

Quick Guide

### What is evidence?

Submitting evidence allows student to show the teacher what he or she **can do**.

A Student can attach evidence associated with specific I Can statements in his or her Self-Directed Evaluation and attach evidence to assigned tasks as directed by the teacher.

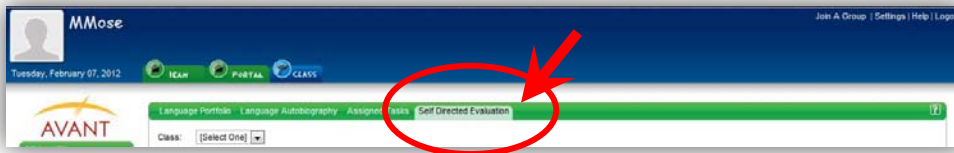
### Accessing iCAN<sup>®</sup>

Open an Internet browser and go to [ican.avantassessment.com](http://ican.avantassessment.com). Login into iCAN<sup>®</sup>.



### Adding evidence to a I Can statement

1. Click the **Self-Directed Evaluation** tab.



2. If you have multiple language classes, select the desired class using the drop-down menu.



3. Select a domain and proficiency level. The related **I Can** statements will display.

Quick Guide

**What are proficiency levels?** iCAN includes four standards that measure the ability to create and understand the language: Novice; Intermediate; Advanced and Superior.

**Novice:** No functional ability; speech is limited to memorized phrases

**Intermediate:** Can create with language; ask and answer simple question on familiar topics, and handle simple transactions

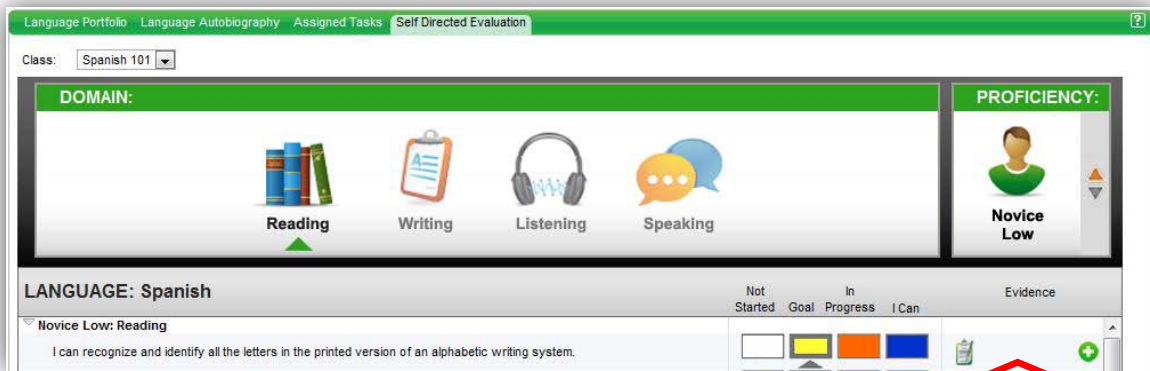
**Advanced:** Can narrate and describe in the past, present and future timeframes and handle complicated situations.

**Superior:** Can support opinion, hypothesize, discuss abstract topics and handle unfamiliar situations.

There are 3 degrees of ability within each of the above proficiency levels: Low; Mid and High.

**I Can statements:** Statements that describe what a language learner **can do** at each proficiency level.

4. By default, each **I Can statement** is marked “not started.”

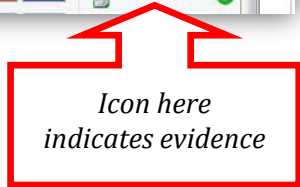


Click the appropriate color-coded box to choose the level of progress.


