

ORSKILLS: PROCEDURES FOR LOCAL ADMINS, SCORERS, AND TEACHERS

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Introduction

ORSkills is a distributed online system that supports storage and delivery of Prompts; submission and scoring of completed Worksamples; creation, submission, and scoring of Portfolios (collections of Worksamples); and system-wide analysis of Worksample results and calibration of scoring practices across the entire population of ORSkills users.

The purpose of this document is to offer step-by-step procedures for performing the tasks associated with the Local Admin, Scorer, and Teacher roles within ORSkills. This is part of a wider project that will result in a comprehensive manual for administration and use of the ORSkills application.

The following terms appear in the documentation below:

- **User:** a person or institution that has login access to ORSkills, via an account in the system that gives the User the power to view specified data and undertake specified actions within the system.
- **Role:** the general set of privileges and responsibilities a User has within ORSkills, based on the purpose of the User's work with the system. ORSkills has four types of Roles:
 - **Admin:** a User with general administrative powers throughout the ORSkills application.
 - **Local Admin:** a User with general administrative powers throughout a partition of ORSkills that is associated with a School District.
 - **Scorer:** a User who is authorized to evaluate Worksamples that fit the User's credentials.
 - **Teacher:** a User who is authorized to create and distribute Prompts, submit Worksamples, and create and submit Portfolios, on the basis of permissions determined by the User's institutional affiliations and teaching credentials.

Users may have more than one Role or may have more than one instance of the same Role. An example of the first is a User who is both a Teacher and a Scorer; of the second, a User who is a Local Admin for more than one School District.

- **Prompt:** a set of questions or exercises designed to measure the knowledge, aptitude, or capacities of a Student.
- **Worksample:** a Prompt that has been distributed (i.e., “checked out”) to an authorized User, for use by a Student. Worksamples are incomplete until the Student’s work is submitted (“checked in”) via ORSkills.
- **Portfolio Definition:** a collection of Prompts that have been combined in order to measure the knowledge, aptitude, or capacities of a Student in a field or a set of related fields – for example, bi-lingual competency.
- **Portfolio:** a collection of Worksamples based on an underlying Portfolio Definition.
- **Element:** a component of a Prompt, Worksample, or Portfolio that is intended to be, or has been, scored as part of the wider process of evaluating student work. For instance, an Element in a Prompt or Worksample could be one of the component questions or exercises; an Element in a Portfolio could be one of the component Worksamples.
- **Path:** a category of Prompts or Worksamples within the overall ORSkills system. A User may be granted general access to all of the Prompts and Worksamples within ORSkills or, alternatively, may be restricted to specified Paths within the system. The ORSkills application contains three Paths:
 - **Dual Credit Path:** a category of Prompts and Worksamples to determine whether students may receive transferable college-level credit for work completed while in high school.
 - **Essential Skills Path:** a category of Prompts and Worksamples that measures student progress in acquiring the knowledge, aptitude, or capacities required to earn a high school diploma.
 - **ORSkills Path:** a category of Prompts and Worksamples based on Prompts developed by the Oregon Department of Education.

A User may be granted access to more than one Path.

<<Is the description of the ORSkills Path okay?>>

- **Metadata:** information associated with objects in the ORSkills database – such as Prompts, Worksamples, and Portfolios – that supports the identification and tracking of those objects. Metadata includes such information as the names of Prompts, Worksamples, and Portfolios; creation, completion, and expiration dates; the Subject and Course associated with a Prompt or Worksample; Pass/Fail; and the like.

General Features of the ORSkills Interface

ORSkills gives the User a Web-based working environment that is intuitive and consistent across the entire application. The following is a brief survey of the basic features of this environment.

User Home Page

After logging in, the User sees a window that shows relevant messages and statistics, based on the User's Roles and other relevant properties – affiliation with certain schools or districts, for example, or credentials in certain fields of study.

Users may return to their home page by clicking the relevant link on the Main Navigation Bar (see below):

- **Local Admin:** click *Admin* to go to home.
- **Scorer:** click *Scoring* to go home.
- **Teacher:** click *Teacher Home* to go home.

Users with more than one Role may access the “home page” for each role by clicking the appropriate links: *Admin* for Local Admin, *Scoring* for Scorer, and *Teacher Home* for Teacher.

User Account Manager

The upper-right corner of the screen displays the User Name of the account, with a down-facing triangle immediately to the right. Clicking once on the User Name or triangle opens a menu that is designed, principally, to support management of the User's account. The following options appear in the menu:

- **Profile:** enables the User to maintain personal information and ORSkills settings.
- **Change Password:** enables the User to change the password associated with the account.
- **Homepage:** link to the ORSkills home page (not the User home page that appears after logging in).
- **Logout:** enables the User to log out of the system.

Main Navigation Bar

The primary navigational links available to the User span the top of the screen, starting with the ORSkills logo in the upper-left corner. These links remain in place at all times as the User navigates the site.

Left Sidebar Menu

A secondary set of navigational links appears in a column at the far left-hand side of the screen. The links displayed in this menu are context-sensitive, i.e., they may change as the User navigates from page to page, depending on the options that are relevant on any given page.

The width of the left-hand column that contains the menu can be re-sized. When the column is narrow enough, it hides the text labels on the menu and displays only the icons for each option; when the column is wide enough, it displays both the text labels and the icons.

Use the following procedure to change the width of the menu column:

1. Place the cursor over the gray vertical line that separates the menu column from the main body of the page; the vertical line will change color to blue.
2. Hold down the Select button on your mouse or touchpad.
3. Drag the column left or right, to the desired width.

Paths in the Left Sidebar Menu

On most of the screens in the Prompt and Worksample sections of ORSkills, the Left Sidebar Menu contains links to *All Prompts* or *All Worksamples*, followed by links to the Prompts or Worksamples for the specific Paths that the User is authorized to access, such as *Dual Credit Prompts* or *Essential Skills Worksamples*. These Path-specific links filter the data in the table so only the data associated with the Path will appear in the table.

Tables for Displaying Data

Many screens in the application display data in a standard grid-format table, where each row contains a record from the ORSkills database and the columns contain the data fields that make up a record. Principal features of this table format include the following:

- **Actions:** the left column contains the actions that are available for each record. Available actions are identified by graphical icons; placing the cursor over an icon displays a text label that also identifies the action.
- **Column Headings:** the User can click a Column Heading to sort the records displayed by the data in that field. The first click on the Column Heading displays the data in ascending order (e.g., A to Z); the second click, in descending order. Subsequent clicks toggle between ascending and descending order.

