

Quick Guide

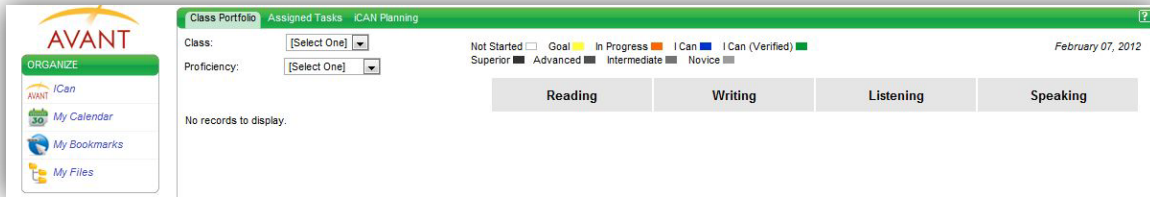
**What is evidence?**

Student submitted evidence allows the teacher to see and hear each student’s language ability demonstrating what he or she **can do**.

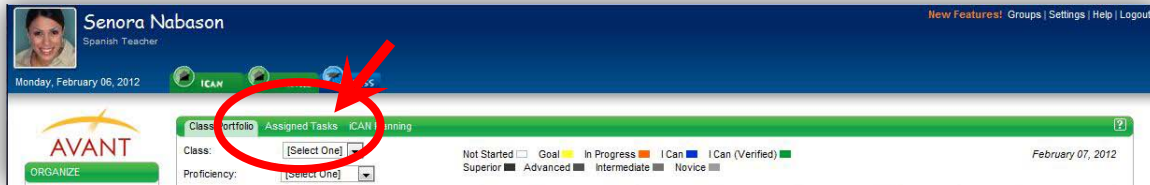
A Student can attach evidence associated with specific I Can statements in his or her Self-Directed Evaluation and attach evidence to assigned tasks.

**Accessing Tasks**

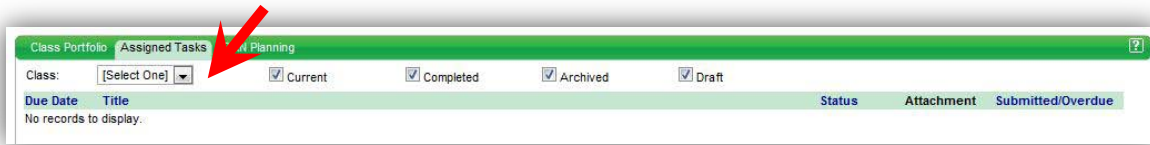
1. Open an Internet browser and go to <http://ican.avantassessment.com>. Login into iCAN<sup>®</sup>.



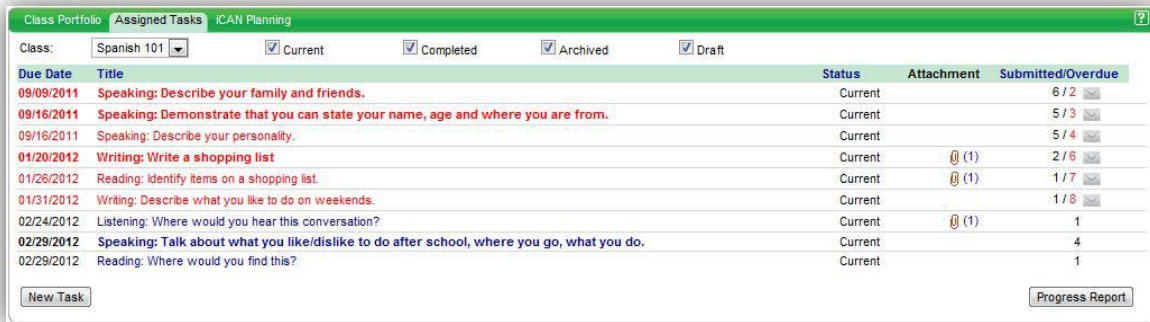
2. Click the Assigned Tasks tab.



3. Select a class using the drop-down menu.



4. Default will display all tasks (current, completed, archived and draft).



## Quick Guide

**Interpreting elements and colors**

1. **Assigned tasks in red:** These are assigned tasks that some students have not yet submitted that are past the defined due date. Submitted/Overdue provides a quick summary of the number of students who have submitted the assigned task, and those who still have yet to do so.
2. The envelop icon allows you to send an email message to students who have yet to complete the assigned task. ***This feature is NOT fully implemented.***
3. **Assigned tasks in blue:** These are assigned tasks that are currently under way, but not yet due.
4. **Assigned tasks in green:** These are assigned tasks that are not yet assigned. **Assigned** means that today (current date) falls within the task display date and due date window. These tasks are to be **assigned** sometime in the future.
5. At a glance in the above sample screen, you can tell four of the assigned tasks include attachments for students to use as they complete the assigned task.

