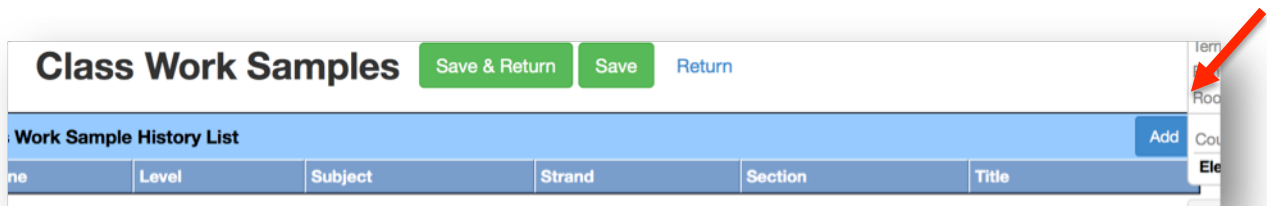


Work Samples

Class Work Samples screen is used to enter student work samples.

Add Work Sample

Click the *Add* button to the right of “Class Work Sample History List.” If one of the three boxes on the right-hand side of the screen covers the work sample information, including the *Add* button, hover over the first box. An arrow appears to the left of the box. Clicking the arrow closes the boxes so all work sample information is viewable. Prior to this, you may want to select “Hide Withdrawn Students” under *Display Options*.



The *Add* button causes *Add Class Work Sample* to appear. Complete the following fields to add a work sample.

Title: Enter a descriptive name for the work sample.

Section: Only sections you have been assigned by the school secretary are available.

Level: Select the work sample level.

Subject: Choose the subject the work sample is for.

Strand: If various options are available for the subject, they will display here.

Dates: Enter the *Assign* date, *Due* date, and *Completed* date.

Staff Rater: Select the person who scored the work sample. If the name does not appear, contact sis@4j.lane.edu.

Trait Score vs. Performance Level: These options are nearly identical.

Click anywhere on the work sample line and it will open to allow entering of scores for each student.

Perm ID	Grade	Assigned	Due	Completed	Level Type	Level	IC	OR	VC (Opt)	WC (Opt)	SF (Opt)	CV	Staff Rater	Admin Code
307321	03	04/14/2016	04/14/2016	04/14/2016	Trait Scores								Christensen, Tammy	

This graphic is for a writing work sample. Many of the columns populate with the information that was entered when adding the work sample. But there are additional columns to complete for each student.

IC – ideas and content

WC – word choice

OR – organization

SF – sentence fluency

VC – voice

CV – conventions

Click on a student’s row to enter his or her data. At this time you may toggle between *Trait Score* and *Performance Level* if you accidentally selected the wrong “Level Type” when creating the work sample. The difference between the two Level Types is *Performance Type* also allows entry of exceeds, meets, or does not meet marks in the *Level* column. The *Level* column allows no entry if *Trait Score* is selected.

Delete Work Sample

To delete a work sample, which will also delete all the students’ scores that were entered, click the first box in the column. Select “yes” when asked if you want to proceed. Clicking “save” deletes the work sample.