

**Submitting Individual Ratings:** To rate an individual student select the title which begins with the student's name.



Figure 5 - Click the title to assign ratings for a student

Each data point may be linked with multiple goals or standards. Each of these should be evaluated and ratings entered with any relevant commentary pertaining to that goal. If numeric ratings are listed in the drop-down list, select the appropriate numbered rating, as directed by your program leader. After you are finished adding ratings, click the "Save" button to finalize them.

Worksite	Goal Set	Goal	Rating	Comment
Special Ed Program	SpEd NCATE Assessments	E.I. Assessment #5 - Functional Behavior/BIP	3	You have sufficiently demonstrated knowledge related to functional behavior and behavior intervention.

Figure 6 - Enter the ratings for each standard and appropriate commentary

**Submitting Multiple Ratings:** To rate all of your students at one time select "Rate All" below the Data Points tool header.



Figure 7 - Select "Rate All"

All of your students are now displayed in alphabetical order by last name with goals or standards to the left of their name. Select the appropriate rating and insert relevant comments for each goal or standard displayed on the page and then select "Save". Note however that by default only 20 items are shown per page. If you grade the first 20 you must select "Save" before you view the next 20 otherwise the entered information will be lost. However, if there are more than 20 items to rate you can choose to have all of the items displayed by selecting the drop down box located on the right side of the page and choosing the "Show all" option.

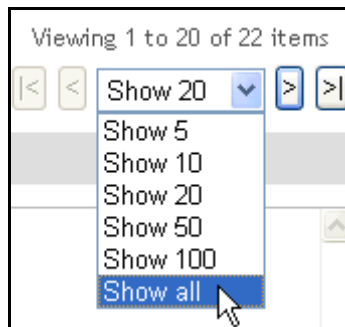


Figure 8 - Choose "Show all"