Using Assessing Projects

Intel® Teach Program: Assessing Projects Quick Guide

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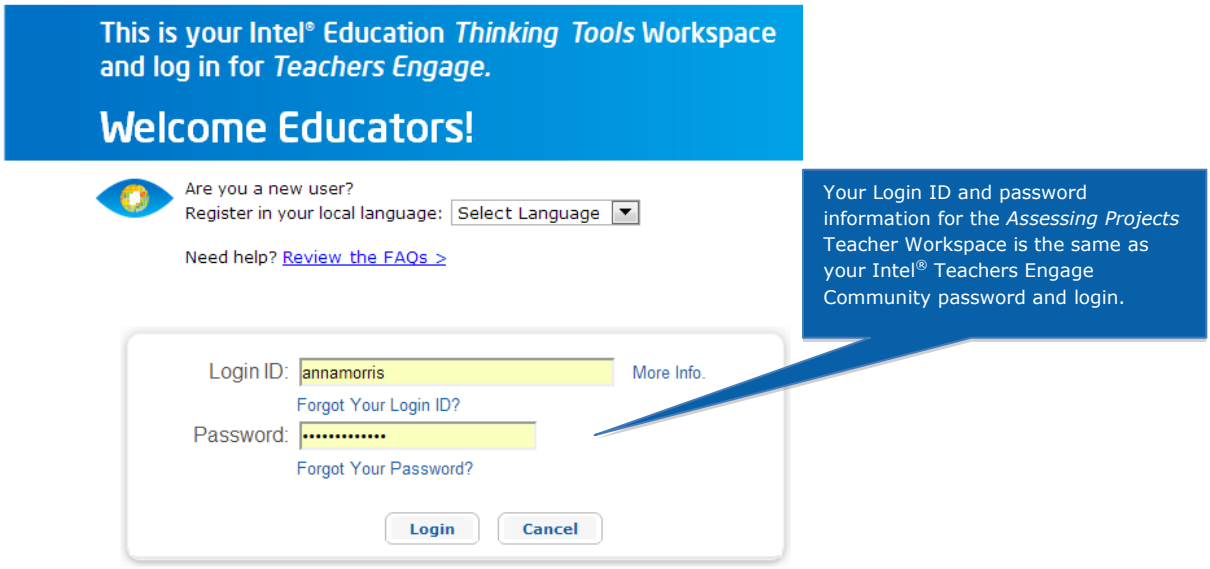
Manage Personal Library

Set Up a New Project

Complete and Review Assessments

Navigate Assessing Projects

1. Log in to the Teacher Workspace using your Intel® Education Login ID and Password.
2. Choose whether you want to set up a new project or go directly to the Assessment Library.
3. Consider exploring the Assessment Library to become familiar with the large collection of rubrics and checklists for assessing 21st century skills and Common Core State Standards.



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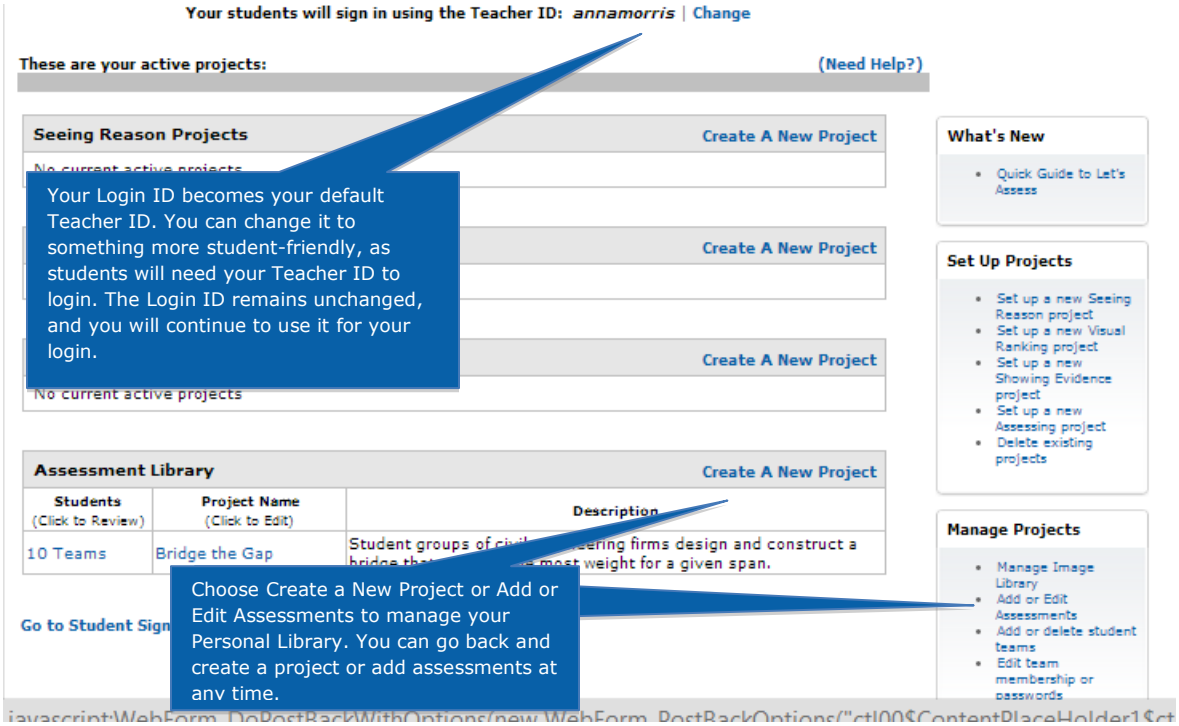

Browse and Search Assessment Library

1. Select categories in the Assessment Library to browse for assessments you might be interested in using.
2. Search the library for specific topics, skills, or grade levels.
3. Add assessments to your Personal Library.

