Aqua by Taskstream

Creating Assignments and Collecting Student Work

Overview
Aqua is a simple way for you to create assignments and collect student work! To get started, log in to aqua.taskstream.com and click on an assessment project on your dashboard. Click “Manage Evidence” on the left-hand panel to view and create assignments. Specify as many demographics as you can to ensure that you can robustly analyze results once scoring is done! Once you've finished creating an assignment, you can add student artifacts by clicking on "Collect Work". Start with a clean roster so only the new submissions you want to add are visible. You will need to prepare a CSV file to ensure that student work is properly mapped. Don't worry - you can download a template in the Collect module. Once student files are finalized, remember to click submit! Student work will only be evaluated if it is submitted. We've included a step-by-step guide below just in case, but we're betting you’re ready to get started! Be careful – you might find yourself enjoying assessment!

Step by Step Guide
This document is intended to provide detailed technical information for Institution Uploade rs who will be entering assignment information and uploading learning artifacts for the AAC&U VALUE scoring projects: the Multi-State Collaborative, Minnesota Collaborative and Great Lakes College Association. SHEEO has provided a rich set of resources to prepare MSC uploaders on the SHEEO web site.

1. Getting Started
   a. Accessing Aqua
   b. Preparing to Upload
2. Create Assignments
3. Manage Submissions
4. Import Demographics

Getting Started
For the 2016-2017 year, users from participating institutions will perform their uploading and scoring work in Aqua by Taskstream. This system supports all of the best practices developed during the Pilot Year of the Multi-State Collaborative and offers many improvements intended to make the work more sustainable.

Accessing Aqua
To access Taskstream, each institution lead will need to request log-in credentials from their state’s MSC point person for the appropriate individual(s). This request must include the individual’s name, email, phone number, and institution the individual will be uploading documents for, and IPEDS ID for their institution. Once SHEEO receives this request, Taskstream will then provide credentials directly to each user so that they can access the Artifact Management and Scoring system. Users will login at: https://aqua.taskstream.com

Preparing to Upload
Institution Uploading will need three things for each assignment and collection of learning artifacts they will upload into Aqua:

1. The information from the assignment coversheet. You will have enter some of this information when you create your assignment in Aqua.
2. The student-file map that contains the de-identified roster of the students whose work you will upload and the associate file name.
3. The student work artifacts in a desktop or network folder.

Create Assignments

1. Overview
2. Navigate to Assignments
3. Create Assignments
4. Review Assignment Summary
5. Manage Assignments

Overview
Creating an assignment in Aqua will provide uploaders from each institution with the ability to enter appropriate information about the assignments collected as part of their sample. The identifying fields on the assignment cover sheet that was completed in advance, including the faculty member’s name, department, the course name, and course number and section should be submitted into the system. These fields are collected only for the institution representative to keep track of assignment source information.

The following information is included in the assignment creation form:

- Assignment Title (a numeric other identifier)
- Student Instructions
- Scoring Instructions
- Evaluator Attachments
- Learning Outcome(s)
- Outcome dimensions/criteria
- Courses
- Assignment Metadata

Navigate to Assignments
After logging in to Aqua, uploaders will see the new Project on their dashboard and they can click on the project name to access the Project Overview.

From the left-hand navigation within the project, uploaders can navigate to the Manage Evidence link to access the list of assignments created for their institution.

In the case where no assignments have been created the user will see this notification and be able to click the “Create Assignment” button to get started.
Create Assignments

After clicking the ‘Create Assignment’ button uploaders will be taken to the create new assignment screen.

* = required

- **Assignment Title** - required to publish the assignment. For AAC&U purposes, this should be a numeric ID or other identifier that is not the same as the original assignment title.
- **Student Instructions** - required & will not be visible to evaluators. Add the instructions from the faculty cover sheet to this text area.
- **Scoring instructions** - not required but can be used to provide additional instruction for evaluators.
- **Evaluator attachments** - upload the answer key or other supplementary documentation that will be shared with evaluators during scoring.
- **Learning Outcome(s)** - one or more learning outcomes can be mapped to a single assignment so that all student work artifacts uploaded for the assignment will be scored for the selected outcome(s).
- **Outcome dimensions/criteria selection** - select a sub-set of outcome dimensions to indicate faculty intention for the assignment.
- **Courses** - in the case of AAC&U this field is actually mapped to the institution and not to courses. In the case where faculty are uploading for a single institution they will view their institution by default and no selection will need to be made. For faculty who are uploading for multiple institutions, they will need to select the institution that the assignment comes from.
- **Assignment Metadata** - all three fields are viewable by default and the only required field in Course Level.
Create New Assignment

1. Title*
   Critical Thinking Paper from all courses

2. Instructions
   Instructions / Student Prompt
   Scoring Instructions

3. Learning Outcomes & Rubrics*
   Learning Outcome | Evaluation Method
   No Learning Outcomes have been added to this assignment.

