

Task 9: Facilitate Assessment Labs

Purpose:

Assessment Labs provide structured, consistent support for faculty as they engage in the assessment process. These short sessions offer hands-on assistance, build assessment confidence, and create a space for faculty to ask questions, receive updates, and strengthen assessment practices aligned with institutional goals.

Steps to Complete the Task

1. **Add Lab Dates to the AMEE Flow Professional Development Calendar**
 - Schedule **bi-weekly sessions** across the semester to ensure consistent touchpoints.
 - Add each session to the **Professional Development calendar** in AMEE Flow with:
 - Title (e.g., “Assessment Lab: Attaching Rubrics in Canvas”)
 - Date and time
 - Location or Zoom link
 - Short description and learning outcomes
2. **Invite Faculty at Least One Week in Advance**
 - Use AMEE Flow notifications and calendar invites to:
 - Remind assigned faculty about their expected attendance
 - Provide instructions for session access (Zoom link, in-person location, or registration form)
 - Include session details and any materials to review in advance (e.g., assignment samples, scoring rubrics)
3. **Plan Focused, Time-Efficient Sessions**
 - Keep each lab **30 minutes or less** to respect faculty time and focus on a **single topic** such as:
 - Attaching rubrics in Canvas
 - Interpreting rubric levels (0–4)
 - Using ISLO rubrics for different course types

- Troubleshooting technical issues
- Understanding how to norm across sections or instructors

4. Provide Alternative Access for Flexibility

- Record sessions and post the video link in a shared folder (e.g., Box or AMEE Flow)
- Offer **1:1 drop-in hours** for faculty who cannot attend the scheduled lab
- Encourage department-level mini-labs if faculty prefer program-based discussions

Best Practices

- Use a **recurring Zoom link** for easy access and reduced confusion.
- Include **interactive elements** like screen-sharing, live demonstrations, or sample scoring activities.
- Start each session by reinforcing the **connection to student learning and improvement**.
- Invite faculty to bring real questions or assignments for hands-on help.
- Create a **feedback form** at the end of each lab to refine future sessions based on faculty needs.

