

Common Assignment Submission Protocol

Fall 2020

Complete the following steps to download your students' Portfolios for Assessment submission. If you have taught multiple sections this semester, you will complete this process for each section. If you encounter issues with submission or have questions, contact Assessment Research Coordinator Kailyn Hall (hall554@purdue.edu).

Submissions are due by 12pm Eastern on Thursday, December 17th, 2020.

Step 1: Teach the portfolio and have students turn in their portfolio through Brightspace in a Word Document format.

- A. Please refer to the assignment sheets available in the [Instructor Portfolio Guide](#).
- B. Portfolio should be submitted as a single document.

Step 2: Go to myPurdue and look for "Summary Class List" under the Class List section.

- A. Under the "Class List" section in the Faculty tab, select "Summary Class List."

The screenshot shows the myPurdue Faculty portal interface. The top navigation bar includes links for Faculty, Academics, Registration, Bills & Payments, Financial Aid, and Life @ Purdue. The main content area is divided into three columns: My Courses, Tools, and Announcements. The 'My Courses' column shows a table of courses for Spring 2018. The 'Tools' column contains a list of links, with 'Class List' highlighted and a red arrow pointing to 'Summary Class List'. The 'Announcements' column contains information about Federal Work-Study Procedures. The 'Registrar Forms' column lists various forms available for download.

Section	Roster	ICP	Grades
ENGL-10600-073	20	Complete	Complete
ENGL-10600-083	10	N/A	Non-Gradable
ENGL-10600-084	10	N/A	Non-Gradable

Tools

- Assignment History
- Course Catalog
- Current Assignments
- Curricula and Course Proposals
- Initial Course Participation
- Grade Entry - Final
- Grade Entry - Midterm
- Look Up Classes
- Class List**
 - Download Course Rosters
 - Detail Class List
 - Summary Class List**

Announcements

Federal Work-Study Procedures

To utilize a Federal Work-Study (FWS) award for the 2018-19 academic year, eligible students must accept the award and print a Federal Work-Study Eligibility Notice. Print the notice as often as needed for multiple jobs.

FWS Steps:

1. Accept FWS awards via your myPurdue portal.
2. Click the Academic Year Payroll Authorization Form link.
3. Answer the two questions presented.
4. Click the "Print This Form" button at the top.
5. Take the form to your employer(s).

View a list of FWS openings as well as on and off-campus job positions available to most students at <https://www.purdue.edu/dfa/employment/index.html>.

Registrar Forms

- Form 23 - Drop/Add form
- Form 23A - Advisor Schedule Recommendation
- Form 350 - Academic record change/Grade change
- Form 390 - Directed credit form
- Form VT - Request to create/add variable title course
- Purdue University 10 Year Exception Authorization
- Transfer Credit 10 Year Exceptions Authorization
- CODO form

B. On the next page, select the appropriate term (Fall 2020).

C. Make sure you click the appropriate CRN (the one with your full roster).

D. The next page to open will be your students listed in alphabetical order, and each student has a "Record Number." This record number is used in the steps below.

CRN: 18583
Duration: Jan 08, 2018 - May 05, 2018
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	20	0
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail	Advisor Email	Student Email
1			**Web Registered**	Undergraduate	4.000				
2			**Web Registered**	Undergraduate	4.000				
3			**Web Registered**	Undergraduate	4.000				
4			**Web Registered**	Undergraduate	4.000				
5			**Web Registered**	Undergraduate	4.000				
6			**Web Registered**	Undergraduate	4.000				
7			**Web Registered**	Undergraduate	4.000				
8			**Web Registered**	Undergraduate	4.000				
9			**Web Registered**	Undergraduate	4.000				
10			**Web Registered**	Undergraduate	4.000				
11			**Web Registered**	Undergraduate	4.000				
12			**Web Registered**	Undergraduate	4.000				
13			**Web Registered**	Undergraduate	4.000				
14			**Web Registered**	Undergraduate	4.000				
15			**Web Registered**	Undergraduate	4.000				
16			**Web Registered**	Undergraduate	4.000				
17			**Web Registered**	Undergraduate	4.000				
18			**Web Registered**	Undergraduate	4.000				
19			**Web Registered**	Undergraduate	4.000				
20			**Web Registered**	Undergraduate	4.000				

Record Numbers are the students you will submit.

Step 3: Use your class list to determine which student portfolios to submit.

Each instructor will submit 5 (five) portfolios for each section taught. Below are ten randomly selected numbers that correspond to the “Record Number” in your “Summary Class List.” (See Step 2D.)