4. Courses*
   Courses where evidence will be collected from.
   C-BerkshireCC

5. Assignment Metadata
   Course Level* Select
   Course Discipline* Select
   Assignment Difficulty Select
• Faculty will need to select from the available outcomes (at least 1 outcome is required to publish)

• Faculty who are uploading for multiple institutions will need to select from the available institutions (at least 1 is required to publish). Most users will see just the single institution for which he or she is uploading.

**Review Assignment Summary**
Once an assignment is published, users can view each assignment that has been created for their institution.
The summary includes an overview of all the assignment details and also gives the faculty access to upload student artifacts for the assignment.
The summary will also provide an overview of the artifact submission and evaluation tracking data.
Foreign Exchange in a Global Economy

Learning Outcomes & Rubrics

<table>
<thead>
<tr>
<th>LEARNING OUTCOME</th>
<th>EVALUATION METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Civic Engagement, Local &amp; Global</td>
<td>Rubric: Creative Thinking for Seniors</td>
</tr>
<tr>
<td>2. Critical Thinking</td>
<td>Rubric: Critical Thinking for Seniors</td>
</tr>
</tbody>
</table>

Scoring Instructions

Please refer to the answer key attached.

Instructions for Students

Intelligent Machines

Many of the goods and services we depend on daily are now supplied by intelligent, automated machines rather than human beings. Robots build cars and other goods on assembly lines, where once there were human workers. Many of our phone conversations are now conducted not with people but with sophisticated technologies. We can now buy goods at a variety of stores without the help of a human cashier. Automation is generally seen as a sign of progress, but what is lost when we replace humans with machines? Given the accelerating variety and prevalence of intelligent machines, it is worth examining the implications and meaning of their presence in our lives.

Read and carefully consider those perspectives. Each suggests a particular way of thinking about the increasing presence of intelligent machines.

Assignment Metadata

COURSE LEVEL: Upper Division
COURSE DISCIPLINE: Humanities & Arts
ASSIGNMENT DIFFICULTY: 1

Applied to 1 Course

C - BerkshireCC
Manage Assignments

Assignments are organized by Learning Outcome to easily identify the distribution of assignments across the project goals (learning outcomes). If an assignment is mapped to measure multiple outcomes, that same assignment will display twice on the list - once for each outcome.

- **Assignment in draft** - when some details of the assignment are missing so that the assignment has not yet been published, the assignment will be in draft state. Draft assignments are indicated by a yellow bar to the left of the assignment name and the yellow “Draft” status text to the right of the assignment name.

- **Assignment published** - when all assignment details are final and you are ready to upload student artifacts, you should publish the assignment. Publish state is indicated by the “Collect Work” button to the right of the assignment title.

Managing assignments from the list

Depending on the assignment status, Faculty can manage the assignments.

- **Draft** - all assignment information can be edited or the assignment can be deleted from the menu on the right-hand side of the assignment

- **Published with no student work submitted for scoring** - limited assignment information can be edited (title, instructions, attachments, metadata) and the assignment can be deleted from the menu on the right-hand side of the assignment

- **Published with student work submitted for scoring** - limited assignment information can be edited (title, instructions, attachments, metadata), and the assignment cannot be deleted.
Manage Submissions

1. About Manage Submissions
2. Navigate to Manage Submissions
3. Roster Choice
4. Bulk Upload (CSV + ZIP)
5. Add Roster
7. Submitting Students for Scoring

About Manage Submissions

Manage Submissions is a tool that allows you to collect student work for a given assignment, and control when the student’s submission should be sent to the evaluation queue. This tool can be used by either an assessment coordinator, or faculty for the assignments they have access to.

Manage Submissions will allow you to:
1. Add a roster of students to the assignment
2. Manually upload student work, one student at a time.
3. Perform a bulk upload (using either a new or pre-existing roster of students) for many students using a CSV file to map students to their artifact files.
4. Control when student submissions will be sent to the Evaluation Queue for scoring.