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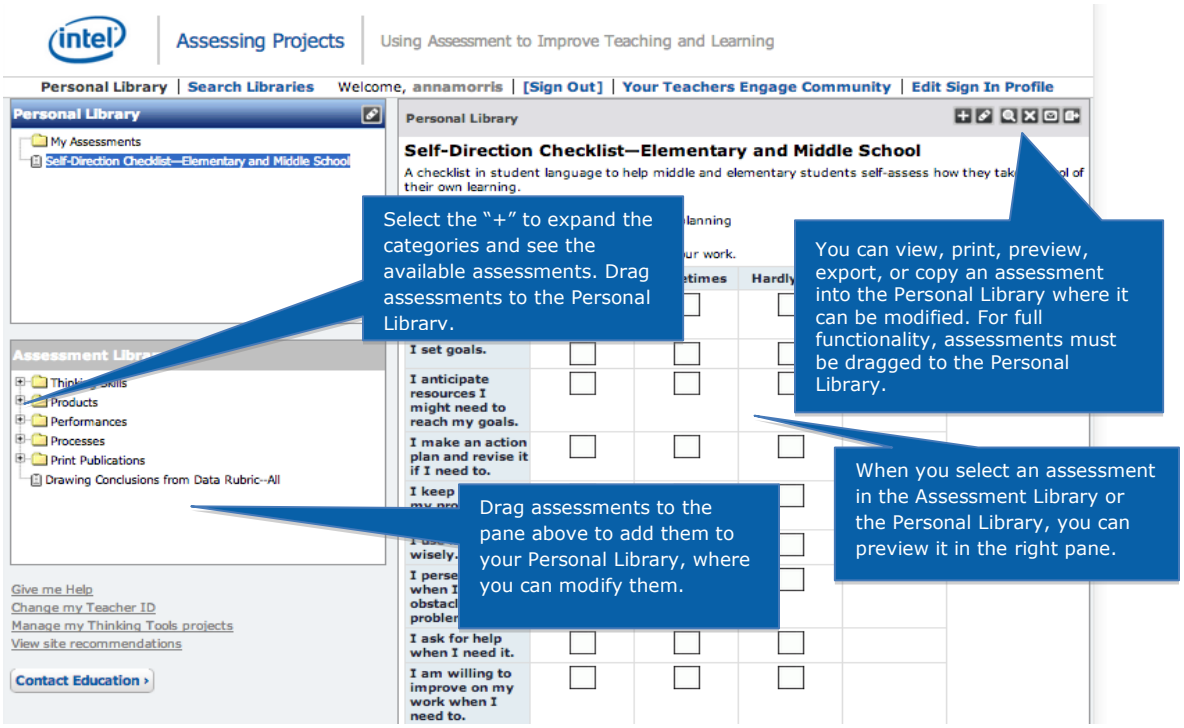

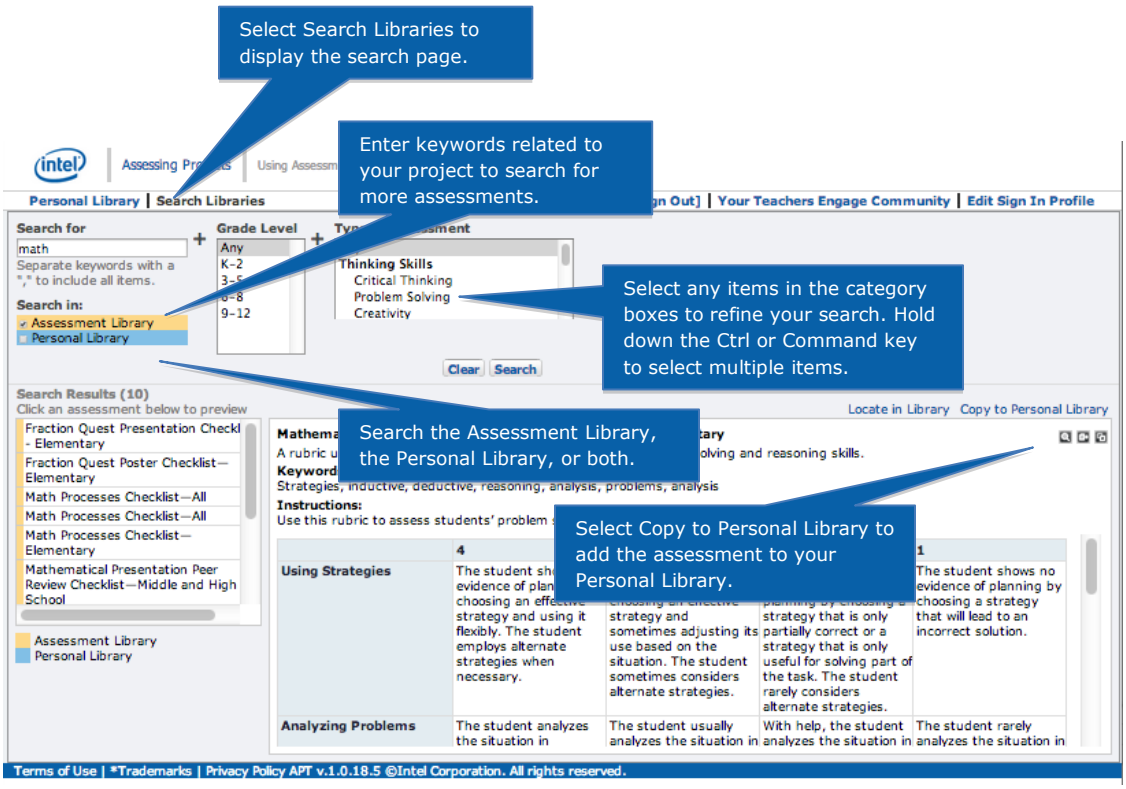

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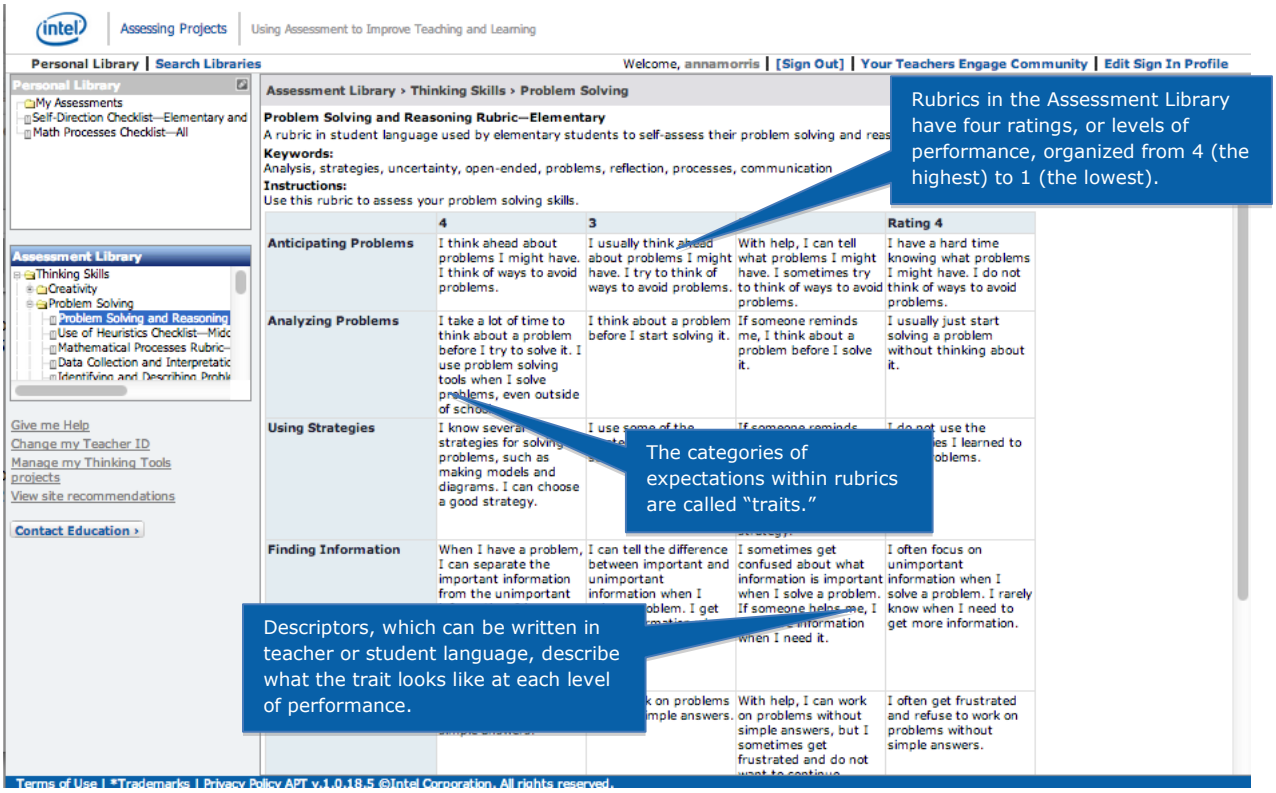

