Student Employee Rubric Steps

The following tutorial will guide you with the steps required to

- Complete a student employee(s) rubric
- Review student self-evaluation and in-take survey submissions
- Find and enroll student employee(s) into your organization
- Filter student employees using smart view or creating groups
- Send emails through blackboard
- Other Tips
Supervisors can choose between having a single organization or multiple organizations. Depending on the needs of a supervisor that includes # of students holding different positions and preferences for who has the ability to have access to their student information. Single Org or Multiple Orgs are defined as the follow:

**Single Org:** If there is a single supervisor for a group of students within the same position or multiple positions. A single organization is recommended.

**Multiple Org:** If you have multiple students who fall under different supervisors then multiple organizations can be created to accommodate students who are in different positions. This option is also recommended if supervisors do not want other supervisors to access their student employee data.
Rubric & Discussion
Students and Supervisors preview rubric areas and discuss students’ goal for the position. Completion of In-Take Survey is optional.

Fall Semester Evaluation
Students and Supervisors complete rubric and meet to discuss the results during the fall semester. Supervisors encourages students to engage in opportunities that will help address skill gaps.

Spring Semester Evaluation
Students and Supervisors complete rubric during the spring semester and meet to discuss growth over the course of the year.

See GROWTH Timeline for details: https://ulassessment.gmu.edu/assessment/growth/
Accessing the Student Employee Rubric on Blackboard

STEP 1.
Log-In to mymasonportal.gmu.edu then select the Organizations tab on the upper right hand corner of your portal page.

STEP 2.
Under your Organizations select the assigned organization you will be using for the student employee rubric.
A. Intake survey is optional for student employee(s) to complete.
   ▶ Benefits: help supervisors gain more insight on students’ skills that they will bring to the position.

B. Self-Evaluation is completed by student employee(s)

C. Evaluation Results allow student employee(s) to review intake survey, student self-evaluation submissions, and supervisor evaluation.

D. Grade Center central management of self-evaluations and In-take Survey submissions, supervisor evaluation

E. Organization Management Panel visible to supervisors and POC (Leader role)
Step 1.
In the Organization Management Panel, expand **Grade Center** then select the **Full Grade Center** option.
STEP 2.

- Locate the student you want to complete a rubric for > Go to the SUPERVISOR EVALUATION (Ex. Fall 2017) column > select the arrow > Click on View Grade Details.

Grade Center Icon Meaning
- In Progress
- Completed
Step 3.
Select View Rubric

Step 4.

Once View Rubric is selected, the rubric window will pop-up.
A. The student employee rubric is used to measure student employees
B. Evaluation rows and columns should be chosen based off the appropriate measures to evaluate student employees
C. Feedback boxes are available to add comments or concerns based on the measure as needed
D. After completion of the rubric, please make sure to click SAVE to submit the rubric
You have the ability to provide additional feedback to your student employee(s) at the bottom of the rubric or after you hit save.
Review Student Employee(s) Submissions
STEP 1.

Locate the student employee that has completed a self-evaluation or in-take survey > click the arrow near Self-Evaluation or In-Take Survey (Ex. Fall 2017) column> click on Grade Attempts or Download results, or Grade questions

STEP 2.

Review submissions as needed.
Find and Enroll Student Employees
STEP 1.
Expand Users and Groups in the organization management pane then select **Users**. Once you’ve selected **Users** you will click on **Find Users to Enroll**.

STEP 2.
Enter the student employee’s Mason NetID you want to add into the **Username** box.

To add more than one student employee at the same time, please separate the Mason NetID with commas.

**Students should only be participants and no other role.**
Once you’ve finished, then click **Submit**.
Filtering Student Employees using Smart Views or Creating Groups
CREATING GROUPS

Step 1.
Expand Users and Groups in the organization management panel then select Groups.

STEP 2.
Select Create. You will see either Single Group or Group Set options. Single Group allows you to create a single group. Group set allows you to create multiple groups at one time. Select Manual Enroll under either option.

STEP 3.
Enter the appropriate group information. If you do not wish the group to be visible to your student employees please make sure you select No circle for Group is Visible to Students option. Make sure Create a Smart View for This Group is selected.
USING SMART VIEWS

Step 1.
In Grade Center, select the Manage tab then select Smart Views.

STEP 2.
To add a group to your Smart View, favorite (select the star) the group. This will give you a smart view for your group under Grade Center.
Sending Emails Through Blackboard
Step 1.

Under **Organizations Tool** in the **Organization Management panel**, select **Send Email**

**STEP 2.**

Select either Single / Selected Users or Group / Selected Groups to send an email to students
STEP 3.

Select the student employee(s) you would like to add to the email. Fill out the necessary information and attach files as needed. Before you submit your email, please make sure to check a Copy of the Email will be Sent to You for Your Records.
Other Tips
Hide Supervisor Evaluation

Grade Center > Full Grade Center > Select Chevron Icon for “Supervisor Evaluation [Year]” > Toggle Hide from Students (on/off)

Circle w/ Red Slash: Hidden from Students

Recommended to use by supervisors to prevent student employees from seeing the “graded” or saved supervisor evaluation.

Enrolling Users into Organization

When adding a large amount of users to an organization you will need to use commas after each Mason NetID. It is recommended to do this in a word document first then paste into the add users field. (Proper Example: masons1,masons3, patriot5)

If there is one error (missing period, incorrect Mason NetID, or user exist in the organization) you will need to fix it then re-copy and paste all users that you would like to add. If an error exist you will fail to upload the selected users to the org. (Error Example: mas1,masons3patriot5)
Downloading Data

Select Work Offline in Grade Center > Select Download

Select Data to Download “Full Grade Center”