Navigate to Manage Submissions

Select the project you would like to collect work for

Select “Manage Evidence”
Select “Actions” then “Manage Submissions” for the assignment you would like to collect work for.

Roster Choice

When entering Manage Submissions for the first time for an assignment, a choice will be presented to use the existing enrollments found for the course and term combination, or to use a clean roster.

ALWAYS choose “Start with a clean roster”
Bulk Upload (CSV + ZIP)

The Bulk Upload feature allows you to load a list of students, a ZIP of artifacts, and let Aqua match the students to the artifacts.

- Bulk Upload will prompt for a mapping of students, their enrollments, and their artifact files in the form of a CSV
- Bulk Upload will also prompt for a ZIP file containing all of the artifact files
- It will then automatically create the submissions, attaching the files to the student as prescribed in the CSV

After choosing to start with a clean roster, a bulk upload may be performed by clicking the button “Bulk Upload (CSV + ZIP)”

Select “Download CSV Template”
When collecting the artifacts it is important to also ensure that each artifact can be linked to the student who produced the artifact (although all student identifying information should be removed from the artifact). The student-file map provides the structure for doing this mapping. Before uploading the student artifacts for an assignment, prepare a CSV that contains the student associated with each artifact and identification code or number for the student (see “StudentID” field). This file will serve as a reference document linking each artifact to a student’s identification number.

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
<th>Acceptable Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Identification number of the student which should be unique for each student across an institution. MUST correspond exactly to the ID number provided for the demographic file</td>
<td>A set of string alpha-numeric characters or numbers of any length is acceptable. This must correspond exactly to the Student ID provided on the demographic file</td>
</tr>
<tr>
<td>Course Code</td>
<td>N/A</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Section ID</td>
<td>Indicate the section for the data in a given row. May leave blank if assignment applied to only 1 term</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Term</td>
<td>Indicate the term for the data in a given row. May leave blank if assignment applied to only 1 term</td>
<td>Fall2016 Winter2017 Spring2017</td>
</tr>
<tr>
<td>Course Grade</td>
<td>The grade the student received in the course the assignment was given in. This field is optional for the Multi-State Collaborative.</td>
<td>A set of string alpha-numeric characters or numbers of any length is acceptable</td>
</tr>
<tr>
<td>Assignment Grade</td>
<td>The grade the student received on the assignment. This field is optional for the Multi-State Collaborative.</td>
<td>A set of string alpha-numeric characters or numbers of any length is acceptable</td>
</tr>
<tr>
<td>File Name</td>
<td>The file name of the individual artifact associated with this student that will be uploaded into the system</td>
<td>A set of alphanumeric values of any length is acceptable but the file must be Word, PowerPoint, Excel, PDF or txt. File extension must be included (eg: Doc1.doc, Doc2.docx, Doc3.pdf)</td>
</tr>
</tbody>
</table>

Open the .csv file and create the student-file map with one row per student, per course+section+term combination.

Notes:
- **Required fields:** Student ID, Term and File Name
  - Student ID must always be provided and must always be unique.
  - File Name must always be provided and must always be unique.
  - Multiple files for a single student may be referenced on one row by inputting them in their own column, next to the File Name Column.
  - Term must always be provided (as there is more than one term on the project).
- **NOT required fields:** Course Code, Section ID, Course Grade and Assignment Grade
  - Course Code is not required (as there will only be one course on the assignment).
  - Section ID is not required (as there will only be one section on the assignment).
  - Course Grade is not required.
  - Assignment Grade is not required.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student ID*</td>
<td>Course Code*</td>
<td>Section ID*</td>
<td>Term*</td>
<td>Course Grade</td>
<td>Assignment Grade</td>
</tr>
<tr>
<td>2</td>
<td>124596548</td>
<td>FALL2016</td>
<td></td>
<td>A+</td>
<td></td>
<td>95</td>
</tr>
<tr>
<td>3</td>
<td>421536581</td>
<td>FALL2016</td>
<td></td>
<td>B</td>
<td></td>
<td>85</td>
</tr>
<tr>
<td>4</td>
<td>658542579</td>
<td>FALL2016</td>
<td></td>
<td>B</td>
<td></td>
<td>86</td>
</tr>
<tr>
<td>5</td>
<td>658214785</td>
<td>FALL2016</td>
<td></td>
<td>B</td>
<td></td>
<td>87</td>
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<tr>
<td>6</td>
<td>985682521</td>
<td>FALL2016</td>
<td></td>
<td>A</td>
<td></td>
<td>91</td>
</tr>
<tr>
<td>7</td>
<td>123548762</td>
<td>FALL2016</td>
<td></td>
<td>C</td>
<td></td>
<td>75</td>
</tr>
<tr>
<td>8</td>
<td>968214525</td>
<td>FALL2016</td>
<td></td>
<td>D</td>
<td></td>
<td>65</td>
</tr>
</tbody>
</table>
When the CSV file is filled out and saved, click “Browse” and browse to the CSV file to upload it. Or drag the file onto the box next to the browse button.

