DU Assessment

UNIVERSITY of DENVER
OFFICE OF TEACHING & LEARNING

Assessment Data Collection: Designing Performance Reviews Quick Start

As a program manager in DU Assessment, you have three key activities you may perform in the Assessment Data Collection module: Collect and Assess Student Work, Create and Distribute Tests and Surveys, Design and Administer Performance Reviews. This quick start guide discusses how to get started with designing and administering performance reviews.

Design and Administer Performance Reviews: Overview

This module is used to gather student performance data from internships, practica and other supervised learning experiences. Managers can develop the content for the performance review, create guest accounts, and assign reviewers in this module.

Before you start:

1. Consider the question types you will ask, (short answer question, paragraph answer question, multiple-choice question, multiple answer question and matrix question)in the performance review. Have these questions nearby when you are ready to build the performance review in DU Assessment.
2. Consider which reviewers (supervisors, managers, DU Faculty) you will assign to evaluate the student performance.
3. Consider the timing for the performance review.

Design and Administer Performance Reviews: Setting them up

Login into DU Assessment: http://assessment.du.edu

From the ***Assessment Data Collection*** drop down menu, select ***Design and Administer Performance Reviews,*** then ***Create or Edit Performance Reviews***. If you need to build a new performance review, follow these steps.

1. Select ***Build New Performance Review*** to open the new performance review window. Enter a name for the performance review. Avoid using dates in the name. For example, use something like Student Field Evaluation or Senior Internship Performance Review.
2. Select ***Add*** to add pages and questions to your performance review.
3. Select ***Settings*** to customize the performance review with a progress bar, back and forward buttons, question numbering, or to add a logo or brand image.
4. Select ***Schedule this Performance Review.***

DU Assessment

Scheduling the performance review assessment

1. Name the performance review assessment using a name that allows you to identify the time frame and student population being assessed. For example, Winter 2015 French 1002, or Fall 2014 Writ 1133.
2. Select the performance review you will use for this assessment.
3. Schedule the data collection by entering the start and end dates (start and end times are available under Advanced Options).
4. Assign participants (reviewers) to complete the review. You can add reviewers by file or by participant name search.

    NOTE: If you are assigning reviewers by file, the file must be in a valid spreadsheet format, with no headers. The first column must contain the ID of the reviewer and the second column must contain the ID of the person they are reviewing.

    IDs for guests are always their email address. Email addresses are unique in the system, thus you cannot have two guests with the same email address.

5. Select students who will be reviewed. Students can be added using their Student ID, or their name.
6. Save your scheduled performance review. You will see it in the dashboard in ***Active and Scheduled Assessments.***

Sending email and managing reviewers

From ***Active and Scheduled Assessments***, you can select the ***Email*** button to send immediate or automatic emails to all students (assessors and reviewers must be contacted separately if they need to be informed).

You can delete and add reviewers and reviewees by selecting the ***Edit*** button.