ACADEMY OF PROFESSIONAL DEVELOPMENT

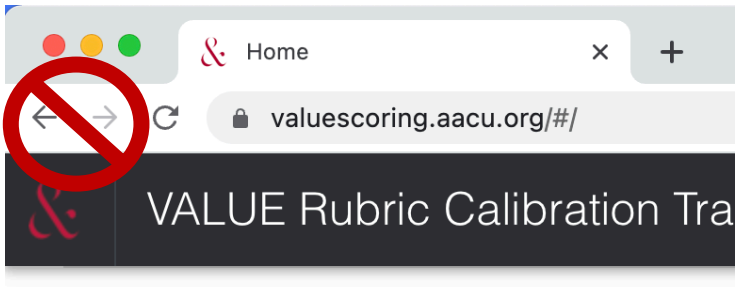
Digication Instructions for VALUE Calibration Scoring

Per the Key Takeaways and Next Steps lesson, this calibration scoring step is required only if you choose to pursue becoming a "certified" VALUE scorer. Please carefully follow this list of instructions as you use the Digication platform to score for calibration.

Please do not complete calibration scoring until after you have completed all lessons (1-4) online.

Platform Navigation

- When using this platform, the typical navigation buttons in your browser (e.g., back, forward) do not function. Instead, you must use the navigation options within the Digication platform. The instructions in this document describe how to navigate.



Technical Support Needed?

Scoring Platform Issues:

- If the Digication scoring platform is not working, reach out to the Digication Help Desk: support@digication.com (clearly indicate that this request is for the *AAC&U VALUE Scoring Platform*)

Navigation Issues:

- If you have carefully reviewed these instructions and the provided video tutorial but are still having trouble navigating the scoring platform, please reach out to Jessica Chittum (jchittum@aacu.org) and value@aacu.org.

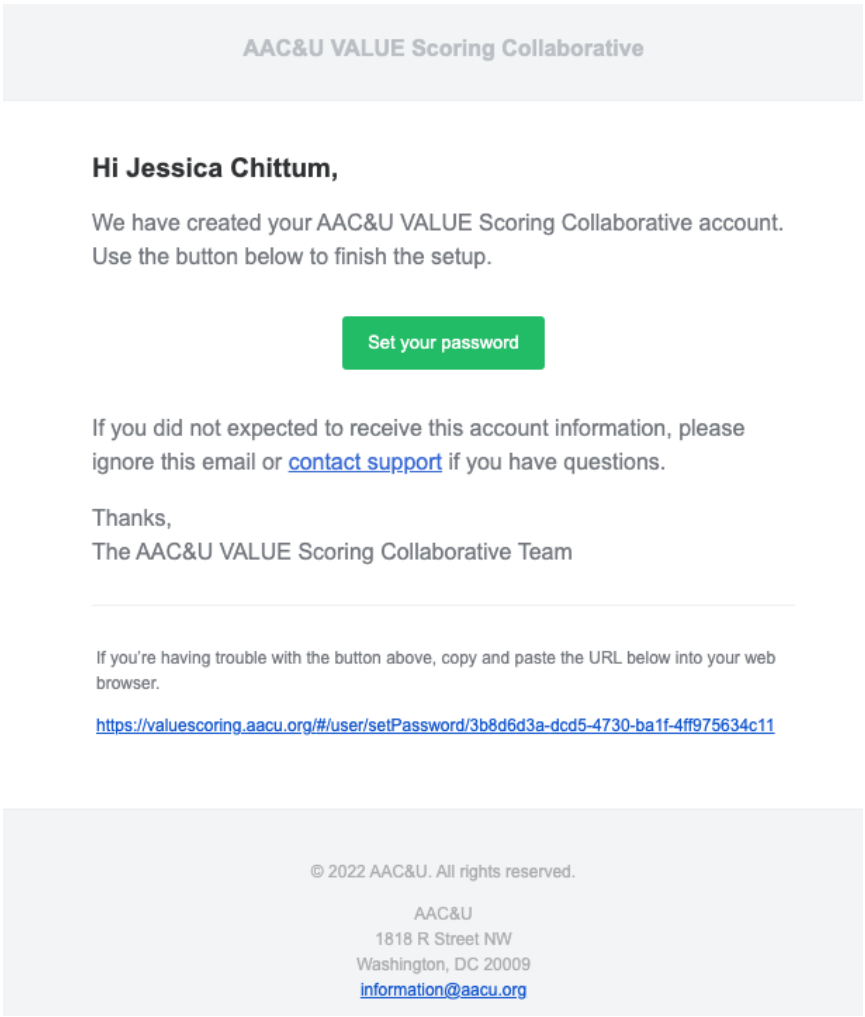
Step-by-Step Guidance

1. **Submit your request to complete VALUE calibration scoring from Lesson 4 in Calibration Training.**

    - You must submit this request to be added to a calibration scoring session on the VALUE scoring platform.
    - We process these requests on a weekly basis. It may take up to 7 days for you to be added to the scoring platform.

2. **Once your request has been processed, you can go to https://valuescoring.aacu.org/ to complete calibration scoring.**

    - Note that calibration scoring occurs in a separate platform from the training lessons.
    - Once you are granted access to the scoring platform, ***you will receive an automated email from value@aacu.org that looks like the message below***. Please check your Spam and quarantine filters.



