Marking WatCV Assignments

The WatCV rubric is designed to:

- help students succeed in their WatCV assignments;
- support students articulate their professional skills to next stage stakeholders (future employers);
- support consistent grading practices across all WatCV courses;
- apply in both STEM and Humanities contexts;
- provide both qualitative and quantitative feedback; and
- align with the University of Waterloo's grading scheme.

About the WatCV rubric:

- student work is described in terms of achievements (rather than qualities or deficiencies)
- achievements are progressive, so a D level achievement is less challenging than a C level achievement
- each achievement is assigned a point value. There are 100 points available in total. The rubric automatically calculates the student's overall score.
- you do not have to add comments to your feedback.

This marking guide contains the following sections:

Setting up the Gradebook
Setting up Dropboxes
Preparing to Mark
Marking Tips
Entering Grades

Setting up your Gradebook

We suggest creating your Gradebook first, then setting up your Dropboxes. Follow the instructions outlined in the Gradebook set-up section on LEARN HELP and note the following:

Create a New Category called "WatCV Assignments"

- Enter the total weight (i.e. percentage) that you want the WatCV Assignments to contribute toward the final grade. We recommend that you assign between 6% and 25% over the three assignments, increasing the value over the three assignments.
  Remember: Draft Assignment 2 needs to be worth 1% as an incentive. This part of the assignment will be marked on a completion basis, rather than using the rubric
- Select the option - Manually assign weight to items in the category.

Create a Grade Item for each of the WatCV Assignments

- From the **Manage Grades** area, click **New** and choose **Item** from the drop-down menu.
- Select **Numeric**.
- Enter a **Name** for the grade item (e.g. WatCV Assignment 1).
- Associate each grade item with the **WatCV Assignments** category you created above by selecting it from the **Category** drop-down list.
- Enter the value you want the item graded out of in the **Max Points** field.
- Since you are using a category and have selected, "Manually assign weight to items in the category", enter the **Weight** you want the grade item to contribute to its category. You are entering in what percentage each grade item in the category accounts for the category as a whole, i.e., the category is worth a certain percentage of the final grade. Each grade item will be calculated to contribute to 100% of the category, NOT towards the percentage of the total course grade.
  - For example, if your category is 25% of the total grade in your course, and WatCV 1 contributes to 5% of the total grade, then its category weighting would by 20% (i.e. 5/25 = 0.2):

If you have problems setting up your Gradebook, please contact your [CTE Faculty Liaison](#), or [learnhelp@uwaterloo.ca](#).

Setting up Dropboxes

Follow the instructions outlined in the [Dropbox set-up](#) section on LEARN HELP and note the following:

- Create a dropbox folder for each WatCV assignment (i.e., WatCV 1, WatCV 2 draft, WatCV 2, and WatCV 3). Each WatCV Dropox folder should be an individual submission **EXCEPT WatCV 2 draft.** This folder should be a group submission and set up so that the entire class can see each other's submission.
- To organize your WatCV folders into a category, click **New Category** and enter "WatCV Assignments"
- Select the corresponding **Grade Item** you will link your folder to from the dropdown list.
- You can change how many files users can submit and which file(s) you will see under the **Submission Options** section. Under **Files allowed per submission,** select **unlimited.** Under **Submissions,** select '**only the most recent submission is kept'.**
- You can set your **Due dates** under the **Restrictions tab**, under **Availability.**

Preparing to Mark

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Before you Begin:

- ❏ Review the instructions for the WatCV Assignment you are grading.
- ❏ Review the STAR Format.
- ❏ Review the WatCV Rubric. Start at the top left corner of the rubric and work from left to right across each row. Read the description of the achievement in each cell.
- ❏ Log in to the LEARN site for your course and open the Gradebook for the WatCV Assignment you are grading.
- ❏ Open your electronic copy of the [WatCV Rubric](). You will be prompted login to The University of Waterloo Central Authentication Service (CAS)

IMPORTANT: use CHROME while you are marking, as there have been some difficulties associated with using Internet Explorer and Firefox. If you are using Firefox make sure you do the following: in the Print window, under Appearance, click "Print background colours".