After the CSV is added, click “Browse” and browse to the ZIP file to upload it. Or drag the file onto the box next to the browse button.

- The system will accept .ZIP, .tar, and .tar.gz files. It will not accept .rar files
- The system will not accept a file larger than 1 GB. There is not a limit on individual files sizes uploaded this way
- The ZIP file should not contain subfolders
Click “Next” to go to the next step.

If any errors are found, review and correct them, save your CSV file and try again.
• Note - clicking OK will bring you back to the first screen. Your ZIP file will be remembered and you will not need to upload it again.

Click “Next” to go to the next step.

Notes:
• When “Next” is clicked, and no errors are present the system will automatically begin finding or creating students defined on the student-file map spreadsheet. This cannot be undone.

A series of animations will show the uploading, unzipping, and matching processes happening.
• Note - This window may not be closed while this is happening.
When processing finishes, a summary of actions taken and errors resulting are displayed.

“View Error Log” opens an Error log that can be accessed from this step as well

- The Error Log is only accessible from this screen. It cannot be returned to once the popup window closes. There is no history stored of prior errors received with Bulk Upload.
- Types of errors that can occur include:
  - Specifying a file on the CSV that was not uploaded
  - Uploading a file that was not specified on the CSV
  - Attempting upload for a student whose work was already submitted for evaluation
- These errors can be resolved by repeating the process and performing another bulk upload for the students showing with errors. Or it can be resolved for the students on the screen, by dragging the correct file onto the student missing the file.
“Done” returns the user to Manage Submissions, with all students and artifacts displayed.

<table>
<thead>
<tr>
<th>ALL STUDENTS</th>
<th>COURSES</th>
<th>FILES</th>
<th>ACTIONS</th>
<th>SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>124536548</td>
<td>SCORE1 VALUE Digital Calibration Pre Scor...</td>
<td>1 File</td>
<td>Add Files</td>
<td>Submit</td>
</tr>
<tr>
<td>421536581</td>
<td>SCORE1 VALUE Digital Calibration Pre Scor...</td>
<td>1 File</td>
<td>Add Files</td>
<td>Submit</td>
</tr>
<tr>
<td>658942579</td>
<td>SCORE1 VALUE Digital Calibration Pre Scor...</td>
<td>1 File</td>
<td>Add Files</td>
<td>Submit</td>
</tr>
</tbody>
</table>
The Add Roster feature allows you to load a list of students for the assignments roster first, and then later upload artifacts for each student individually.

- Add Roster will prompt for a list of students in the form of a CSV
- It will then automatically create the submissions, allowing you to attach artifact files to the students individually.

After choosing to start with a clean roster or existing roster, Add Roster may be performed by clicking the button “Add Roster”

Select “Download CSV Template”
Open the .csv file and create the student-file map with one row per student, per course+section+term combination.

Notes:

- Required fields: Student ID and Term
  - Student ID must always be provided and must always be unique.
  - Term must always be provided (as there is more than one term on the project)
- Not required fields: Course Code, Section ID, Course Grade and Assignment Grade
  - Course Code is not required (as there will only be one course on the assignment)
  - Section ID is not required (as there will only be one section on the assignment)
  - Course Grade is not required
  - Assignment Grade is not required

When the CSV file is filled out and saved, click “Browse” and browse to the CSV file to upload it. Or drag the file onto the box next to the browse button.
Click “Next” to go to the next step.

If any errors are found, review and correct them, save your CSV file and try again.
- Note - clicking OK will bring you back to the first screen.

When the CSV file is corrected and saved, click “Browse” and browse to the CSV file to upload it. Or drag the file onto the box next to the browse button.
Click “Next” to go to the next step.
- When “Next” is clicked, and no errors are present the system will automatically begin finding or creating students for this assignment. This cannot be undone.

