How to Grade Key Assessments in SLL

1. Login to D2L.
2. Choose the specific course that you need to access.
3. Select "Content" from the menu options.
4. Navigate to the module or folder where you placed the link to your Key Assessment in SLL.
5. Click on the link you created for your Key Assessment in SLL.

Step 2: Here Are Your Key Assessment Submissions

1. You may need to login to Watermark using your APSU Single Sign-On (same as your email).
2. A page will appear with the name of each candidate in your class and information about whether they have submitted their Key Assessment. In the example below, I have assessed all candidates' submissions and have one remaining. (Candidates' names have been hidden for privacy.)
3. Each candidate's name will be clickable. Click on any candidate's name to view their submission.

1. You can see your chosen candidate's submission toward the bottom left of the screen. Open it.
2. In the Assessment Panel, click on View Rubric Details to expand the assessment rubric.

ATKIN [redacted] | INSTRUCTIONAL VIDEO DESIGN FA238W1B

Key Assessment

ASSESSMENTS HISTORY ⌄ | REQUEST REVISION | SUBMIT | SAVE | CANCEL

Key Assessment

The key assessment for this course consists of a lesson or training focusing on a video you create. The video can be an animation, screen capture or camera video you have produced. The project will include-
1. A Treatment
In Part 1 of the template, describe your treatment including information about
specifically stated goals and objectives for the video.
a description of the audience for which the video was created and information about special considerations required for this audience. If special considerations were needed what were they and how were they addressed?
a shot list and/or script for the video. (These can be linked as separate documents)
ethical and legal issues addressed such as appropriate use of and notification of copyrighted materials and/or permission of people in the video.
2. Video
The video is an original animation, screencast or video you have produced for this assignment and is an integral part of your lesson. It will be judged on-
clarity of the video.
clarity of audio.
stability of the shots.
the framing of the shots.
appropriateness of transitions (if used).
appropriateness of any special effect (if used).
how well it meets the stated goals and objectives.
3. Lesson/Training Plan
You will create a lesson/training plan describing how you will use the video as a primary resource. Include information about your plan in the template including:
Lesson title
Standard(s) and/or objectives addressed
Media used
Overall description of the lesson or training
Assessment of learning

Paste the link to your Key Assessment.*

https://docs.google.com/document/d/1wz4Y43UwSAqp-3nmwPOmNUIQJZjHInB5G5cxZ5h652Y/edit?usp=sharing

Assessment Panel

Assessment & scoring

Fields marked with * are required.

Assessment Rubric*

View Rubric Details ☑

16/18 · 88.89%

Elements	Miss...	Una...	Acce...	Target	N/A
Standar...	✔	✔	◉	✔	✔
Audience	✔	✔	✔	◉	✔
Treatm...	✔	✔	◉	✔	✔
Video	✔	✔	✔	◉	✔
Lesson...	✔	✔	✔	◉	✔
Overall ...	✔	✔	✔	◉	✔

Clear Selection

Scoring*

89 | / 100 points

Activity Comments

There are no comments.
Assessors may add comments while completing the assessment by highlighting text within the student content.

1. Click on the box that corresponds with the score you wish to assign to each component.
2. You may leave Comments for the student to view in the Comment text boxes.
3. There is no Save button; your work autosaves in this window. When you are finished, click Close.

ATKIN ███████ | KEY ASSESSMENT

EDUC 5621 2017

CLOSE

☐ Show All Standards and Outcomes

Total Score: 16/18 – 88.89% – Mean 2.67

CLEAR SELECTION

ELEMENTS	MISSING	UNACCEPTABLE	ACCEPTABLE	TARGET	N/A
Standards and Objectives	0 Points Standards and objectives for this activity were not included	1 Point The standards and/or objectives are vague and are not clearly addressed in the lesson/training plan.	2 Points ✓ The standards and objectives for the lesson/training plan are described and addressed in the lesson.	3 Points The standards and objectives for the lesson/training plan are clearly described and addressed in the lesson.	N/A
Comment					
Audience	0 Points A description of the audience was not included.	1 Point The audience is not clearly described and/or no audience members with special needs are identified.	2 Points The audience is described and any audience members with special needs are identified.	3 Points ✓ The audience is clearly described and any audience members with special needs are identified.	N/A
Comment					
Treatment	0 Points A description of the treatment was not included.	1 Point The shot list and/or script for the video lack detail. Ethical and legal issues are not addressed.	2 Points ✓ The treatment includes a shot list and/or script for the video. Ethical and legal issues such as appropriate use of and notification of copyrighted materials and/or permission of	3 Points The treatment includes a clearly described shot list and/or script for the video. Ethical and legal issues such as appropriate use of and notification of copyrighted materials	N/A

