



Workspace Reviewers Guide

Review of Assessment Data Submissions:

Reviewers will have an area on their home page where review information is listed.



The reviewer will click on the “Items requiring review” option which will display all items submitted for review to which the reviewer has access. When at least one submitted item is awaiting review, a solid red circle will be displayed before the “Items requiring review” option.

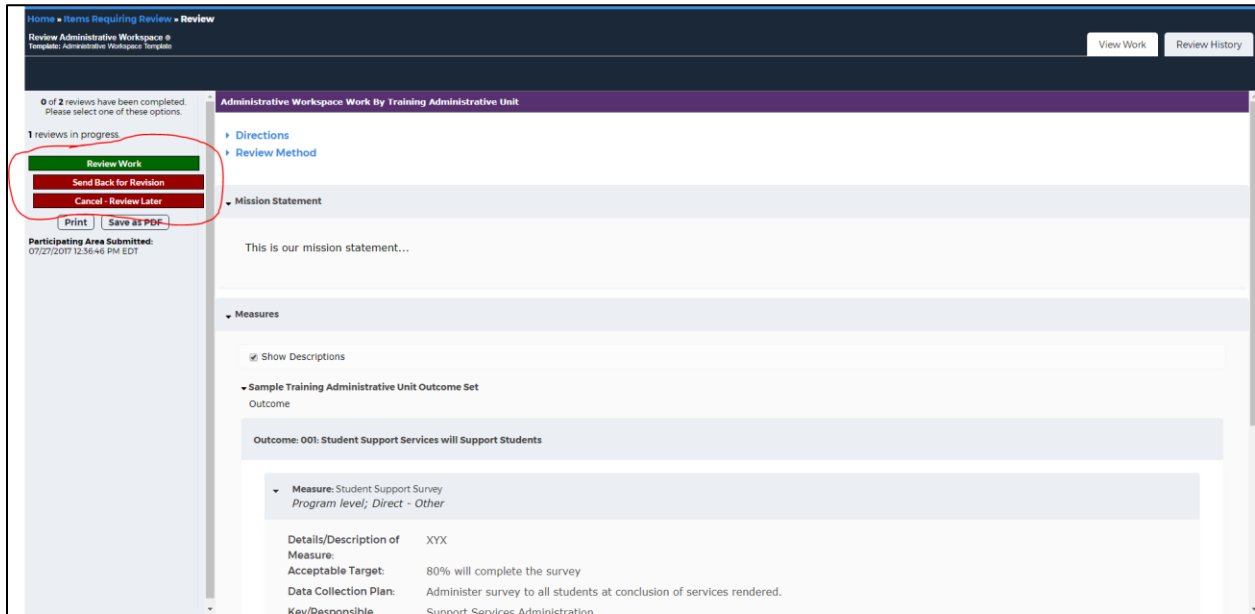
All Items Requiring Review - Single Program @								
Get Latest Data More Display Preferences Print View Excel								
Directions: The list below shows items awaiting review sorted by the oldest submissions to the newest. To resort the list in a different way, click on the column headings.								
Include: <input type="checkbox"/> Include "No Submission required" items								
Update List								
Previous		Page: 1 of 1 Go					Next	
	Submitted	Status	Action	Participating Area	Category	Requirement	Workspace	Workspace Template
1.	03/03/2017 10:41 am (EDT)	 Submitted 0 of 5 done	Review	TEST AREA	2015-2016 Assessment Cycle	Assessment Findings	Administrative Workspace	Administrative Workspace Template
2.	07/27/2017 12:36 pm (EDT)	 Submitted 0 of 2 done	Review	Training Administrative Unit	2016-2017 Assessment Cycle	Assessment Plan	Administrative Workspace	Administrative Workspace Template
Previous		Page: 1 of 1 Go					Next	
Display: 5 / 10 / 25 / 50 rows per page								

The reviewer will see the page above which will list the work that has been submitted and various items of information about that work. The Status column will indicate how many reviews have been completed. Each submission will be reviewed by two reviewers; Content and Quality in that order.

Before the Content Reviewer begins his/her review, the Status column should read “0 of 2 done”. Before the Quality Reviewer begins his/her review, the Status column should read “1 of 2 done”.

Quality reviewers should note that they will see numerous areas available for review, they should **only** review those areas assigned to them by their assessment manager. (If the reviewer is not sure of their assigned areas, they should contact their assessment manager for that information.)

When a reviewer is ready to score the submission, he/she will click the **orange Review** button.



The reviewer will be able to see the work that has been submitted for review. Only the **content** reviewer has the option to click the **red Send Back for Revision** button if anything is missing from the work along with a comment about why it is being sent back. In addition, the reviewer can click the **red Cancel – Review Later** button if they decide that they are not ready to review the work. If the reviewer is ready to review the work, they will click the **green Review Work** button.

The reviewer will now have access to two views: one displaying the work and the other displaying the rubric which will be used for scoring. The reviewer can toggle between the screens or if two monitors are available, both views can be seen at one time.

Assessment Submission:

Administrative Workspace Work By Training Administrative Unit

- Directions
- Review Method

Mission Statement

This is our mission statement...

