

General Guide to Creating Evaluation Assignments

1. Video Evaluations are the heart of CommuniCoach
 - a. It is strictly a one-to-one relationship between student and instructor. The system does not support peer review or multiple instructors for a course section.
 - b. Evaluations are designed to be collaborative between instructor and student, each with color coded comments. However, students can be locked out to make the Evaluation unidirectional.
 - c. Videos can be uploaded by students or the instructor. Only the instructor can share a video with multiple students for review.
 - d. Video must be uploaded for the Evaluations to work, and CommuniCoach only accepts one video/one file per Evaluation.
 - e. No other files can be uploaded in association with the video or Evaluation

2. There are 3 main ways to configure Evaluation assignments in CommuniCoach:
 - a. Instruct students to create the evaluation: not recommended, as the student is most likely to not follow the directions and configure the evaluation inappropriately (you don't have students creating their own assignments in BlazeView for example).
 - b. Create evaluation one-by-one for each student: can be tedious if you have a lot of students for whom you are creating the same Evaluation assignment.
 - c. Configure Template to then create the same Evaluation assignment for the whole class at once (for an example, see separate instructions for COE instrument).
Important Note: If you add a student after creating a class evaluation with Template, you will have to create the evaluation again specifically for that student.

3. The first step is to follow the more detailed directions on separate document for setting up *Activities, Categories, and Comments*: **Setup > Activities**. On the screen select Add an Activity. You might go ahead and create a series, such as "1 Observation," "2 Observation," and etc. You can copy Activities from other courses/instructors, along with associated Categories and Comments, or you can create your own.

NOTE: See the *COE Observation Instrument in CommuniCoach* doc for directions on how you set up the appropriate Categories/Comments for it.

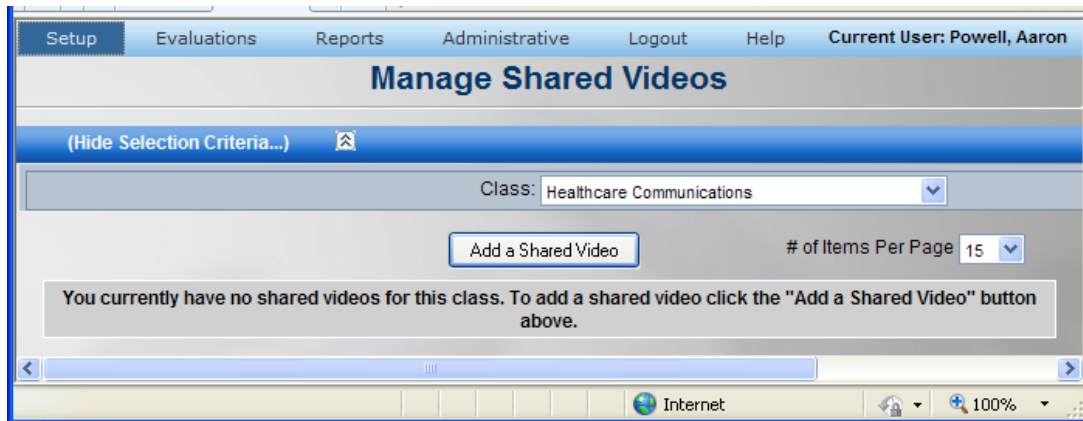
4. The next consideration is the Evaluation Type:
 - a. Video Segments (blank canvas default) – comments are tagged to specific sections of video

- b. Checklists – comments and video segments can be tagged to specific criteria/indicators
 - c. Text- comments and video segments can be tagged to a script
 - d. Multiple choice quiz/test – used to assess a student regarding content of a video shared with students.
5. **Checklists** are CommuniCoach’s method of doing rubric-based assessments. See the separate directions for the COE Observation Instrument for an example of using the Checklist feature. They allow for more control of the assessment product, consistency across courses and instructors. They are better able to address the degree to which students meet or don’t meet learning objectives and standards. Checklists are predefined and universal to all users, so multiple instructors can all use the same checklist. The Checklist must be created ahead of time, as it is selected when you create an evaluation. There are several ways to set up checklists, different methods for configuring criteria, indicators, and comments, along with how points are allotted and calculated. See the manual or your CommuniCoach admin for additional support.
6. Individual evaluations are created the same way whether by student or instructor.
- a. From the menu, select **Evaluations > New > Evaluation**.
 - b. On the Evaluation Details screen, see below, on the left select the Class Section, Activity, and Student receiving the Evaluation assignment. **The Activity is the identifier of the Evaluation.**
 - c. On the right select the Evaluation Type (Checklist for COE instrument, see separate instructions).
 - d. If you don’t want students to contribute to the assessment and make comments, set the Locked Date for your current Date and Time.
 - e. Select Save if you want to create additional Evaluations or Save and Exit if you are finished.

