

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.

