

Student Employee Competency Rubric Instructions

[ESS/WWU]

Note: The instructions below are for using the digital version of the Student Employee Competency Rubric within the Campus Labs interface. All division staff are eligible for Campus Labs accounts, but each new account must be requested within the Campus Labs interface, and the rubric tool must be shared with each user individually. Most DART members and ESS directors DART already have Campus Labs accounts and have had the rubric shared with them; however, if you reach step five in the instructions below and do not see the “ESS - Student Employee Competency Rubric” within the interface, contact matt.bryant@wwu.edu to have the rubric shared with you. Thanks!

Creating/Editing the Rubric:

1. Access Campus Labs at <https://wwu.campuslabs.com/home/>
2. Select “Baseline” from the box at center-left of the page
3. Select “Rubrics” in the navigation bar at the top of the page
4. Click the blue “Launch Rubrics” button at the top-right of the page
5. Select the “ESS – Student Employee Competency Rubric” from the list of templates on the left of the page
6. Select the “Rubric Tools” option from the top-right of the page
 - a. Select “Copy” from the tools to create a copy of the rubric
 - b. Select “Copy – ESS – Student Employee Competency Rubric” at the top of the page to change the title
 - c. Changing the title will save your copy as a new rubric
7. Edit the rubric as necessary for effective use with student staff in your department
 - a. Select the “Rubric Settings” option from the top-right of the page (next to “Rubric Tools”)
 - i. Toggle to “On” the gray “Multiple Evaluations” switch
 - ii. Select either “Most Recent” or “Manual Selection” from the “Roll Up Total Scores Using” dropdown menu*
 - b. Edit each rubric item (and/or achievement levels) as necessary
 - c. Select the blue “Done” button at the bottom of the page to save your edits, which will return you to the Rubrics page

Creating/Completing the Assessment:

8. Select the blue “+ Add” button at the top of the list of assessments on the right of the page
 - a. Enter a specific title for the assessment (it may be useful to specify department and year/quarter)
 - b. Select your re-titled version of the Student Employee Competency Rubric from the dropdown menu
 - c. Select the aqua “Go” button at the bottom-right of the window
9. Select the blue “+ New Entry” button at the top-right of the page (below “Tools”)
 - a. Enter the name of an individual student to be evaluated
 - b. Assign scores by selecting the checkmark button corresponding with the appropriate achievement level for each rubric item
 - c. Select the green “Save & Done” button at the bottom-right of the window

Note: If you do not intend for students to self-evaluate, you may repeat step 9 above for each individual student to complete you evaluations (to be shared with each student at your discretion). If you intend for students to self-evaluate, follow the steps below.

Student Self-Evaluation:

10. Select the “Tools” option from the top-right of the page
 - a. Select “Manage Evaluators” from the tools to share the rubric with students to be evaluated
 - i. Add each student to be evaluated as an evaluator by entering a username, full name, or email

(Note: Students need a Campus Labs account to complete the rubric, and can request an account through the Campus Labs interface.)

- ii. Be sure the “Send email letting evaluators know they have been added” option box is selected
 - iii. Toggle to “On” the gray “Limited View” switch next to each student’s name
 - iv. Select the gray “Close” button at the bottom-right of the window
11. Each student will receive an email notification of being assigned as an evaluator with a link to the rubric. (Note: When each student accesses the rubric, they will not see any scores previously assigned for any student, including their own, as a result of the Limited View setting.) Relay the following instructions to each student:
- a. Follow the link you received in your email
 - b. Select the blue “+” button on the right of the page next to your name
 - c. Assign scores by selecting the checkmark button corresponding with the appropriate achievement level for each rubric item
 - d. Select the green “Save & Done” button at the bottom-right of the window

Provide Results:

12. If you wish to prohibit students from editing the scores they assigned to themselves after they have completed the evaluation, select the “Tools” option from the top-right of the Assessment page
- a. Select “Lock Entries”
 - b. Toggle to “On” the gray switch for “Lock Entries”
 - c. Select the gray “Close” button at the bottom-right of the window
13. From the Assessment Page, access the entry for each student by selecting the student’s name from the list of entries
14. Select the blue “Results Access” option at the top-right of the page
- a. Toggle to “On” the gray switch for “Allow this completed entry results to be viewed”
 - b. Select the blue “Send Link” button at the bottom of the window
 - c. Alternately, you can provide all students access to their own results at the same time from the Assessment Page:
 - i. Select the “Tools” option from the top-right of the page
 1. Select “Results Access”
 2. Toggle to “On” the gray switch for “Allow all completed entry results to be viewed”
 3. Select the blue “Send Link” button
 4. Select the gray “Close” button at the bottom-right of the window
15. Each student will receive a link to the summary of their evaluation, and will not be able to view the results for any other entries

*Note: The instructions above are for a supervisor and/or a student employee to evaluate and/or self-evaluate performance. Note that if both the supervisor and student employee complete the evaluation, the final score for each item will be either the most recent score assigned (default) or selected manually by enabling that option with the Multiple Evaluators functionality. Other final score options are available if Rubric Scoring is turned on, but supervisors are discouraged from using numerical scoring for student employee evaluations. Please contact matt.bryant@wwu.edu if you have any additional questions.