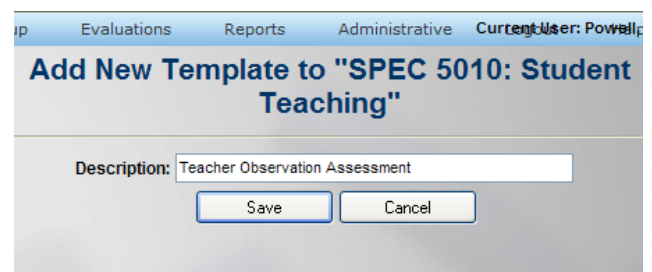
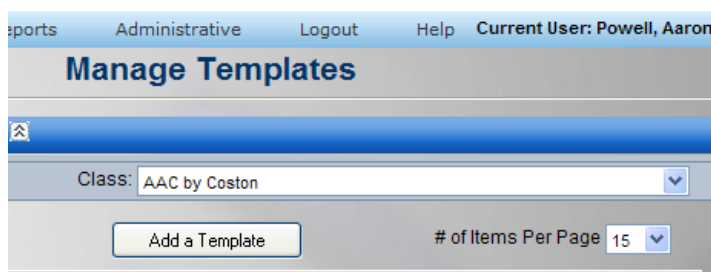
The screenshot shows the 'Evaluation Details' form in a web application. The top navigation bar includes 'Setup', 'Evaluations', 'Reports', 'Administrative', 'Logout', and 'Help'. The current user is identified as 'Powell, Aaron'. The form is titled 'Evaluation Details' and contains the following fields and sections:

- Class Section:** Healthcare Communications: 100 (dropdown menu)
- Activity Type:** (dropdown menu)
- Student:** doe, john (dropdown menu)
- Activity Date:** 12/10/2009 (calendar icon)
- Evaluation Type:** Segment (dropdown menu)
- Grade:**
 - Points: [] out of [] (spinners)
 - Letter Grade: [] (text input)
 - Automatically Calculate Points
- Locked Date:**
 - Date: [] (calendar icon)
 - Time: [] (clock icon)
- Video Information:**
 - Uploaded On:
 - Uploaded By:
 - File Size:
 - Allow Student Download
 - Buttons: Upload New Video, Choose Shared Video
- Evaluation Complete
- Buttons at the bottom: Save and Exit, Save, Evaluate, Cancel, Print, Delete

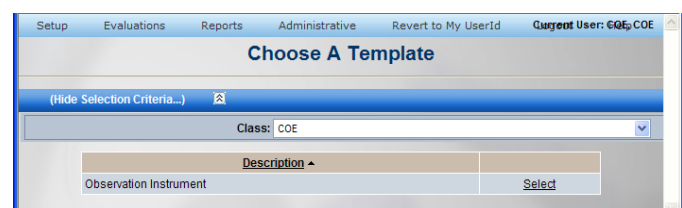
7. **Uploading video for students to evaluate:** if you were setting up an Evaluation assignment for all students to evaluate the same video that you distribute to them, you would click the Choose Shared Video button and upload it. However, you would have first had to upload a shared video: **Select the Setup Menu> Shared Videos :**



8. **Configuring a Template for setting up Evaluation assignment for whole class.** The Evaluation Template identifies the same information as a regular Evaluation, except for the student field, which is indicated as template, which amounts to all students.
- Select the **Setup menu > Evaluation Templates**. On the Manage Templates section, **select the appropriate Class** from the drop-down list, then click the **Add a Template button**.
 - For the Description, give the Template a name, preferably the same as the Activity for which you are creating the template, such as "1 Observation." Click **Save**.
 - Configure as described for individual Evaluation above.



9. Now you need to **create Evaluations** based on the Evaluation Template. From the menu **Evaluations > New > From Template**. Select the Course from the drop-down list and then click the **Select** link for the appropriate template/activity.



10. Next choose the appropriate Class Section from the drop-down list. You are likely selecting The Whole Class Section, but you can choose an individual student. Next click the **Create** button.

Setup Evaluations Reports Administrative Revert to My User: Current User: COE, COE

Help

New Evaluation(s) From Template

Template: Observation Instrument

Class Section: COE: COE

Create Evaluation(s) For:

The Whole Class Section

An Individual

Activity Date: 9/18/2009

Create Cancel

Done Internet 100%

- 11. IMPORTANT NOTE:** You can NOT navigate to other Evaluations from the Evaluation Detail screen. You MUST exit and find the Evaluation on the Evaluation Management screen, below, which opens after you have created Evaluations and exited, or with the Evaluations > Edit/View menu. **If you try to navigate from the Evaluation Details screen, p. 2, you will actually send a student's evaluation to another student.**

CommuniCoach - Manage Evaluations - Windows Internet Explorer

http://communicoach.valdosta.edu/CommuniCoach/shared/EvalList.aspx

best kept secrets american towns

Web Search Bookmarks Settings Mail Weather Flickr Finance

Google Search Sidewiki Check Sign In

Favorites Search Builder BlazeVIEW Entry Page webmail Inbox Georgia ONmyLINE Course MetaFrame Presentation Se...

Setup Evaluations Reports Administrative Logout Help Current User: Powell, Aaron

Manage Evaluations

(Hide Search Criteria...)

Class Section: All # Results Per Page: 15

Activity Type: All Refresh List Reset Criteria

Student: All Create New Evaluation

Graded: Both

Complete: Both

Activity Date: (any)

Show or Hide Color

Evaluations For: Powell, Aaron

Class	Section	Activity	Student Name	Activity Date	Evaluation Type	Evaluation Complete	Grade	File Uploaded
Sample Speech Class	testing123	observation one	doe, john	9/29/09	Segment	<input type="checkbox"/>		<input checked="" type="checkbox"/> Open Delete
Sample Speech Class	testing123	observation one	doe, john	9/29/09	Segment	<input type="checkbox"/>		<input type="checkbox"/> Open Delete
Sample Speech Class	testing123	observation one	doe, john	9/14/09	Checklist	<input type="checkbox"/>		<input type="checkbox"/> Open Delete
Sample Speech Class	testing123	observation one	doe, john	8/28/09	Checklist	<input type="checkbox"/>		<input checked="" type="checkbox"/> Open Delete

Internet 100%