# Portfolio Grading Project

This document describes the requirements for replacing the Writing 150 Assignment and Portfolio Grading Management System (<http://150.departmentofwriting.org>). The new system will integrate closely with Banner to avoid maintenance of data and users in the project. The Portfolio Grading System allows for students to upload documents and drafts of documents to a portfolio within a class. Grading is performed by groups of faculty. The groups will be defined within the system and be made up of WRT-150 teachers for the current term.

## Requirements

This system will reside on the GVSU Intranet servers and be written in ColdFusion with an Oracle database. Documents uploaded through the project will be stored on the GVSU Intranet servers for 3 years. The project will be maintained by the GVSU Information Technology department while the data will be owned by the Department of Writing.

## System Access

All users will use their GVSU Network Credentials to authenticate. A secondary authentication will occur to ensure that the appropriate type of user is accessing the system. There are three types of users that are allowed to authenticate.

1. Administrative users will be defined within a separate table and will be managed within the project.
   1. These users will have the ability to modify grading groups.
   2. Will have the ability to log into the system as any other user in order to diagnose issues.
   3. Will maintain any system settings.
   4. Has the ability to pull data from the system; for example, all the grades for each portfolio in a given semester or the grades submitted by a specific instructor or portfolio group
2. Faculty defined in Banner for the current term will have access to the system.
3. Students enrolled in WRT-150 for the current term will be able to access the system.
   1. These users have access to view other student’s drafts in their section only.

The system will be open to the Faculty and Student users for a semester beginning on the term start date and closing on the term end date as defined in Banner (STVTERM). Faculty will have access to portfolios from their old courses for three years, while the portfolios remain in the system.

Grading groups will be automatically assigned by the system when a new term has been started.

## Portfolios

Portfolios are used to store student work for grading. Each student will have a single portfolio that will store multiple documents

Portfolio Documents require the following data to be entered on upload:

1. Title
2. Brief description
3. Document upload (PDF only)

Portfolios will be graded by the course teacher and members of the portfolio grading group as required. See the section on Portfolio Grading for further detail of this process. Portfolios will not display grades or allow for feedback via email. After a Portfolio is submitted, an email will be sent to the student confirming that their papers were received and they will be kicked out of the system.

## Portfolio Grading

Grading of a portfolio can involve up to three reads by members of the grading group. Grades and comments given by a reader are not available for review to the other readers. They will be available to the teacher of the course section upon completion of the grading or in the case of a “Hung Jury”. Grading consists of assigning a letter grade (A, B, C, D, E, or F) and adding comments for that assigned grade.

### First Read

The first read is performed by the teacher of the student. After a grade is entered by the first reader, a second reader from the portfolio grading group is assigned by the system.

### Second Read

Second readers should not be required to read more than their total class size. After the second reader enters a grade, the system will evaluate whether a third read should occur. A third read must occur if the first and second reader grades do not match.

If the grades from the first and second read match, then the portfolio will move into the “Grading Complete” list.

### Third Read

The portfolio will be put into a queue for anyone except the first or second readers in the portfolio grading group to grade. When a grader opens a portfolio to begin the third read, the system will update the portfolio to display that the read is in progress. This will eliminate any duplicated reading/grading effort during the third read process. If after the third read there is a common grade between two of the readers, the portfolio will move into the “Grading Complete” list.

### Hung Jury

A portfolio gets a status of “Hung Jury” when none of the grades from the three reads are in consensus. When a portfolio is in this state, it is up to the teacher to determine the final grade. Teachers should use the comment area to note the reason for the grade.

### Grading Complete

The grading complete list is only available to the teacher of the class. This page will display all of the grades entered and can show the comments entered for those grades. These grades are what will be entered in to Banner. A method for programmatically migrating the grades to Banner will be explored.

## Papers

Students are able to upload drafts of documents for peer review or for direct review by the class teacher. A draft paper can have private comments associated with it as well as uploads of other documents. An uploaded draft paper will by default be seen by any user within the same class.

Draft Papers require the following data to be entered on upload:

1. Title
2. Brief description
3. Document upload
   1. The following document types are supported for upload: Word, RTF, PDF

Sharing of draft papers with the group of grading professors is also possible. Teachers have the option of sharing a student’s draft paper as well. This option is available to be set at any time. Feedback can be provided via email through a form associated with the draft paper.

## Blogs

This content type allows teachers or students to add personal opinions, essays, narratives, etc to the system. Teachers might make small assignments or blogging as a requirement in the class, or students might want to blog to keep notes about the class or simply to share their points of view about things.

The most recent five blogs from a class will appear on the course section page.

The blog section of the site will display all of the blogs in the system with the option of filtering to a specific user, the user’s class, or a grading group.

Commenting is allowed on blogs.