VCSU Faculty will have a secure system for the myeFolio review & evaluation access.

Summary of the steps you will follow:

1. Log In to unique Web site secured by your password, click the Evaluation tab, click on the appropriate label (left panel). You will have access to “Pending” and “Completed” evaluations for the students assigned to you.

2. Click on student’s name from the listing of submissions to begin the evaluation.

3. A snapshot of their work is ready for your evaluation. When the submission displays, it usually includes hyperlinks to student files or text responses and fields where you will enter the rubric score and, as needed, provide feedback.

4. Submitted files and responses for each student will appear in a “mini site” so the advisor does not need to log in to each person’s eFolio account to locate the work.

5. Enter comments. Save review notes to close out the student record. Then, repeat steps 2-5 for each student in the list.
You can see that the evaluation has been saved (notice the date stamp). You will also see that a checkbox is now present in the “Complete” column.

An evaluation is held in the “Pending” list until the evaluator marks the entry checkbox complete and clicks the “Complete” button. The evaluation is then moved to the “Completed” list. The evaluation can be viewed but not edited.

Note: Evaluators often prefer to hold all evaluations in the pending area until they have worked through their current set...then, “Select All” and click the “Complete” button.

Note: Evaluations, once completed, are returned to the “My Content” panel in the eFolio site of the account owner (student).

Note: From there, students can view the comments and criteria values assigned by the evaluator. Students cannot alter or delete the evaluation but it may be posted to a page of their site or shared with prospective employers.