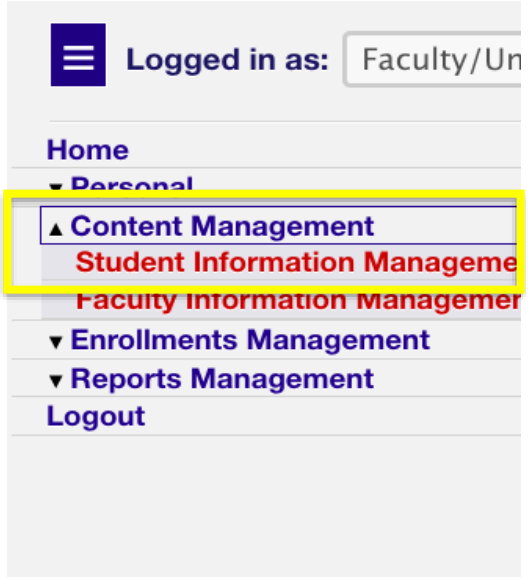
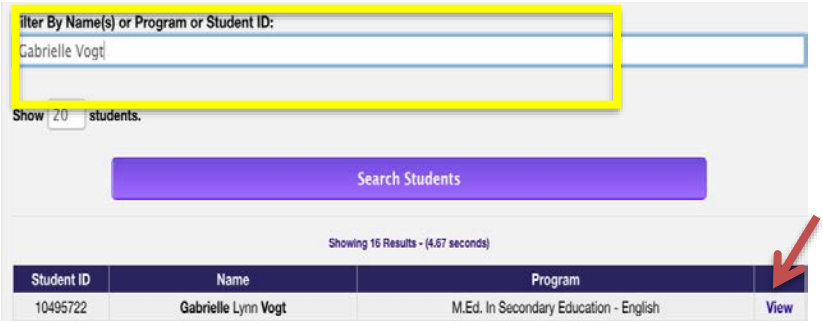
Ed Leadership Portfolio Scores Quick Guide

Follow the steps below to submit Ed Leadership Portfolio Rubric scores in the Assessment System:

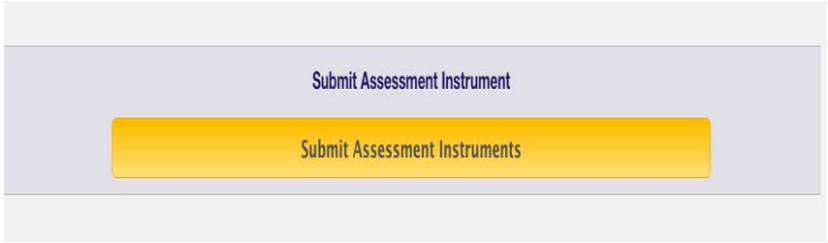


To submit socres for a student, click "Content Management" in the navigation menu.

Then, click "Student Information Management" from the drop-down menu.



Next, search for a student by typing either their name or Student ID into the search bar.
Then, click the purple "Search Students" button.
After the results load, locate the student and click "View" to the right of their program.

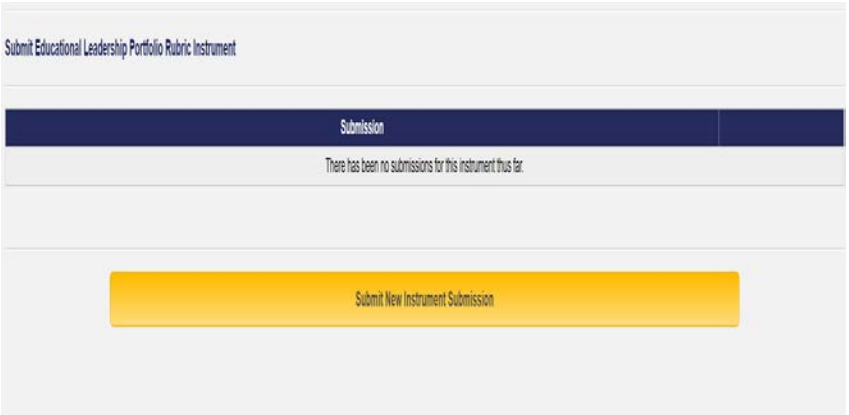


The student's "Overview" page will open. Scroll down the page until the heading "Submit Assessment Instrument" appears.