AAC&U VALUE Scoring Collaborative

Hi Jessica Chittum,

We have created your AAC&U VALUE Scoring Collaborative account. Use the button below to finish the setup.

Set your password

If you did not expected to receive this account information, please ignore this email or contact support if you have questions.

Thanks,
The AAC&U VALUE Scoring Collaborative Team

If you're having trouble with the button above, copy and paste the URL below into your web browser.

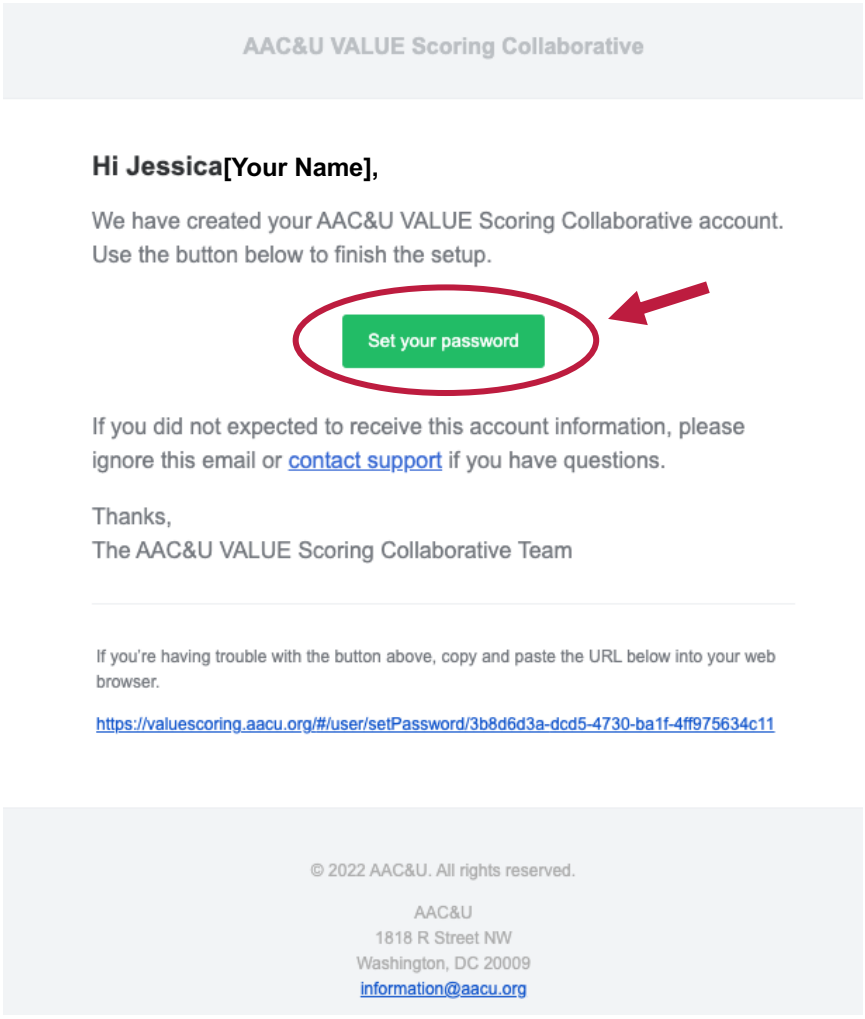
https://valuescoring.aacu.org/#/user/setPassword/3b8d6d3a-dcd5-4730-ba1f-4ff975634c11

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Washington, DC 20009
information@aacu.org

3. **Sign in using the email associated with your AAC&U account and create a password for this site.**

   - You can either set your password via the **green button** in that email or simply navigate to https://valuescoring.aacu.org/, enter the email address associated with your AAC&U account, and create a new password.



AAC&U VALUE Scoring Collaborative

Hi Jessica[Your Name],

We have created your AAC&U VALUE Scoring Collaborative account. Use the button below to finish the setup.

Set your password

If you did not expected to receive this account information, please ignore this email or contact support if you have questions.