Modify and Create Assessments

1. You can make many changes to assessments in your Personal Library within *Assessing Projects*. For example, you can do the following:

   - Delete ratings to describe only two or three levels of performance.
   - Add ratings to describe more than four levels of performance.
   - Reorder ratings to go from low to high.
   - Change rating levels from numbers to words such as Excellent, Good, Satisfactory, Developing, and so forth.
   - Change rating levels to points possible (create a scoring guide).
   - Add or delete traits or items.
   - Modify descriptors to make them specific to a particular unit or project.

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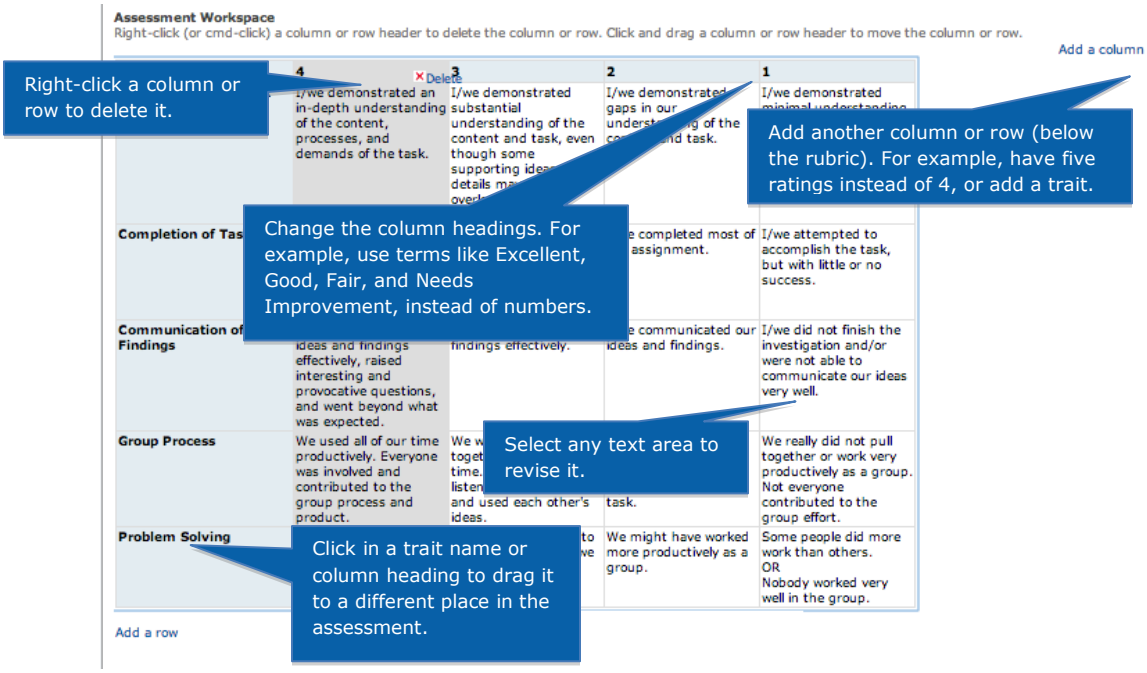
- Change the language to make the assessment appropriate for a different age group.
- Reorder traits (rows) or ratings (columns).
- Copy traits or items from another assessment.

2. You can create your own assessments, adding traits and items of assessments in the Assessment Library.

Edit Assessment



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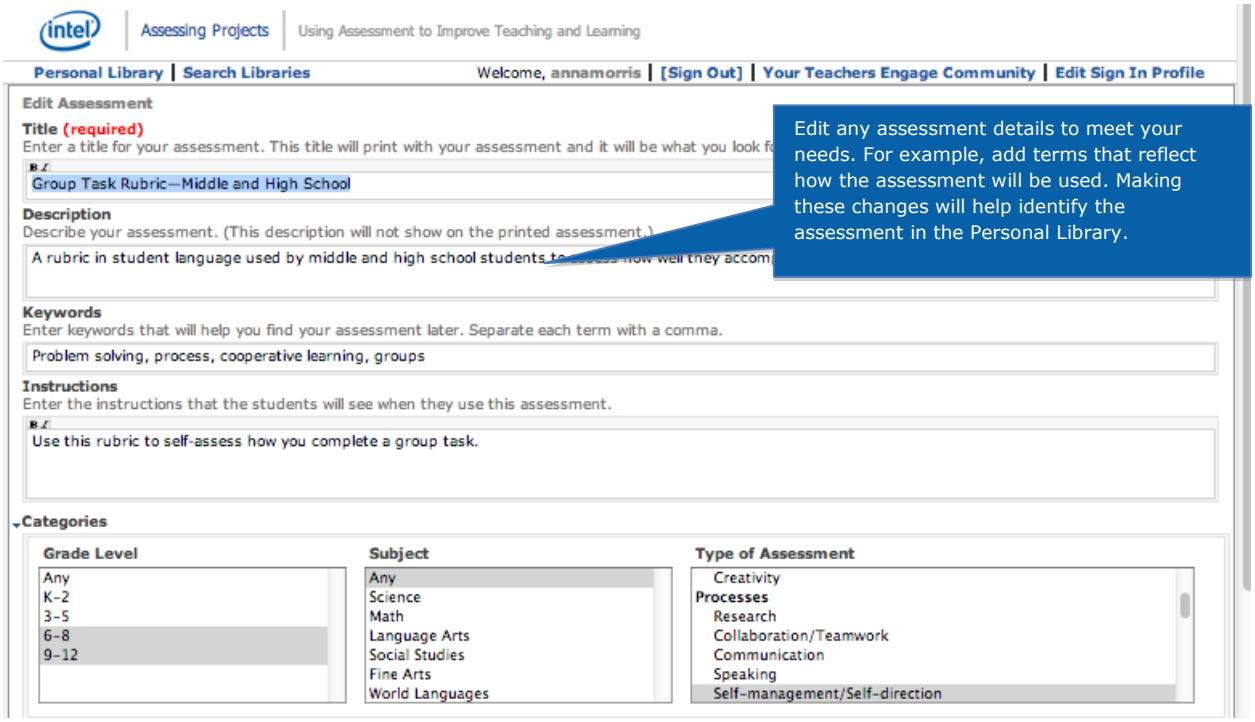
Edit Assessment Information