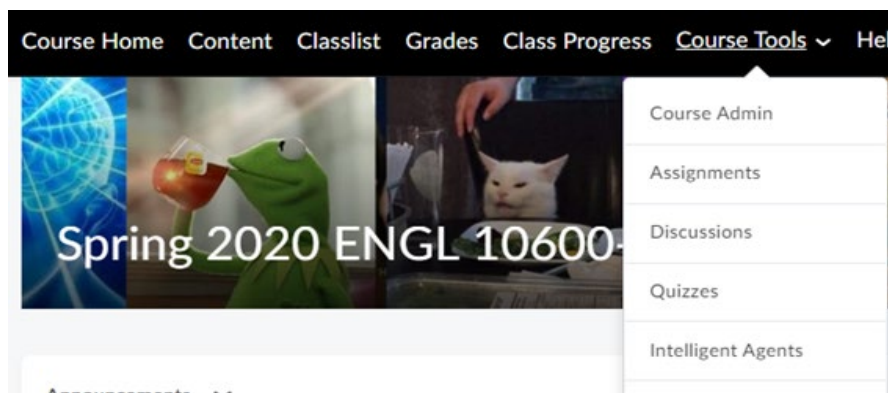
Record Numbers (Students’ Names) to be Submitted

English 106/108	15, 08, 19, 11, 09, 03, 05, 10, 16, 12
English 106 (INTL)	14, 06, 12, 01, 05, 13, 08, 15, 03, 11

- Find your Course (106/108 or 106 International) on the chart above. Use the number set assigned for your course.
- Determine which students match the numbers on the list above. Write down the student names in the order the numbers appear. For example, if Jane Doe is student #15, Joe Smith is student #8, your list would include Jane first, and then Joe.
- Moving from left to right (not numerical order), check to make sure that these students have turned in a Portfolio. If the student did not turn in a Portfolio, cross their number off your list and proceed to the next until you have five (5) Portfolios.
- Note: Student names may differ from MyPurdue to Brightspace because of Preferred Name Options. Be sure to verify between your class list and Brightspace roster that you are selecting the correct student portfolios.
- You will submit 5 (five) portfolios for each section taught. Once you have your five students from the list of numbers, you may proceed to the next step.

Step 4: Once you have written down the students’ names, go to Brightspace to begin the downloading process.

Step 5: Under Course Tools, select Assignments from the drop-down menu.



Step 6: Once on the Assignments Page, click your Semester Portfolio assignment link. This will take you to the submission page. Do not click the drop-down.

Course Home Content Classlist Grades Class Progress Course Tools Help						
Assignments Help						
New Assignment Edit Categories More Actions						
Bulk Edit						
<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published	Due Date
No Category						
<input type="checkbox"/>	Professional Email		20/20	20/20	20/20	Jan 28, 2020 11:59 PM
<input type="checkbox"/>	Professional Email Reflection		20/20	20/20	20/20	Jan 31, 2020 11:59 PM
<input type="checkbox"/>	Project 2: Digital Autobiography		20/20	20/20	20/20	Feb 11, 2020 11:59 P
<input type="checkbox"/>	Project 2: Digital Autobiography Podcast		20/20	20/20	20/20	Feb 21, 2020 11:59 P
<input type="checkbox"/>	Project 2: Digital Autobiography Reflection		20/20	20/20	20/20	Feb 25, 2020 11:59 P
<input type="checkbox"/>	Project 3: Annotated Bibliography		20/20	20/20	20/20	Mar 13, 2020 11:59 P
<input type="checkbox"/>	Project 3: Annotated Bibliography Reflection		20/20	20/20	20/20	Mar 15, 2020 11:59 P
<input type="checkbox"/>	Project 4: Researched Argument		20/20	20/20	20/20	Apr 27, 2020 11:59 P
<input type="checkbox"/>	Project 4: Researched Argument Reflection		20/20	20/20	20/20	Apr 29, 2020 11:59 P
<input type="checkbox"/>	Semester Reflection & Portfolio		20/20	20/20	20/20	May 8, 2020 11:59 P

Step 7: Select the names of the requested students (1) and click download (2).

- A. Once you have selected the names of students (see Step 3), click “Download.”
- B. This option is shown near “Email” and “Mark as Read.”
- C. This will download the five portfolios in one .zip file.