**Status**

**Current:** Assigned tasks that are available for students to complete.

**Draft:** Tasks created and saved as drafts. These tasks are not available to students to complete.

**Archived:** Tasks that you have archived. Instructions for archiving tasks are included in the ***Teacher: Archive Quick Guide.***

**Completed:** Tasks that all students have completed.

**Requiring Evidence**

1. Follow the steps in the ***Teacher: Manage Tasks Quick Guide*** to add a new task or change an existing task. Select the task, and click [Edit].

Assignment I CAN Statement

Notification On

Subject \*

Description \*

Due Date \*      Display Date: \* 2/7/2012      Estimated Time to Complete (ETC) 0 Hours 0 Minutes

Recurrence:  Recurring appointment      This assignment is worth \_\_\_\_\_ points

\* Indicates a required field

Files      Add File

Links      Add Link

Assign To

SELECT	ALL	NAMES	Search:
Group	<input checked="" type="checkbox"/>	Spanish 101	
	<input type="checkbox"/>	Spanish 102	

Post    Save as Draft    Cancel

2. Click the **I Can Statement** tab to associate I Can statements to the task and define the type of evidence required for the task. Select the desired **Domain** and **Proficiency Level** from the drop-down menus.

Assignment I CAN Statement

Language Spanish      Proficiency Level [Select Proficiency Level]

Domain [Select Domain]      Rubrics [Select Rubric]

Select      Evidence

Add iCAN Statement      Post    Save as Draft    Cancel

Click the **Select** box associated with the main I Can statement (bolded) to select ALL sub-I Can statements.

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The screenshot shows the 'Assignment iCAN Statement' window. At the top, there are dropdown menus for Language (Spanish), Proficiency Level (Novice Low), and Domain (Listening). A Rubrics dropdown is set to '[Select Rubric]'. Below this is a table of I Can statements under the heading 'Evidence'. The first statement, 'Novice Low: Listening', is bolded. A 'Select' column has a checked box for this statement. The table has three evidence columns with checkboxes. A callout points to the Rubrics dropdown: 'Select a rubric from the drop-down list'. Another callout points to the bolded statement: 'Main level I Can statements are **Bold**'. A third callout points to the 'Select' checkbox: 'Click the **Select** box associated with a sub-I Can statement to select or deselect individual sub-I Can statements. Selecting a sub-level I Can statement will automatically select its main level one. Once an I Can statement is selected, checks appear in all evidence required boxes. Click the checkbox to deselect the type of evidence NOT required for the task.'

Click the **Select** box associated with a sub-I Can statement to select or deselect individual sub-I Can statements. Selecting a sub-level I Can statement will automatically select its main level one. Once an I Can statement is selected, checks appear in all evidence required boxes. Click the checkbox to deselect the type of evidence NOT required for the task.

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**View and evaluate student submissions**

1. Click the desired assigned task.

Assignment Grade: Speaking: Describe your personality.

Subject: Speaking: Describe your personality.  
 Description: Provide an audio or video file that describes four or five characteristics of your personality.  
 Display Date: August 30, 2011  
 Due Date/Time: September 16, 2011  
 Weighting: This assignment is worth 15.00 points.  
 Estimated Time To Completed (ETC): 0 Hours 0 Minutes

Student Name	Score	Percent Score	Submission Date	Student's iCAN Statements	Reviewed	Excused	Reassign?
Jeremy Braye			08/30/2011 05:24 PM	<a href="#">View</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selena Brennen			02/07/2012 01:27 PM	<a href="#">View</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Chen					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kayla Dean			10/04/2011 11:50 AM	<a href="#">View</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adrian Fuller				<a href="#">View Draft</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jasmine Hendrickson					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tanner Hughes					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maria Mose			02/07/2012 01:38 PM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Grade**

Group or Individual	Name
Group	Spanish 101

*Click "View" to see student's submitted evidence.  
View Draft indicates student has saved a draft, but not a FINAL version.*

2. The assigned task information displays at the top of the screen, followed by a list of the students who were assigned the task.
3. A **View** link will display in the **Student's I Can Statements** column once the student has submitted an assigned task. Click **View** to review the submission.

iCAN Statements - Rubrics

Speaking Novice Mid Selena Brennen

LANGUAGE: Spanish

I can present personal information about myself and others using words and phrases.	Student Evaluation	Evidence	Teacher Evaluation			Teacher Comments
			Not Started	In Progress	Goal I Can Verified	
I can describe my personality.	Can Do					

Teacher Comments:

*Student self evaluation "Can Do"*

*Student*

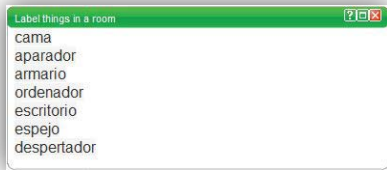
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Student Self-Evaluation indicates how the student rated his/her submission. In this example, the student has marked the assigned task as I Can.