- **Searching on Data Fields:** below the Column Heading for each data field is a search box; the User can enter search terms in one or more columns, then press the *Enter* or *Return* key, to display only the records that match the search criteria.
- **Reset:** to the left of the search boxes is a Reset link; it clears any prior sort and search results, displaying all of the data that is available to the User in its default order.
- **Pages of Data and Items Per Page:** by default, the table is configured to display 20 records per page. If there are more than 20 records, the User may scroll to the bottom of the page to navigate to a new page of records or to change the number of records displayed on each page.
 - **Navigate to a New Page of Records:** click the right or left arrow to move forward or back by one page; or, enter a page number in the form between the arrows to go immediately to that page.
 - **Change the Number of Records Displayed:** the User can use the Display Items Per Page drop-menu to display 20, 50, or 100 records per page.

Required Form Fields

On edit screens, which allow the User to enter or modify data, some field names have an asterisk (*) next to them. The asterisk indicates that the field is required.

PDF (Portable Document Format) Files

ORSkills enables authorized Users to upload, download, and display Prompts and Worksamples; these Prompts and Worksamples must be saved as PDF files in order to work properly in the system.

Prompts and Worksamples are loaded into ORSkills through the *Upload Media File* tool, which is available on a number of pages throughout the application. Users can drag-and-drop files into the *Upload Media File* window, or use the File Selector, to load Prompts and Worksamples into the system.

On several pages in the Prompt, Worksample, Portfolio, and Scoring sections of the site, ORSkills invokes a viewer application for in-line display of PDF files. These viewers typically enable the User to perform a number of operations on the file, such as zooming in and out, printing, and saving. The precise operations available to the User depend on the viewer application and its configuration within the Web browser.

The Local Admin Role

INTRODUCTION

A Local Admin is a User with general administrative powers throughout a partition of ORSkills that is associated with a School District. A User may serve as Local Admin for more than one School District.

Local Admins may perform the following actions:

1. Administration
 - a. Teachers
 - i. View Teachers
 - ii. Edit Teachers
 - b. Students
 - i. Create New Students
 1. Using the New Student Form
 2. Using a Student Import File
 - ii. View Students
 - iii. Edit Students
 - iv. View Worksample History for Students
 - c. Unapproved Students
 - i. View Unapproved Students
 - ii. Edit Unapproved Students
 - iii. Approve Unapproved Students
 1. Using an Individual Record
 2. Using Bulk Action
 - d. School Districts
 - i. View School Districts
 - ii. Edit School Districts
 - e. Schools
 - i. View Schools
 - ii. Edit Schools
2. Reporting
 - a. Run Reports: Reports Explorer and Reports Viewer
 - b. Available Reports
 - c. Reporting History
3. Managing Prompts
 - a. Create New Prompts

- i. Create New Subjects
 - ii. Create New Courses
 - b. View Prompts
 - c. Edit Prompts
 - d. Manage the Elements within Prompts
 - e. Checkout Prompts
- 4. Managing Worksamples
 - a. View Worksamples
 - b. Edit Metadata for Worksamples
 - c. CheckIn Worksamples
 - d. Freeform CheckIn of Worksamples
- 5. Managing Portfolios
 - a. Create Portfolios
 - b. View Portfolios
 - c. Upload Completed Worksamples into Portfolios
 - d. Score Portfolios, if the Local Admin Is Also a Scorer
- 6. Managing Portfolio Definitions
 - a. Create Portfolio Definitions
 - b. View Portfolio Definitions
 - c. Manage the Elements within Portfolio Definitions

1. ADMINISTRATION

1. TEACHERS

View Teachers

Local Admins may view the records of Teachers from their School District.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Teachers* in the Left Sidebar Menu to display the list of Teachers.
3. To view a Teacher's record, locate the desired Teacher and click the *Show* button.
4. On the View Teacher screen:
 - a. Teacher Metadata

- b. Teacher credentials, where available:
 - i. Subject Training
 - ii. Course Training
- c. Button to *Edit* the Teacher record

Edit Teachers

Local Admins may edit the records of Teachers from their School District.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Teachers* in the Left Sidebar Menu to display the list of Teachers.
3. To edit a Teacher's record, locate the desired Teacher and click the *Edit* button.
4. Using the Edit Teacher screen:
 - a. Enter personal and contact data for the Teacher.
 - b. Security: when the Enabled checkbox is checked, the Teacher's User Account is active and can log in to ORSkills; when unchecked, the account is inactive and cannot access the system. (Note: this setting is not limited to determining whether or not a User has the Teacher Role within ORSkills; it determines whether or not the User can log in to the ORSkills system at all.)
 - c. Manage Teacher credentials:
 - i. Subject Training
 1. Click the + *Add Subject Training* button to display the row of empty form fields required to create the new Subject Training record.
 2. Edit Subject Training records by modifying the data in the available form fields.
 3. Click the *Delete* button to remove a Subject Training record.
 - ii. Course Training
 1. Click the + *Add Course Training* button to display the row of empty form fields required to create the new Course Training record.
 2. Edit Course Training records by modifying the data in the available form fields.
 3. Click the *Delete* button to remove a Course Training record.
 - d. Manage the Teacher's School and District Group affiliations.
 - i. Assign a School or District Group to a Teacher by selecting it from the appropriate menu. When a School or District Group is selected, it appears in a box associated with the menu; Users can then go on to select additional schools or district groups, one at a time.
 - ii. Click the *X* next to the name of a School or District Group to remove it from the list of selected institutions.
 - e. Click the *Update* button to save the Teacher record.

<<There is a *Delete* button on the Edit Teacher screen, but it appears to have been de-activated.>>

2. STUDENTS

Create New Students by Hand-Entering Student Data

Local Admins may create new Students by hand-entering data into the New Student screen.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Students* in the Left Sidebar Menu to display the Student List page.
3. Click the + *New* button.
4. Using the New Student screen:
 - a. Enter relevant data in the form fields.
 - b. The Enabled checkbox does not currently have any role in the ORSkills system. In the future, selecting the Enabled checkbox will support direct login access for the Student.
 - c. The SSID Verified checkbox is easy to miss: it is located in the lower-right corner of the screen. Check the box to confirm that the Student is in fact SSID Verified.
 - d. Click the *Submit* button to save the Student record.

<<As currently configured, this process allows the Local Admin to create a new Student for any school in the ORSkills database, not just the schools within districts served by the Local Admin.>>

<<Is my characterization of the Enabled checkbox correct? It appears several times in this document.>>

Creating a New Student by Using a Student Import File

Local Admins may also create new Students by loading a student import file into ORSkills.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Students* in the Left Sidebar Menu to display the Student List page.
3. Click the *Import* button.