Thanks,
The AAC&U VALUE Scoring Collaborative Team

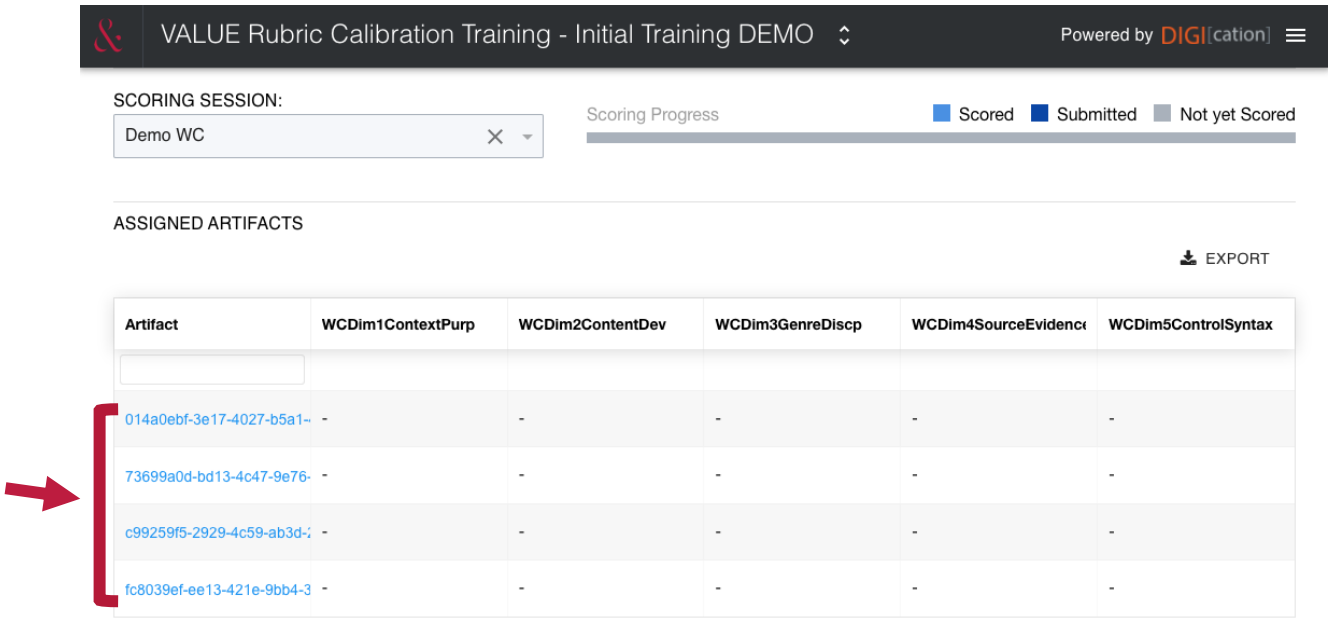
If you're having trouble with the button above, copy and paste the URL below into your web browser.

https://valuescoring.aacu.org/#/user/setPassword/3b8d6d3a-dcd5-4730-ba1f-4ff975634c11

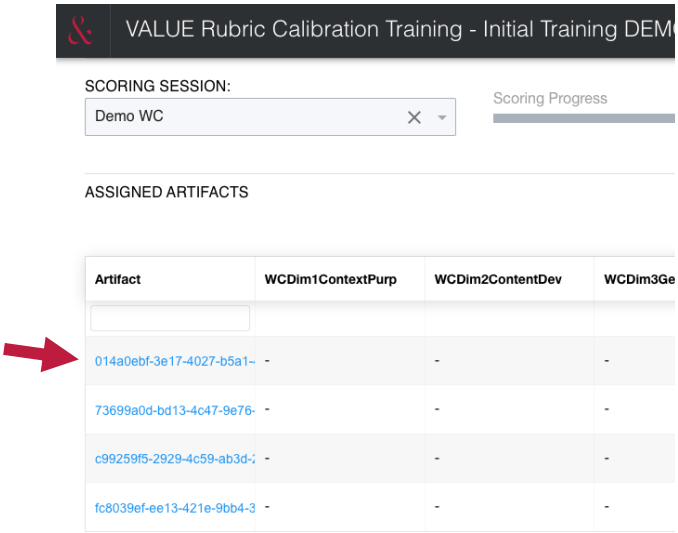
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4. **As soon as you log in, you should see four artifacts for your selected outcome ready to be scored.**

