# Assessing Student Portfolios in PebblePad

In order to assess submitted student portfolios, you will be using PebblePad's assessment space, called Atlas. Any questions about this process should be directed to the Academics Programs Office at academics@div.duke.edu.

1. Go to PebblePad at http://portfolio.duke.edu and click on the "Log In" button located in the top-right of the screen.
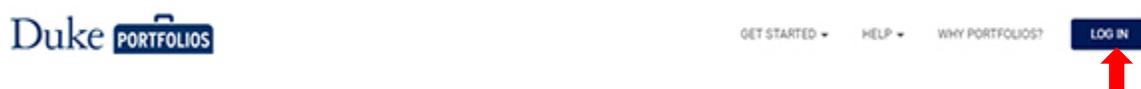
2. Using your NetID and password, log in to PebblePad.
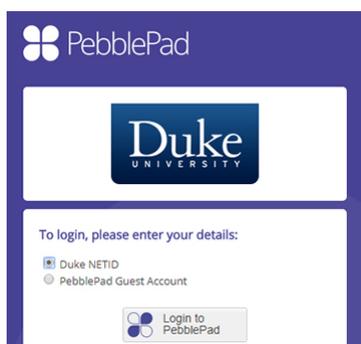

3. Once logged in to PebblePad, you will need to move to Atlas to perform your assessments. Click on the blue globe in the gray bar at the top left of the screen.

4. The Atlas dashboard will appear. In the section labeled "Workspaces I am managing", you will see a list of the portfolios you have access to, grouped by academic program. Click on the academic program portfolios you want to review.

5. Once in the workspace, you will need to access the individual submissions. To do so, click on the "Submissions" tab at the top of the page.
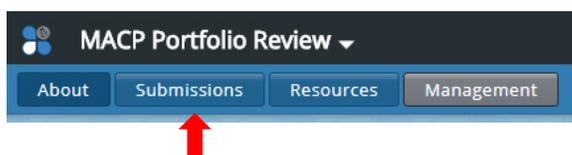
6. The submissions of the students you have been assigned will appear. The list is in chronological order from newest to oldest submission date. The student names will appear next to "Publisher". Be aware that you will need to note the student's name on the assessment form so be sure to keep track of which portfolio you are viewing (see arrow below). Click on the submission link – in this case the name of the portfolio (MACP Portfolio) to view the student's submission.

Note: The submission will appear in a new tab.

7. Once you have read through the submitted materials, it's time to leave feedback using the provided rubric, but you can also leave written feedback for the student (if you choose to do so).

On the bar on the top right, click the "View feedback provided on this asset" button 📧, then select "Leave feedback for main asset".

8. Click the "Add Feedback" button at the top of the panel that appears.
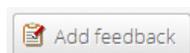
9. Click on the "Use feedback template" button.

Use feedback template

10. The correct feedback template will be displayed, unless you are reviewing MDiv students. In that case you will need to choose from the MDiv Middler Review or the MDiv Senior Review template. To use the template:

   a. Type the name of the student you are reviewing in the box provided.
   b. Score the student on the criteria listed by clicking on the box that corresponds to the appropriate number.
   c. When finished, click "Create".

Using the box below, type in the name of the student whose work you are reviewing.

Required

MACP Portfolio Review: Faculty Rubric

This rubric will provide Divinity faculty with an opportunity to provide feedback to an MACP student on his or her ability to read and exegete Scripture and the great texts of the Christian tradition, cultivation of spiritual disciplines, and understanding of their Christian vocation. Use the rubric below to enter comments about each criteria (Exegetical Ability, Spiritual Disciplines, and Christian Vocation) in the column that corresponds with the student's skill set.

	Needs Improvement 1 points	Promising 2 points	Strong 3 points	Excellent 4 points
Understanding of Christian Vocation: Understanding of his/her Christian vocation				

11. If desired, type any comments to the student in the box provided. When finished, click on the "Save & Close" button.
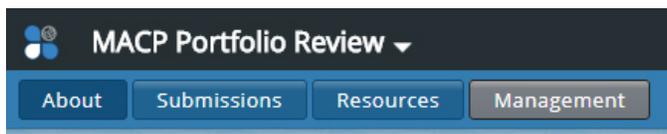
12. To edit or remove the feedback template or comments, click on "Edit" or "Remove".
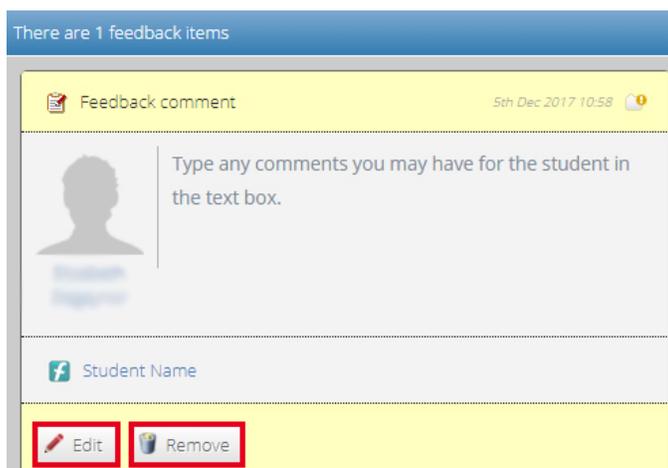
13. When you are finished, simply close the tab and move on to the next student.

How to Switch to Submissions from a Different Academic Program

You will find the name of the Academic Program you are currently working on in the top-left of your screen.

To switch to a different program, simply click on the white downward facing arrow and choose the program you would like to switch to.

Note: You will only see programs for which you have been assigned students to assess.