4. Using the Student Import screen:
 - a. Click the *Choose File* button and use the file selector to identify the import file.
 - b. Click the *Import* button to upload the import file.

<<What kind of import file does ORSkills need here? TADS?>>

View Students

Local Admins may view the records of the Students within their School District.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Students* in the Left Sidebar Menu to display the list of Students.
3. To view a Student's record, locate the desired Student and click the *Show* button.
4. On the View Student screen:
 - a. Student Metadata
 - b. Button to *Edit* the Student record

Edit Students

Local Admins may edit the records of the Students within their School District.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Students* in the Left Sidebar Menu to display the list of Students.
3. To edit a Student's record, locate the desired Student and click the *Edit* button.
4. Using the Edit Student screen:
 - a. Enter relevant data into the form fields.
 - b. The Enabled checkbox does not currently have any role in the ORSkills system. In the future, selecting the Enabled checkbox will support direct login access for the Student.
 - c. Click the *Submit* button to save the Student record.

<<There is a *Delete* button on the Edit Student screen, but it is not working correctly. It challenges the Local Admin for confirmation and indicates that the Student has been removed. But the Student still appears in student lists and, for example, a Local Admin can still check out a Prompt for a Student who has been deleted.>>

View Worksample History for Students

Local Admins may view the Worksamples for Students within their District.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Students* in the Left Sidebar Menu to display the list of Students.
3. To view the list of Worksamples for a Student, locate the desired Student and click the *Worksample History* button.
4. The Worksample History screen displays a list of the Student's Worksamples; to view a particular Worksample, locate the desired Worksample and click the *Show* button.
5. On the View Worksample screen:
 - a. Worksample Metadata
 - b. Link to the Prompt that underlies the Worksample
 - c. A Worksample that has been checked in will appear in the in-line PDF viewer.
 - d. Button to *Edit* the Metadata for the Worksample

3. UNAPPROVED STUDENTS

View Unapproved Students

Unapproved Students are students who have self-registered for ORSkills, but whose eligibility for the system has not yet been confirmed by a system administrator. Local Admins may view the records of Unapproved Students within their District.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Unapproved Students* in the Left Sidebar Menu to display the list of Unapproved Students.
3. To view an Unapproved Student's record, locate the desired Unapproved Student and click the *Show* button.
4. On the View Unapproved Student screen:
 - a. Student Metadata
 - b. Button to *Edit* the Unapproved Student record

Edit Unapproved Students

Local Admins may edit the records of Unapproved Students within their District; of particular importance is the fact that the Local Admin can approve an Unapproved Student.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Unapproved Students* in the Left Sidebar Menu to display the list of Unapproved Students.
3. To edit an Unapproved Student's record, locate the desired Unapproved Student and click the *Edit* button.
4. Using the Edit Unapproved Student screen:
 - a. Enter relevant data in the form fields.
 - b. To approve an Unapproved Student for ORSkills, check the *Approved* checkbox.
 - c. The *Enabled* checkbox does not currently have any role in the ORSkills system. In the future, selecting the *Enabled* checkbox will support direct login access for the Student.
 - d. Click the *Submit* button to save the Unapproved Student record.
 - e. Click the *Delete* button to remove the Unapproved Student record from the OR-Skills database.

Approve Unapproved Students by Using the Individual 'Approve' Button

Local Admins may approve an individual Unapproved Student for ORSkills by using the *Approve* button associated with the Unapproved Student's record.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Unapproved Students* in the Left Sidebar Menu to display the list of Unapproved Students.
3. To approve an Unapproved Student, locate the desired Unapproved Student and click the *Approve* button. This moves the student from the list of Unapproved Students to the list of Students.

Approve Unapproved Students by Using the 'Approve' Bulk-Action

Local Admins may approve one or more Unapproved Students for ORSkills by using the *Approve* bulk-action tool.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Unapproved Students* in the Left Sidebar Menu to display the list of Unapproved Students.
3. Using bulk-action to approve one or more Unapproved Students:
 - a. Select the records of all Unapproved Students who are to be approved by:
 - i. Either selecting the checkbox at the far-left of each individual record;
 - ii. Or clicking the *Select Visible* link at the bottom-left of the data table, to select all records on the currently-displayed page;
 - iii. Or clicking the *Select All* link at the bottom-left of the table, to select all records for Unapproved Students, including those who do not appear on the current page.
 - b. At the bottom-right of the data table, select *Approve* from the Action menu, then click the *Submit Action* button.
 - c. This process moves the selected students from the list of Unapproved Students to the list of Students.

4. SCHOOL DISTRICTS

View School Districts

Local Admins may view the record of any School District they serve.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Districts* in the Left Sidebar Menu to display the list of School Districts.
3. To view a School District's record, locate the desired School District and click the *Show* button.
4. On the View District screen:
 - a. School District Metadata
 - b. Button to *Edit* the School District record

Edit School District

Local Admins may edit the record of any School District they serve.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Districts* in the Left Sidebar Menu to display the list of School Districts.
3. To edit a School District's record, locate the desired School District and click the *Edit* button.
4. Using the Edit District screen:
 - a. Enter relevant data in the form fields.
 - b. Click the *Update* button to save the School District record.
 - c. Click the *Delete* button to remove the School District record from the ORSkills database. The Delete action succeeds if no School is affiliated with the School District within the ORSkills database; it fails if there is an affiliated School. The Delete function executes immediately, without requesting confirmation from the User. (Note: this action, when it succeeds, does not simply dissolve the Local Admin's own affiliation with the School District; it deletes the School District from the ORSkills system entirely.)

5. SCHOOLS

View Schools

Local Admins may view the records of the Schools in any School District they serve.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.
2. Click *Schools* in the Left Sidebar Menu to display the list of Schools.
3. To view a School's record, locate the desired School and click the *Show* button.
4. On the View School screen:
 - a. School Metadata
 - b. Button to *Edit* the School record

Edit Schools

Local Admins may edit the records of the Schools in any School District they serve.

1. Click *Admin* in the Main Navigation Bar to display the Local Admin home page.

2. Click *Schools* in the Left Sidebar Menu to display the list of Schools.
3. To edit a School's record, locate the desired School and click the *Edit* button.
4. Using the Edit School screen:
 - a. Enter relevant data in the form fields.
 - b. Click the *Update* button to save the School record.
 - c. Click the *Delete* button to remove the School record from the ORSkills database. The Delete function executes immediately, without requesting confirmation from the User. (Note: this action, when it succeeds, does not simply dissolve the Local Admin's own affiliation with the School; it deletes the School from the ORSkills system entirely.)