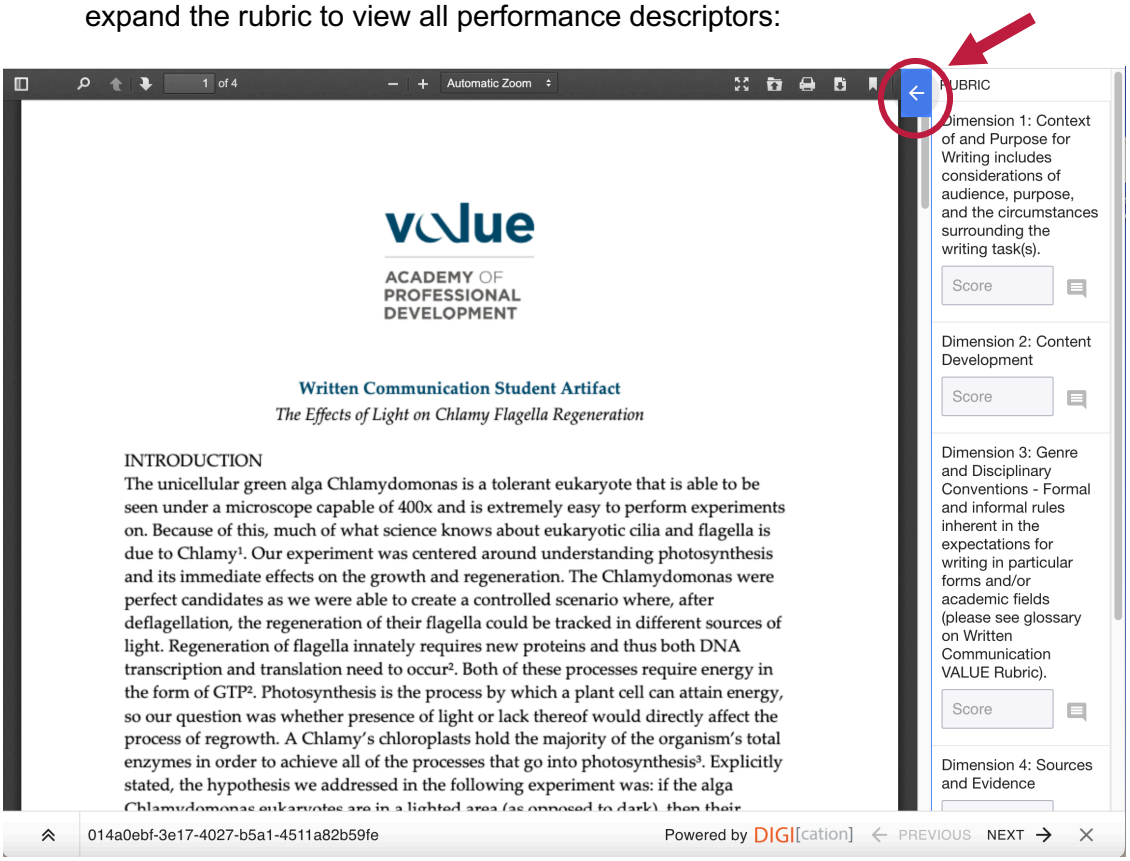


5. **You are required to score all four artifacts for your level of calibration to be assessed. To score an artifact, click on the blue link in the "Artifact" column.**

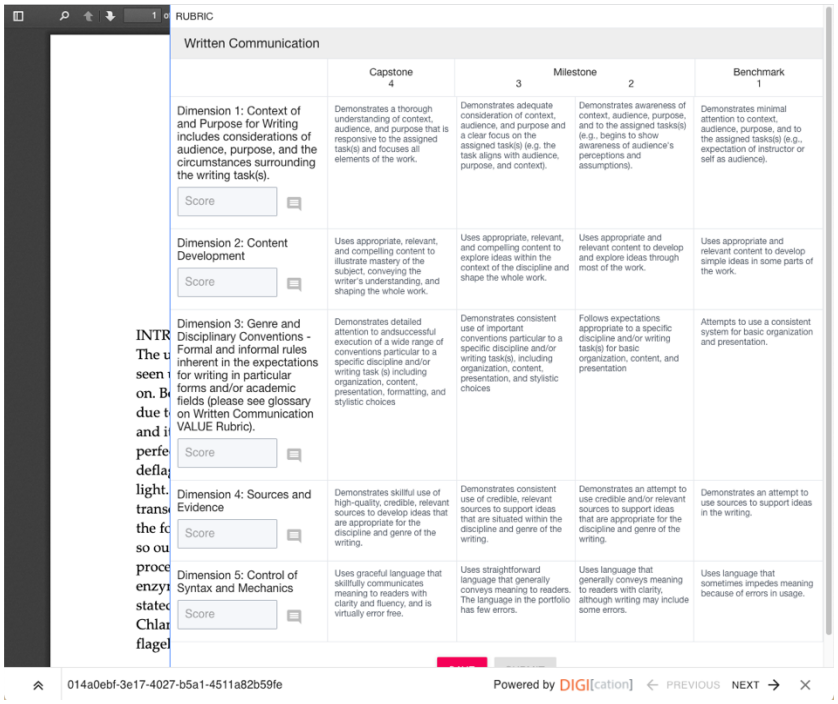


6. **After clicking on the link, you will be directed to a new window displaying a PDF of the student artifact to be scored on the left and the corresponding rubric on the right.**

    - *To see an expanded view of the rubric*, hover your mouse over the top right corner of the PDF (student artifact), and a blue arrow will appear. Click on the blue arrow to expand the rubric to view all performance descriptors:

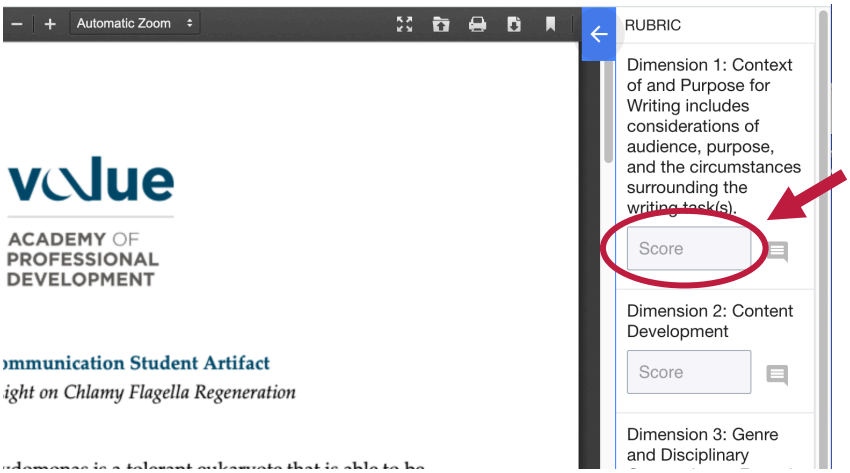


The expanded rubric will look like this:



7. **Enter your scores in the fields labeled "Score." You will enter a score for each of the rubric dimensions, which will be five or six, depending on the rubric.**