1. Go to **Grades** and click on '**Settings**' in the top right-hand corner of the page
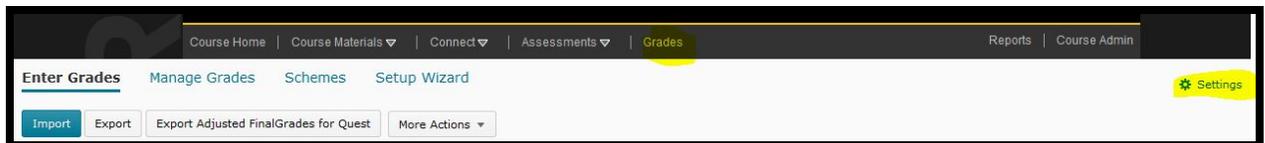
2. The first heading should be **'Managing View Display Options'**. Ensure that the **Username** field is selected (by default it is not, and this will have to be turned on every single LEARN course using this grading method) and click **Save** (this will only have to be completed once per course).
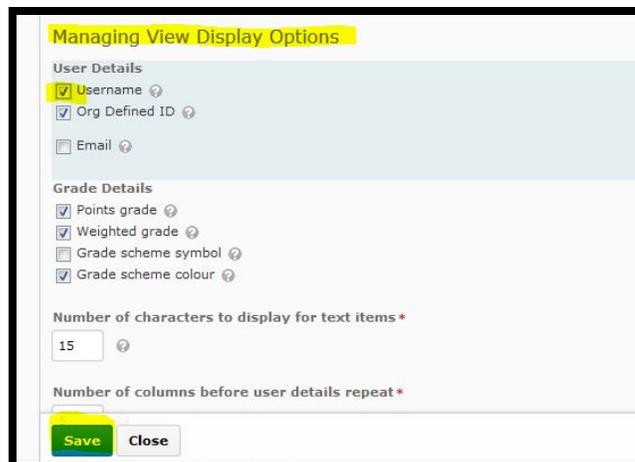
3. Select **Manage Grades**
4. Find the assignment you want to grade (for example, WatCV Assignment 1) and click the **dropdown arrow** beside the assignment name and select **Enter Grades**

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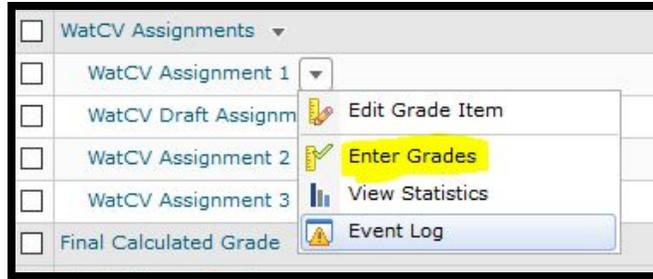
5. From the list showing all users, in the first column, sort by username, or lastname-whatever works best for you, by clicking on heading '**username**', or '**lastname**'. In this example, we've sorted by username.

6. In the second column, **Submission**, you are looking for an **icon** - this indicates that the student has submitted the link to their WatCV along with the screenshot of the WatCV. (Screenshots are necessary in order to have a record of students' WatCV at the time it was submitted)

   Note: for the Draft WatCV 2 assignment, you will not be using the rubric, and will be giving a mark for submitting the draft assignment to the Dropbox. If there is an icon in the **Submission** column, **enter a mark of 1** (or the grade you have determined for your class). **Enter 0** into the Grade area if there is not an icon to the left of the Grade column under submission.

7. Copy the student's username and paste this username into the WatCV rubric. Add the assignment name into the WatCV rubric. This information is automatically filled in at the bottom of the rubric where the final mark is displayed.
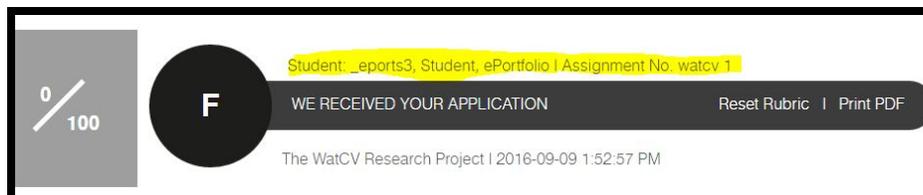

8. Go back to the Gradebook and click the **icon** in the **Submission** Column beside the student's name you have just pasted into the rubric. This will take you to the '**Evaluate**

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Submission' page, which should open in a new tab. If it does not, you can right click on the icon and select '**Open link in new tab'** option

9. You will see the student's username on the right hand side. On the left hand side, you'll see the name of the submission, a link to the screenshots that the student has uploaded of his WatCV at the time of submission. To mark the WatCV submission, click the **link** found in the comments area. You may have to copy and paste the link into a new tab in your CHROME browser if you can't click the link to open the WatCV.
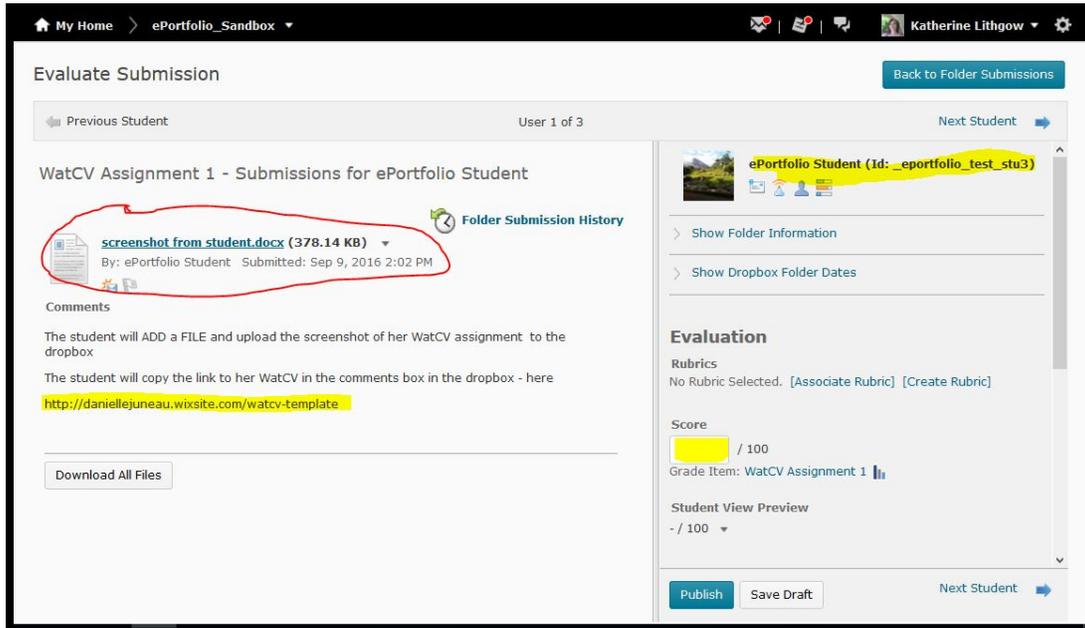
Marking Tips