**To Set a Goal:** Click the colored box under the **Goal** column for the **I Can statement**.

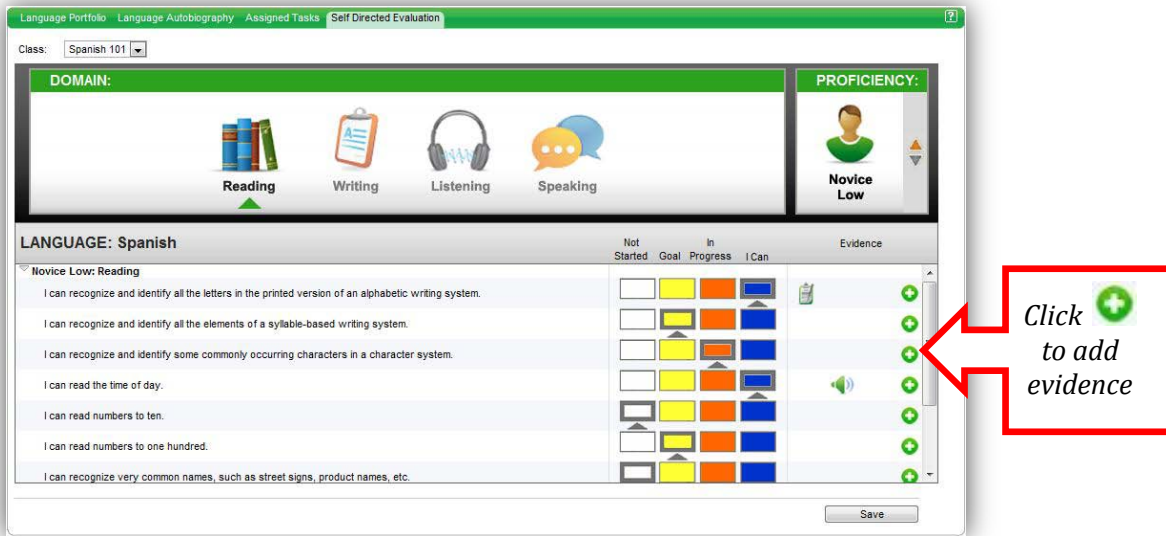
**To Set In Progress:** Click the colored box under the **In Progress** column for the **I Can statement**.

**To Set I Can (complete):** Click the colored box under the **I Can** column for the **I Can statement**.

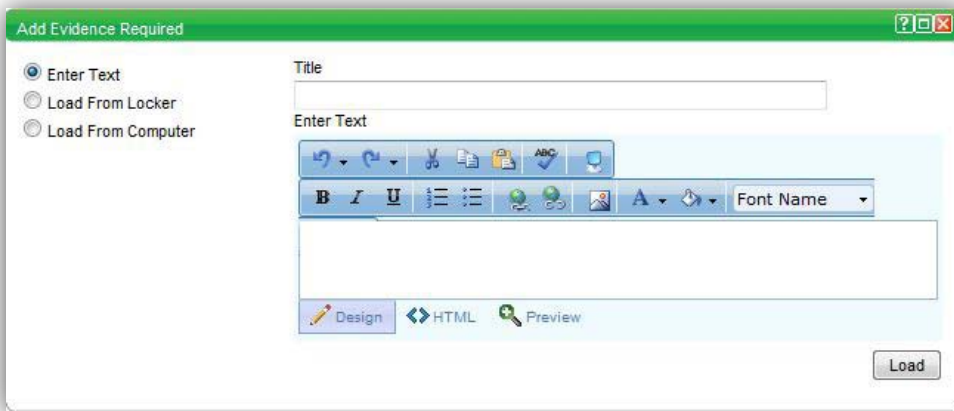


Quick Guide

5. To submit evidence for a specific I Can statement, click the  icon in the **Evidence** column.



6. Evidence can be entered as text, or uploaded from a file that is stored in *My Files (locker)*, or uploaded from a file residing on the computer. The default option is to **Enter Text**.



**Enter Text:**

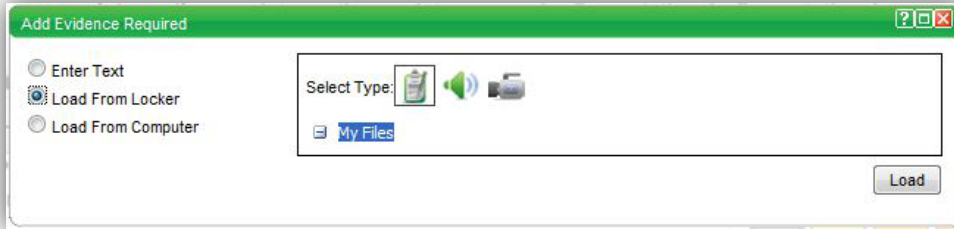
**Title:** The title is the description that will display in the list of evidence. Be explicit, creating a title that describes the content included in the text.

