

How to Identify and Align KEY Assessments

Follow these steps to identify 6-8 KEY ASSESSMENTS and align them to your SPA Assessment Types (if applicable)

- 0) Login to rGrade. Click on the “Programs” module.
- 1) Click on the grey ANALYSIS link under the appropriate program.
- 2) Click on the “Custom Reports” sub-tab
- 3) Click the “6-8 Key Assessments” link on the left.

The screenshot shows the rGrade interface. At the top, there is a navigation bar with tabs: Requirements, Outcomes, Alignment, Roster, Analysis, and Settings. The 'Analysis' tab is selected and highlighted with a red box labeled '1.'. Below this, there is a sub-tab bar with 'Alignment Reports', 'Performance Reports', 'Audit Reports', and 'Custom Reports'. The 'Custom Reports' tab is selected and highlighted with a red box labeled '2.'. On the left side, there is a sidebar with a search box labeled 'Your Program Name' and a list of links: 'BSU Annual Report Template', 'Intro-Course Lookup', 'UCC-21', '6-8 Key Assessments', 'ELED DP2 Completers', and 'DP4 Testing Requirement Completers'. The '6-8 Key Assessments' link is highlighted with a red box labeled '3.'. The main content area shows a list of '6-8 Key Assessments': 'Decision Point 3: Artifact Content (EDEL 350)', 'DP4: Student Teaching Portfolio Rubric (INTASC) (Fall09 - present)', 'EDEL 200: Artifact Content Assessment', 'EDRDG 430 Artifact Assessment', and 'LAMP Assessment (Fall07 - current)'. Below this list, there are two links: '1. Click here to edit your 6-8 Key Assessments.' and '2. Click here to edit the alignment of SPA Assessments.'. Red arrows point from these links to the right.

- 4) Upon refresh, click link #1, “Click here to edit your 6-8 Key Assessments”. A popup window will appear. Select the checkbox to the right of the program requirements that you would like to denote as a “Key Assessment”.

Click the [Align / Save Changes] button. When you have finished selecting all appropriate requirements, close the popup window.

The screenshot shows a popup window titled '1 Reqmnt'. It contains a table with two columns: 'Decision Point #1' and 'KEY ASSESSMENT'. The table lists various requirements with checkboxes in the 'KEY ASSESSMENT' column. A red arrow points to the checkbox for 'Decision Point 1: Portfolio', which is checked. Below the table, there is a button labeled 'Align / Save Changes' and a note: '✓ icon indicates descriptor aligned from unit assessment'. The table also shows 'Decision Point #2' with its own list of requirements and checkboxes.

Decision Point #1	KEY ASSESSMENT
Complete introductory course with C or better	<input type="checkbox"/>
• EDEL 100	<input type="checkbox"/>
• EDSE 150	<input type="checkbox"/>
• ENG 150	<input type="checkbox"/>
• FCED 150	<input type="checkbox"/>
• FL 150	<input type="checkbox"/>
• ITED 195	<input type="checkbox"/>
• MATH 150	<input type="checkbox"/>
• MUSE 100	<input type="checkbox"/>
• MUSE 150	<input type="checkbox"/>
• PEP 161	<input type="checkbox"/>
• SCI 150	<input type="checkbox"/>
• SPCE 201	<input type="checkbox"/>
Decision Point 1: Portfolio	<input checked="" type="checkbox"/>
Decision Point 1: Disposition	<input type="checkbox"/>

Decision Point #2	KEY ASSESSMENT
GPA check at 45 hours	<input type="checkbox"/>
• Students initially enrolled at BSU prior to Fall'13: Overall GPA of 2.5 in at least 45 hours	<input type="checkbox"/>
• New students to BSU starting Fall'13 - present: Students with 45 earned hours - for	<input type="checkbox"/>