Step 5: Options on the Individual Candidate Assessment Page

1. You will be returned to the individual candidate assessment page.
2. In the Assessment Panel, enter the candidate's score in the Scoring box. If grade syncing in D2L has been enabled by the SLL Coordinator, then this is the score that will pass back to D2L. If the grade syncing feature has been disabled, then you will need to create a grade column for the Key Assessment in D2L.
3. Additional options in the header row at the top of the screen include:

- **Request Revision**: If the candidate submits the wrong item or there is a problem you want them to correct, click **Request Revision**. This re-opens the submission portal to the candidate.
- **Submit**: When you are ready for the student to view the score/comments you made, click **Submit**. If grade syncing in D2L has been enabled by the SLL Coordinator, then this will also create a grade column for the Key Assessment in your D2L gradebook. (More on this in Step 6 below.)
- **Save**: If you want to save the assessment information BUT you do NOT want to release the score/comments to the student yet, click **Save**. You may wish to **Save** all submissions while you are assessing and then click **Submit** on each one when you are ready to release grades all at once.
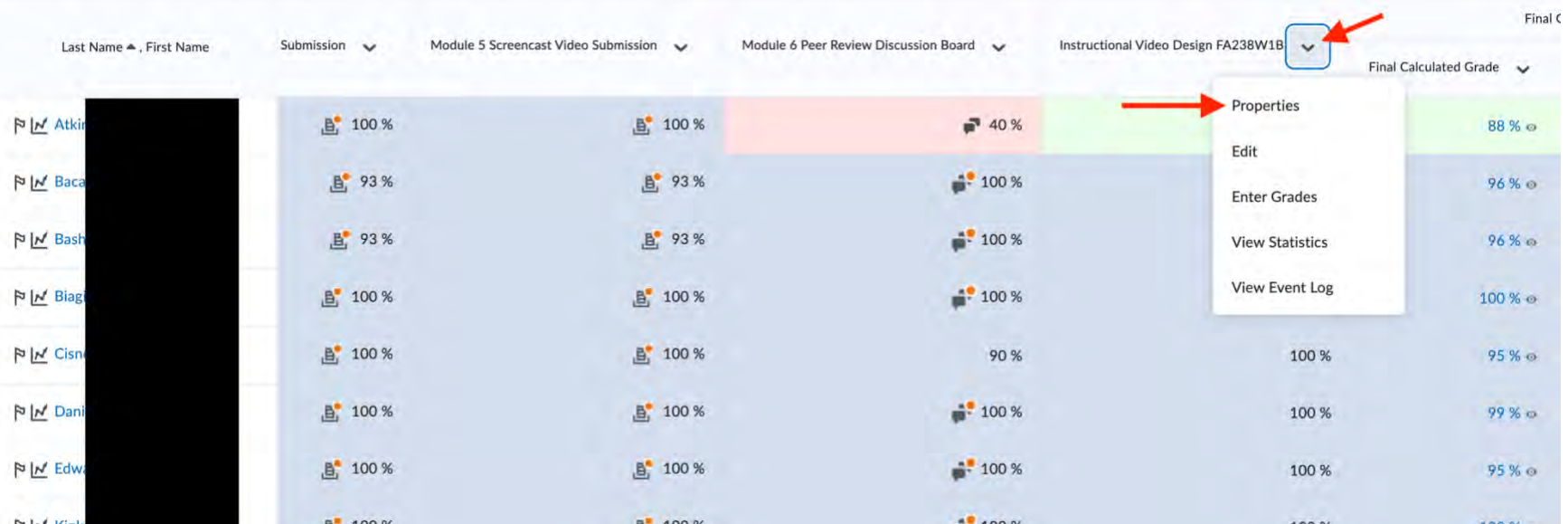
Step 6: Grade Syncing from SLL to D2L

NOTE: The grade syncing feature must be enabled by the SLL Coordinator for scoring pass back to occur from SLL to D2L. If it is enabled, then follow these steps:

1. After you have clicked Submit on at least one candidate's assessment page in SLL, a grade column will be automatically generated in D2L.
2. Navigate back to D2L and access the Grades area for the chosen course.
3. Find the Key Assessment grade column that SLL auto-generated and click the down arrow beside its name. Then click Edit.
4. Ensure that "Exclude from Final Grade Calculation" is de-selected. You do not want a checkmark in that box. Then click Save. This will calculate Key Assessment scores into final grades.

Properties   Restrictions   Objectives

General

Type

Numeric

Association

The grade item is associated with an external learning tool "Instructional Video Design FA238W1B"

Name *

Instructional Video Design FA238W1B

Short Name

[   ] ?

Category

None ▾   [New Category]

▷ Show Description

Grading

Maximum Points *

100   ?

Can Exceed

☑ ?

Bonus

☐ ?

Exclude from Final Grade Calculation

☐ ? ⬅ Ensure this box is de-selected.

Save and Close   Save and New   Save   Cancel