**Enter Text:** A variety of text formatting options is available.

Click [Load] to save the text to the assigned task.

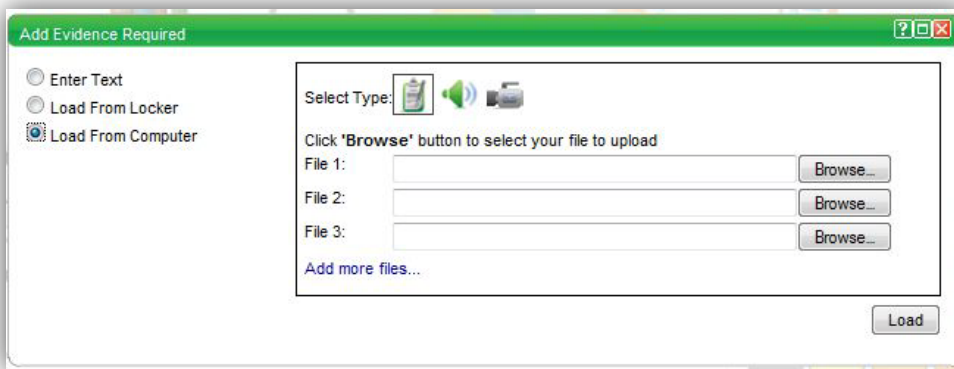
**Load from Locker:** To add evidence previously stored to *My Files*, click the radio button **Load from Locker**. How does content get into your personal locker? Use the utility *My Files* in the left menu to add file to your personal storage location within iCAN<sup>®</sup>.

Quick Guide



Click the appropriate icon for the type of content. Stored files will appear under **My Files**. Click the appropriate icon for the type of content to upload. Word documents, text files, images, etc. are stored under the clipboard, audio files under the speaker, and movies under the video camera icon. Click [Load] to attach the selected evidence to the assigned task.

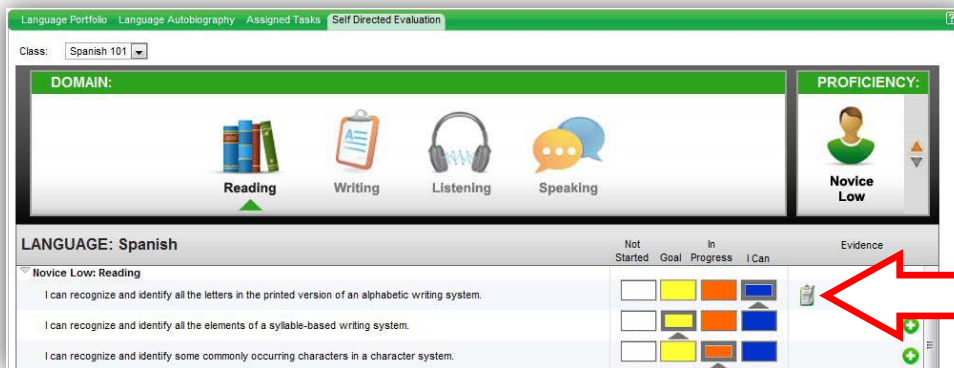
**Load from Computer:** To add evidence stored on your computer, click the radio button **Load from Computer**.



Click [Browse]. Navigate to the storage location on the computer and select the desired file to upload. Click [Open]. To add more than 3, click **Add more files...** An additional line will display. Click [Load] to load all selected files to the selected I Can statement. [Load] will automatically store the files to your personal locker.





### Removing Evidence on Self-Directed Evaluation

1. To remove evidence for a specific I Can statement, click the evidence icon in the **Evidence** column.



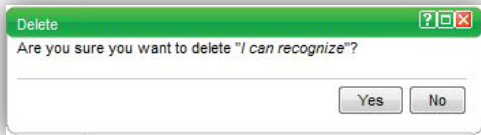
*Click any evidence icon to view the evidence*

Quick Guide

2. Click the evidence icon    to display the uploaded evidence. Click the trash can icon  next to the evidence you wish to remove.



3. A delete confirmation dialogue box will display. If you click the link to play the evidence, close the View Evidence window and reopen before removing the evidence.

