

Artifact Upload Quick Tips

Please make sure to view the uploader video tutorial (< 15 minutes) that demonstrates the steps of creating an assignment in the Aqua system. The following quick tips provide some additional context for the tutorial.

- Information you may want to collect in advance of “**Creating Your Assignment**” in the Aqua system:
 - Assignment Title**
 - Instructions for Students:** This would be the instructions or prompt that students received upon receiving the assignment. You can upload a Word document into the system.
Note: VALUE Scorers will not have access to this information, but it may be referenced during analysis.
 - Scoring Instructions:** This is only required for those who have selected written communication and quantitative reasoning. Information submitted in this section will be visible to scorers. For further information, see the cover sheets for those outcomes, if applicable.
- Please make sure to select only those learning outcomes for which you have registered.
- Although assignments will be scored on *all* five criteria in each learning outcome’s rubric, it may not have been the intention of the instructor to cover all five in the assignment. In this case, click on the blue link “**5 Selected Criteria**” after you have indicated each learning outcome in the system. All five criteria will be preselected, but you can deselect one or more if they were not relevant in the assignment.

LEARNING OUTCOME	EVALUATION METHOD
1. Critical Thinking	Rubric: AAC&U CRITICAL THINKING VALUE RUBRIC 5 Selected Criteria 1. Explanation of issues 2. Evidence 3. Influence of context and assumptions 4. Student's position (perspective, thesis/hypothesis) 5. Conclusions and related outcomes (implications and consequences)

4. Assignment Metadata:

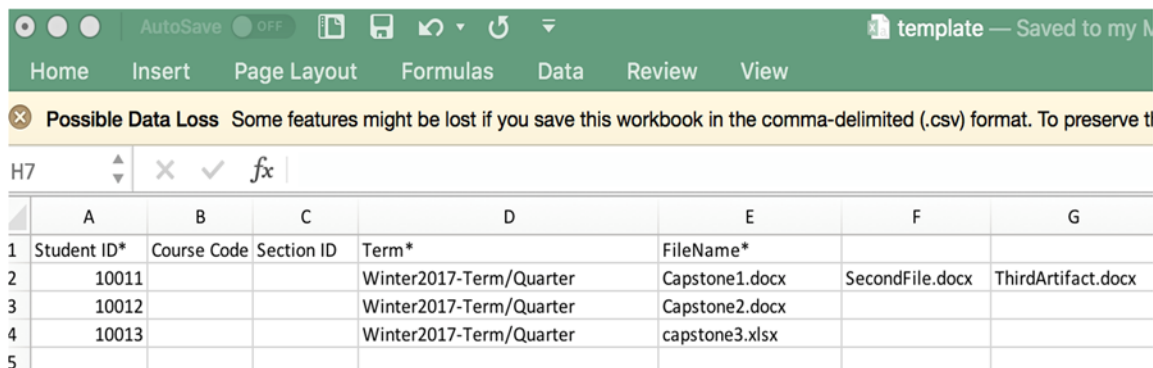
- Course Level:** Options are “Upper Division” or “Lower Division”
- Course Discipline:** Select the relevant discipline from the dropdown menu.
- Assignment Weight:** The approximate percentage of the final course grade that this assignment constituted.

- **Assignment Difficulty:** Assign a difficulty score using the following 8-point scale:

INTRODUCE		PRACTICE		REINFORCE		MASTERY	
Assignment designed to introduce the outcome		Assignment designed to afford student practice with the outcome		Assignment designed to reinforce previously practiced outcome		Assignment designed for students to demonstrate level of mastery of the outcome	
1	2	3	4	5	6	7	8

- Once you have entered all the necessary pieces of data, click the “Publish” button in the upper-right-hand corner of the screen to move on to the upload feature.
- We highly recommend that you use the bulk upload feature. With the bulk upload, you will prepare a template of student information with corresponding file names of the artifacts you plan to upload. You will also zip together all artifacts into one zipped folder and upload the one folder to the system. *Please strip/redact any identifying information from the artifacts prior to the upload.*

Template example:



Here are the

required fields in the bulk upload student roster template with some additional details:

- *****Student ID***:** Aqua uses a standard template across all projects that it services. Although this field is labeled Student ID, please do not submit the actual school ID associated with that student. Instead, create a unique ID specifically for VALUE participation. You should keep a crosswalk on your end so that you can eventually merge data back if you wish, but the VALUE Institute doesn’t want ANY identifying information submitted.
- **Term:** Please copy and paste one of the following labels that most appropriately corresponds to the term in which the assignment was given. The system is very particular and will reject the file if it does not match exactly to one of these labels:
 - Fall2017-Semester
 - Fall2017-Term/Quarter
 - Spring2018-Semester
 - Spring2018-Term/Quarter
 - Summer2017-Term/Quarter
 - Winter2017-Term/Quarter

- **FileName:** This field will contain the name of the title and file extension for the artifact located in the zipped folder that corresponds to the student in that row. If there are multiple artifacts submitted from one student, additional file names should be placed in the columns horizontally to the right. See the example in line 2 in the example.

7. Once you have successfully uploaded the artifacts and have confirmed the correct artifact is associated with the correct student, make sure to submit students for scoring. Click on the button in the upper-right-hand corner of the screen and follow the on-screen steps.

