

# rGrade 2.2 Instructor's QuickStart: Ball State University

December 2009

## Supported Browsers:

Windows: Internet Explorer Version 7 or newer or Safari 3.0 or newer  
Macintosh: Safari 3.0 for Mac OS X 10.4.x or newer

## 1. Log in to rGrade

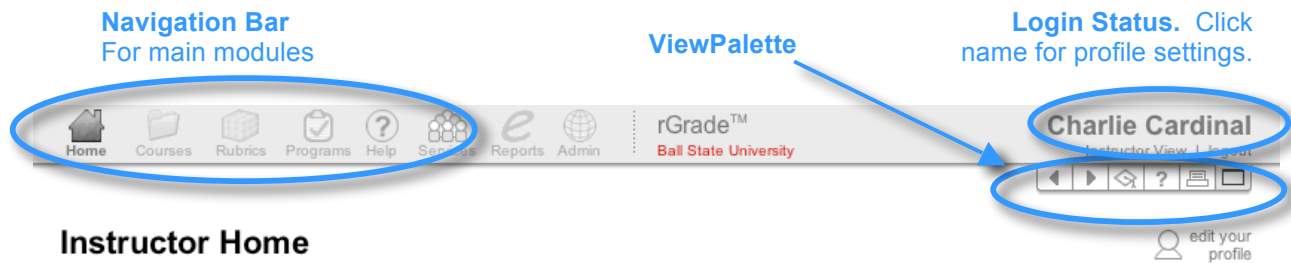
Go to the rGrade login page:

[www.bsu.edu/rgrade](http://www.bsu.edu/rgrade)

Select the button to log in as an instructor. Then, a pop-up login box will display. Use your username and password to authenticate:

## 2. Home Screen

After you log in to rGrade, the Home screen will be displayed. The top bezel contains the **Navigation Bar** in the top left and the **Login Status** indicator and **ViewPalette** in the top right.



### Instructor Home

rGrade News | Site Map

**BSU Mission Statement**  
*The mission of the professional education program at Ball State University is to prepare engaged educational experts who are sensitive and responsive to the contextual bases of teaching, learning, and development.*

[Fall2010 Student Teachers](#)  
Click on this link to view the list of all Fall2010 Student Teachers

[Conceptual Framework](#)  
professional education conceptual framework

[NEW: Standards Tutorial](#)

**Courses**  
View your rGrade courses, create course, and import courses

**Rubrics**  
View, edit and share your rubrics. View and access shared rubrics. View unit assessments.

**Help Desk**  
View rGrade News and user's manual. Request Help from rGrade team.

**Master Syllabus**  
Click here to view / edit / create a Master Syllabus for an rGrade course

**Programs**  
View your Programs, and current responsibilities

**Standards**  
View Standard Libraries. Learn how to align standards in rGrade 2.0

**eReports**  
Click here to navigate to the evidence/exemplar/exhibit environment

**Student Services & Field Experiences**  
Click here to view / edit student records and field experiences

**Announcements.** See also the News tab in the HelpDesk

**rGrade Modules**  
Repeated in Navigation Bar

### 3. Courses Module

Click on the blue folder to enter the **Courses Module** where all your official courses will be listed for the current semester. If your current semester's official course listing is not available or accurate, contact the rGrade Help Desk (see the end of this document).

To select the course, click on its name in the listing. We'll demonstrate with a course called EDUC 430.

#### Courses

The screenshot shows the 'Courses' page for the 2008-2009/ Fall semester. It features a table of courses with columns for Name, Assignments, and Students. The table lists three courses: EDUC 304-001, EDUC 425-001, and EDUC 430-001. Each course has an 'EDIT' link and an rGrade icon. The 'Assignments' column shows 0 for all courses, and the 'Students' column shows 17 for all courses. On the left, there are options to 'Create a Practice Course' and two categories: 'course in development' (no assessments recorded) and 'course in use' (at least one assessment).

Name	Assignments	Students
EDUC 304-001 EDIT	0	17
EDUC 425-001 EDIT	0	17
EDUC 430-001 EDIT	0	17

### 4. Conducting Course-Based Required Assessments

**Select the course** in which you want to conduct an assessment. In this example below, there are multiple required assessments in EDUC 430. At the beginning of the course, the required assessments will appear in the initial Yellow Box so that you can be assured they are the instruments configured to the program. You may choose to build other course assessments in rGrade.

Click **Add Assessments**.

The screenshot shows the 'Add Assessments' dialog box. It has a navigation bar with tabs: Home, Assignments (selected), Roster, Analysis, and Settings. Below the navigation bar are sub-tabs: All Assignments, Required Assessments (selected), Sequencing, and Artifacts. The main content area is a yellow box with the following text: 'One or more rGrade program(s) requires that this course fulfill their program assessment(s). To add this required assessment to your course, select the checkbox and an assignment group, then click the "Add assessment(s)" button.' Below this text is a list of seven assessment categories, each with a checked checkbox and a folder icon: 'EFE Category I: Content Knowledge', 'EFE Category II: Learning development and individual differences', 'EFE Category III: Culture of Learning', 'EFE Category IV: Planning and Implementing Instruction', 'EFE Category V: Modeling Professionalism', 'EFE Category VI: Elementary Education Content Knowledge (required in Elementary Education program)', and 'EFE Category VII: Professional Characteristics and Dispositions'. At the bottom of the list is a 'Required Assessments' dropdown menu and an 'Add assessment(s)' button. Below the yellow box, there is a note: 'This Yellow Box will disappear as soon as all required assessments are added to the course. Consult the "Required Assessments" tab to learn more about these program requirements.'