2. REPORTING

Run Reports: Reports Explorer and Reports Viewer

Local Admins may generate a wide range of reports within ORSKills via the Reports Explorer and the Reports Viewer.

1. Click *Reports* in the Main Navigation Bar to display the Reports home page.
2. Click on the name of a report category – Other, Prompts, Students, and Teachers – to display a list of available reports for that category.
3. Click on the name of a report to open the Reports Viewer for that report.
4. Using the Reports Viewer:
 - a. Check or uncheck the Headers and Footers options to show, or hide, headers and footers when the report is generated.
 - b. Click the *Run Report* button to display the report in the Reports Viewer.
 - c. Using the buttons at the top of the Reports Viewer, left to right:
 - i. Click the *PDF* button to download the report as a PDF file.
 - ii. Click the *XLS* button to download the report as a Microsoft Excel spreadsheet.
 - iii. Use the left- and right-arrow buttons to navigate through the pages of a multi-page report.
 - iv. Click the *Print* button to print the report.
 - v. Click the *History* button to view a record of all the instances when the Local Admin has run the report.

<<Is it correct that *History* only displays reports that the Local Admin has run? Or does it display a wider range of reports? For instance: reports run by another Local Admin who serves the same School District?>>

Available Reports

The following reports are available to Local Admins:

1. Other
 - a. Pass/Fail Subject Statistic
 - b. Report Usage Statistic
 - c. Subject Statistics
 - d. Worksample Completion
2. Prompts
 - a. Prompt_Checkout_Frequency
 - b. Prompt Information
 - c. Prompt Language Distribution
 - d. Prompts_Report
 - e. Secure Prompt Usage
3. Students
 - a. All Students
 - b. SSID Verification
 - c. Student Demographics
 - d. Student_Worksample_History
 - e. Student Worksamples By District
4. Teachers
 - a. Teachers

Reporting History

Local Admins may view a historical record of the reports they have generated in ORSkills.

1. Click *Reports* in the Main Navigation Bar to display the Reports home page.
2. Click *History* in the Left Sidebar Menu to display a list of reports the Local Admin has run.

3. On the Report History page:
 - a. The Formats column, at the far right of each record, contains links to access the report in PDF, HTML, and XLS formats.

<<Clicking on the PDF, HTML, and XLS links generates an error.>>

3. MANAGING PROMPTS

Create New Prompts

A Prompt is a set of questions or exercises designed to measure the knowledge, aptitude, or capacities of a Student.

Local Admins may create Prompts. Note that the creation of a fully defined Prompt requires the use of two distinct screens: one screen where the User uploads the Prompt file into ORSkills and enters the Metadata associated with it, and a second screen where the User defines the Elements used in the scoring process.

1. Click *Prompt* in the Main Navigation Bar to display the Prompts home page.
2. Click the + *New* button.
3. On the New Prompt screen:
 - a. Enter relevant data in the form fields.
 - i. If the desired Subject for the Prompt is not available in the Subject menu, click the + *New Subject* button to open the Add New Subject screen.
 - ii. If the desired Course for the Prompt is not available in the Course menu, click the + *New Course* button to open the Add New Course screen.
 - b. Use the *Upload Media File* tool to import the Prompt, either by dragging-and-dropping the file or by using the file selector. Prompts must be saved as PDF files, the only format accepted by the ORSkills application.
 - c. Click the *Create* button to save the Prompt and to go to the View Prompt screen.
4. On the View Prompt screen, click the *Edit Elements* button.
5. Using the Prompt Elements screen:
 - a. Click the + *New* button to display the empty form fields required to configure an Element for the Prompt. In this context, an Element is a component of a Prompt

that is intended to be scored, e.g., a question or exercise whose score will inform the overall evaluation of the Worksample that is based on the Prompt.

- b. Form fields:
 - i. Order: determines the list-order of the Elements when they are displayed, in numerical order.
 - ii. Low Range: the minimum possible score the Element can receive.
 - iii. High Range: the maximum possible score the Element can receive.
 - iv. Min Pass: the minimum passing score the Element can receive.
- c. Click the *Remove* button to delete an Element from the Prompt.
- d. Click the *Update* button to save the Elements of the Prompt.

Create New Subjects

Local Admins may create new Subjects for the ORSkills system. This can be especially useful when adding a Prompt to the system; if the desired Subject is not already available in ORSkills, the Local Admin can create it and then proceed to add the Prompt.

1. Click *Prompt* in the Main Navigation Bar to display the Prompts home page.
2. Click the + *New* button.
3. On the New Prompt screen, click the + *New Subject* button.
4. Using the Add New Subject screen:
 - a. Enter relevant data in the form fields.
 - b. Click the *Create* button to save the Subject record.
5. The new Subject will now be available in the Subject menu on the New Prompt screen and throughout the entire ORSkills system.

Create New Courses

Local Admins may create new Courses for the ORSkills system. This can be especially useful when adding a Prompt to the system; if the desired Course is not already available in ORSkills, the Local Admin can create it and then proceed to add the Prompt.

1. Click *Prompt* in the Main Navigation Bar to display the Prompts home page.
2. Click the + *New* button.
3. On the New Prompt screen, click the + *New Course* button.

4. Using the Add New Course screen:
 - a. Enter relevant data in the form fields.
 - b. Click the *Create* button to save the Course record.
5. The new Course will now be available in the Course menu on the New Prompt screen and throughout the entire ORSkills system.

View Prompts

Local Admins may view Prompts in the Paths that are available to their School District.

1. Click *Prompt* in the Main Navigation Bar to display the Prompts home page.
2. To view a Prompt, locate the desired Prompt and click the *Show* button.
3. On the View Prompt screen:
 - a. Metadata about the Prompt
 - b. The Prompt itself, displayed as an in-line PDF
 - c. The Elements associated with the Prompt
 - d. Button to *Edit Prompt*
 - e. Button to *Edit Elements*

Edit Prompts

Local Admins may edit Prompts in the Paths that are available to their School District.

1. Click *Prompt* in the Main Navigation Bar to display the Prompts home page.
2. To edit a Prompt, locate the desired Prompt and click the *Show* button.
3. On the View Prompt screen, click the *Edit Prompt* button.
4. Using the Edit Prompt screen:
 - a. Enter relevant data in the form fields.
 - b. The existing Prompt file can be replaced by uploading a new Prompt file. Use the *Upload Media File* tool to import the new Prompt, either by dragging-and-dropping the file or by using the file selector. Prompts must be saved as PDF files, the only format accepted by the ORSkills application.
 - c. Click the *Create* button to complete the process.
 - d. Click the *Delete* button to remove the Prompt from the ORSkills database.