Assignments > Semester Reflection & Portfolio > Submissions

Semester Reflection & Portfolio - Submissions

[Publish All Feedback](#) [Edit Assignment](#) [Email Users Without Submissions](#) [Add Feedback Files](#) [More Actions](#)

[Users](#) [Submissions](#)

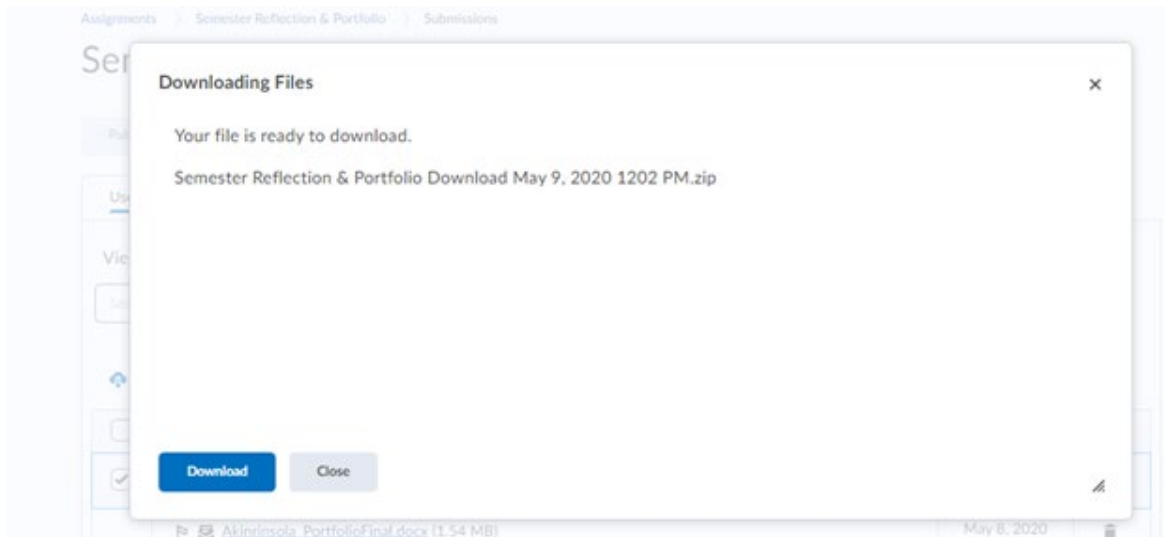
View By: User [Apply](#)

[Show Search Options](#)

[Download](#) [Email](#) [Mark as Read](#) [Mark as Unread](#) [Delete](#) [Publish Feedback](#)

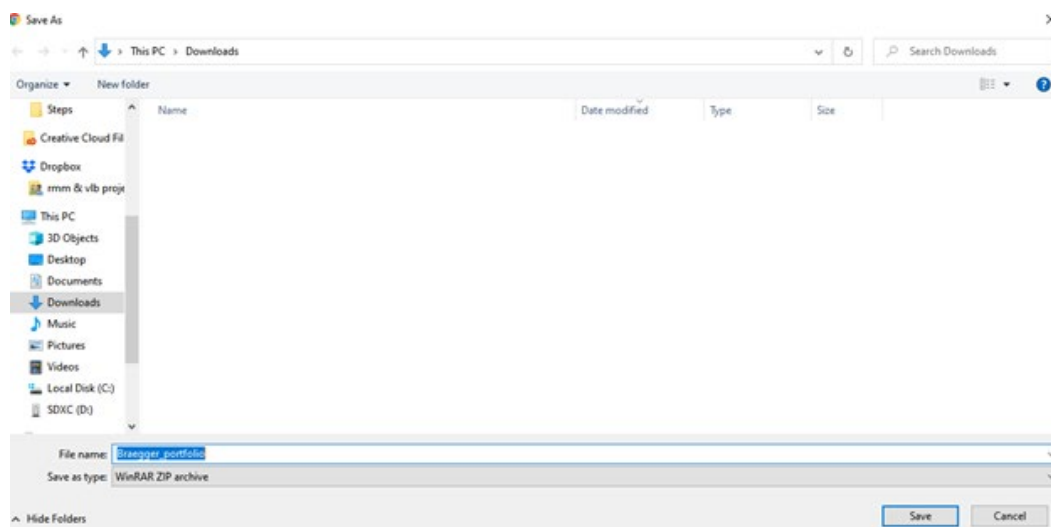
<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input checked="" type="checkbox"/>		Published: May 9, 2020 10:33 AM	
		May 8, 2020 1:20 PM	
<input checked="" type="checkbox"/>		Published: May 9, 2020 10:36 AM	
		May 8, 2020 11:58 PM	
<input checked="" type="checkbox"/>		Published: May 9, 2020 11:32 AM	
		May 9, 2020 3:37 AM 3 hours late	
<input checked="" type="checkbox"/>		Published: May 9, 2020 11:33 AM	
		May 6, 2020 6:32 PM	
<input type="checkbox"/>		Published: May 9, 2020 10:51 AM	
		May 8, 2020 11:56 PM	

Step 8: Once the download has processed, select Download from the window that appears.



