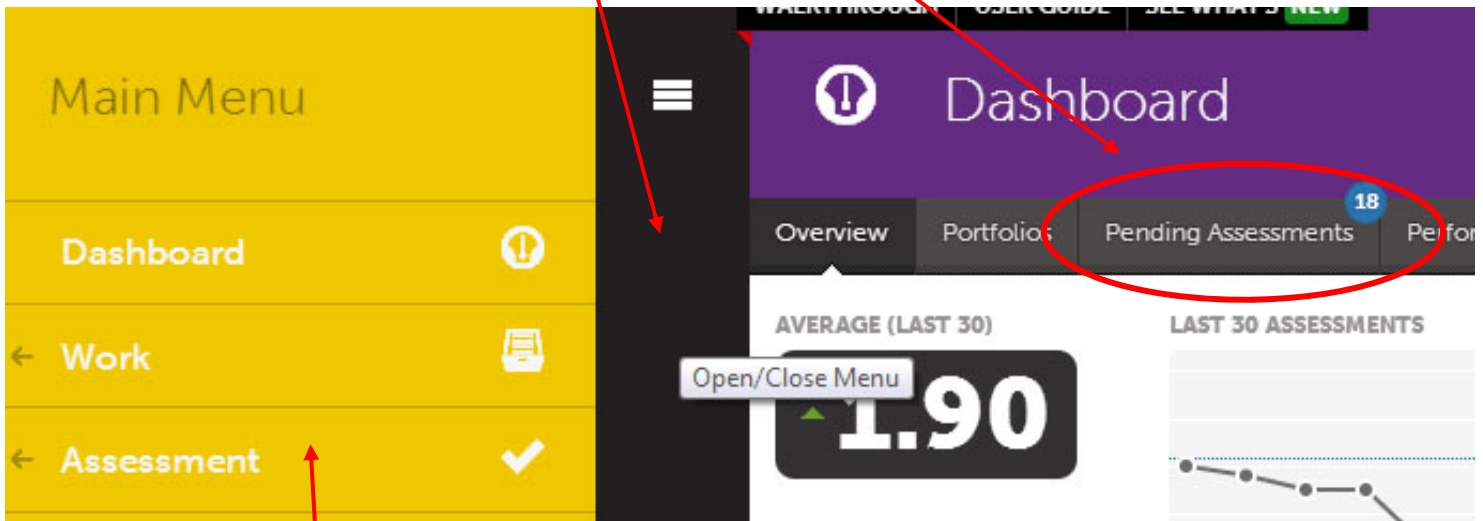
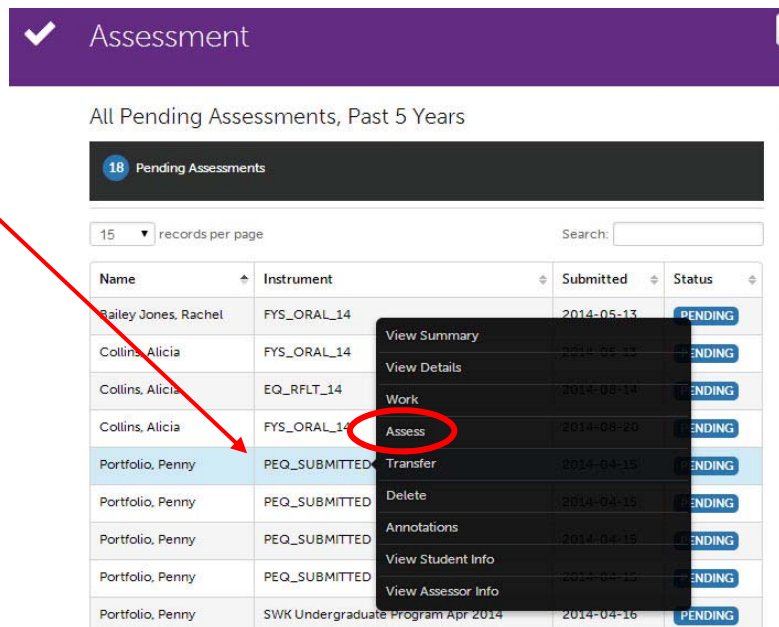


How do I assess, view, transfer or delete student submissions?

1. Students can be asked to submit either a text reflection or an uploaded artifact (ex: video, essay, image, etc.) in P@N. If you have work to assess you will receive notification via email. You can also log in to P@N and see a count of "Pending Assessments" on your dashboard.
2. To assess the work, click on the black bar to open the main menu.



3. Next, click "Assessment" and then click "Assess."
4. This will bring up a list of the pending assessments sorted by student's last name. The list also includes the instrument (rubric) linked to the artifact or reflection submitted, the date of submission, and status of assessment.



5. Click on any name on the list to see a menu of options for the work pop up.
6. Choose "Assess" to assess the student's work, or choose "Work" to simply view the submission without assessing it at this time. There is also an option to "Transfer" the work to a different assessor or "Delete" submissions that were made in error such as a duplicate submission of the same work.

Still need help? portfolio@naz.edu 585-389-2633

Assessment details...

- When you choose to "assess" the work submitted you will see the submission above the rubric. Any text or images attached directly to the portfolio will be immediately viewable. Uploaded files will need to be opened to view them. Click on "View" or click directly on the attached file name to open it.

The screenshot shows a submission interface. At the top, there is a text area with a poem and an image of the Cat in the Hat. Below this is a section for 'My Course Artifact' with a 'View' button. The main part of the interface is a rubric table with columns for scores (0.0 to 4.0) and rows for criteria. Labels A, B, and C point to the rubric view controls at the bottom left. Labels D and E point to comment input fields. Label F points to the 'Save' button at the bottom right.

- The default rubric setting shows one rubric row at a time: "Row by row view" (A) which shows description text if you hover your mouse over each scoring option. If you prefer you can click "Full Instrument View" (B) to view all the rows at once, and "Show Description Text" (C) if you would like to view the rubric language without hovering your mouse. You can enter comments if you wish in the separate rubric rows (D) and/or enter overall comments (E). Once you are done assessing click "Save" (F). Notes: If you do not finish scoring all the rubric rows you can revisit the submission by logging into P@N, and revisiting "Assessment" and then "Assess" from the main menu. Unfinished assessments will still be listed in the pending assessments. If you wish to see your completed assessments click on "Completed Assessments." (G)

All Pending Assessments, Past 5 Years

Name	Instrument	Submitted	Status
Bailey Jones, Rachel	FYS_ORAL_14	2014-05-13	PENDING
Collins, Alicia	FYS_ORAL_14	2014-05-13	PENDING
Collins, Alicia	EQ_RFLT_14	2014-08-14	PENDING
Collins, Alicia	FYS_ORAL_14	2014-08-20	PENDING
Portfolio, Penny	PEQ_SUBMITTED	2014-04-15	PENDING
Portfolio, Penny	PEQ_SUBMITTED	2014-04-15	PENDING
Portfolio, Penny	PEQ_SUBMITTED	2014-04-15	PENDING
Portfolio, Penny	PEQ_SUBMITTED	2014-04-15	PENDING
Portfolio, Penny	FYS_ORAL_14	2014-05-13	PENDING
Portfolio, Penny	HISPEQ_14	2014-07-22	PENDING

Navigation sidebar options:

- Go to Assessment Instruments
- My Held Assessments
- All Held Assessments
- All Pending Assessments
- Pending Assignments
- Pool Assessment
- You don't belong to any pools
- Completed (circled in red, labeled G)
- Completed Assessments
- Completed Assignments

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