Manage the Elements within Prompts

Local Admins may add, modify, and remove Elements associated with a Prompt.

1. Click *Prompt* in the Main Navigation Bar to display the Prompts home page.
2. To edit the Elements of a Prompt, locate the desired Prompt and click the *Show* button.
3. On the View Prompt screen, click the *Edit Elements* button.
4. Using the Prompt Elements screen:
 - a. Add a new Element: click the + *New* button to display the empty form fields required to configure a new Element for the Prompt. In this context, an Element is a component of a Prompt that is intended to be scored, e.g., a question or exercise whose score will inform the overall evaluation of the Worksample that is based on the Prompt.
 - b. Enter or modify data in the form fields:
 - i. Order: determines the list-order of the Elements when they are displayed, in numerical order.
 - ii. Low Range: the minimum possible score the Element can receive.
 - iii. High Range: the maximum possible score the Element can receive.
 - iv. Min Pass: the minimum passing score the Element can receive.
 - c. Delete an Element: click the *Remove* button to delete an Element from the Prompt.
 - d. Click the *Update* button to save the Elements of the Prompt.

Checkout Prompts

Local Admins may check out Prompts for Students within their School District; to check out a Prompt is to create a Worksample.

1. Click *Prompt* in the Main Navigation Bar to display the Prompts home page.
2. To checkout a Prompt, locate the desired Prompt and click the *Checkout* button.
3. Scroll to the bottom of the page, where the required form fields are located.
4. Using the form fields:
 - a. Enter relevant data in the form fields.
 - b. Select one or more students who will work on the Prompt:
 - i. By creating new Students:

1. Click the + *New Student* button to open the Add New Student screen.
 2. Enter relevant data in the form fields.
 3. Click the *Create* button to save the new Student record.
 4. Upon returning to the Prompt Checkout screen, use the Web browser's *Reload* or *Refresh* command (e.g., Control-R) to load the page again; this displays the new Student in the Student drop-menu.
- ii. By using the Student drop-menu. When a Student is selected, a row of data for the Student appears below the menu; multiple students may be selected, one at a time. Students can be removed from this selection by clicking the *Delete* button.
 - iii. Note: Because it is necessary to *Reload* or *Refresh* the Prompt Checkout page before new Students can appear in the Student drop-menu, it is best to create all necessary new Students first, then *Reload* or *Refresh* the Prompt Checkout page, and then, finally, select Students by using the drop-menu.
- c. Click the *Check Out* button to complete the process.

<<This method of creating a new Student has some bugs. Entering the data and clicking the *Create* buttons does in fact add the new student to the ORSkills database, but the Add New Student screen does not change in response to this action. Clicking the *Cancel* button returns the User to the Prompt Checkout screen.)

4. MANAGING WORKSAMPLES

View Worksamples

A Worksample is a Prompt that has been distributed (“checked out”) to an authorized User, for use by a Student. Worksamples are incomplete until the Student’s work is submitted (“checked in”) to ORSkills. Local Admins may view Worksamples for their School District.

1. Click *Worksample* in the Main Navigation Bar to display the Worksamples home page.
2. To view a Worksample, locate the desired Worksample and click the *Show* button.
3. On the View Worksample screen:
 - a. Metadata about the Worksample
 - b. The Worksample itself, displayed as an in-line PDF
 - c. A link to the Prompt that underlies the Worksample
 - d. The scoring of Worksamples that have been evaluated, itemized by Element
 - e. Button to *Edit* the Metadata for the Worksample
 - f. Button to *View Worksample History* for the Student

Edit Metadata for Worksamples

Local Admins may edit the Metadata associated with Worksamples for their District.

1. Click *Worksample* in the Main Navigation Bar to display the Worksamples home page.
2. To edit the Metadata for a Worksample, locate the desired Worksample and click the *Edit* button.
3. Using the Edit Worksample screen:
 - a. Enter relevant data in the form fields.
 - b. Click the *Update* button to save the record.
 - c. Click the *Delete* button to remove a Worksample from the ORSkills database. The Delete function executes immediately, without requesting confirmation from the User.

CheckIn Worksamples

Local Admins may submit (i.e., “check in”) completed Worksamples for Students in their Districts.

1. Click *Worksample* in the Main Navigation Bar to display the Worksamples home page.
2. Worksamples that have not been checked in are displayed with a CheckIn button; click the *CheckIn* button to submit a Worksample.
3. Using the Check-In Worksample screen:
 - a. Submit the Worksample via the *Upload Media File* tool, either by dragging-and-dropping the file or by using the file selector. Worksamples must be saved as PDF files, the only format accepted by the ORSkills application.
 - b. Click the *Check In* button to complete the process.

Freeform CheckIn of Worksamples

At times, it may be necessary to submit a Worksample that was not initially distributed through the ORSkills Checkout system. Local Admins may use the Freeform CheckIn tool to, in effect, complete both the “check in” and “check out” processes at once, through one and the same action.

1. Click *Worksample* in the Main Navigation Bar to display the Worksamples home page.

2. Click the *Freeform CheckIn* button to open the New Worksample screen.
3. Using the New Worksample screen:
 - a. Enter relevant data in the form fields.
 - b. Use the *Upload Media File* tool to import the Worksample, either by dragging-and-dropping the file or by using the file selector. Worksamples must be saved as PDF files, the only format accepted by the ORSkills application.
 - c. Click the *Create* button to complete the process.

5. MANAGING PORTFOLIOS

Create Portfolios

A Portfolio is a collection of Worksamples based on an underlying Portfolio Definition. A Portfolio Definition is a collection of Prompts that have been combined in order to measure the knowledge, aptitude, or capacities of a Student in a field or a set of related fields – for example, bilingual competency. Local Admins may create Portfolios for Students in their District.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. Click *Portfolio Definitions* in the Left Sidebar Menu to display a table of Portfolio Definitions.
3. To create a Portfolio, locate the desired Portfolio Definition and click the *Start Portfolio* button.
4. Using the Start Portfolio screen
 - a. Select the relevant data in the form fields.
 - b. Click the *Start* button to complete the process.

<<As currently implemented, the Create Portfolio function does not impose the constraints that are necessary in this area. For example, Local Admins may create a Portfolio for any Student and Teacher, even those outside the School District they serve.>>

View Portfolios

Local Admins may view Portfolios for Students in their District.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.

