



# **Key Assessment Ratings System Manual**



## About This Product

This Key Assessment Ratings Product was developed as part of our efforts to engage in a process of continuous improvement. It is hoped that this manual will provide the information needed to complete your ratings of the key assessments identified for the courses you teach.

## Step-by-Step Instructions

Your online assessment experience will occur in the Banner environment. Every effort has been made to have the look and feel of this product mimic your past experiences with course grading within the Banner System. We will now show you how to access and rate your students in this step-by-step explanation. Let's get started.

### Step 1

Open an Internet browser (Internet Explorer or Netscape Navigator). In the web address box, type: <http://www.iup.edu/ursa> and click the "Enter" key from your keyboard.





## Step 2

From the University Records & Systems Assistant page, click the “Login to Secure Area” link to log into the Banner System.

**Welcome to URSA, the University Records and Systems Assistant**

JRNL 105 - Journalism and Mass Media is the newest addition to the list of courses that fulfill the Liberal Studies requirement in Social Science.



[Login to Secure Area](#)

## Step 3

Login at the User Login page as you normally do by entering your User ID (Banner ID – ex: @00102123) and PIN.

User ID:

PIN:

Login

Forgot PIN?

**Best viewed with:**

- Internet Explorer v6.0 or higher for Windows
- Netscape v6.2 or higher for Windows and Macintosh

## Step 4

Once in the Banner System, select the “Faculty & Advisors” link.


**Indiana University of Pennsylvania.**


[SITE MAP](#) | [HELP](#) |


[ [Personal Information](#) | [Alumni & Friends Services](#) | [Student Services & Financial Aid](#) | [Faculty Services](#) | [Employee](#) | [IUP Administration](#) ]


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Last web access on Nov 23, 2004 at 08:52 am

 [Personal Information and Surveys](#)  
\*Change your PIN; review and update your personal listings (name, address(es) and phone(s), emergency contacts); respond to IUP electronic survey questions; display your IUP Computer Account information.

 [Alumni & Friends Services](#)  
Find a Classmate; Update your personal information; Find out about staying involved with IUP; Create an IUP e-mail forwarding account

 [Student Services & Financial Aid](#)  
\*Perform course Registration processes; review your student records (grades, transcripts, semester fees); apply for undergraduate readmission; make credit card payments; review your Financial Aid information; enter Internship and other Experiential Education information; view your Housing and Dining Information

 [Faculty & Advisors](#)  
[View Schedules](#); [View Class Lists](#); Enter Grades; Student Options; Advisor Options; View Enrollment by Course; Obtain Email lists; View Internship information; Snyder Reporting;

 [Employee](#)  
Student Employee Time sheets; ATS/Library Time Clock for Student Employees; Finance menu

## Step 5

From the Faculty Services page in Banner, click on the “Key Assessment Ratings” link.

**Indiana University of Pennsylvania.**

[ [Personal Information](#) | [Alumni & Friends Services](#) | [Employee](#) | ]

**Faculty Services**

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[Term Selection](#)  
[CRN Selection](#)  
\* see your course sections  
[Faculty Detail Schedule](#)  
[Faculty Schedule by Day and Time](#)  
\* Graphic display of week's teaching schedule  
[Detail Class List](#)  
[Summary Class List](#)  
\* Displays student id numbers, best selection to print class list  
[Mid Term Grades](#)  
[Final Grades](#)  
**[Key Assessment Ratings](#)**  
[Student Menu](#)  
\* Review student addresses and schedules  
[Advisor Menu](#)  
\* View student transcripts \* Obtain advisee listings



## Step 6

Use the “Select a Term” dropdown menu to view and select the current term.

### Select Term and CRN

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Select a Term: None ▼

None  
Spring 2005  
Fall 2004

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**Release: 1.0**

## Step 7

Now, choose your course from the “Select a CRN” drop down menu.

### Select Term and CRN

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Select a Term: Fall 2004 ▼

Select a CRN: Renaissance through Modern Art - 11399 ▼

Select Ratings Renaissance through Modern Art - 11399  
Parent-Pre-Sch Prog for D&HHP - 12035  
Reading in the Content Area - 12296

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**Release: 1.0**

# Step 8

On the Key Assessments page, the name of the course, the CRN number and the number of registered students are displayed.


All of your students are represented by name and Banner ID. You will also see any grade that you have posted for a student. Next, you will see the key assessments that you and your department have mutually chosen to assess. There will be up to three key assessments for each course you teach.

## Key Assessments

Select the rating for each key assessment. If you are unable to select the ratings, you only have view access to the ratings. If "Confidential" appears next to a student's name, the personal information is to be kept confidential. **After you have selected your key assessment ratings, exit the program. You may then go back into the form and verify that your submission was successful.**

## Course Information

Parent-Pre-Sch Prog for D&HHP - EDHL 465 001	
CRN:	12035
Students Registered:	4

 Please submit the ratings often. There is a 30 minute time limit starting at 09:09 am on Nov 23, 2004 for this page.

## Key Assessments

Num	Student Name	ID	Grade	Parent Resource Project	Big Book Project	Final Exam
1	Brody, William A.	@0012345		Target	None	None
2	Lewis, Erin Y.	@0045125		Unacceptable	None	None
3	McDonough, Rachel M.	@0055512		Acceptable	None	None
4	Wood, Jillian M.	@0012345		Target	None	None
				Parent Resource Project	Big Book Project	Final Exam

Submit

Assess each student for each key assessment by choosing either "None", "Unacceptable", "Acceptable", or "Target" from the drop down menus.

Parent Resource Project

Target

None

Unacceptable

Acceptable

Target

Target

Parent Resource Project

## \*WARNING



Please submit the ratings often. There is a 30 minute time limit

If you do not click the “Submit” button at least once every 30 minutes, you will need to re-enter your ratings. The information time limit starts once you have logged into the system and holds your information up to that time limit unless you click the “Submit” button periodically.

## Step 9

When you have completed your assessments for each student in a course, make sure that you have submitted them by clicking the “Submit” button.

When you have completed your key assessments for a course, complete your other courses in the same manner as explained in this manual.

Key Assessments	
Num	Student N
1	Brody, Re
2	Lewis, Eri
3	McDonoug
4	Wood, Jill

Submit



## Step 10

Click the link at the bottom of this page called "Back to Select Term and CRN". This link takes you back to Step 7 of this process. Select another course from the "Select a CRN" drop down. Follow steps 7 - 9 if needed to assess student performance in an additional course.

			Parent Resource Project	Big Book Project	Final Exam
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Submit

[Back to Select Term and CRN](#)

Release: 1.0

## Step 11

Now that you have completed the assessments for your courses, you may want to prepare a report of your students' performance. To do this, simply go to the "Select Term and CRN" page in the Banner System and select a course to review just like in Step 7 but now click the "My Report" button at the bottom of the page to view a report of your course assessments.

A Key Assessment Ratings Report will be generated for that particular course.

[Assessment Summary](#)

Key Assessment Ratings Report

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Course Information

Parent-Pre-Sch Prog for D&HHP - EDHL 465 001	
CRN:	12035
Students Registered:	4

Rating	Parent Resource Project	Big Book Project	Final Exam
None	0	0	1
Unacceptable	0	0	0
Acceptable	0	0	0
Target	4	4	3

[Back to Select Term and CRN](#)

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Release: 1.0

## Step 12

When finished entering Key Assessments, exit the system by either clicking the exit link at the top of the entry page or by simply closing your browser.

**Thanks for using the Key Assessment system.**

**For additional questions about the Key Assessment Rating System, please contact:**

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