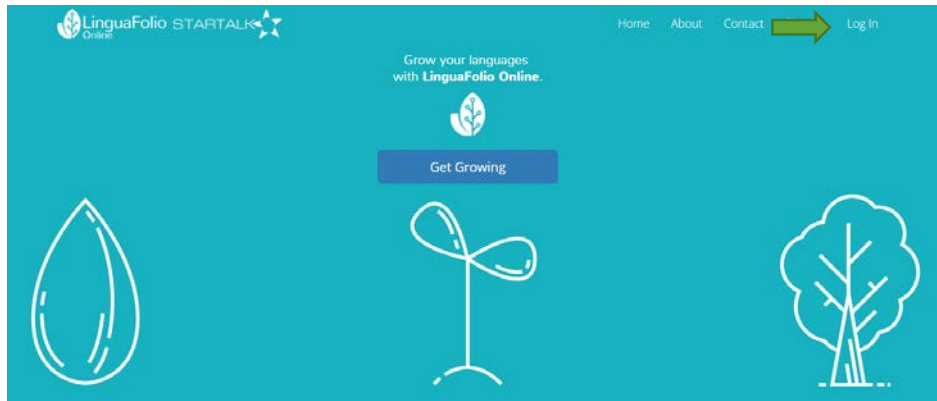# Instructor Tutorial

Evidence Review Process

Instructor Tutorial: Evidence Review Process

This tutorial provides instructors an overview of what happens during the evidence review process.

1. Go to startalklfo.uoregon.edu. Log in by clicking "Log In" near the top right corner of the screen.

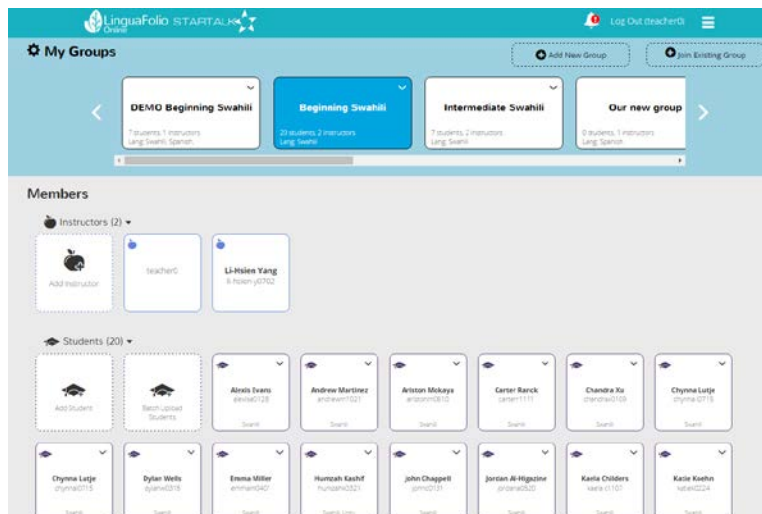2. Next, you will see the screen below. After entering your username and password, click "Log In."

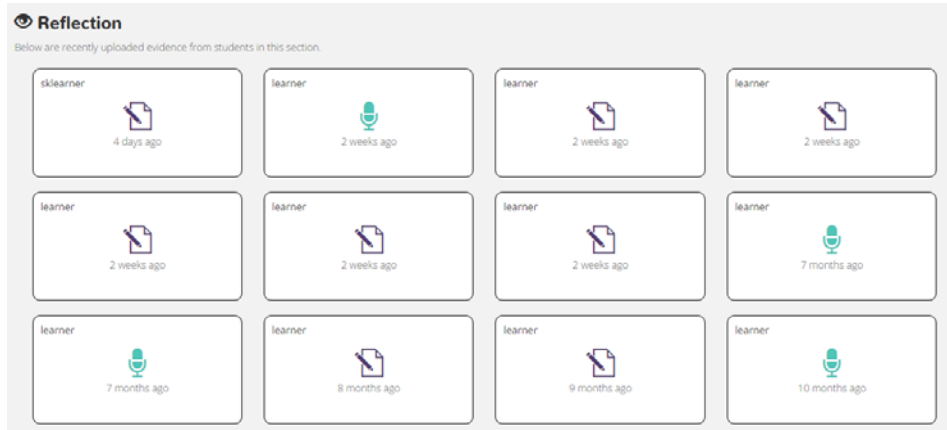3. You will begin at your dashboard. It will look similar to the one featured below.

4 a. Scroll down to the bottom of the screen to access the "Reflection" section of the dashboard. This section (featured below) allows you to review the most recent evidence created by your learners. In order to review a particular piece of evidence, simply click any of the evidence blocks.