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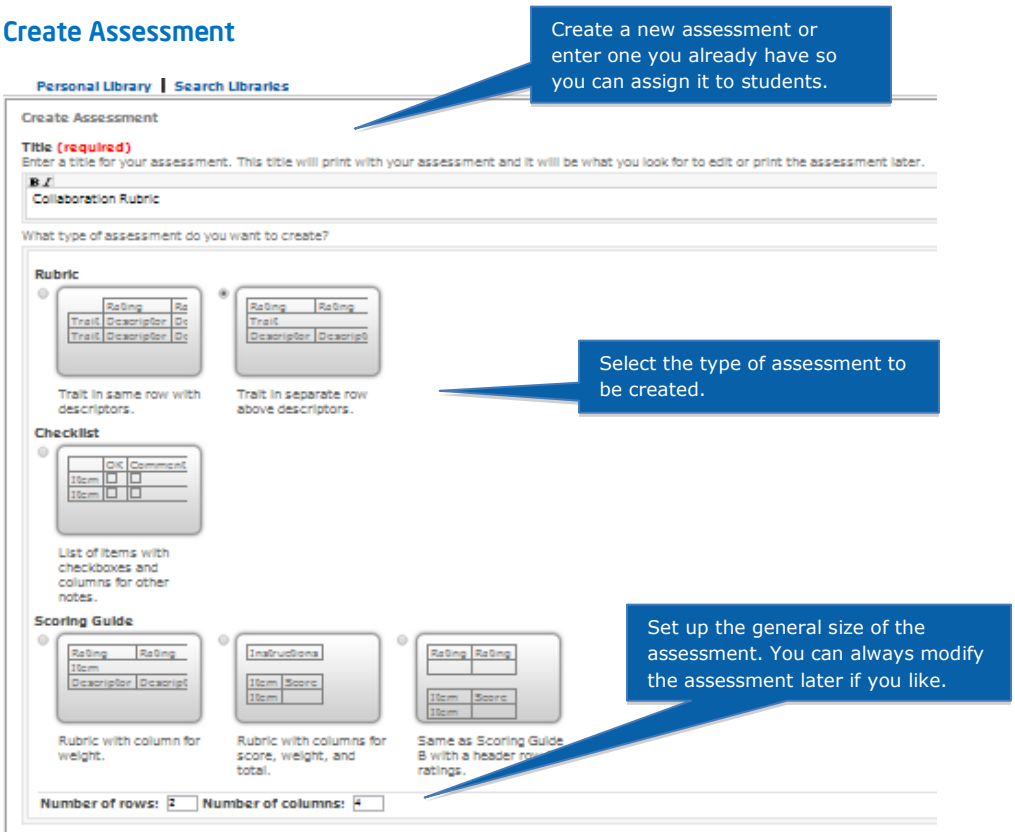

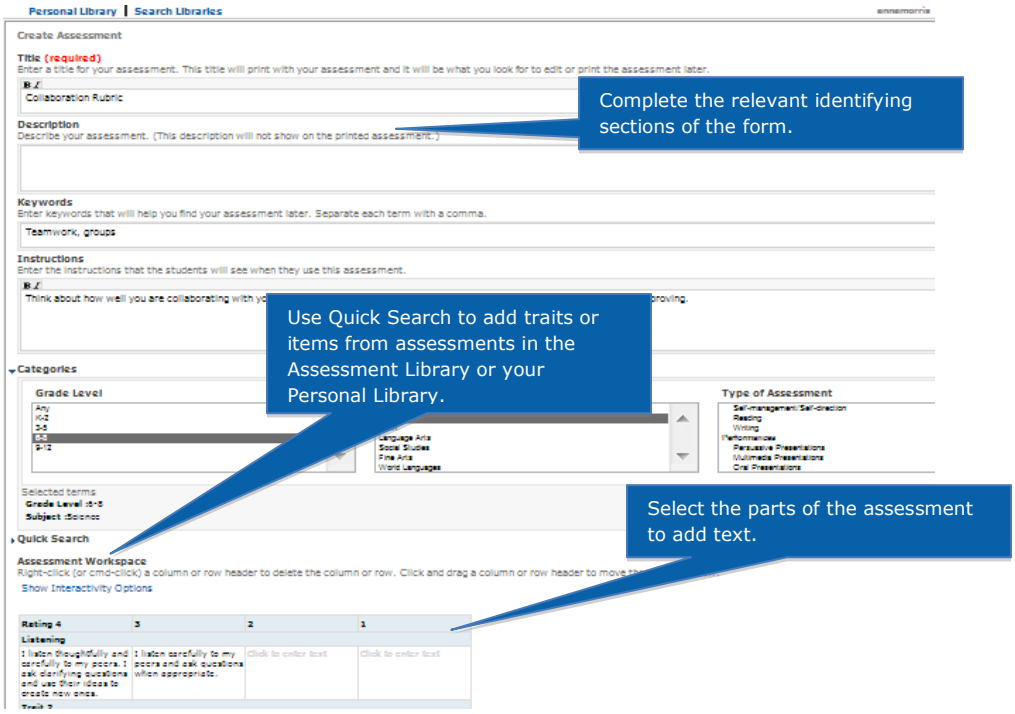

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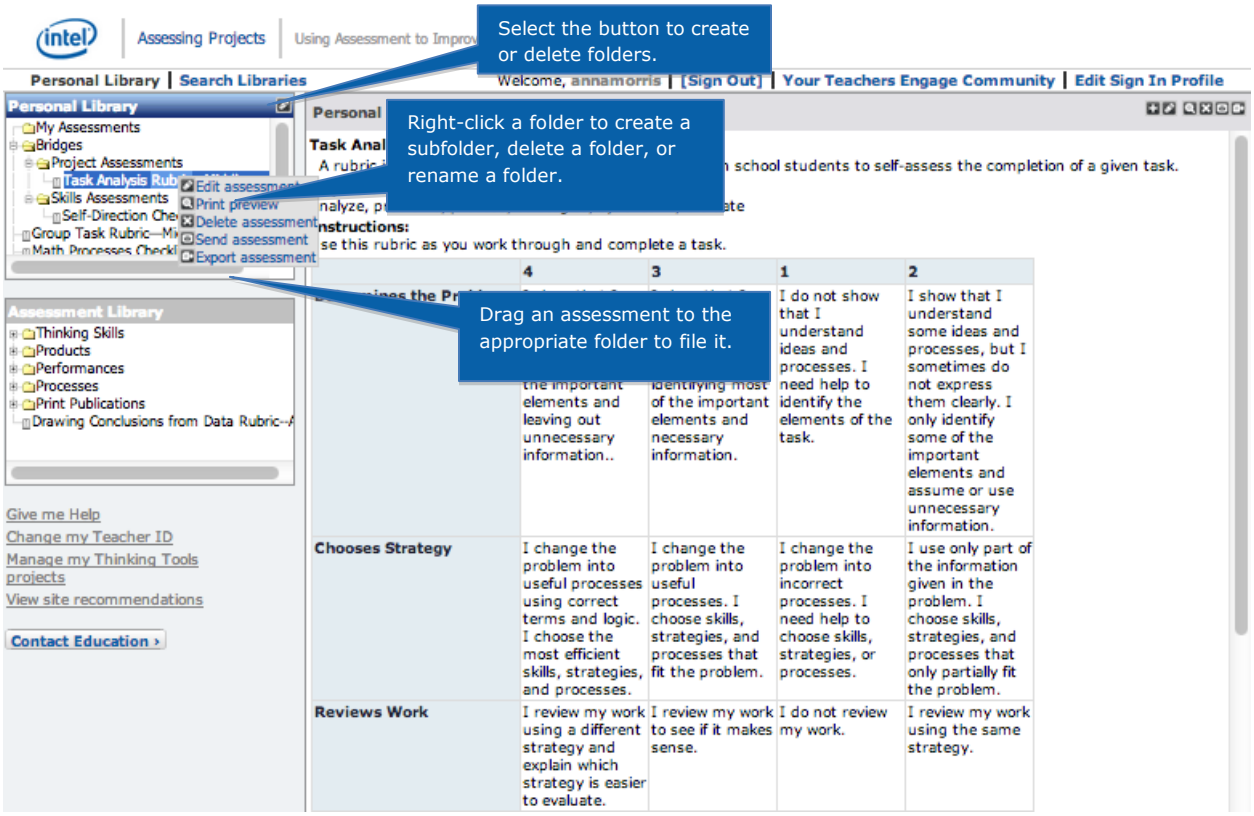
Manage Personal Library