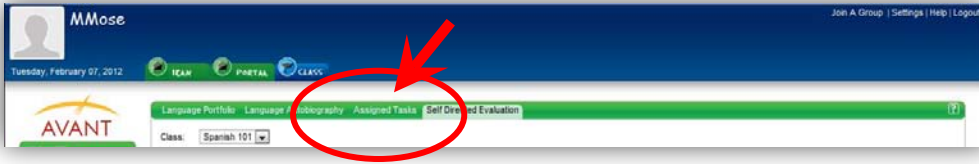


4. Click [Yes] remove the selected evidence. The evidence will be removed the selected I Can statement. To keep the selected evidence, click [No].

Quick Guide

Submitting Evidence on Assigned Task

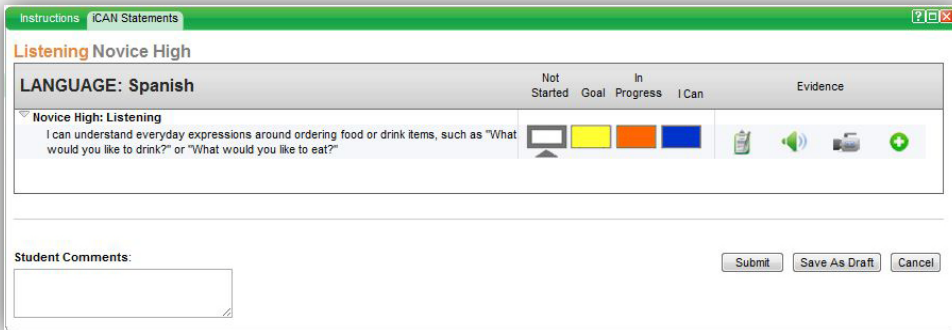
1. Click the Assigned Tasks tab.



2. Click the desired assigned task description to see more detail.



3. The I Can statements for the selected assigned task will display.



4. New tasks for the I Can statement are set to **Not Started**.
5. Click the appropriate color-coded box to choose the level of progress.
  - To Set a Goal:** Click the colored box under the **Goal** column for the **I Can** statement.
  - To Set In Progress:** Click the colored box under the **In Progress** column for the **I Can** statement.
  - To Set I Can (complete):** Click the colored box under the **I Can** column for the **I Can** statement.
6. **Evidence Required:**



Teacher requests text submission



Teacher requests video submission



Teacher requests audio submission

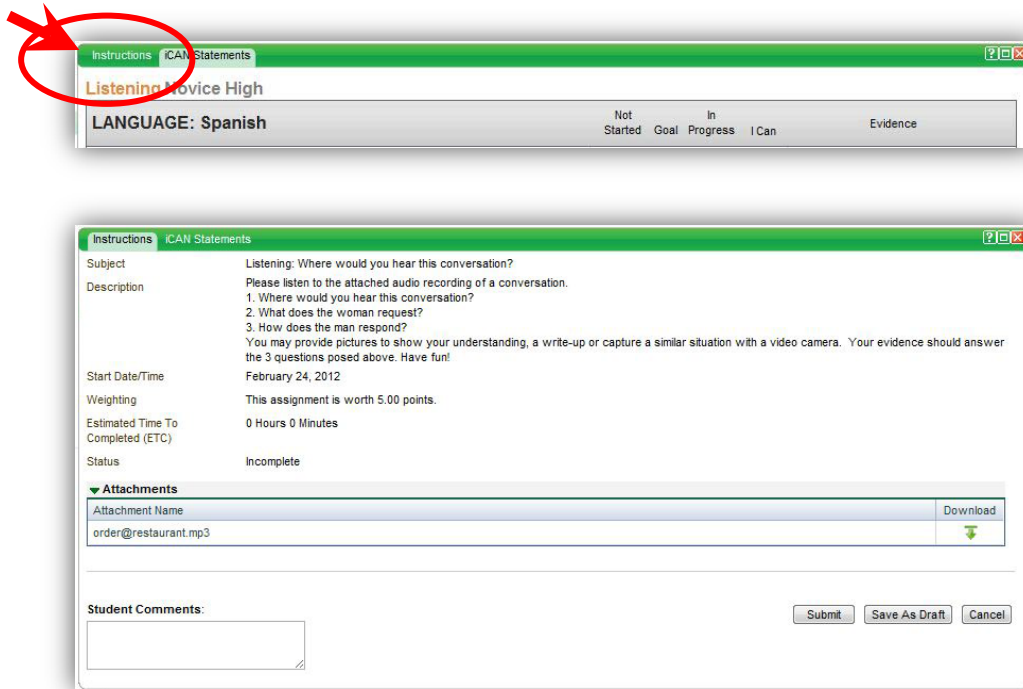
**Note:** In the above screen sample, the teacher requests text, audio and/or video evidence.




