

## Managing and Rating Goal-Aware Assignments – Recording NCATE Assessment Activity Ratings

In order to serve the College of Education’s need for reporting assessment data to NCATE, SVSU is employing a set of “Goal Aware” tools within SVSU’s online learning system. We are using the Assignments tool in each course which allows instructors to record assessment ratings on a per-assignment, per-goal basis.

**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.

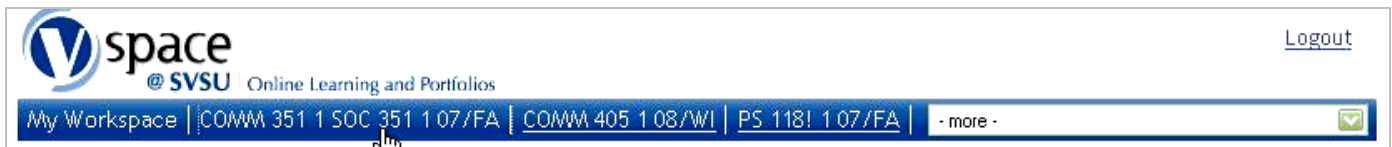


Figure 1: Click the course title

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**Publish the Course:** Academic courses are set up by default as “unpublished” to student users (they can’t even see the entry under “Course”).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.

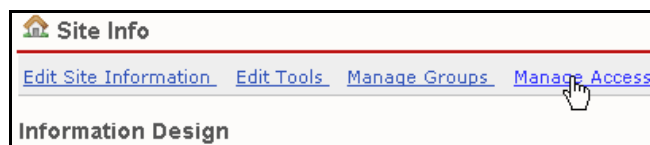


Figure2: Site Info > Manage Access

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

**Locating Assignments:** Once you are in the course, click the “Assignments” option from the course menu. This will display the Assignment List for that section.



Figure 3 - Select the “Assignments” tool

You should now see the list of assignments that are relevant to your course. *\*Note - It is crucial that you do not duplicate, nor delete the assignment and recreate it.* Please utilize the assignment titles and settings that were embedded for you as they were initially created.

**Rating Assignments for Assessment:** Ratings must be assigned to each student per attached goal or standard the assignment meets. First, click the “Grade” link below the assignment title. You will know if students have submitted anything by examining the In / New column.

<a href="#">Assignment title</a>	<a href="#">Status</a>	<a href="#">Open</a>	<a href="#">Due</a>	<a href="#">In / New</a>	<a href="#">Scale</a>	<a href="#">Remove?</a>
TE 330 Reflection <a href="#">Revise</a>   <a href="#">Duplicate</a>   <a href="#">Link</a>   <a href="#">Grade</a>	Open	Jan 15, 2007 12:00 pm	Apr 28, 2007 5:00 pm	0/0	A-F	<input type="checkbox"/>

Figure 4 - Click “Grade” to assign ratings and / or grades for student submissions

Now, you will see a list of students in your section. Click “Rate” below a student’s name to begin attaching ratings to a submission.

Nichol, Penelope	Aug 21, 2006 4:03 pm	Ungraded	
<a href="#">Grade</a>   <a href="#">Rate</a>			
Stevenson, Hugh	Aug 21, 2006 3:59 pm	Return	A ✓
<a href="#">Grade</a>   <a href="#">Rate</a>			

Figure 5 - Click “Rate” to assign ratings for a submission

**Submitting Ratings:** Each assignment 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 completing adding ratings, click the “Save” button to finalize them.

<a href="#">Worksite</a>	<a href="#">Goal Set</a>	<a href="#">Goal</a>	<a href="#">Rating</a>	<a href="#">Comment</a>
MAT Reading Program	IRA Standards	1.1	3	You have sufficiently demonstrated knowledge of language development related to culture and linguistic diversity.
MAT Reading Program	IRA Standards	1.3	NA	

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

**Grading Assignments:** The assignments for assessment may also be graded for course grades. To submit this information, click the “Grade” link below the appropriate student submission.

<a href="#">Student</a>	<a href="#">Submitted</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Release</a>
Bester, Jeanie		No Submission		
Michaels, Jonathan		No Submission		
Nichol, Penelope	Aug 21, 2006 4:03 pm	Ungraded		
<a href="#">Grade</a>   <a href="#">Rate</a>				
Stevenson, Hugh	Aug 21, 2006 3:59 pm	Return	A	✓
<a href="#">Grade</a>   <a href="#">Rate</a>				
Wagner, Harold	Aug 21, 2006 4:04 pm	Ungraded		
<a href="#">Grade</a>   <a href="#">Rate</a>				

Figure 7 - Click the “Grade” link to begin grading an assignment

**Submitting Grades:** You may enter comments and select the grade to submit. You may then return the grades to the students as you grade clicking “Return”, or hold them to release in groups by clicking “Save”.

Grade:

Allow Resubmission

[Return](#) [Save](#) [Preview](#) [Cancel](#)

Figure 8 - Grade and click “Return” or use “Save” to release grades in batches