2. To view a Portfolio, locate the desired Portfolio and click the *Show* button.
3. On the View Portfolio screen:
 - a. Metadata about the Portfolio
 - b. Links to the Prompts that underlie the Portfolio
 - c. Links for the Worksamples that make up the Portfolio:
 - i. Worksamples that have been submitted may be downloaded by clicking the *original.pdf* link.
 - ii. Worksamples that have not been submitted may be uploaded into the Portfolio by clicking the *Add to portfolio* link.
 - d. Scoring history for the Portfolio, if it has been scored
 - e. Worksamples that have been submitted, displayed as in-line PDFs. When more than one Worksample is available, select a Worksample to display by using the tabs located above the PDF viewer.

Upload Completed Worksamples into Portfolios

Local Admins may upload completed Worksamples into the Portfolios of Students in their District.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. To open a Portfolio, locate the desired Portfolio and click the *Show* button.
3. Using the View Portfolio screen:
 - a. In the Prompts and Worksamples table, locate the Prompt for the Worksample that will be uploaded.
 - b. Click the *Add to portfolio* link.
 - c. Using the Add to Portfolio screen:
 - i. Enter relevant data in the form fields.
 - ii. Use the *Upload Media File* tool to import the Worksample, either by dragging-and-dropping the file or by using the file selector. Worksamples must be saved as PDF files, the only format accepted by the ORSkills application.
 - iii. Click the *Complete* button to upload the Worksample and return to the View Portfolio screen.

Score Portfolios, if the Local Admin Is Also a Scorer

Local Admins who also have the Scorer Role within ORSkills may evaluate Portfolios that they are authorized to score.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. Click the *Portfolios to Score* option in the Left Sidebar Menu to display a table of Portfolios that are available for scoring.
3. To score a Portfolio, locate the desired Portfolio and click the *Evaluate* button.
4. Using the Evaluate Portfolio screen:
 - a. Worksamples appear on the right side of the screen, in the in-line PDF viewer. Select the Worksample to display by using the tabs located above the PDF viewer.
 - b. If desired, click on the *Portfolio Definition* link to show the underlying Portfolio Definition.
 - c. If desired, click on the *Prompt* links located immediately above the in-line PDF viewer to show the underlying Prompts.
 - d. Enter a score, within the given range, for each Element of the Portfolio.
 - e. If desired, enter a note in the Comment field.
 - f. Click the *Submit* button to complete the evaluation.

6. MANAGING PORTFOLIO DEFINITIONS

Create Portfolio Definitions

A Portfolio Definition is a collection of Prompts that have been combined in order to measure the knowledge, aptitude, or capacities of a Student in a field or a set of related fields – for example, bilingual competency. Portfolio Definitions function in ORSkills as schemas, used in the creation of Portfolios.

Local Admins may create Portfolio Definitions. Note that the creation of a complete Portfolio Definition requires the use of two distinct screens within ORSkills: one screen where the User assigns Prompts to the Portfolio Definition, and a second screen where the User defines the Elements used in scoring the Portfolio.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. Click *Portfolio Definitions* in the Left Sidebar Menu to display the Portfolio Definition List page.
3. Click the + *New* button.
4. Using the New Portfolio Definition screen:

- a. Enter a Title.
 - b. Select the Prompts that will make up the Portfolio Definition. Available Prompts appear in a drop-menu. Selecting a Prompt displays it in the box associated with the drop-menu; ORSkills allows the User to select multiple Prompts, one at a time. To remove a Prompt from the set of selected Prompts, click the *X* to the left of the Prompt Title.
 - c. Click the *Create* button to save the Title and Prompts and go to the Portfolio Definition screen.
5. On the Portfolio Definition screen, click the *Edit Elements* button.
6. Using the Portfolio Definition Elements screen:
 - a. Click the + *Add Element* button to display the empty form fields required to configure an Element for the Portfolio Definition. In this context, an Element is a component of a Portfolio that is intended to be scored, e.g., a Worksample whose score will inform the overall evaluation of the Portfolio.
 - b. Form fields:
 - i. Order: determines the list-order of the Elements when they are displayed, in numerical order.
 - ii. Low Range: the minimum possible score the Element can receive.
 - iii. High Range: the maximum possible score the Element can receive.
 - iv. Min Pass: the minimum passing score the Element can receive.
 - c. Click the *Remove* button to delete an Element from the Portfolio Definition.
 - d. Click the *Update* button to save the Elements of the Portfolio Definition.

View Portfolio Definitions

Local Admins may view Portfolio Definitions.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. Click *Portfolio Definitions* in the Left Sidebar Menu to display the list of Portfolio Definitions.
3. To view a Portfolio Definition, locate the desired Portfolio Definition and click the *Show* button.
4. On the Portfolio Definition screen:
 - a. Title of the Portfolio Definition
 - b. Links to the Prompts that underlie the Portfolio Definition
 - c. Data concerning the Elements within the Portfolio Definition
 - d. Button to *Start New Portfolio*
 - e. Button to *Edit Elements*.

Manage the Elements within a Portfolio Definition

Local Admins may add, edit, and delete Elements within Portfolio Definitions.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. Click *Portfolio Definitions* in the Left Sidebar Menu to display the list of Portfolio Definitions.
3. To manage the Elements within a Portfolio Definition, locate the desired Portfolio Definition and click the *Element* button.
4. Using the Portfolio Definition Elements screen:
 - a. Add a new Element: click the + *Add Element* button to display the empty form fields required to configure an Element for the Portfolio Definition. In this context, an Element is a component of a Portfolio that is intended to be scored, e.g., a Worksample whose score will inform the overall evaluation of the Portfolio.
 - b. Enter or modify data in the form fields:
 - i. Order: determines the list-order of the Elements when they are displayed, in numerical order.
 - ii. Low Range: the minimum possible score the Element can receive.
 - iii. High Range: the maximum possible score the Element can receive.
 - iv. Min Pass: the minimum passing score the Element can receive.
 - c. Delete an Element: click the *Remove* button to delete an Element from the Portfolio Definition.
 - d. Click the *Update* button to save the Elements of the Portfolio Definition.

The Scorer Role

INTRODUCTION

A Scorer is a User who is authorized to evaluate Worksamples in fields of study where the User has the necessary credentials – Subject Training, Course Training.

Scorers may perform the following actions:

1. Evaluate Worksamples
2. View Previously Scored Worksamples

ACTIONS FOR SCORERS

Evaluate Worksamples

Scorers are not permitted to choose specific Worksamples to evaluate; rather, Worksamples are ordered in a queue that automatically assigns each Worksample to an eligible Scorer.

