



Build. Align. Validate. Generate.

Administrator User Guide

Institution Administrators

Step-by-step guide with annotated screens • October 2026 edition

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1. Welcome to RubricPort

As an Institution Administrator you set up and run RubricPort for your institution: import your crosswalk, review your assessments, maintain your libraries, manage the people who use the platform, connect your SIS and LMS, run Field Experiences, track training, and — if your license includes it — review reports and accreditation evidence.

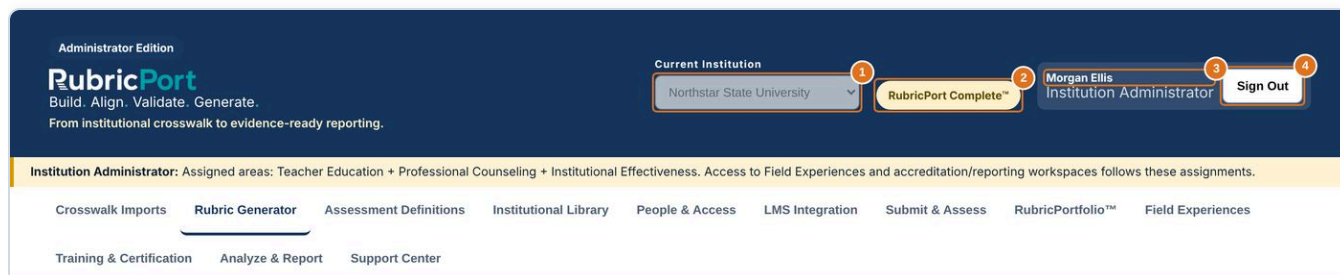
Area	What you do there
Crosswalk Imports	Import or re-import your institutional crosswalk, and review the current institutional profile.
Rubric Generator	Preview and export rubrics, PDA/APDA disposition files, and the complete package for your Programs.
Assessment Definitions	Programs, assessment definitions, Program/Course ID mapping, and Continuous Improvement Assessment masters.
Institutional Library	Competencies, the Standards Library, and the Disposition Assessments Library.
People & Access	Students, Faculty & Assessors, Program membership, logins, Field Experience permissions, and the SIS connection. Administrator-only.
LMS Integration	Connect Blackboard courses to approved RubricPort assessments and manage grade transfers.
Submit & Assess	Review the workflow Students and Assessors use, remove duplicate submissions, and check notification delivery.
RubricPortfolio™ · Field Experiences	Portfolios; the Teacher Candidate and Counselor Trainee Field Experience areas; Praxis; video evidence privacy; forms and surveys.
Training & Certification	Role training videos, and Assessor and Student training reports.
Analyze & Report	Institution-wide reporting and accreditation. Administrator-only; included with RubricPort Analyze™ or Complete™.
Support Center	Role guides and help tickets.

1.1 Your product edition

RubricPort is licensed in three cumulative editions — plus a separate Institutional Effectiveness Standalone™ product — shown in the badge in your header:

Edition	What it includes
RubricPort Build™	Crosswalk-to-rubric automation: import, review, and export institutional rubrics.
RubricPort Analyze™	Everything in Build, plus Analyze & Report — results analysis, reliability, fairness, Praxis, AAQEP, CACREP, and Institutional Effectiveness reporting.
RubricPort Complete™	Everything in Build and Analyze, plus the connected workflow: people and submissions, scoring, field experiences, training, portfolios, and integrations.

Edition	What it includes
RubricPort Institutional Effectiveness Standalone™	A separate license for the Institutional Effectiveness workspace only — assessment areas, historical import, SLOs, measures, findings, improvements, evidence, and Institutional Data Sharing. See section 13.



The header after you sign in.

- 1 Current Institution — fixed to your institution.
- 2 Your product edition.
- 3 Your name and role.
- 4 Sign Out.

GOOD TO KNOW If a tab is labeled **Not Included**, your institution's license does not include that area. Contact your Provider to add it.

1.2 Your Administrator areas

Institution Administrator accounts are scoped by area. Your Provider Administrator assigns one or more areas to your account:

Area	What it covers
Teacher Education	Teacher Candidate Field Experiences, Praxis import and analysis, and AAQEP reporting.
Professional Counseling	Counselor Trainee Field Experiences and CACREP reporting.
Institutional Effectiveness	Institutional Effectiveness / MSCHE.

Areas outside your assignment are not available to you, even when your edition includes them.