1. Create folders and subfolders to organize your assessments.
2. Export assessments to your personal computer to add features, such as color or images. Assessments with these features cannot be imported into Assessing Projects to be assigned to students.
3. Send your assessments to another teacher registered in the Teacher Workspace.



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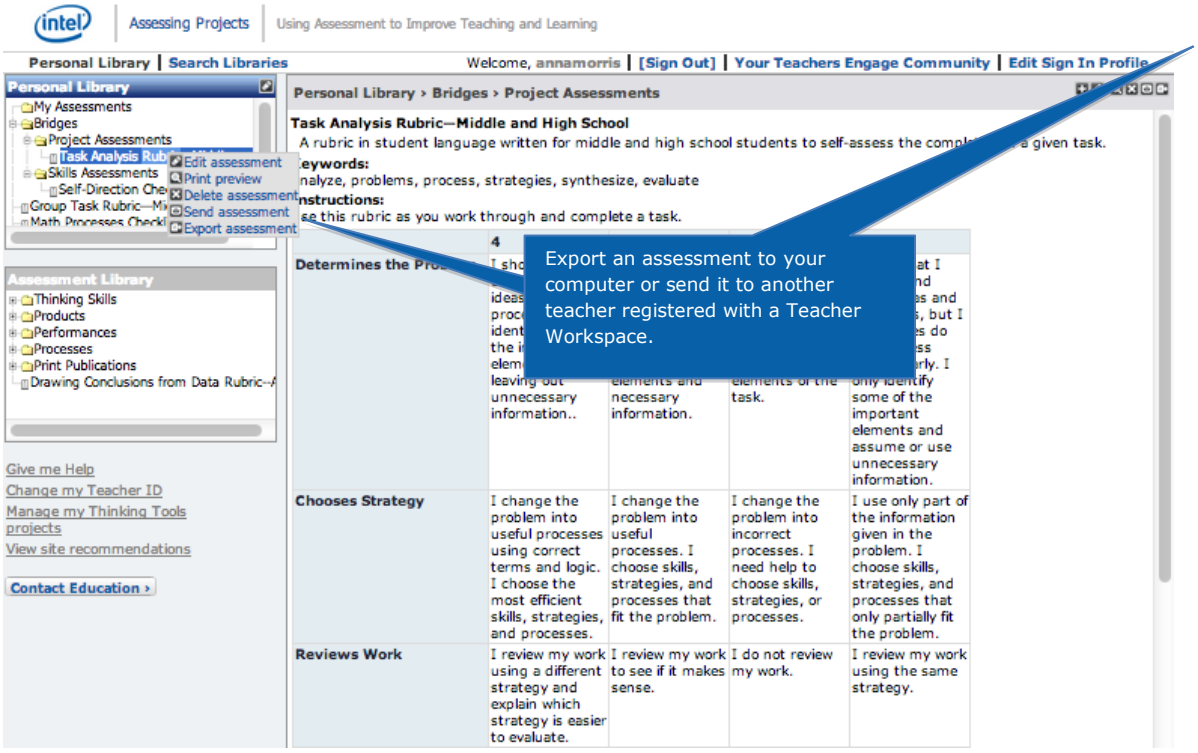

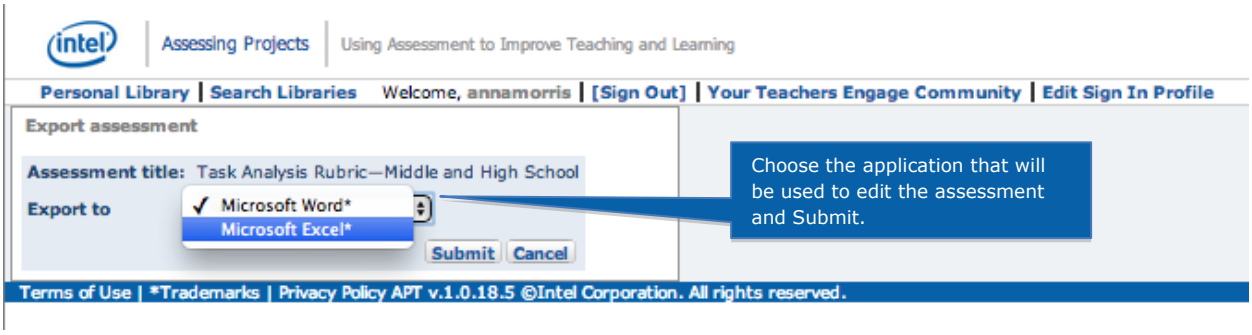

Set Up a New Project

To create a new project in Assessing Projects, you select Create a New Project:

1. Give the project a title and write a brief description.
2. Navigate through your Personal Library to select the assessments you want to use in this project. You can use the same assessment in multiple projects, although you may want to customize it for each project.
3. Return to your Personal Library to add or modify assessments for this project.
4. Add students to the Workspace.
5. Once students are in the Workspace, add them to your project.
6. Assign students self- and peer assessments.