4 b. If you cannot find the evidence that you are looking for, you can access all of your learners under "Members" on the dashboard. Once you locate the learner that you wish to review, click the down arrow on the corresponding icon and select "View Evidence."
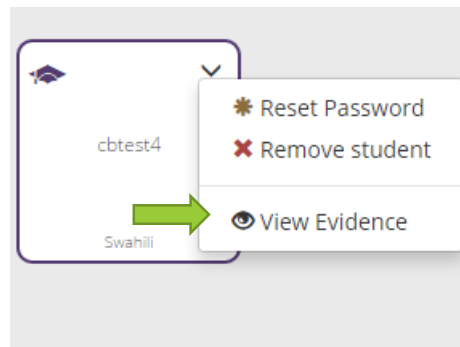
After clicking "View Evidence," you can search for the evidence that your learner created. You may filter by the options on the left side of the screen (title, mode, evidence type, and proficiency level). The most recent evidence created appears first on the right side of the screen.

If you choose to filter the evidence, the only way to revert to viewing all of the evidence created by a learner is to click the buttons that say "All."

5. After selecting the appropriate piece of evidence, you are able to see what the learner produced and how he or she evaluated the work. To indicate whether you agree with the evaluation, click "Leave Feedback" on the bottom right. You will then select whether you agree with or want the learner to reconsider his or her evaluation. The learner is notified of your selection.

6. If you select "Reconsider," you will have the opportunity to provide feedback to the learner by changing the green slider to the evaluation that you think is most appropriate. You may also provide a comment to explain your evaluation. When you are done, click "Review." The learner will receive a notification that you reviewed the work.

If your learner has one piece of evidence to go along with multiple Can-Do Statements, you will be able to change the green sliders for each statement. However, you will only be able to provide one comment per piece of evidence. Be sure to indicate which Can-Do Statement you are providing feedback regarding if you leave a comment.

7. If you review evidence from the dashboard, the review window will disappear as soon as you click "Review." The evidence will disappear from the dashboard completely after you refresh the screen. You may always select the learner from the dashboard and follow the instructions listed in Step 4b to find the evidence again if you need to do so. At that point, you may leave new feedback.

8. If your learner wants you to reconsider your new evaluation of the evidence, he or she has to provide an explanation. If this happens, you will receive a notification in the top right corner of the dashboard.
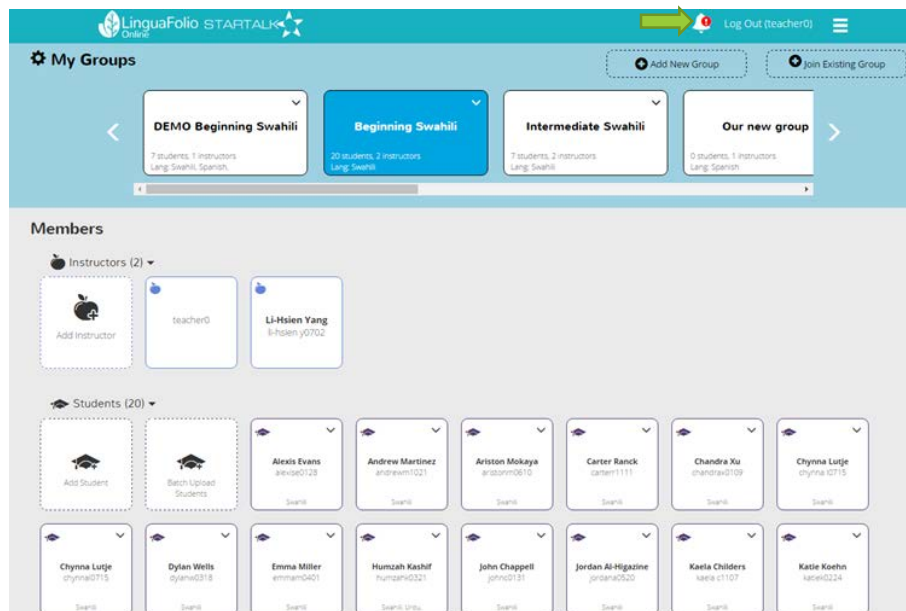
9. Click the bell to see the notifications. Then, click the notification that you wish to review.
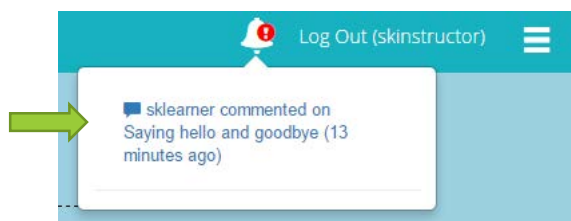
10. After clicking the notification, you will see the evidence review page for the learner outlined in Step 4b. Read the learner's justification and decide whether you agree with the evaluation. Indicate your response by clicking "Leave Feedback" again. You will repeat the process outlined in Step 6.

11. The learner will receive a notification regarding your feedback. It is up to the learner to decide to accept your evaluation. If the learner does so, the status of the Can-Do Statement(s) will change in accordance with your recommendation(s). The student may choose to disagree again, at which point you may read his or her new justification.

Congratulations! You can successfully review student evidence!