1. Starting at the top left corner of the rubric, mark **ePortfolio design** first. **Scroll quickly** through the student's whole ePortfolio. Work from left to right across the rubric row. Read the description of the achievement in each cell. If there is evidence in the student's submission of the achievement described, click the cell/button. Please note that there is no save function, as the rubric is not linked to any database which can store the saves. Rather, you will be converting the file to a PDF once you have calculated the final score. Once converted to a PDF you will not be able to make any changes to the rubric.

2. To mark **organization of reflection**, **skim each section** of the student's 500 word reflection.

3. Mark the **situation/task** section.

4. To mark the **'my actions'** section, **start by skimming** the section and look for sentences and phrases that start with "I" + an action verb (for example, "I practiced", "I developed", "I paid close attention", etc.) Once you have noted all the "I" + action verbs, **look for more detailed examples** of these actions as supporting evidence immediately near these claims. Often, students will use such sentence starters as "for example," or "specifically" to introduce the evidence. **Note:** These details represent the most

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sophisticated and persuasive articulation of skills, and are weighted as '5'/ A-level achievement in the 'my actions' row. They represent the core mastery of students' ability to recognize and articulate professional skills, and add an 'authentic' voice to the reflection. Reading these, you should feel as if you now know something new and unique about the student.

Note on common errors:
- Students sometimes announce that they will discuss one skill/ behaviour and then elaborate a different skill/ behaviour in the 'my action' section. If your student has confused the skill/behaviour/action alignment, do not click off 'gives enough detail to show that the actions all illustrate the professional behaviour' (out of 3) in the 'my actions' section.
- Students often need to become more aware how to separate what the team has done from their own contribution, particularly when they write about the teamwork skill. If you read more "we" than "I" statements, do not click off 'describes actions that were taken independently' (out of 2) in the 'my actions' section.

5. Mark the **result** section.
6. Review your marks for the **situation/task**, **my actions**, and **result** sections.
7. You will now be able to mark **writing**, **digital artifact supporting the reflection, and editing and proofreading** very quickly.
8. After you have finished marking the submission, save it to a folder on your computer by clicking **PRINT PDF**. The **Destination** should indicate **Save as PDF**. If it doesn't, click the **CHANGE** button, and select **Save as PDF** from the options available.

   We recommend using the following naming convention:

   WatCVassignmentnumber_studentusername_grade_markerinitials

Entering Grades

1. Return to the '**Evaluate Submission'** tab.
2. Enter the student's score in the blank area under **SCORE**.
3. Upload the completed rubric by clicking the **Add a File** button located below the **Feedback area** located below the area where you entered the score. Find the completed rubric on your computer, select it and **click Add.**

4. Click **Save Draft.** When you click **SAVE DRAFT**, students will not be able to view the marks. We suggest that you keep the evaluations saved as drafts until ALL student submissions have been marked, then **PUBLISH** the marks at once to avoid having some students receive their marks ahead of other students (see step 7).
5. Close the **Evaluate Submission** tab before beginning assessment of the next student.
6. **Repeat the process for the next student**. Be sure to click **Reset Rubric**, found at the bottom of the rubric page, before you add the new student name to begin marking the next student's submission.
7. Once you have finished marking all the submissions, you can publish all of the marks at the same time:
   a. Go to the **Folder Submissions** page of the Dropbox of the WatCV assignment you are marking. Under the **Submission Date** column, you will see the **Draft Saved** date beside each student's submission that you've marked.

   b. Put a checkmark in **the box at the top of the list** (to the left of the **Download** button) and click **Publish**.
   c. Click **yes** to confirm that you want to publish these submissions.
   d. Under the **Submission Date** column, you will see the **Published** date beside each student's submission. Students will now be able to see the mark and the uploaded completed rubric.