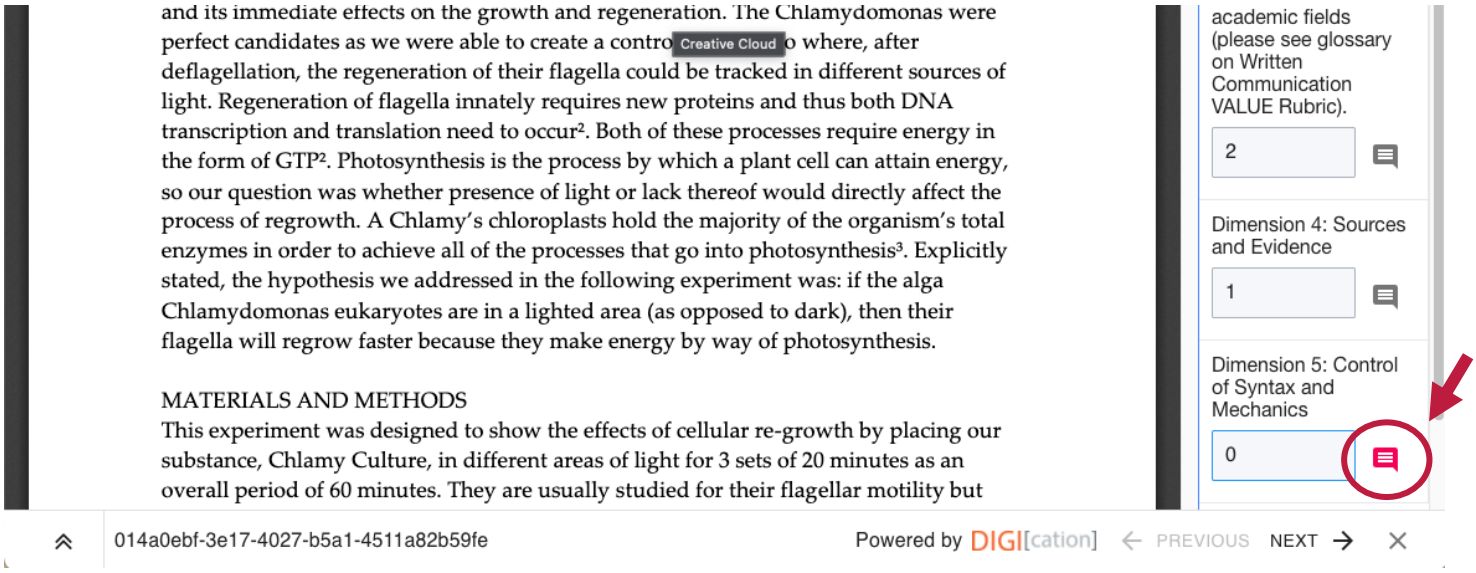
    - Be sure to scroll down and view all dimensions, as appropriate for the rubric you are using.



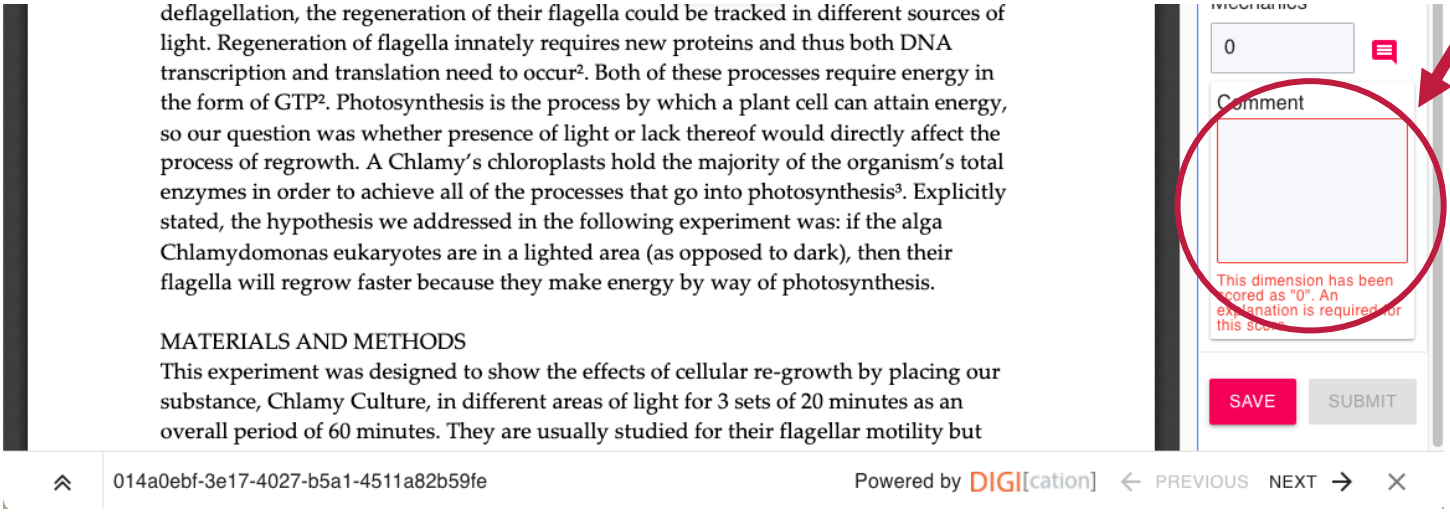
8. **ZERO SCORES ONLY: If you enter a zero score for a dimension, <u>you must provide a written rationale</u>. The comment icon to the right of the score field will become red when a written rationale is required. Click the red icon and enter your explanation for the score of zero in the text box that appears.**

    - You will not be able to submit your scores for the artifact until you include a written rationale for a score of zero.