Once the required assessment has been added to your course, it will appear in the "Assignments" tab:

Home	Assignments	Roster	Analysis	Settings
All Assignments	Required Assessments	Sequencing	Artifacts	
<b>Required Assessments</b>				
EFE Category I: Content Knowledge	EDIT	25		
EFE Category II: Learning development and individual differences	EDIT	25		
EFE Category III: Culture of Learning	EDIT	35		
EFE Category IV: Planning and Implementing Instruction	EDIT	85		
EFE Category V: Modeling Professionalism	EDIT	35		
EFE Category VI: Elementary Education Content Knowledge	EDIT			
EFE Category VII: Professional Characteristics and Dispositions	EDIT	75		



Click to go into rG Mode for a given context.

Required assessments are pre-configuration. You can now click on the **rG button** to begin assessment. This will take you into the **rG Assessment Mode...**

## 5. Assessing in rG Mode

When you click on the rG button, the rG Mode comes up by default in **rG pod mode**, which displays the **pod-view** of the rubric (just row titles, input buttons, and row scores) and information about the assessment on the right (which is also where a digital artifact is displayed if configured).

2008-2009/ Fall  
**EDUC 430-001**

Home Assignments Roster Analysis Settings

Required Assessments

**EFE Category VII: Professional Characteristics and Dispositions**

student artifact No artifact required edit

rubric **Professional Characteristics and Dispositions** EDIT

Click here to learn more about how rubric points are calculated for this assessment.

## Assessing in the rG Pod

The pencil icon turns yellow when a comment has been saved.

- Select “radio” button per row of rubric. A default value will go into the row score.
- Enter comments to the student per row using the **Pencil icon**.
- The Summary score will be calculated from the row scores.
- When finished, click on **Save** or **Publish**:
  - Save** by itself stores the assessment for later publishing.
  - Publish** will save and display the results to the student.
- You can use the menus in the upper left to navigate to other students or assessments.

## Assessing in the rG Full Rubric Mode

- Click on the mode toggle switch to change from pod to full rubric mode.
- All rows are displayed concurrently with cell text in a scrollable frame.
- Comments can be entered in each row within the frame. Save frequently!
- The Summary score will be calculated from the row scores.
- When finished, click on **Save** or **Publish**:
  - Save** by itself stores the assessment for later publishing.
  - Publish** will save and display the results to the student.
- You can use the menus in the upper left to navigate to other students or assessments.

2008-2009/ Fall  
**EDUC 430-001**

Home Assignments Roster Analysis Settings

rG assessment mode (full rubric view) pod view

hide cell definitions

Click here to return to rGrade as Mark Lora...

EDUC 430-001

EFE Category VII: Professional Characteris

U NI S P D

Summary  
Percent  
Rubric Points / 75  
Assignment Points / 75

Enter overall comments here ...

Reset Save Publish

Oral Communication Skills : verbal expression, number of errors, use of voice

Unsatisfactory  Needs Improvement  Satisfactory performance  Proficient  Distinguished

Enter row comments here...

clear comment | save co

Written Communication Skills : grammatical/mechanical errors, legibility

Unsatisfactory  Needs Improvement  Satisfactory performance  Proficient  Distinguished

Enter row comments here...

clear comment | save co

## Publishing Results to ALL Students at One Time

You can publish the assessment “in bulk” in the assignment listing mode.

Click on the **Assignments** tab.

Then click on the assessment you want to publish. The results for the entire class will be displayed (see below):

## TEDU 426-

The screenshot shows the rGrade interface for TEDU 426-. The top navigation bar includes Home, Assignments, Roster, Analysis, and Settings. The 'Students' tab is active, with sub-tabs for Assignment Settings and Program Dependency. On the left, there are dropdown menus for 'TEDU 426-' and 'TEDU 426 Read Aloud Lesson'. Below these are instructions: 'This tab displays the students' outcomes for one assignment', 'Click on a name to view all assignments for that student', and three buttons: 'Click on this icon to enter an assessment', 'un-Publish all assessments for this assignment', and 'Publish all assessments for this assignment' (highlighted with a blue box). The main content area shows 'Required Assessments' for 'TEDU 426 Read Aloud Lesson Plan Assessment'. A table lists two students: Rodney Ram (24 / 30 Target) and Rebecca Ram (25 / 30 Target), each with an 'rG' button and an edit icon.

Student Name	Score	Target
Rodney Ram	24	30 Target
Rebecca Ram	25	30 Target

The rG button is in its center position, showing you that an assessment has been saved but not published. Click on the link in the left item area to publish all saved assessments to the students.

## 6. Getting Help: The rGrade HelpDesk

In the rGrade Help Desk, you will find a number of resources for learning about rGrade and getting more help from the rGrade team:

**Help Ticket:** Use the form on the left to post a message to the rGrade Team.

**rGrade News:** See institutional information about rGrade

**My Tickets:** View the responses to your Help Tickets.

## 7. Logging out of rGrade

Close all windows and exit the browser.