Click to upload evidence (see the **Uploading Evidence** section below for details).

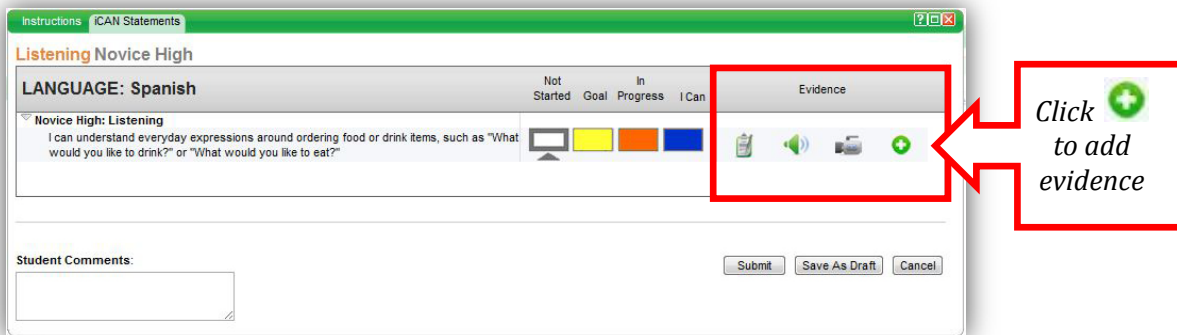
Quick Guide

7. Click the **Instructions** tab to view assigned task details.



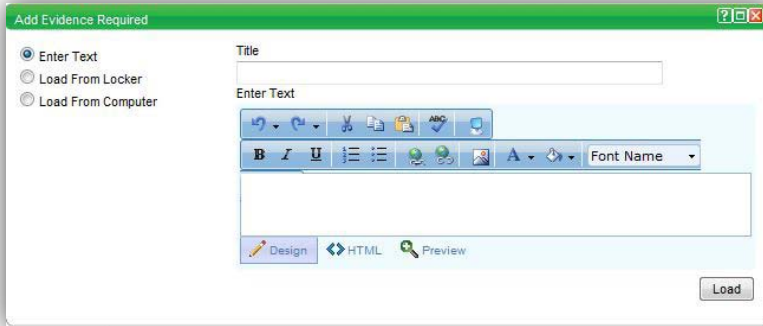
Read the instructions, prepare the required evidence and continue to the next step when you are ready to submit your evidence.

8. Click the I Can Statements tab. To provide evidence on the assigned task, click the  icon in the **Evidence** column.



Evidence can be entered as text, or uploaded from a file that is stored in *My Files (locker)*, or uploaded from a file residing on the computer. The default option is to **Enter Text**.

Quick Guide



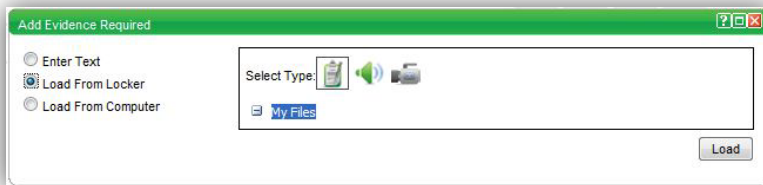
**Enter Text:**

**Title:** The title is the description that will display in the list of evidence. Be explicit, creating a title that describes the content included in the text.

**Enter Text:** A variety of text formatting options is available.

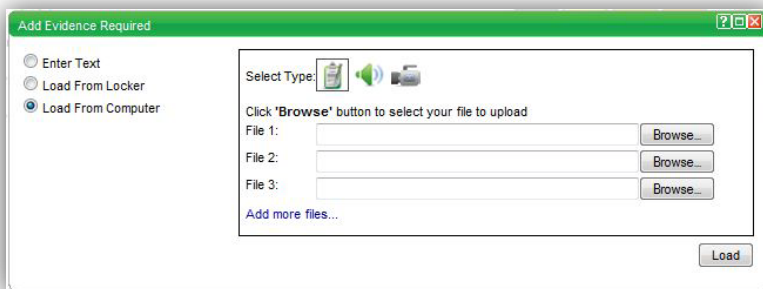
Click [Load] to save the text to the assigned task.