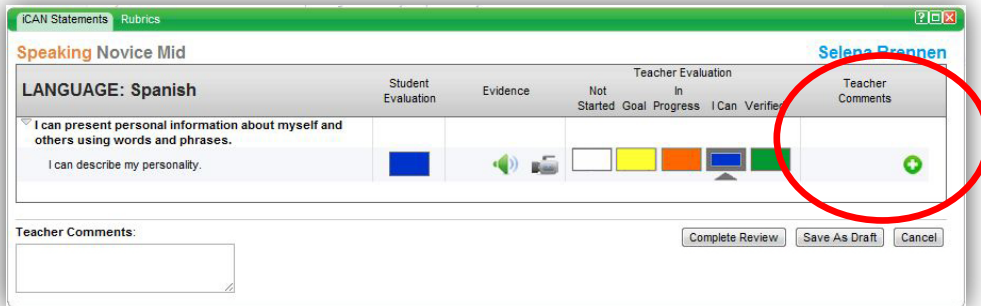
After viewing the submission, click the color that corresponds to the appropriate evaluation level.

- To view the evidence, click the icon in the **Evidence** column. Then click the link.



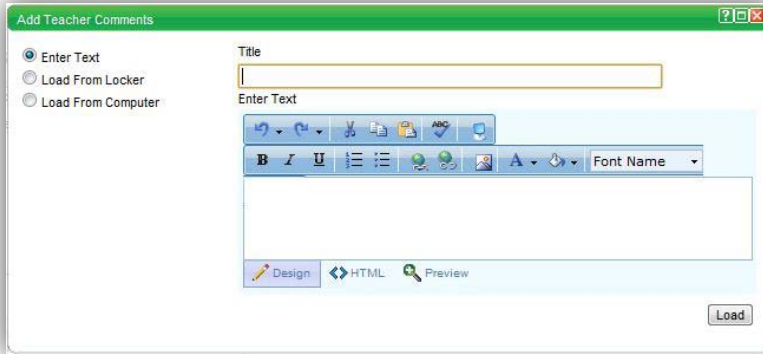
Be sure to be explicit in defining the requirements for the task so that the student understands the assigned tasks and meets your expectation.

- To provide feedback on the submitted evidence, click the  icon in the **Teacher Comment** column.



Feedback may 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**.

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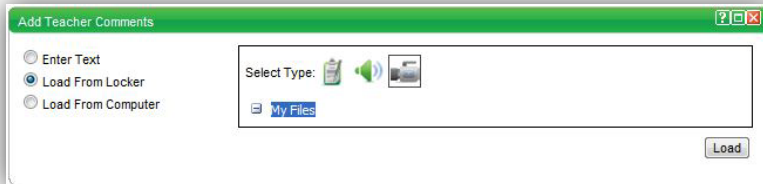
**Enter Text:**

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

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

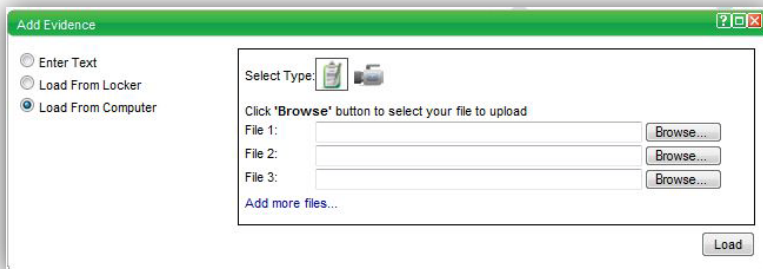
Click [Load] to save the feedback to the assigned task.