2. Crosswalk Imports

The institutional crosswalk is the standardized workbook that defines your Programs, courses, assessments, and competencies. Use Crosswalk Imports to re-import an updated crosswalk and to confirm what is currently loaded.

- 1 Select **Download Crosswalk Template** if you need a fresh copy.
- 2 Choose the completed workbook.
- 3 Select **Validate & Import Crosswalk**.
- 4 Review the validation messages, correct anything flagged in the workbook, and import again if needed.

Administrator storage status unavailable.

Create Clean Institution

Create a separate persistent institution tenant before importing Programs, rubrics, rosters, or other institutional data.

Institution Name

Institution Code

Create Institution

Creates an empty tenant with no Programs, rubrics, users, submissions, or imported institutional data.

Import Institutional Crosswalk

Upload the standardized institutional crosswalk. The Builder validates the workbook, creates a separate institutional profile, and switches to it after a successful import.

Download Crosswalk Template

No file chosen

Validate & Import Crosswalk

No file selected.

Current Institutional Profile

Northstar State University

Crosswalk Imports.

- 1 Download Crosswalk Template.
- 2 Validate & Import Crosswalk.
- 3 Current Institutional Profile — your institution's Programs, assessment definitions, criteria, and standards currently loaded.

WHY THIS MATTERS The crosswalk is the foundation every later screen reads from — Rubric Generator, Assessment Definitions, student assignment, and LMS Course ID mapping all depend on it being accurate.

3. Rubric Generator

Rubric Generator turns your institutional crosswalk into rubrics for the Programs you choose.

- 1 Enter one Program per line, or select **Load All Active Programs**.
- 2 Select **Preview Rubrics** to review what will be generated.
- 3 Export what you need: the Complete Package, a Validation Report, text-delimited files, or formatted Word and PDF rubrics.

Programs

Select or enter one program per line. RubricPort uses your institution's crosswalk to identify and generate the assessments mapped to each selected program.

Northstar Elementary Education
 Northstar Secondary Biology
 Northstar MAT Biology
 Northstar Educational Leadership
 Northstar M.A. Clinical Mental Health Counseling

1 Preview Rubrics

2 Load All Active Programs

3 Export Complete Package

4 Export Validation Report

5 Generate Text-delimited (.txt) Files

6 Export Rubrics — Word (.docx)

7 Export Rubrics — PDF (.pdf)

Loaded 5 active program(s) for Northstar State University. Ready to preview.

Rubric Generator.

- 1 Preview Rubrics.
- 2 Load All Active Programs.
- 3 Export Complete Package.
- 4 Export Validation Report.
- 5 Generate Text-delimited (.txt) Files.
- 6 Export Rubrics — Word (.docx).
- 7 Export Rubrics — PDF (.pdf).

IMPORTANT Always run the **Validation Report** before you hand any file to another system.

PDA / APDA Disposition Assessment Exports

Disposition Assessment Exports generate downloadable PDA and APDA files from the existing master disposition assessments and their current Program/Course relationships. The export does not add PDA/APDA to the Crosswalk and does not edit or duplicate the master rubrics.

- 1 Choose an **Assessment Type** filter — All, PDA, or APDA.
- 2 Select **Refresh Program/Course List** when you are ready to load the relationships.
- 3 Select an entire Program, or individual Course IDs within it. **Select All Filtered** and **Clear Selection** help with large lists, which are paginated.
- 4 Select **Generate Word**, **Generate PDF**, or **Generate .txt**.

Disposition Assessment Exports PDA / APDA

Generate downloadable PDA/APDA files from the **existing master disposition assessments** and their current Program/Course relationships. Select an entire Program or individual Course IDs. This export does not add PDA/APDA to the Crosswalk and does not edit or duplicate the master rubrics.

Assessment Type All

Refresh Program/Course List

Select All Filtered

Clear Selection

Close List

Select	Disposition	Program	Course ID	Program Type	Master
☐ Northstar Educational Leadership — Select Program (1 course export)					
☐	APDA	Northstar Educational Leadership	EDL 6100	Advanced	Advanced Professional Dispositions Assessment (APDA) · v1
☐ Northstar Elementary Education — Select Program (2 course exports)					
☐	PDA	Northstar Elementary Education	EDU 4100	Initial	Professional Dispositions Assessment (PDA) · v1
☐	PDA	Northstar Elementary Education	EDU 4900	Initial	Professional Dispositions Assessment (PDA) · v1
☐ Northstar MAT Biology — Select Program (1 course export)					
☐	PDA	Northstar MAT Biology	MAT 6100	Initial	Professional Dispositions Assessment (PDA) · v1
☐ Northstar Secondary Biology — Select Program (1 course export)					
☐	PDA	Northstar Secondary Biology	BIOE 4110	Initial	Professional Dispositions Assessment (PDA) · v1

Showing 1–5 of 5 PDA/APDA relationships · Page 1 of 1

Previous

Next

Generate Word

Generate PDF

Generate .txt

5 PDA/APDA Program/Course relationships shown by the current filter. No relationships selected.

Disposition Assessment Exports.