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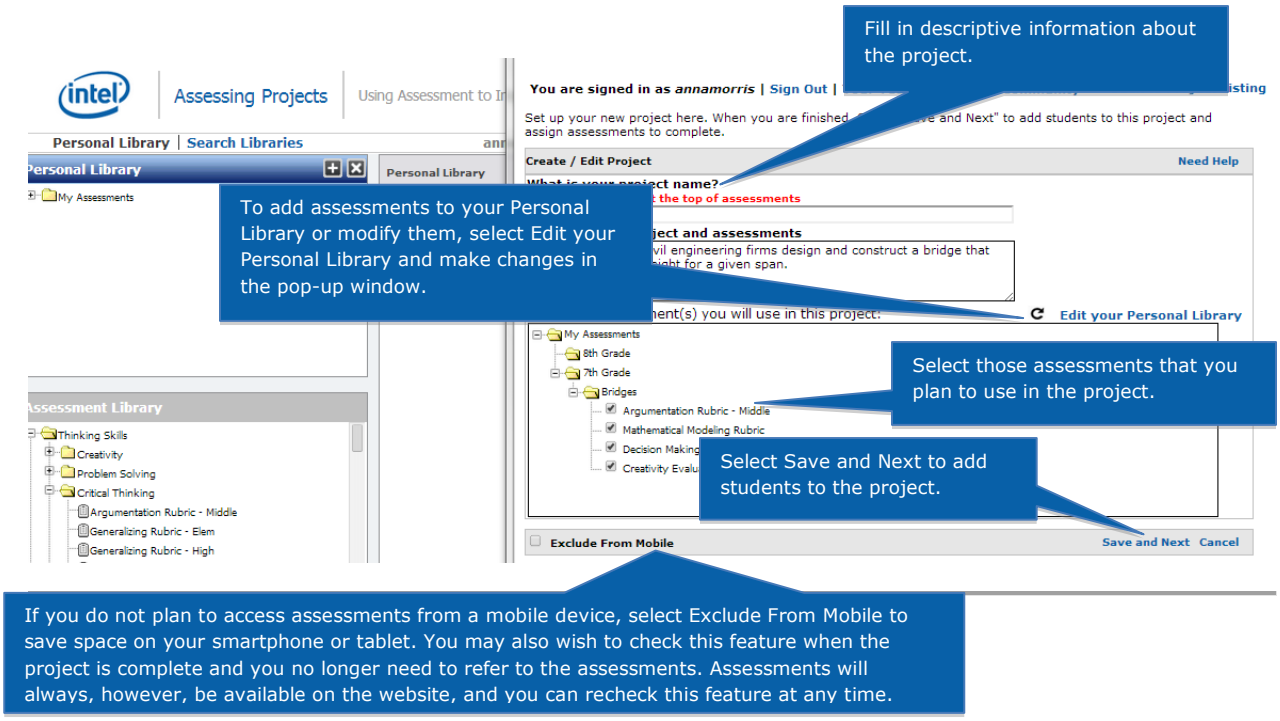
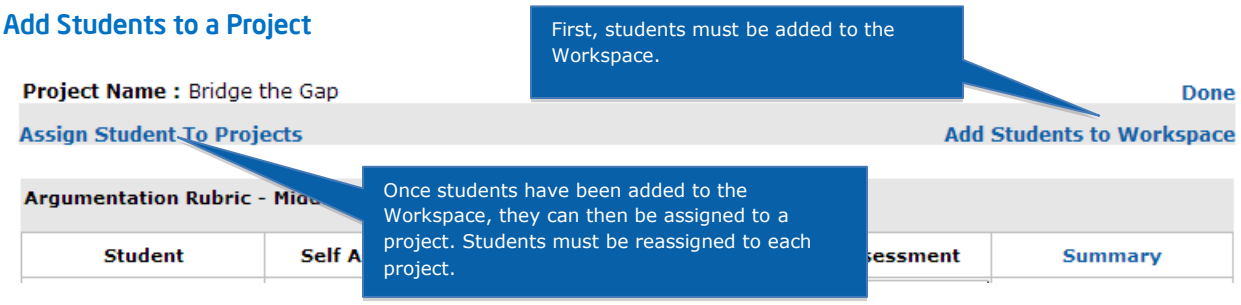
Create a New Project



If you do not plan to access assessments from a mobile device, select Exclude From Mobile to save space on your smartphone or tablet. You may also wish to check this feature when the project is complete and you no longer need to refer to the assessments. Assessments will always, however, be available on the website, and you can recheck this feature at any time.

Add Students to a Project



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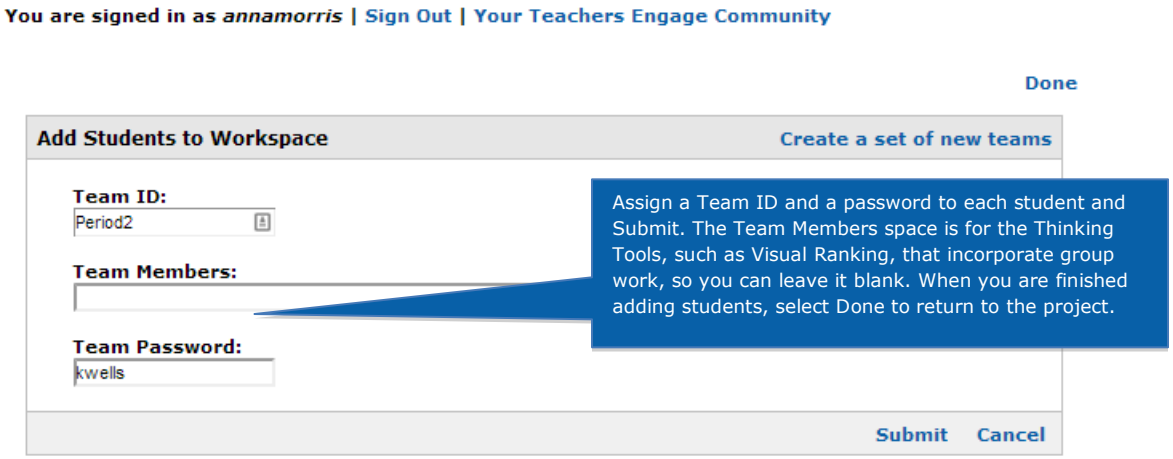
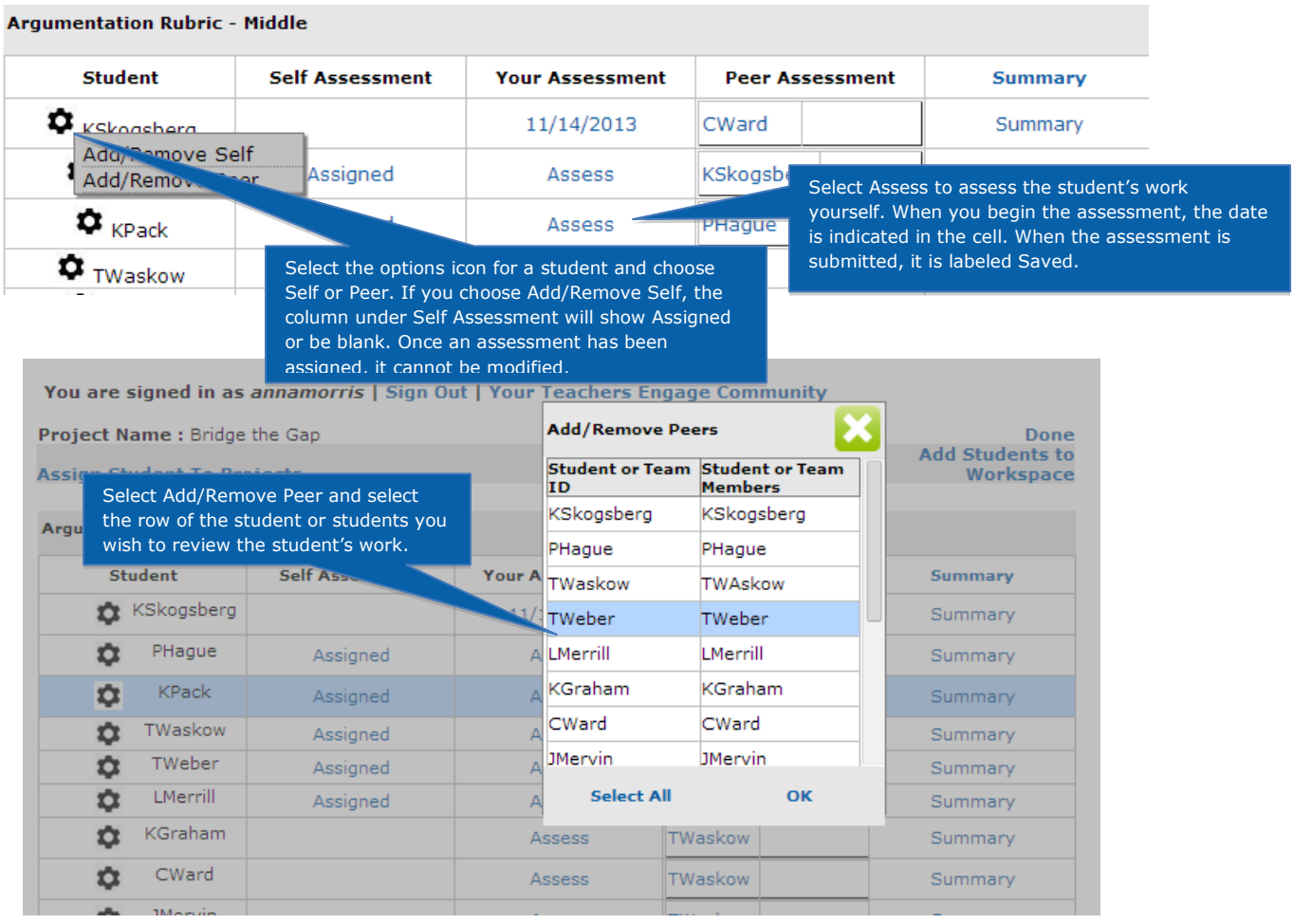


