Follow the steps below to successfully submit the M.Ed. Capstone Paper Rubric scores in the Assessment System:

To submit scores 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 M.Ed. Capstone Paper Rubric will be listed. Click submit on the right side of the box.
The Capstone Paper Rubric instrument will open. Complete each item on the instrument.

To submit the instrument, 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 Capstone Paper Rubric scores for another student.