Measures

Show Descriptions

Sample Training Administrative Unit Outcome Set

Outcome

Outcome: 001: Student Support Services will Support Students

Measure: Student Support Survey
Program level; Direct - Other

Details/Description of Measure:	XYX
Acceptable Target:	80% will complete the survey
Data Collection Plan:	Administer survey to all students at conclusion of services rendered.
Key/Responsible Personnel:	Support Services Administration
Supporting Attachments:	report.pdf (Adobe Acrobat Document)

Reviewer Rubric

Review/Score Work
 Area: 2016-2017 Assessment Cycle: Assessment Plan
 Participating Area: Training Administrative Unit
 Work Submitted: 07/27/2017 12:36:46 PM (EDT)

The workspace creator added the following instructions to help guide your review:

Review work using rubric "Admin AssessPlanRubric2017"

Print Rubric Show Criteria Descriptions Mark All as Not Applicable

Mission Quality Review	1 Emerging	2 Developed	3 Highly Developed
A general statement of intent of the unit #Identifies functions performed, but the statement is incomplete #Statement is too general to distinguish the unit or too specific to encompass the entire mission	Statement of the unit's purpose and who it serves #The scope and reach of the statement may be limited Statement is of sufficient detail to fully describe the unit and identify stakeholders	Statement is clear- Statement identifies what it does that separates it from other units or programs #Statement addresses the larger impact of the unit?	
SCORE Select <input type="text"/> <input type="checkbox"/> N/A Save Draft	COMMENTS ON THIS CRITERION: <input type="text"/> FOR ADMIN USE: <input type="text"/>		
Operational Outcomes - Quality Review	1 Emerging	2 Developed	3 Highly Developed
Outcomes describe a process or activity, rather than an outcome It is unclear how an evaluator could determine whether the outcome has been met? Outcomes do not align with unit mission?	Outcomes are observable and measurable? Outcomes are aligned with the unit mission? Outcomes are appropriate (it is clear that outcome will contribute to achieving the mission of the unit and goals of the service area).	Outcomes are clearly defined	
SCORE Select <input type="text"/>	COMMENTS ON THIS CRITERION: <input type="text"/>		

When reviewing the submission, the reviewer should begin by marking N/A for all of the areas and then go back and score only the areas which apply to his/her particular review (“Content” or “Quality”).

Any additional directions for reviewing will be documented in the yellow window at the top of the page. The reviewer can score the items using the pull-down menu or clicking directly on the item.

Measures/Targets (Assessment Plan) - Content Review	1 Emerging			2 Developed			3 Highly Developed		
	Measures do not align with outcomes Not all outcomes assessed			Measures are aligned with the outcomes. Instruments represent good pedagogical practices. Each outcome has at least one measure Targets are appropriate for measures			Measures clearly describe what is being measured Measures clearly describe how it relates to the outcome. Measures help identify what to improve and are effective in evaluating how to improve. It is clear how the results of the measure could be used for unit improvement Most outcomes assessed by multiple measures		
	SCORE 2 ▾ <input type="checkbox"/> N/A <input type="button" value="Save Draft"/>			COMMENTS ON THIS CRITERION: _____ _____ _____					
			FOR ADMIN USE: _____ _____ _____						

There are two areas for the reviewer to include comments concerning the criterion: one will be seen by the owner who submits the work and another for the Reviewer’s use only, which can also be seen by the system Administrator and Managers.

The system automatically calculates the reviewer’s total score at the bottom of the page. There is a location where the reviewer should make overall comments for the submission. A reviewer can also attach up to 3 files if they want to share any information with the user with a 5 MB limit.

SCORE
Rubric Total:
 2.00

Final score is automatically computed based on criteria scores

Overall Comments:

Attach files - Optional (Up to 3 files)

NAME	FILE (5 MB MAX)	VISIBLE TO PARTICIPATING AREAS?
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>

Next Steps

Decide what to do with this review

- Send back for revision**
 This report will be sent back as a provisional review to help guide the participating area's revision. The participating area will have to resubmit work in order to be re-reviewed.
 Send external email notification
- Record as my final score**
 By marking this item as final, your review will be included as one of the required reviews (multiple are needed). When the required number of reviews are complete, a reconciler will then reconcile the reviews and release this final review to the participating area.

The reviewer can then record the review as his/her final score. The reviewer then clicks the **blue Submit Review Now** button. The Content reviewer will now **manually email** their assigned Assessment Manager to inform him/her that the work is now ready for the second phase of review by the quality reviewer.

The Quality reviewer will follow the same process for scoring the rubric in the “Quality” areas for the rubric. The Quality reviewer will also manually email the designated Assessment manager to inform them that review has been completed.

The two reviewers for each submission will not be able to see each other’s scores until the Reconcile Review is completed and the submission is released back to the owner.

Reconciling Reviews:

Once both content and quality reviews have been completed, the reviews must be reconciled by a “Reconcile Reviewer”. This process will combine the scores and comments from both of the reviewers before the review is released back to the owner. (See “Reconciling Review” guide if you need more information).