**Instructor User Stories**

**Context:** Faculty invited to complete CLO assessment data for assigned courses

**Core Workflow:** email with links to rubrics → Data Entry → Submission

# User Stories

## 1. Receive Invitation Email

**As an instructor, I want to** receive a clear invitation email(s) with a link to my rubrics. (NOTE: If the instructor has multiple rubrics, they will receive multiple emails)

## 2. Access Course via Email Link

**As an existing instructor, I want to** click the email link to go directly to the data entry form **so that** I can quickly access my rubric without navigating through multiple pages.

## 3. View Pre-populated Course Information

**As an instructor, I want to** see pre-populated course information and CLLO structure **so that** I can focus on entering assessment data rather than setting up basic course details.

## 4. Enter Enrollment Data (see columns D:G on test data)

**As an instructor, I want to** enter course result data (total students and withdrawals are pre-populated), pass count, DFIC count **so that** the system has accurate baseline numbers for calculating assessment results.

**5. Note “does not reconcile” (Column H)**

**As an instructor**, if the formula =enrollment – withdrawals – pass – DFIC does not equal 0, **I want to check a box** labeled “cannot reconcile”

## 6. Complete CLLO Assessment Data (Columns L:N)

**As an instructor, for each CLLO, I want to** complete assessment data for pre-populated CLLOs (descriptions managed from feed) **so that** I can document student performance on each learning outcome. I’ll complete fields for each CLLO: Assessment tool, #students passed, #students took.

## 7. Enter Student Counts for Automatic Calculations

**As an instructor, I want to** enter student counts from #6 and let the system calculate pass rates and S/U status automatically **so that** I avoid manual calculation errors and save time.

**Calculations: % = #passed/#took and IF % >=.75, “S”,”U” (These do not need a field on the datasheet since they will be recalculated in the institutional database upon import)**

## 8. Write Narrative Sections

**As an instructor, I want to** write three narrative sections (celebrations, challenges, changes) **so that** I can provide context and reflection on the assessment results. (Use long text field)

## 9. Auto-save Progress

**As an instructor, I want to** have my progress auto-saved and be able to return later **so that** I don’t lose work if I need to complete the assessment over multiple sessions.

## 10. Review Assessment Before Submission

**As an instructor, I want to** review my complete assessment before submitting **so that** I can catch any errors or omissions before final submission.

**11. Submit**

**As an instructor,** I want to submit my completed rubric

## 12. Receive Submission Confirmation

**As an instructor, I want to** receive confirmation that my submission was successful **so that** I know my assessment data has been properly recorded.

## 13. Export Course Data

**As an instructor, I want to** export completed assessments per course in

PDF format **so that** I can maintain personal records for annual reviews or portfolio documentation. I want the administrator (Leslie) to also receive a copy. File name: course\_instructor\_term (ex: BIOL 228\_Taylor\_2024FA)