**Load from Locker:** To add evidence previously stored to *My Files*, click the radio button **Load from Locker**. How does content get into your personal locker? Use the utility *My Files* in the left menu to add file to your personal storage location within iCAN<sup>®</sup>.



Click the appropriate icon for the type of content. Stored files will appear under **My Files**. Click the appropriate icon for the type of content to upload. Word documents, text files, images, etc. are stored under the clipboard, audio files under the speaker, and movies under the video camera icon. Click [Load] to attach the selected evidence to the assigned task.

**Load from Computer:** To add evidence stored on your computer, click the radio button **Load from Computer**.

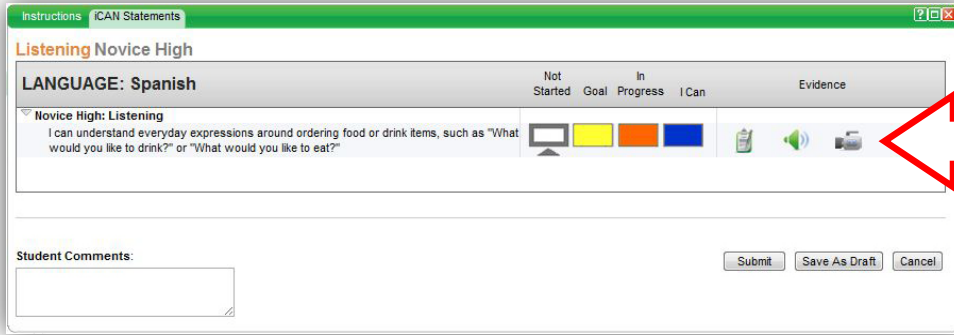


Quick Guide





Click [Browse]. Navigate to the storage location on the computer and select the desired file to upload. Click [Open]. To add more than 3, click **Add more files...** An additional line will display. Click [Load] to load all selected files to the assigned task. [Load] will automatically store the files to your personal locker.

**Removing Evidence on an Assigned Task**

1. To remove evidence for a specific I Can statement, click the evidence icon in the **Evidence** column.

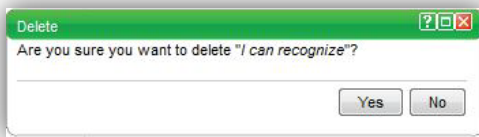


*Click any evidence icon to view the evidence*

2. Click the evidence icon    to display the uploaded evidence. Click the trash can icon  next to the evidence you wish to remove.



5. A delete confirmation dialogue box will display. If you click the link to play the evidence, close the View Evidence window and reopen before removing the evidence.

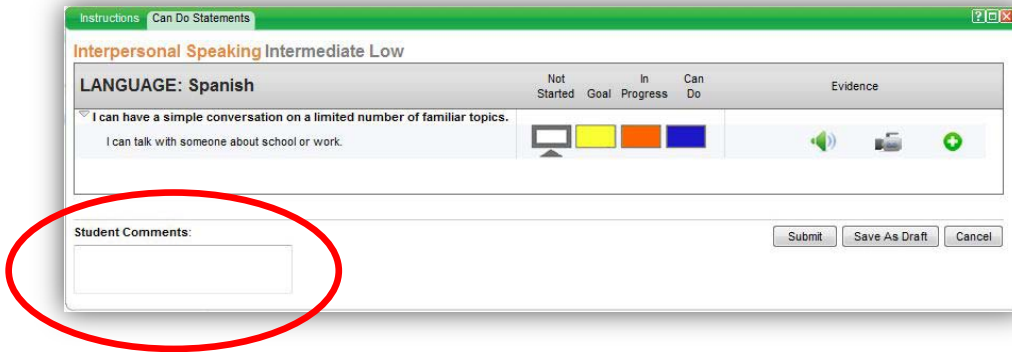


6. Click [Yes] remove the selected evidence. The evidence will be removed the selected task. To keep the selected evidence, click [No].

