Navigate Assessing Projects

1. Log in to the Teacher Workspace using your Intel® Education Login ID and Password.
2. Choose whether you want to set up a new project or go directly to the Assessment Library.
3. Consider exploring the Assessment Library to become familiar with the large collection of rubrics and checklists for assessing 21st century skills and Common Core State Standards.

Welcome Educators!

Your Login ID and password information for the Assessing Projects Teacher Workspace is the same as your Intel® Teachers Engage Community password and login.
Browse and Search Assessment Library

1. Select categories in the Assessment Library to browse for assessments you might be interested in using.
2. Search the library for specific topics, skills, or grade levels.
3. Add assessments to your Personal Library.

Your Login ID becomes your default Teacher ID. You can change it to something more student-friendly, as students will need your Teacher ID to login. The Login ID remains unchanged, and you will continue to use it for your login.

Choose Create a New Project or Add or Edit Assessments to manage your Personal Library. You can go back and create a project or add assessments at any time.
Select Search Libraries to display the search page.

Enter keywords related to your project to search for more assessments.

Search the Assessment Library, the Personal Library, or both.

Select any items in the category boxes to refine your search. Hold down the Ctrl or Command key to select multiple items.

Select Copy to Personal Library to add the assessment to your Personal Library.

Select the “+” to expand the categories and see the available assessments. Drag assessments to the Personal Library.

Drag assessments to the pane above to add them to your Personal Library, where you can modify them.

You can view, print, preview, export, or copy an assessment into the Personal Library where it can be modified. For full functionality, assessments must be dragged to the Personal Library.

When you select an assessment in the Assessment Library or the Personal Library, you can preview it in the right pane.

Select Copy to Personal Library to add the assessment to your Personal Library.
Modify and Create Assessments

1. You can make many changes to assessments in your Personal Library within Assessing Projects. For example, you can do the following:
   - Delete ratings to describe only two or three levels of performance.
   - Add ratings to describe more than four levels of performance.
   - Reorder ratings to go from low to high.
   - Change rating levels from numbers to words such as Excellent, Good, Satisfactory, Developing, and so forth.
   - Change rating levels to points possible (create a scoring guide).
   - Add or delete traits or items.
   - Modify descriptors to make them specific to a particular unit or project.
• Change the language to make the assessment appropriate for a different age group.
• Reorder traits (rows) or ratings (columns).
• Copy traits or items from another assessment.

2. You can create your own assessments, adding traits and items of assessments in the Assessment Library.

**Edit Assessment**

- Right-click a column or row to delete it.
- Add another column or row (below the rubric). For example, have five ratings instead of 4, or add a trait.
- Change the column headings. For example, use terms like Excellent, Good, Fair, and Needs Improvement, instead of numbers.
- Select any text area to revise it.
- Click in a trait name or column heading to drag it to a different place in the assessment.
Edit Assessment Information

Edit any assessment details to meet your needs. For example, add terms that reflect how the assessment will be used. Making these changes will help identify the assessment in the Personal Library.
Create Assessment

Create a new assessment or enter one you already have so you can assign it to students.

Select the type of assessment to be created.

Set up the general size of the assessment. You can always modify the assessment later if you like.

Complete the relevant identifying sections of the form.

Use Quick Search to add traits or items from assessments in the Assessment Library or your Personal Library.

Select the parts of the assessment to add text.
Manage Personal Library

1. Create folders and subfolders to organize your assessments.
2. Export assessments to your personal computer to add features, such as color or images. Assessments with these features cannot be imported into Assessing Projects to be assigned to students.
3. Send your assessments to another teacher registered in the Teacher Workspace.
Set Up a New Project

To create a new project in Assessing Projects, you select Create a New Project:

1. Give the project a title and write a brief description.
2. Navigate through your Personal Library to select the assessments you want to use in this project. You can use the same assessment in multiple projects, although you may want to customize it for each project.
3. Return to your Personal Library to add or modify assessments for this project.
4. Add students to the Workspace.
5. Once students are in the Workspace, add them to your project.
Create a New Project

Fill in descriptive information about the project.

Select those assessments that you plan to use in the project.

Select Save and Next to add students to the project.

If you do not plan to access assessments from a mobile device, select Exclude From Mobile to save space on your smartphone or tablet. You may also wish to check this feature when the project is complete and you no longer need to refer to the assessments. Assessments will always, however, be available on the website, and you can recheck this feature at any time.

Add Students to a Project

First, students must be added to the Workspace.

Once students have been added to the Workspace, they can then be assigned to a project. Students must be reassigned to each project.
Assign Assessments to Students

Assign a Team ID and a password to each student and Submit. The Team Members space is for the Thinking Tools, such as Visual Ranking, that incorporate group work, so you can leave it blank. When you are finished adding students, select Done to return to the project.

Select the options icon for a student and choose Self or Peer. If you choose Add/Remove Self, the column under Self Assessment will show Assigned or be blank. Once an assessment has been assigned, it cannot be modified.

Select Add/Remove Peer and select the row of the student or students you wish to review the student’s work.

Select Assess to assess the student’s work yourself. When you begin the assessment, the date is indicated in the cell. When the assessment is submitted, it is labeled Saved.
Complete and Review Assessments

1. Both teachers and students can use Assessing Projects online or Let's Assess to complete and review assessments.
2. You select Assess to complete assessments and Summary to review all a students' assessments.
3. Students self- and peer assess by signing in to their workspaces to see the assessments that have been assigned to them, select assessments to complete, and review those that have been completed.

Assess Student Work

<table>
<thead>
<tr>
<th>Student</th>
<th>Phoque</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Argumentation Rubric - Middle</td>
</tr>
</tbody>
</table>

A rubric in student language used by students to create an argument that meets high standards of quality. It can be modified to be used by peers to provide feedback and by teachers to monitor student progress and to assess final products. Traits: Claim, Evidence, Audience Awareness, Opposing Viewpoints, Communication, and Citations.

![Image of a rubric chart with instructional notes and student work examples.]

Select the appropriate rating with a comment or checkmark.

Review Completed Assessments

<table>
<thead>
<tr>
<th>KSkoogberg</th>
<th>11/14/2013</th>
<th>CWard</th>
<th></th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phoque</td>
<td>01/20/2014</td>
<td>Saved</td>
<td>KSkoogberg 01/20/2014</td>
<td>Summary</td>
</tr>
</tbody>
</table>

The Summary shows a compilation of all the assessments that have been completed by the teacher, the students, and peers.
Use Student Workspace

This is your Intel® Education Thinking Tools Workspace.

Welcome Students!

Students sign in to their Workspace with their Teacher ID, Team ID, and password.

Intel Education Thinking Tools:
Collaborate, share ideas, debate and discuss as you explore your thinking with others.
This student needs to use the Argumentation Rubric for self- and peer assessment of KPack and complete several peer assessments with the Decision Making Rubric. The Mathematical Modeling Rubric will be completed only by Ms. Morris.

Students select Report to see the compiled results of all the Argumentation Rubric results.

The Workspace shows all the active projects and assessments that have been assigned to the student.

Students select the self- or peer assessments they want to complete.

Students assess their peers with comments.
The reviewers' comments are identified in the report.

<table>
<thead>
<tr>
<th>Claim</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>I clearly state a claim that expresses a position on a topic.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>With help, I state a position that expresses a claim with other kinds of statements.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Teacher
  - [nice explanation of]
- Self
  - [I stated my point of view in the title]
- Peer (KStockberg)
  - [I liked your title. It was clear and clever]