An animation will show the uploading student list process happening.
- Note - This window may not be closed while this is happening.

When processing finishes, a summary of actions taken and errors resulting are displayed.

“View Error Log” opens an Error log that can be accessed from this step as well
- The Error Log is only accessible from this screen. The user cannot return to it once the popup window closes. There is no history stored of prior errors received with Bulk Upload

“Done” returns the user to Manage Submissions, with all students displayed.
Manual Upload
When a roster of students has been added to an assignment, you do not need to create a csv and zip file to perform a bulk upload to collect student work.

Simply, drag the artifact file from its location on your computer to the appropriate student to upload the artifacts. More than 1 file can be dragged to a single student at a time if there are multiple evidence files for a student.

In the event that the wrong files gets uploaded for a student, it can be deleted by expanding the row for that student, and clicking the delete icon for the incorrect file.
Files can be previewed by clicking on the file name to preview it as scorers will see it. Note - this allows you to verify how file will render for scorers before submitting for evaluation.
Files can be renamed by expanding the row for that student, and clicking edit for the file.

Files can be downloaded by expanding the row for that student, and clicking download for the file.

BIBLIOGRAPHY
Section III - Bibliography
A. PUBLICATIONS
B. OTHER WORK
Submitting Students for Scoring

Whether Add Roster or Bulk Upload (CSV + ZIP) was used to load the students and the artifacts, the submissions must submitted for scoring.

Once the submissions have been reviewed and determined that files are correct for a student, they can be submitted for scoring. This can be done one at a time by clicking the individual Submit button for each student:
Students can also be submitted all at once by clicking “Submit Students for Scoring”.

Select the checkbox next to ALL STUDENTS, to select all students. Then click “Submit Selected For Evaluation”.
The screen will refresh to show the new status of “Submitted” for each student.

Notes:
- The ability to Add Files once a student has been submitted for evaluation is not allowed.
Import Demographics

About Import Demographics

Importing demographics for your students is a process supported in Aqua behind the scenes. Simply send the prepared demographics CSV file over to us (at value@taskstream.com) and we will import it for you. This will allow you to filter your results by the demographic data supplied for each student.

It is important to supply the same unique student ID in your demographic file as in your artifact upload CSV. This will allow student artifacts to be properly matched to demographic files.

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
<th>Acceptable Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Identification number of the student which should be unique for each student across an institution.</td>
<td>A set of alpha-numeric characters or numbers of any length is acceptable</td>
</tr>
<tr>
<td>Birth Year</td>
<td>The year only in which a student was born. DO NOT include month and day.</td>
<td>YYYY</td>
</tr>
<tr>
<td>Gender</td>
<td>The student’s gender</td>
<td>Female, Male, Unknown</td>
</tr>
<tr>
<td>Race / Ethnicity</td>
<td>The student’s race or ethnicity based on the categories used in IPEDS</td>
<td>American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, Hispanic Latino, White, Two or more races, Non-resident alien, Unknown</td>
</tr>
<tr>
<td>PELL Eligibility</td>
<td>Indicate whether the student was eligible for a Pell grant at any point during their career.</td>
<td>Yes</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Term</td>
<td>Indicate the term for the data in a given row.</td>
<td>Fall2016</td>
</tr>
<tr>
<td>Major</td>
<td>The six-digit classification of instructional program (CIP code) associated with the student's major. Multiple majors may be entered in a semicolon delimited manner.</td>
<td>Available at: <a href="http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55">http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55</a></td>
</tr>
<tr>
<td>GPA</td>
<td>Cumulative GPA of the student. Should be the cumulative GPA from the previous semester.</td>
<td>A numeric value</td>
</tr>
<tr>
<td>Degree Level</td>
<td>An indicator of the degree level in which the student is enrolled</td>
<td>Certificate</td>
</tr>
<tr>
<td>Class Level</td>
<td>Class Level student is at based on credits earned. Four-year institutions report students with 15 or fewer credit hours as “early” and seniors with 90 or more credit hours as “late.” Two-year institutions: report students with 15 or fewer credit hours as “early” and students with 45 or more credit hours as “late.”</td>
<td>Early</td>
</tr>
<tr>
<td>Credits Earned</td>
<td>The number of credits a student earned from successful completion of courses at the institution or transferred into the institution from any other regionally accredited two- or four-year institution. Should be the credits earned from the previous semester.</td>
<td>A numeric value</td>
</tr>
</tbody>
</table>