Quick Guide

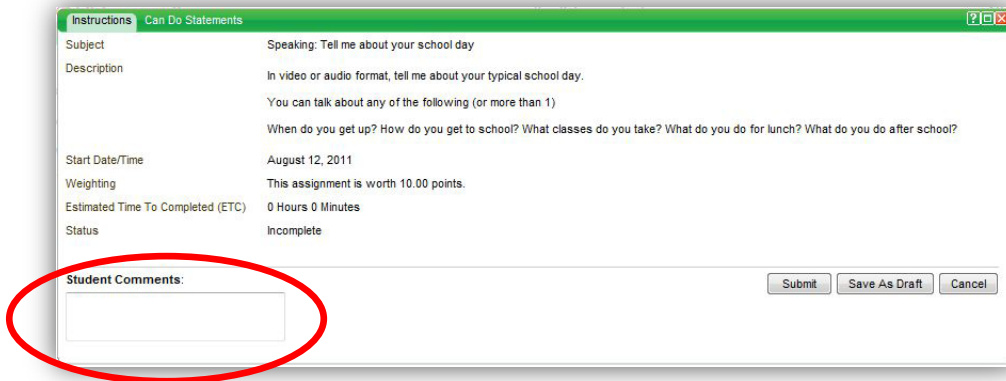
### Adding Student Comments

**From the I Can Statements Tab:** Enter comments to the teacher in the Student Comments field. Click [Submit] to complete the assigned task and submit it to the teacher for grading. *If you are not ready to submit the assigned task for grading*, click [Save as Draft] to continue working on it later.



– or –

**From the Instructions Tab:** Enter comments to the teacher in the Student Comments field. Click [Submit] to complete the assigned task and submit it to the teacher for grading. *If you are not ready to submit the assigned task for grading*, click [Save as Draft] to continue working on it later.



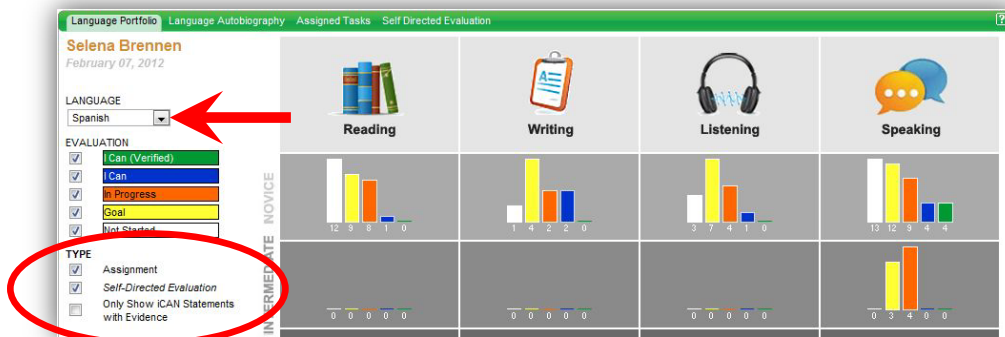
Quick Guide

Viewing teacher feedback through the Language Portfolio

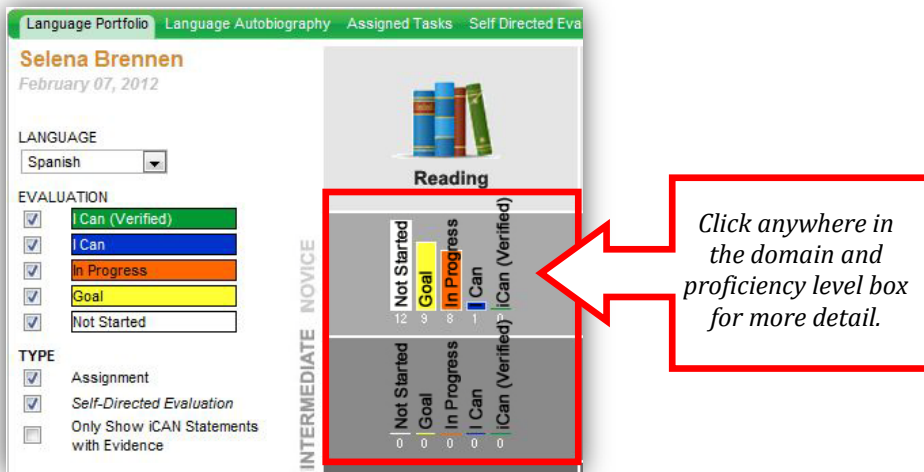
1. Click the Language Profile tab.



