ORU Manual Assessment in eP4

Version IV

(***NOTE to on-campus faculty members:*** *When using eP4 on your office computer, you must use Chrome, Firefox, or Safari as your browser, since we cannot upgrade from Internet Explorer version 6 or 7. IE 8 and 9 conflict with ORU's older versions of Banner.*)

Make sure you have the list of Z-numbers for the course section you wish to assess. This may be captured from Vision, Gradebook, or other source.

Click on "Users/Groups" and choose "Course and Advisor Groups"

(**NOTE**: Advisor Groups can no longer be used for manual assessment. You <u>must</u> create a Course Group for this purpose.)

Find "Courses" on the left and click "New"

On the right, click on "Use Text Entry" (If it says, "Use Selection Method," do <u>not</u> click—you are OK.)

In the "Name" box, type your course identifier (include semester and section)

> *Example: SOC 201 F2011 Sec#01*

In the "Enter Text" box, paste the list of Z-numbers of your class members.

Hit the backspace button on your keyboard once to eliminate the empty line at the bottom of the list

Click "Save"

> *If the message in the green banner is*: "Course Group Has Been Saved," that is great

> *If the message is*: "(Name or Z-number) cannot be resolved to a single user," that student has two ePortfolio accounts. Call or email Dr. Cal Easterling (918)495-6538 ceasterling@oru.edu with a request to rectify this situation.

> *If the message is*: "We were unable to process your request," you are trying to add or delete a student and will need to click on "Return" and do the following:

How to Edit a Course Group

Click on "Users/Groups" and choose "Course and Advisor Groups"

Look in "Course groups" on the left and click on the name of the Course you created

Click on "Edit Group"

Add and/or delete Z-numbers or names in the list (and make sure there is not a blank line at the bottom of the list

Click "Save"

Click the "Curriculum" tab at the top of the page and choose "Assignments"

Click on "New Assignment"

On the left, under "Initial Setup'" click the radio button for "Manual"

Choose the Course from the list

In the "Name" box, type a name for your assignment

     Example: Service Learning Project SOC 323 F2011 SEC#01

(*Optional--In the "Description" box, type a short description of the assignment*)

Scroll down to "Assessment Instrument" and click on "Choose Instrument"

(**NOTE:** "Assessment Instrument" = Rubric)

Click on "(All Departments)" and wait a few seconds for the middle column to populate

Look in the middle column for the rubric you want and <u>drag</u> it into the empty "Chosen Rubrics" column

Click "Done"

After the screen changes, scroll to the bottom and click "Next"

Click "Select Students and Assess"

Select <u>all</u> the students you want to assess in this session by clicking the appropriate check-boxes

Click "Save and Assess"

Click on a student name

Score the student by using your mouse to click on the appropriate boxes in the grid

(*Optional--In the "Overall Comment" box, type comments to the student*)

Click the green "Save" bar

Go to the next student on the list and repeat

At the top of the page, click "Release All Results for Assignment"