Red comment icon requiring a written rationale for a score of zero:



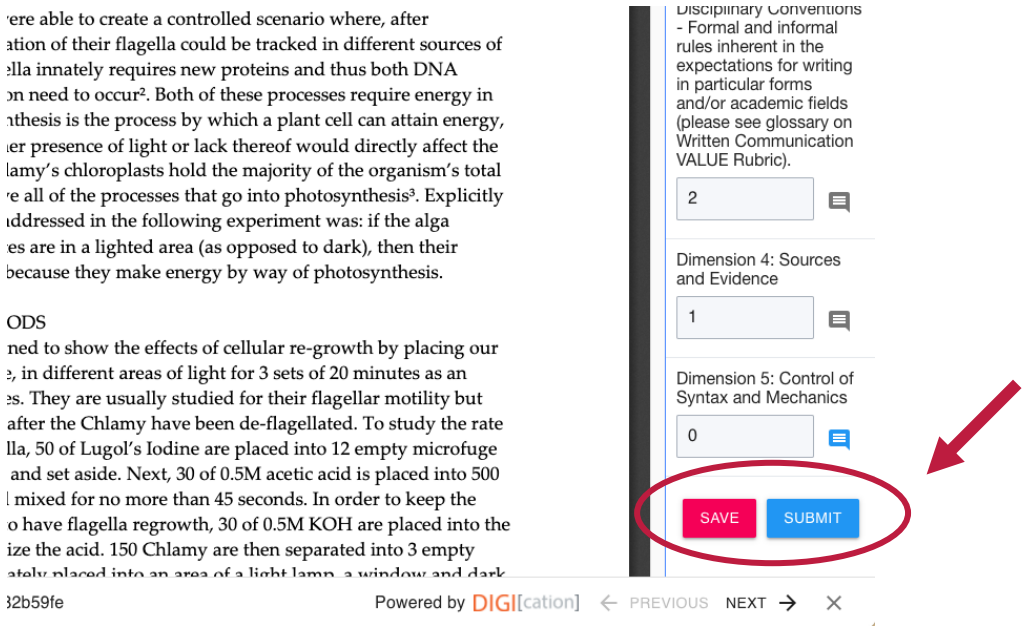
Comment box that appears when you click on the red comment icon pictured above:



9. Once you have scored the student artifact, you have two options:

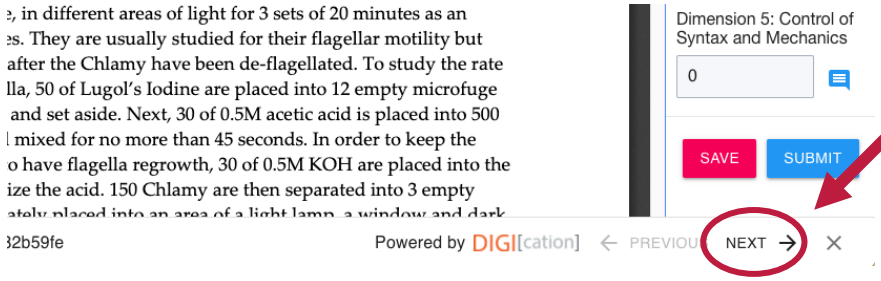
- **SAVE**: If you choose to save your work and return later, click "**SAVE**" at the bottom of the right-hand column (you may need to scroll down to view).

- **SUBMIT**: If you are finished scoring the student artifact and do not need to review again later, click "**SUBMIT**" to formally submit your scores. *This submission is final*. Do not submit unless you are ready to formally submit your selected scores for the student artifact at hand. (This will not submit scores for other artifacts.) You will follow these steps for each artifact you score.

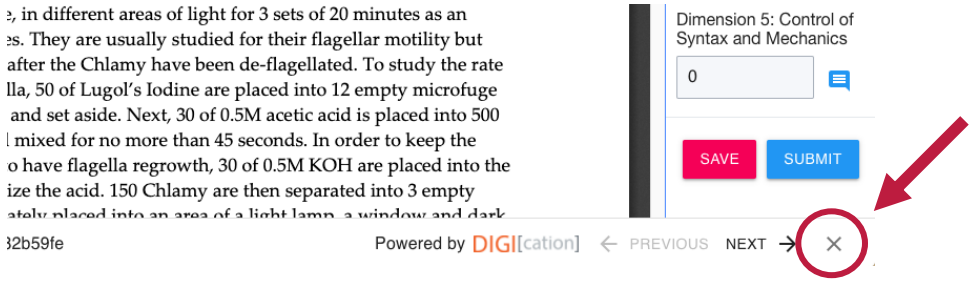


10. **Your next choices depend on what you are prepared to do at this point. You may move on to score the next student artifact OR go back to the home screen.**

    - **NEXT:** Click on "**NEXT →**" in the lower right corner of the screen if you choose to score the next student artifact for calibration scoring. Do not do this unless you have selected either "save" or "submit" for the current artifact.



    - **HOME:** Click on the "**X**" in the lower right corner of the screen if you choose to return to the home screen rather than score the next artifact. Do not do this unless you have selected either "save" or "submit" for the current artifact.