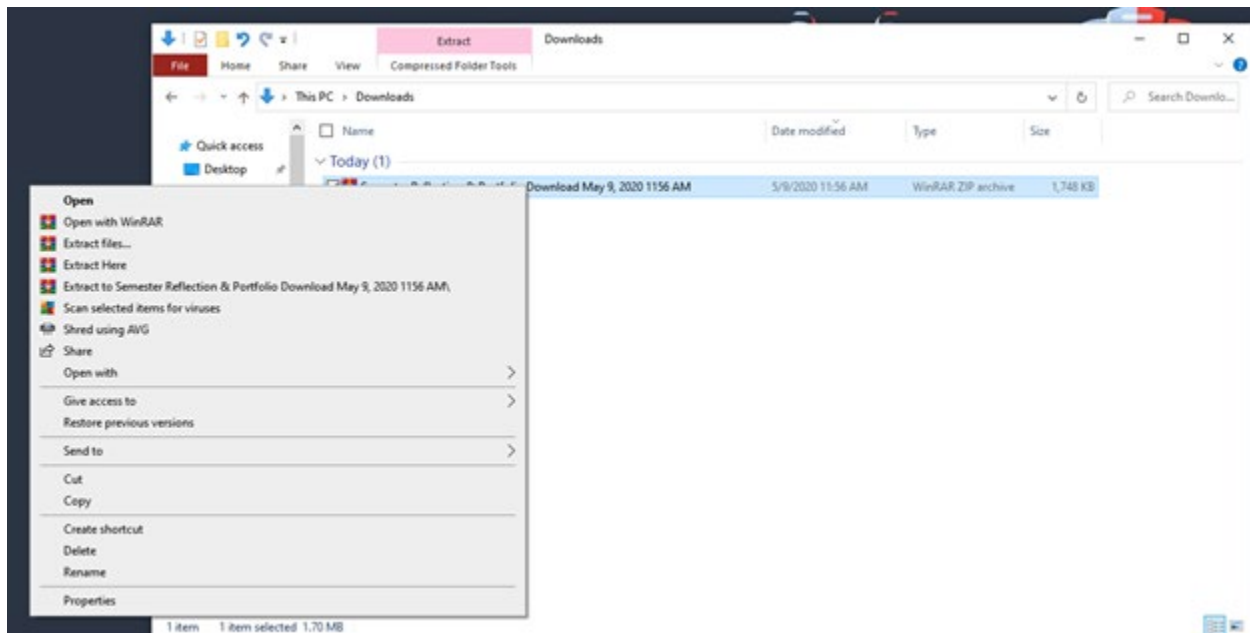
Step 9: If prompted, choose a location to save to and re-name your download according to the filename conventions.

- A. For instructors who have one course, please name the file as follows: **Lastname-Portfolio.zip** (e.g., Smith-Portfolio.zip)
- B. For instructors who have more than one section, please use the following file name: **Lastname-Portfolio-section#.zip** (e.g., Smith-Portfolio-103)



Step 10: If not prompted to select a save location, locate the file on your machine and rename it according to filename conventions by right-clicking the file.

- A. For instructors who have one course, please name the file as follows: **Lastname-Portfolio.zip** (e.g., Smith-Portfolio.zip)
- B. For instructors who have more than one section, please use the following file name: **Lastname-Portfolio-section#.zip** (e.g., Smith-Portfolio-103)



Step 11: Once you have renamed the .zip file(s), complete the final submission using the link provided.

Fall 2020 Submission Link: [Fall 2020 Portfolio Submission](#)

- A. You will be asked to submit a copy of your Portfolio Assignment Sheet. You will upload this even if you did not make changes to the materials provided by ICaP.
- B. You will be asked to submit a copy of your rubric used for classroom assessment. These rubrics will be collected to better understand how our instructors grade the Portfolio and to create a resource database for ICaP instructors. All instructors will be credited for their materials.
- C. You will be asked to upload the .zip file containing your five portfolios. There are multiple submission areas, so you can use ONE form submission for all sections taught.
- D. You will be asked open-ended feedback questions about the Portfolio assignment.
- E. Press the “→” (arrow button) to officially submit your portfolio submission.
- F. If you have any questions during the process, email Kailyn Hall (hall554@purdue.edu)