1. Click *Scoring* in the Main Navigation Bar to go to the Scorer home page.
2. If Worksamples are available for scoring, click the *Score Next Worksample* button to open the Submit Worksample Score page; once the evaluation process has begun, the Scorer has three hours to submit a score for the Worksample. Scorers may only score one Worksample at a time.
3. Using the Submit Worksample Score page:
 - a. The Worksample appears on the right side of the screen, in the in-line PDF viewer.
 - b. If desired, download the Prompt that underlies the Worksample by clicking the *original.pdf* link.
 - c. Enter a score, within the given range, for each Element of the Portfolio.
 - d. If desired, enter a note in the Optional Note field.
 - e. Click the *Submit Score* button to complete the evaluation.

View Previously Scored Worksamples

Scorers with a prior history of evaluating Worksamples may view Worksamples they have scored.

1. Click *Scoring* in the Main Navigation Bar to go to the Scorer home page, which displays a table of Previously Scored Worksamples.
2. To view a previously scored Worksample, locate the desired Worksample and click the *Show* button.
3. On the View Worksample page displays:
 - a. Metadata about the Worksample
 - b. The Worksample itself, displayed as an in-line PDF
 - c. Scoring history for the Worksample

The Teacher Role

INTRODUCTION

A Teacher is a User who is authorized to create and distribute Prompts, submit Worksamples, and create and submit Portfolios, on the basis of permissions determined by the User's institutional affiliations and fields of study.

Teachers may perform the following actions:

1. Managing Prompts
 - a. View Prompts
 - b. Checkout Prompts
 - i. Create New Students
2. Managing Worksamples
 - a. View Worksamples
 - b. Edit Metadata for Worksamples
 - c. CheckIn Worksamples
3. Managing Portfolios
 - a. Create Portfolios
 - b. View Portfolios
 - c. Upload Completed Worksamples into Portfolios
 - d. Score Portfolios, if the Teacher Is Also a Scorer
4. Managing Portfolio Definitions
 - a. Create Portfolio Definitions
 - b. View Portfolio Definitions
 - c. Manage the Elements within Portfolio Definitions

1. MANAGING PROMPTS

View Prompts

A Prompt is a set of questions or exercises designed to measure the knowledge, aptitude, or capacities of a Student. Teachers may view Prompts that are available within their Paths and fields of study.

1. Click *Prompt* in the Main Navigation Bar to display the Prompts home page.
2. To view a Prompt, locate the desired Prompt and click the *Show* button.
3. The View Prompt screen displays:
 - a. Metadata about the Prompt
 - b. The Prompt itself, displayed as an in-line PDF
 - c. The Elements associated with the Prompt

Checkout Prompts

Teachers may check out Prompts, within their Paths and fields of study, for Students at their School.

1. Click *Prompt* in the Main Navigation Bar to display the Prompts home page.
2. To checkout a Prompt, locate the desired Prompt and click the *Checkout* button.
3. Scroll to the bottom of the page, where the required form fields are located.
4. Using the form fields:
 - a. Enter relevant data in the form fields.
 - b. Select one or more students who will work on the Prompt:
 - i. By creating new Students:
 1. Click the + *New Student* button to open the Add New Student screen.
 2. Enter relevant data in the form fields.
 3. Click the *Create* button to save the new Student record.
 4. Upon returning to the Prompt Checkout screen, use the Web browser's *Reload* or *Refresh* command (e.g., Control-R) to load the page again; this displays the new Student in Student drop-menu.
 - ii. By using the Student drop-menu. When a Student is selected, a row of data for the Student appears below the menu; multiple students may be selected, one at a time. Students can be removed from this selection by clicking the *Delete* button.
 - iii. Note: Because it is necessary to *Reload* or *Refresh* the Prompt Checkout page before new Students can appear in the Student drop-menu, it is best to create all necessary new Students first, then *Reload* or *Refresh* the Prompt Checkout page, and then, finally, select Students by using the drop-menu.
 - c. Click the *Check Out* button to complete the Checkout process.

<<This method of creating a new Student has some bugs. Entering the data and clicking the *Create* buttons does in fact add the new student to the ORSkills database, but the Add New Student screen does not change in response to this action. Clicking the *Cancel* button returns the User to the Prompt Checkout screen.>>

2. MANAGING WORKSAMPLES

View Worksamples

A Worksample is a Prompt that has been distributed (“checked out”) to an authorized User, for use by a Student. Worksamples are incomplete until the Student’s work is submitted (“checked in”) to ORSkills. Teachers may view Worksamples for which they are the designated Teacher.

1. Click *Worksample* in the Main Navigation Bar to display the Worksamples home page.
2. To view a Worksample, locate the desired Worksample and click the *Show* button.
3. On the View Worksample screen:
 - a. Metadata about the Worksample
 - b. The Worksample itself, displayed as an in-line PDF
 - c. A link to the Prompt that underlies the Worksample
 - d. The scoring of Worksamples that have been evaluated, itemized by Element
 - e. Button to *Edit* the Metadata for the Worksample
 - f. Button to *View Worksample History* for the Student

Edit Metadata for Worksamples

Teachers may edit the Metadata for Worksamples for which they are the designated Teacher.

1. Click *Worksample* in the Main Navigation Bar to display the Worksamples home page.
2. To edit a Worksample, locate the desired Worksample and click the *Edit* button.
3. Using the Edit Worksample screen:
 - a. Enter relevant data in the form fields.
 - b. Click the *Update* button to save the record.
 - c. Click the *Delete* button to remove a Worksample from the ORSkills database. The Delete function executes immediately, without requesting confirmation from the User.

CheckIn Worksamples

Teachers may submit (i.e., “check in”) completed Worksamples for which they are the designated Teacher.

1. Click *Worksample* in the Main Navigation Bar to display the Worksamples home page.
2. Worksamples that have not been checked in are displayed with a CheckIn button; click the *CheckIn* button to submit a Worksample.
3. Using the Check-In Worksample screen:
 - a. Submit the Worksample via the *Upload Media File* tool, either by dragging-and-dropping the file or by using the file selector. Worksamples must be saved as PDF files, the only format accepted by the ORSkills application.
 - b. Click the *Check In* button to complete the process.

3. MANAGING PORTFOLIOS

Create Portfolios

A Portfolio is a collection of Worksamples based on an underlying Portfolio Definition. A Portfolio Definition is a collection of Prompts that have been combined in order to measure the knowledge, aptitude, or capacities of a Student in a field or a set of related fields – for example, bilingual competency. Teachers may create Portfolios for Students in their School.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. Click *Portfolio Definitions* in the Left Sidebar Menu to display the list of Portfolio Definitions.
3. To create a Portfolio, locate the desired Portfolio Definition and click the *Start Portfolio* button.
4. Using the Start Portfolio screen
 - a. Select the relevant data in the form fields.
 - b. Click the *Start* button to complete the process.