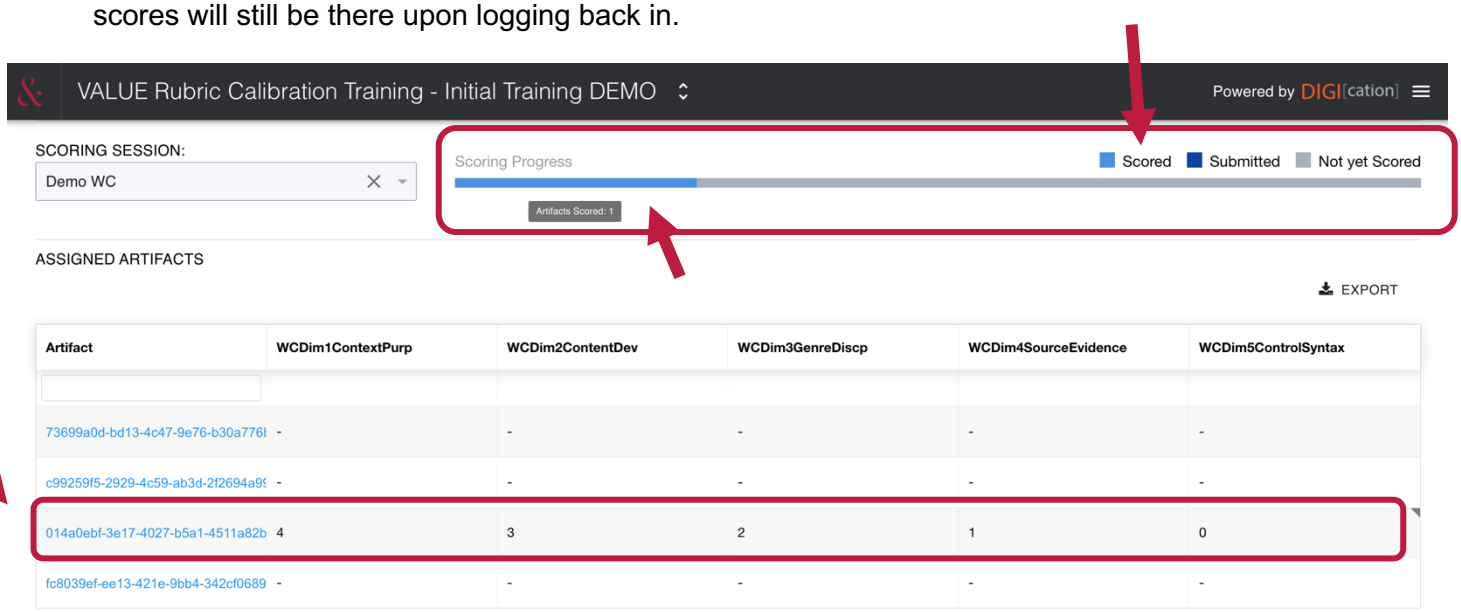


11. **NEXT ARTIFACT: If you chose to go to the next student artifact to score, follow the steps described previously to complete scoring for each of the remaining artifacts.**

12. **HOME PAGE: If you choose to return to the home screen, you can see and confirm your scoring progress. The scoring progress bar indicates what has been saved or submitted.**

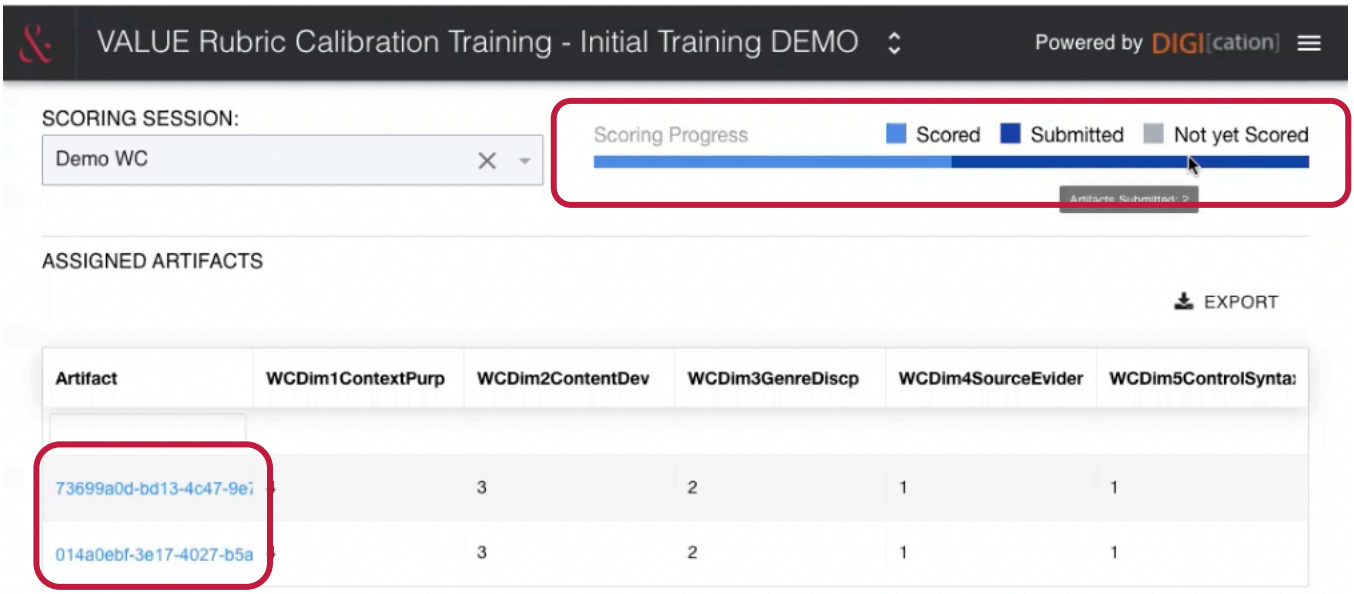
    - **To complete calibration scoring**, you must ***submit*** scores for all four student artifacts following the steps described previously. Be sure to click "SUBMIT" after entering the scores (and any required written rationales for scores of zero) for each of the four artifacts. ***Saving*** the scores will not submit them to AAC&U for calibration assessment.
    - If the progress bar appears **MEDIUM BLUE** or **GRAY**, your scores have not yet been submitted.
        - **MEDIUM BLUE** indicates that the scores have been saved only, not submitted.
        - **GRAY** indicates that nothing has been saved or submitted.
    - When you choose to submit your scores, navigate to each artifact again and click "SUBMIT" at the bottom of the lower right-hand column for each artifact.