Assign Assessments to Students



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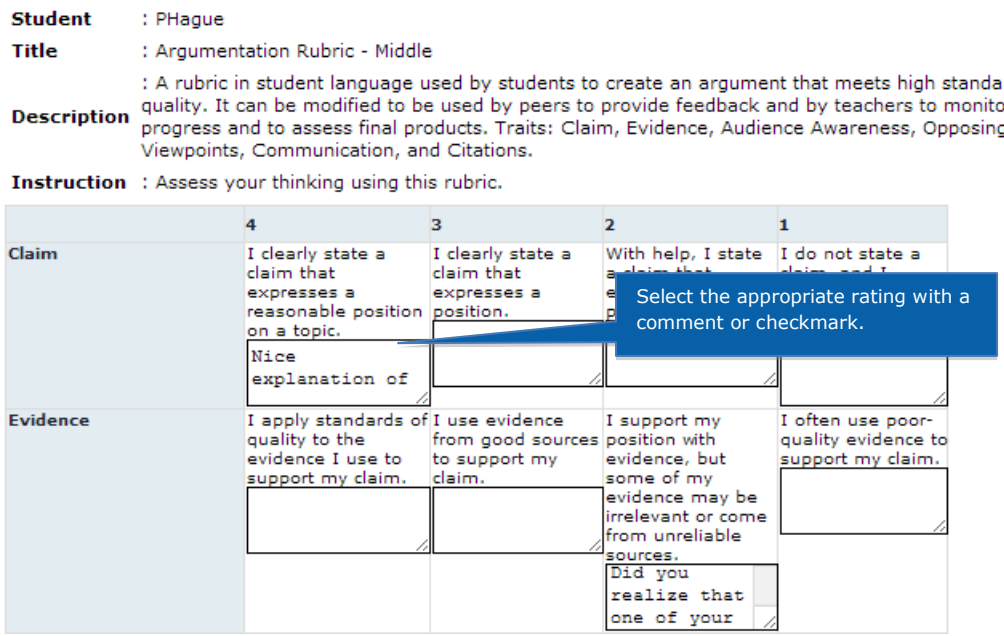
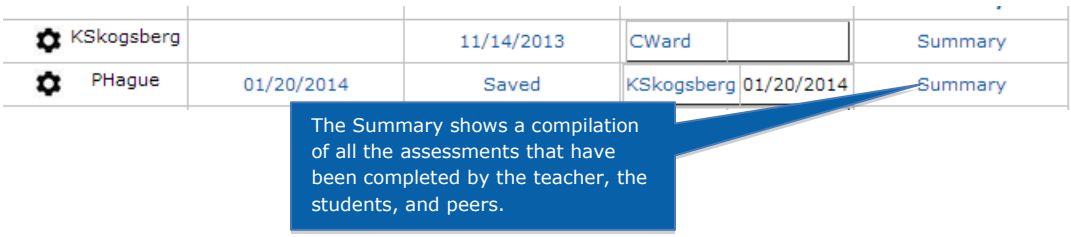
Complete and Review Assessments

1. Both teachers and students can use Assessing Projects online or Let's Assess to complete and review assessments.
2. You select Assess to complete assessments and Summary to review all a students' assessments.
3. Students self- and peer assess by signing in to their workspaces to see the assessments that have been assigned to them, select assessments to complete, and review those that have been completed.

Assess Student Work



Review Completed Assessments



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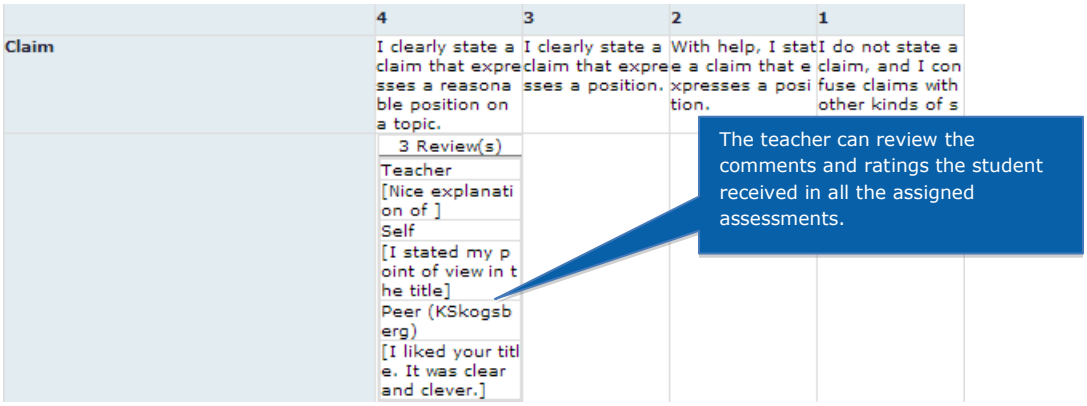
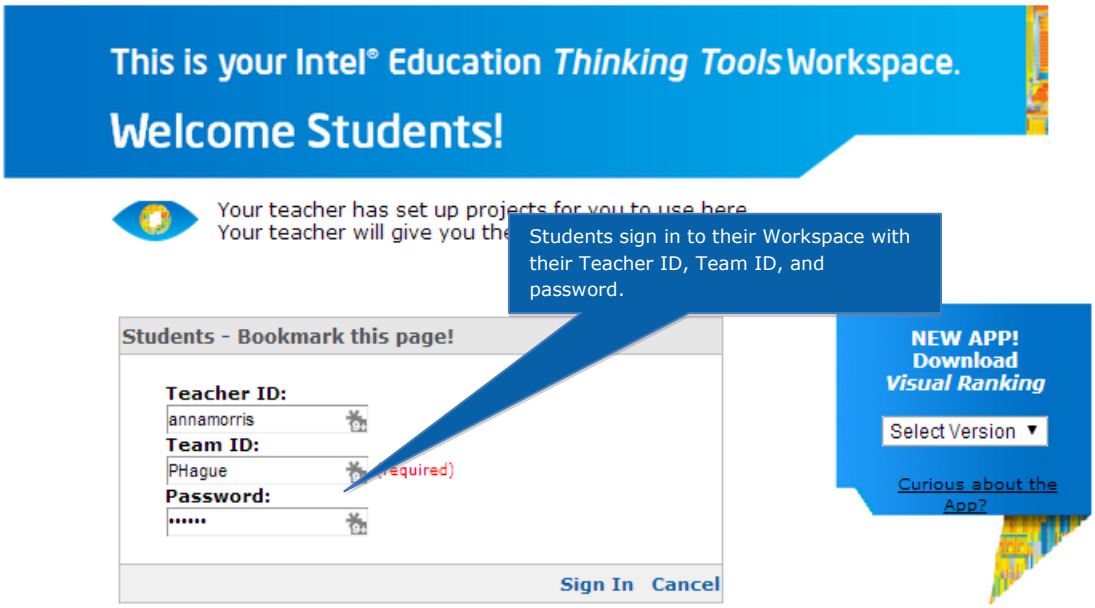


