

Submit Work for Evaluation

To send your work for evaluation, click the **Step 5: Submission & Evaluation** tab at the top of the Web Folio Builder. The evaluation page contains a chart displaying five columns. The 'Description' column displays the structure of your DRF. The 'Status' column displays the progress of work submissions. The 'Submit work' column contains a **Submit** button if there's an item waiting to be submitted for evaluation, a **Cancel** link and a submission time stamp if the item has been submitted but not evaluated, or a submission time stamp. The 'Evaluation outcome' column displays the evaluation results and a link to view the evaluation report. When applicable, the DRF Points Awarded column displays the total points awarded for that item. To submit your work for evaluation, click the appropriate **Submit** button and follow the resulting directions.

- 1 **Overview** 2 **Choose Style** 3 **Edit Content** 4 **Publish / Share with Reviewer** 5 **Submission & Evaluation**

STEP 5 Submit completed work for evaluation by clicking the 'Submit' or 'Re-submit' button (this button only appears if work has been started). All results will be posted under "Evaluation Outcome" column.

Evaluation Summary [\[Print View\]](#)

0 out of 9 evaluations complete
"Overall folio evaluation" not complete
(worth 100.00 points)

DRF Points Awarded (Score)

0.00 out of 300 possible for DRF: 0%
0.00 out of 0 points evaluated to date: 0%

Description	Status	Submit Work	Evaluation outcome	DRF points awarded
Course 1				
Assignment 1	In Progress	Submit		Points possible (not scored)
Assignment 2	In Progress	Submit		Points possible (not scored)

Once your work has been submitted for evaluation, it will automatically lock and a lock icon will appear next to it. This will prevent you from adding additional work, or editing existing work.

Assignment 2	Submitted [History/Comments]	Submitted: 7/3/2007 [Cancel]		Points possible (not scored)
--------------	---	--	--	------------------------------

Note: Any TaskStream work which is attached to the submitted work will also be locked.

Requirements that do not require work to be submitted will not need to be submitted for evaluation. In this case, the Status column will contain the phrase 'N/A (evaluation only)' and the Submit Work column will contain the phrase 'No submission required'.

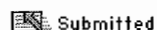
Evaluation Status

There are several statuses which can be displayed in the status column for work submitted to a DRF.







In Progress

The In Progress status appears when work has been added to the requirement level of a DRF.





Submitted
[\[History/Comments\]](#)

The Submitted status appears after you have clicked the Submit button to submit work for evaluation.

 Needs Revision [History/Comments]	The Needs Revision status appears when your Evaluator has reviewed your work and has determined that revisions are needed.
 Resubmitted [History/Comments]	The Resubmitted status appears after you have revised and resubmitted DRF work.
 Evaluated	The Evaluated status appears after your work has been evaluated and given a score.
 Evaluation Released [History/Comments]	The Evaluation Released status appears after submitted work has been evaluated and the evaluation results have been released to the Author.

Once your work has been evaluated and the evaluation has been sent to you, you will see your assessment results in the 'Evaluation outcome' and 'DRF Points awarded' columns. These areas will display the assessment evaluation and score given to your submitted work. To view the submission history and any comments made to your evaluated work, click the **History/Comments** link in the status column.



Status	Submit Work	Evaluation outcome	DRF points awarded
 In Progress [History/Comments]	<input type="button" value="Submit"/>		Points possible: 25 (not scored yet)
 Evaluation Released [History/Comments]	Submitted: 7/5/2007	45.00 /50 [View Report]	Points awarded: 45.00 /50 (90%)

Note: The DRF Points Awarded column will only appear if the DRF Weighting option was selected by the DRF template creator.

Once you have clicked the **History/Comments** link, the next page will display any comments that your Evaluator has sent to you. You will also see the submission and evaluation history of your work, stamped with the date and time of each submission. To view the evaluation report from the History/Comments area, click the **View full evaluation report** link.

◀ **Back to Evaluation Summary**

History and comments for "Assignment 2"

Date	Action	Comments
7/5/2007 10:17 am (EDT)	 Submitted	
7/5/2007 10:18 am (EDT)	 Evaluation Released	Score: 45.00 (out of 50) <u>View full evaluation report</u>

You may also access your evaluation report from the evaluation grid by clicking the **View Report** link.

In Progress	Submit		Points possible: 25 (not scored yet)
Evaluation Released [History/Comments]	Submitted: 7/5/2007	45.00 /50 [View Report]	Points awarded: 45.00 /50 (90%)

The evaluation report lists identifying information about the requirement or category, date evaluated, points awarded, and the overall mark. You may access this report for each item of the DRF once the scores have been released to you. The evaluation report for a rubric evaluation lists the header information, average rubric score, and detailed results about each criterion.

The header information contains the Author's name, the name of the program date evaluated, DRF information, and points awarded for this portion of the DRF.

[« Back](#)

[Print View](#)

Evaluation Results

Author: Betty Jones
Date evaluated: 7/5/2007 10:18:47 AM (EDT)
DRF template: Sample DRF Template*
Program: Sample DRF Template Program

Evaluation Summary for Course 1: Assignment 2

Final Score: 45.00 (out of 50)
DRF points awarded: 45.00/50

Evaluate work using the evaluation form below Show All Choices
 Form being used: Observation Form

Observation Form

	Please provide the name of the student you observed Betty Jones
	How would you describe the students effort Moderate

The rubric score represents the average score of all rubric criteria for this DRF area. Click the **See Calculation** link to view the calculations for the rubric score.

[« Back](#)

Evaluation Results
[Print View](#)

Author: Betty Jones
Date evaluated: 7/5/2007 10:50:56 AM (EDT)
DRF template: Sample DRF Template*
Program: Sample DRF Template Program

Evaluation Summary for Course 3: Assignment 3

Final Score: 3.25 (out of 4) [\(See Calculation\)](#)
DRF points awarded: 8.13/10

Detailed results (Rubric used: Rubric)

Criterion 1: Content(Standard 4)

(1) Falls Below	(2) Approach	(3) Meets	(4) Exceeds
Work product does not demonstrate knowledge of Content	Work product is beginning to show signs of demonstrating knowledge of Content	Work product demonstrates knowledge of Content	Work product fully demonstrates advanced knowledge of Content

Criterion Score: 3.00

The calculation details contain the rubric criteria, the scores, and if weighting is on, the weighted scores. If rubric weighting is off, this area will only contain the rubric criteria and the scores.