2. If you have more than 1 language class, select the language from the dropdown. By default *all* Evaluation levels for Type **Assignment** will be selected.

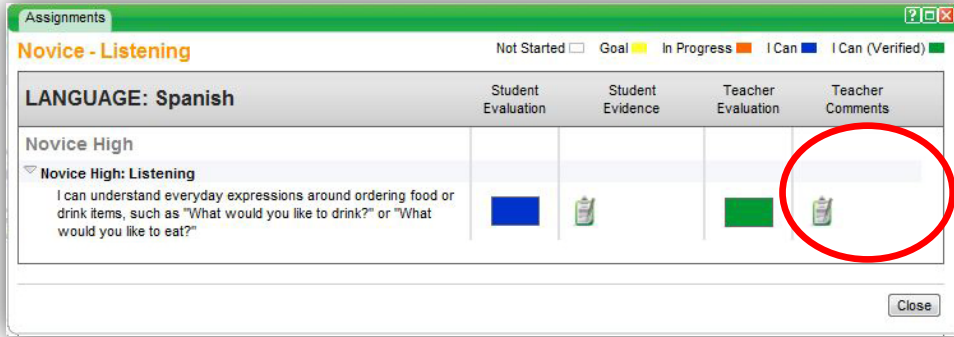


To see any teacher comments, click any box with colored bars.



The I Can statement(s) for the selected type (Assignment or Self-Directed Evaluation) will display. This example shows the I Can statements for the assigned tasks for Novice Interpretive Reading.

Quick Guide



The teacher may set the evaluation to "in progress" if he/she would like you to rework the assigned task.



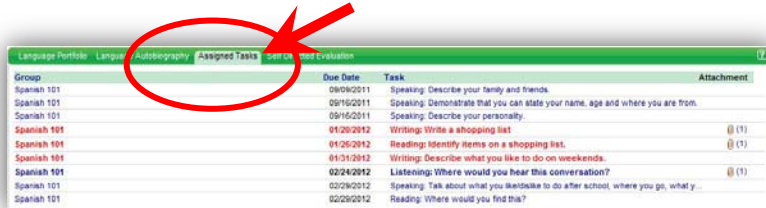
Student Evaluation column indicates how you rated the submission. In the above example, the student marked the assigned task as **I Can** and the teacher has evaluated the evidence as "Verified."

Click the [Icon] icon in **Teacher Comments** to see details.  
Click the [X] to close.

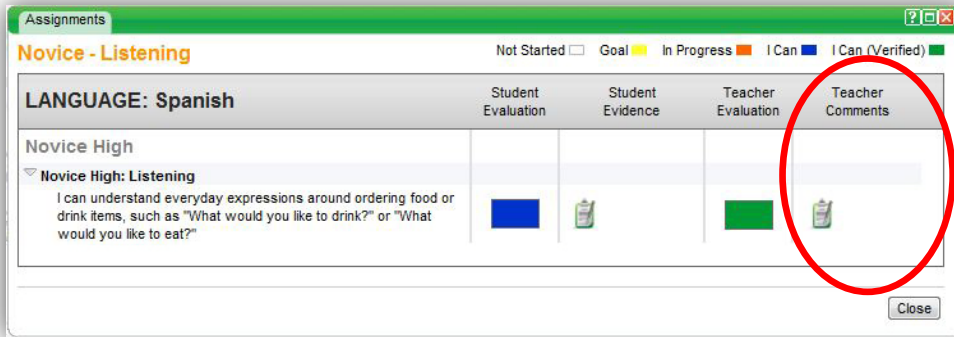


Viewing teacher feedback via Assigned Task

1. Click the Assigned Tasks tab.



2. Click the task description to view.  
The I Can statement(s) for the selected assignment will display.



The teacher may set the evaluation to "in progress" if he/she would like you to rework the assigned task.

Quick Guide



Student Evaluation column indicates how you rated the submission. In the above example, the student marked the assigned task as *I Can* and the teacher has evaluated the evidence as “Verified.”

Click the desired icon in **Teacher Comments** to see details.

Click the [X] to close.