Use Student Workspace



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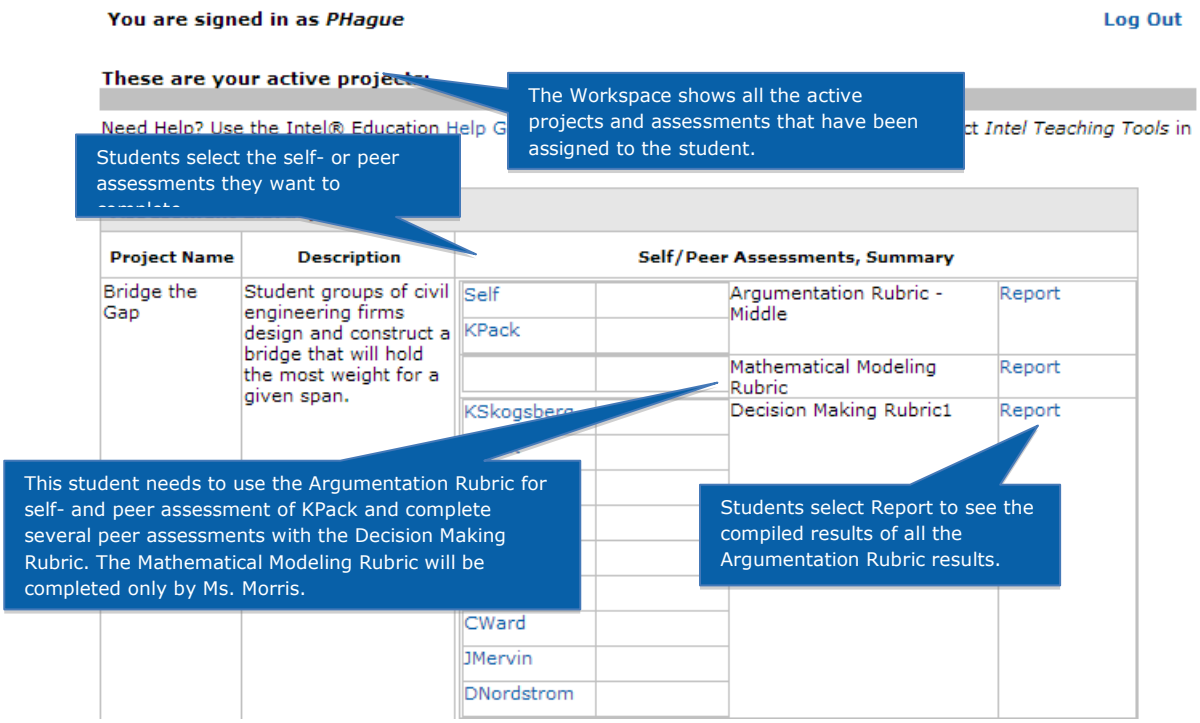

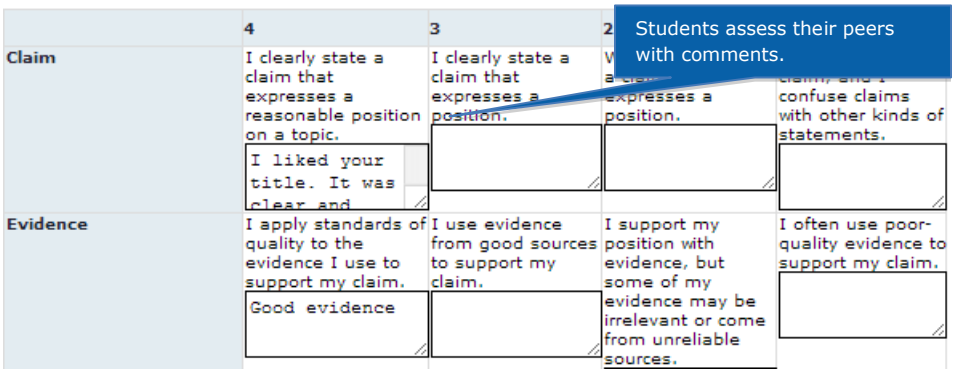

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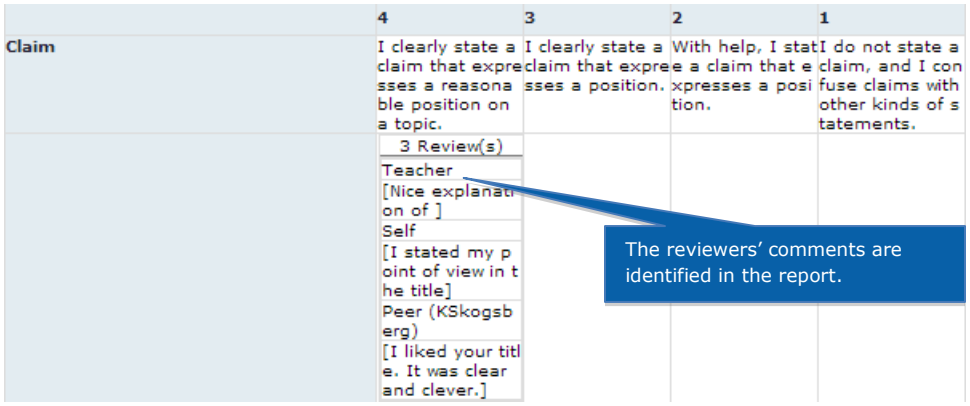

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