**Load from Locker:** To add feedback 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>.



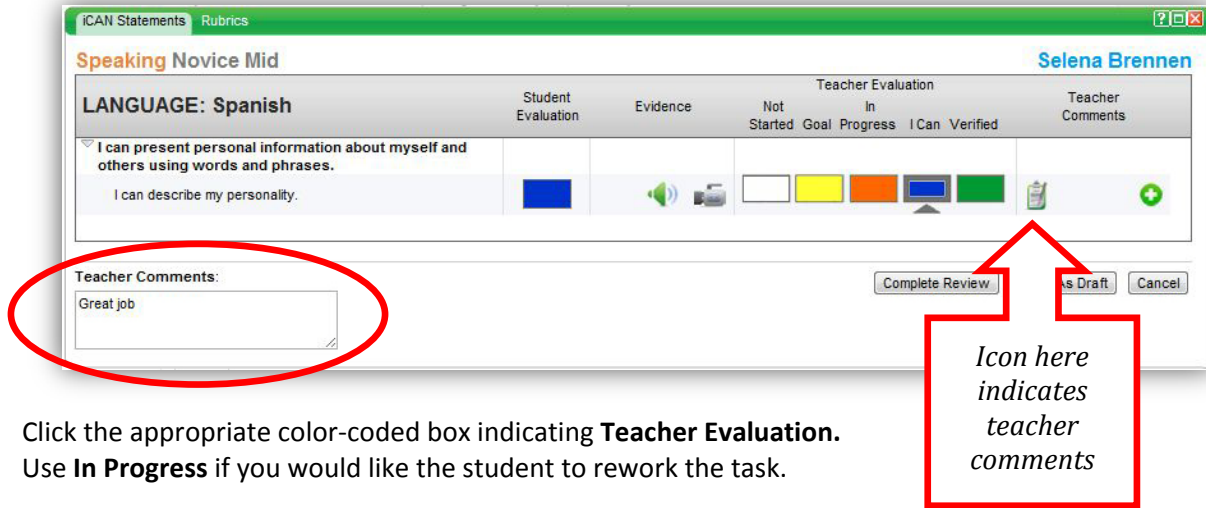
Click the appropriate icon for the type of content. Stored files will appear under **My Files**. Click the appropriate icon for the type of content to upload. Word documents, text files, images, etc. are stored under the clipboard, audio files under the speaker, and movies under the video camera icon.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

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



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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.



Click the appropriate color-coded box indicating **Teacher Evaluation**. Use **In Progress** if you would like the student to rework the task.

Use **Verified** to indicate the assignment is acceptable.

**Teacher Comments:** Comments entered in the Teacher Comments box may be revised at any time.

Click [Save as Draft] to save the evaluation without publishing to the student. **If you are not ready to publish the feedback to the student**, click [Save as Draft] to continue working on it later.

Click [Complete Review] to save and publish to the student.

Assignment Grade: Speaking: Describe your personality. Menu ? [ ] [ X ]

Subject: Speaking: Describe your personality.  
 Description: Provide an audio or video file that describes four or five characteristics of your personality.  
 Display Date: August 30, 2011  
 Due Date/Time: September 16, 2011  
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**Grade**

Student Name	Score	Percent Score	Submission Date	Student's iCAN Statements	Reviewed	Excused	Reassign?
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Selena Brennen	<input type="text"/>		02/07/2012 01:27 PM	<a href="#">View</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Chen	<input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kayla Dean	<input type="text"/>		10/04/2011 11:50 AM	<a href="#">View</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adrian Fuller	<input type="text"/>			<a href="#">View Draft</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jasmine Hendrickson	<input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tanner Hughes	<input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maria Mose	<input type="text"/>		02/07/2012 01:38 PM	<a href="#">View</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Assigned To**

Group or Individual	Name
Group	Spanish 101

**Score:** If the task was created with a point value, enter the **Score** for each student. iCAN<sup>®</sup> will calculate the **Percent Score**.

Click the box in the **Reassign** column to reassign the task to the student. Reassigning the task allows the student to post additional evidence. If checked, click to deselect.

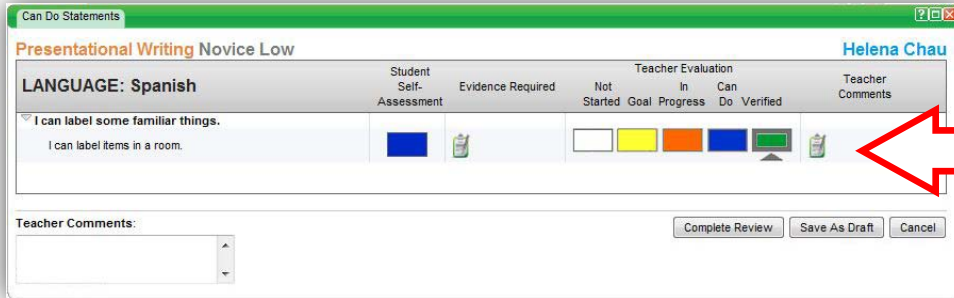
Click the box in the **Excused** column to excuse a student from the task. If checked, click to deselect.

Click [Save].

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**Removing feedback**

1. To remove associated feedback, click the comments icon in the **Teacher Comments** column.

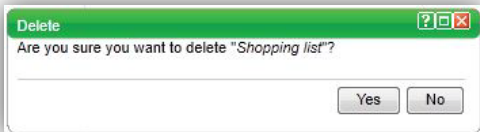


*Click any icon  
to view the comment*

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



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



4. Click [Yes] remove the selected comment. The comment will be removed the student's assigned task feedback. To keep the selected comment, click [No].