<<As currently implemented, the Create Portfolio function does not impose the constraints that are necessary in this area. For example, Teachers may create a Portfolio for any Student and Teacher, even those outside the School District they serve.>>

View Portfolios

Teachers may view Portfolios for which they themselves are the designated Teacher.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. To view a Portfolio, locate the desired Portfolio and click the *Show* button.
3. On the View Portfolio screen:
 - a. Metadata about the Portfolio
 - b. Links to the Prompts that underlie the Portfolio
 - c. Links for the Worksamples that make up the Portfolio:
 - i. Worksamples that have been submitted may be downloaded by clicking the *original.pdf* link.
 - ii. Worksamples that have not been submitted may be uploaded into the Portfolio by clicking the *Add to portfolio* link.
 - d. Scoring history for the Portfolio, if it has been scored
 - e. Worksamples that have been submitted, displayed as in-line PDFs. When more than one Worksample is available, select a Worksample to display by using the tabs located above the PDF viewer.

Upload Completed Worksamples into Portfolios

Teachers may upload completed Worksamples into Portfolios for which they themselves are the designated Teacher.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. To open a Portfolio, locate the desired Portfolio and click the *Show* button.
3. Using the View Portfolio screen:
 - a. In the Prompts and Worksamples table, locate the Prompt for the Worksample that will be uploaded.
 - b. Click the *Add to portfolio* link.
 - c. Using the Add to Portfolio screen:
 - i. Enter relevant data in the form fields.
 - ii. Use the *Upload Media File* tool to import the Worksample, either by dragging-and-dropping the file or by using the file selector. Worksamples must be saved as PDF files, the only format accepted by the ORSkills application.

- iii. Click the *Complete* button to upload the Worksample and return to the View Portfolio screen.

Score Portfolios, if the Teacher Is Also a Scorer

Teachers who also have the Scorer Role within ORSkills may evaluate Portfolios that they are authorized to score.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. Click the *Portfolios to Score* option in the Left Sidebar Menu to display a table of Portfolios that are available for scoring.
3. To score a Portfolio, locate the desired Portfolio and click the *Evaluate* button.
4. Using the Evaluate Portfolio screen:
 - a. Worksamples appear on the right side of the screen, in the in-line PDF viewer. Select the Worksample to display by using the tabs located above the PDF viewer.
 - b. If desired, click on the *Portfolio Definition* link to show the underlying Portfolio Definition.
 - c. If desired, click on the *Prompt* links located immediately above the in-line PDF viewer to show the underlying Prompts.
 - d. Enter a score, within the given range, for each Element of the Portfolio.
 - e. If desired, enter a note in the Comment field.
 - f. Click the *Submit* button to complete the evaluation.

4. MANAGING PORTFOLIO DEFINITIONS

Create Portfolio Definitions

A Portfolio Definition is a collection of Prompts that have been combined in order to measure the knowledge, aptitude, or capacities of a Student in a field or a set of related fields – for example, bilingual competency. Portfolio Definitions function in ORSkills as schemas, used in the creation of Portfolios.

Teachers may create Portfolio Definitions. Note that the creation of a complete Portfolio Definition requires the use of two distinct screens within ORSkills: one screen where the User assigns Prompts to the Portfolio Definition, and a second screen where the User defines the Elements used in scoring the Portfolio.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. Click *Portfolio Definitions* in the Left Sidebar Menu to display the Portfolio Definition List page.
3. Click the + *New* button.
4. Using the New Portfolio Definition screen:
 - a. Enter a Title.
 - b. Select the Prompts that will make up the Portfolio Definition. Available Prompts appear in a drop-menu. Selecting a Prompt displays it in the box associated with the drop-menu; ORSkills allows the User to select multiple Prompts, one at a time. To remove a Prompt from the set of selected Prompts, click the *X* to the left of the Prompt Title.
 - c. Click the *Create* button to save the Title and Prompts and go to the Portfolio Definition screen.
5. On the Portfolio Definition screen, click the *Edit Elements* button.
6. Using the Portfolio Definition Elements screen:
 - a. Click the + *Add Element* button to display the empty form fields required to configure an Element for the Portfolio Definition. In this context, an Element is a component of a Portfolio that is intended to be scored, e.g., a Worksample whose score will inform the overall evaluation of the Portfolio.
 - b. Form fields:
 - i. Order: determines the list-order of the Elements when they are displayed, in numerical order.
 - ii. Low Range: the minimum possible score the Element can receive.
 - iii. High Range: the maximum possible score the Element can receive.
 - iv. Min Pass: the minimum passing score the Element can receive.
 - c. Click the *Remove* button to delete an Element from the Portfolio Definition.
 - d. Click the *Update* button to save the Elements of the Portfolio Definition.

View Portfolio Definitions

Teachers may view Portfolio Definitions.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. Click *Portfolio Definitions* in the Left Sidebar Menu to display the list of Portfolio Definitions.

3. To view a Portfolio Definition, locate the desired Portfolio Definition and click the *Show* button.
4. On the Portfolio Definition screen:
 - a. Title of the Portfolio Definition
 - b. Links to the Prompts that underlie the Portfolio Definition
 - c. Data concerning the Elements within the Portfolio Definition
 - d. Button to *Start New Portfolio*
 - e. Button to *Edit Elements*.

Manage the Elements within a Portfolio Definition

Teachers may add, edit, and delete Elements within Portfolio Definitions.

1. Click *Portfolios* in the Main Navigation Bar to display the Portfolio List page.
2. Click *Portfolio Definitions* in the Left Sidebar Menu to display the list of Portfolio Definitions.
3. To manage the Elements within a Portfolio Definition, locate the desired Portfolio Definition and click the *Element* button.
4. Using the Portfolio Definition Elements screen:
 - a. Add a new Element: click the + *Add Element* button to display the empty form fields required to configure an Element for the Portfolio Definition. In this context, an Element is a component of a Portfolio that is intended to be scored, e.g., a Worksample whose score will inform the overall evaluation of the Portfolio.
 - b. Enter or modify data in the form fields:
 - i. Order: determines the list-order of the Elements when they are displayed, in numerical order.
 - ii. Low Range: the minimum possible score the Element can receive.
 - iii. High Range: the maximum possible score the Element can receive.
 - iv. Min Pass: the minimum passing score the Element can receive.
 - c. Delete an Element: click the *Remove* button to delete an Element from the Portfolio Definition.
 - d. Click the *Update* button to save the Elements of the Portfolio Definition.