Example 1: In this example, the scorer has only SAVED scores for a single artifact. Nothing has been submitted. This scorer can log out at any time and complete scoring later. The saved scores will still be there upon logging back in.



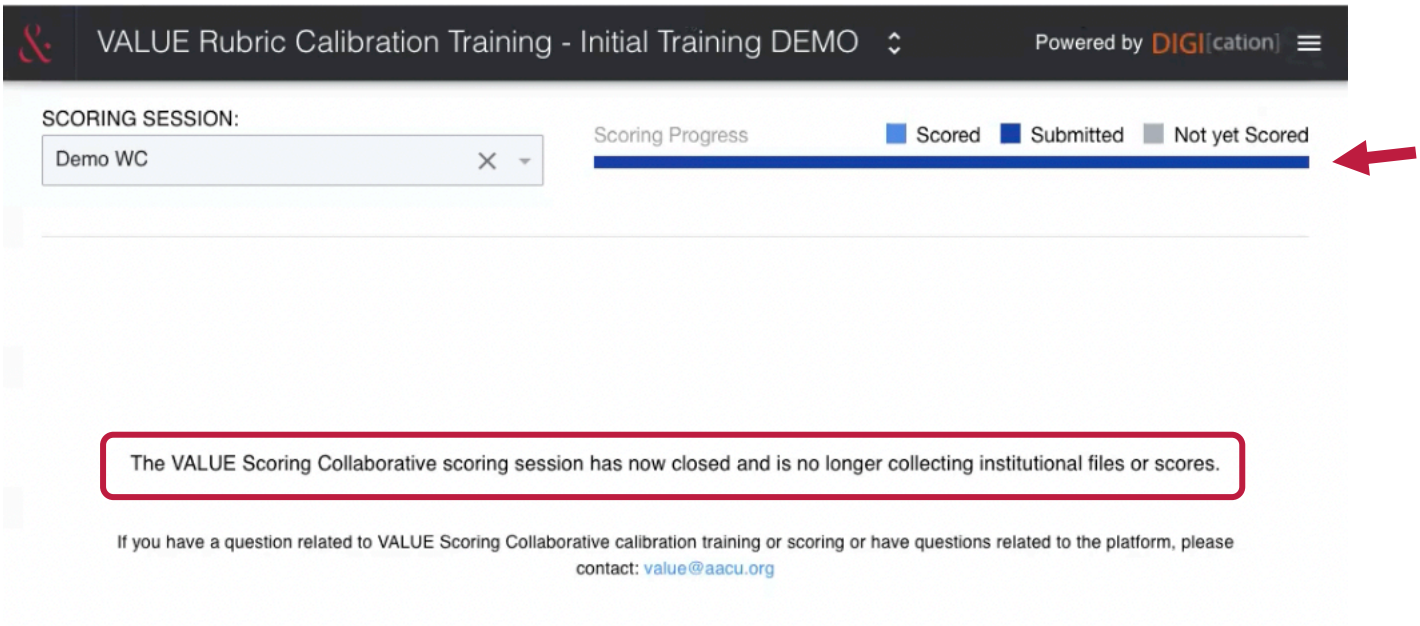
Example 2: In the example below, the scorer has SUBMITTED scores for two artifacts and SAVED scores for two artifacts. This individual has not yet completed calibration scoring, as the saved scores must be submitted before calibration scoring is complete and ready for processing.

- Notice that there are only two artifacts left in the list. Once scores are submitted for an artifact, you can no longer access that artifact from the home screen for this scoring session.



Example 3: In the final example below, the scorer has SUBMITTED scores for all four student artifacts. This individual has finished calibration scoring.

- Note that the progress bar is full and appears **DARK BLUE**. This means the scores are submitted, and the scorer has completed calibration scoring.



13. **CONFIRMATION: You will *not* be sent a confirmation email when you have completed calibration scoring. Please visit the home screen in your Digication scorer profile to confirm that your scores were submitted.**

    - You have successfully submitted scores for all four student artifacts if the Scoring Progress bar at the top of the screen is full and **DARK BLUE,** and there are no more artifacts listed.

14. **Receiving notification of calibration from AAC&U:**

    - After you submit your scores for calibration, please note that it may take some time before you are notified of your calibration status. The length of time can depend on when you submit your scores during the training cycle and when the other trainees submit their scores, against whom your scores will be benchmarked alongside expert scorers.
    - Once we have all the calibration scores in hand, it takes additional time for us to complete the calibration assessment. We determine calibration for hundreds of scorers across multiple learning outcomes annually, which can be time-intensive. We appreciate your patience as we complete our analyses.
    - We will contact you via email with news regarding your calibration status.