Click the yellow, "Submit Assessment Instruments" button.

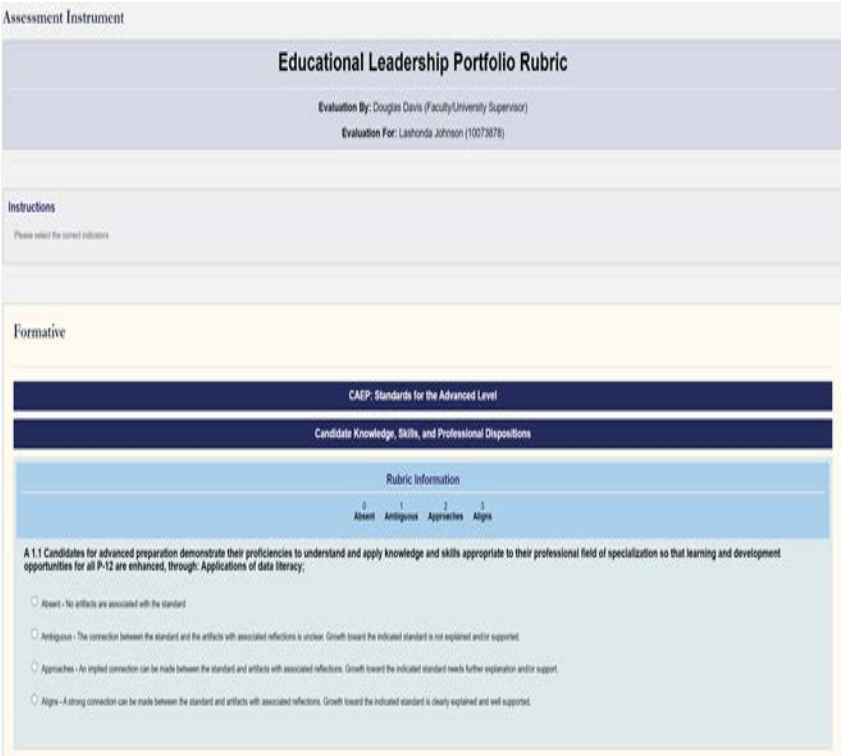
The "Submit Assessment Instruments" page will open.

In the "Standard Instruments" box the Ed Leadership Portfolio will be listed. Click submit on the right side of the box.



Next, click "Submit New Instrument Submission" to submit a new rubric.

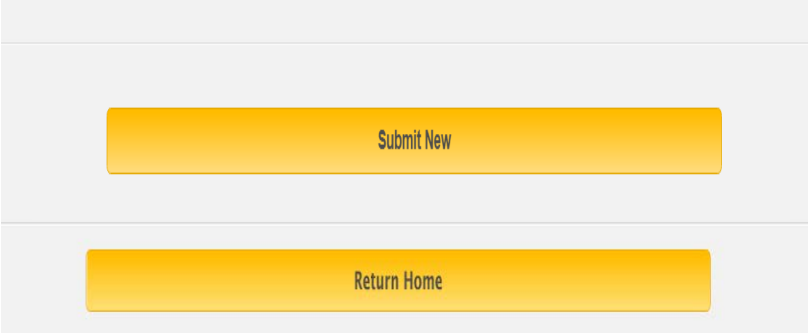
Any previous submissions will be listed under the "Submission" box.



The Portfolio Rubric will open. The first section will be the Formative/Mid-Point rubric. If you scroll past the formative indicators, you will see the Summative/Final rubric. Complete the Stage (formative or summative) of the instrument needed at the time. Skip the other section.

To submit the instrument scores, scroll down and click the "Submit New" button.

The instrument submission may be edited if necessary. Follow the same steps in this guide to return to and edit the instrument.



Click "Return Home" and follow the previous steps in the quick guide to submit the portfolio scores for another student.