- 1 Assessment Type filter.
- 2 Refresh Program/Course List.
- 3 Select All Filtered.
- 4 Generate Word.
- 5 Generate PDF.
- 6 Generate .txt.

SharePoint Rubric Publishing

Rubric Generator has its own optional SharePoint destination; this is separate from Program Report Package publishing in Analyze & Report.

- 1 Save the SharePoint Site URL, document library, and Rubric Generator root folder.
- 2 Test the Microsoft connection.
- 3 Enable publishing only after the destination is verified. Packages use Program / Reporting Period beneath the configured root.

SharePoint Rubric Publishing

Configure the institutional SharePoint destination used for **Rubric Generator** packages. RubricPort will use Program and Reporting Period subfolders when publishing is enabled.

SharePoint Site URL

https://tenant.sharepoint.com/sites/YourSite

Document Library

Documents

Root Folder

Program Data and Documentation / Program Rubrics

☐ **Enable SharePoint publishing for this institution after connection testing**

Automatic folder structure: **[Program] / [Reporting Period]**. Phase 1 only saves and tests the destination; it does not upload, replace, or delete any SharePoint content.

Microsoft server credentials: Not configured yet

1 Save Destination

2 Test Connection

Enter the institutional SharePoint destination, save it, then test the connection.

SharePoint Rubric Publishing.

- 1 Save Destination.
- 2 Test Connection.

4. Assessment Definitions

Assessment Definitions manages Program names and the assessment relationships used by each Program. It has two tabs: **Assessment Definitions** and **Continuous Improvement Assessments**.

Programs

Assessment Definitions | Continuous Improvement Assessments

Program Names

Edit a Program name without changing its assessments, criteria, scale, student membership, or approved elective relationships.

Search Programs

+ Add Program | Search by Program name

Program Name	Program Type	Status	Action
Northstar Elementary Education	Initial	Active	Edit Program Duplicate Program Hide Delete
Northstar Secondary Biology	Initial	Active	Edit Program Duplicate Program Hide Delete
Northstar MAT Biology	Initial	Active	Edit Program Duplicate Program Hide Delete
Northstar Educational Leadership	Advanced	Active	Edit Program Duplicate Program Hide Delete
Northstar M.A. Clinical Mental Health Counseling	Advanced	Active	Edit Program Duplicate Program Hide Delete

Program Names.

- 1 + Add Program.
- 2 Edit Program.
- 3 Duplicate Program.
- 4 Hide.
- 5 Delete — only when nothing is attached to the Program.

GOOD TO KNOW Program Type. Each Program is **Initial** or **Advanced**. The type decides which disposition assessment (PDA for Initial, APDA for Advanced) and which Continuous Improvement Assessments (CIA or ACIA) apply. Every MAT Program is Initial, even though it is a graduate degree; a Program such as Educational Leadership is Advanced.

Assessment / Rubric Definitions

Each assessment is listed with its code, title, Continuous Improvement Assessment link, submission type, criteria, Programs, and elective availability. Ordinary assessments can have Program-specific Course IDs, rubric text, criteria, and standards.

Assessment / Rubric Definitions

View and edit every imported or manually created assessment/rubric, including its criteria, rubric row text, Program/Course ID mapping, Program-specific standards, and duplicates for other Programs.

Assessment / Rubric Definitions: These definitions populate from the imported crosswalk. Editing a definition also lets you manage its Program/Course ID mapping, duplicate it to another Program, and edit its rubric row text.

View by Program

All Programs

Search Assessments

Code, title, Program, Course ID...

Rows

25

+ Add New Assessment Definition

Code	Assessment / Rubric	Continuous Improvement Assessment	Submission Type	Criteria	# Criteria	Programs	Elective	Status	Action
A1	Instructional Planning Case Study	—	File Upload	C1, C2	2	4	1/4 Available	Active	Edit Definition Hide Delete
A2	Clinical Practice Observation	—	File Upload	C3	1	1	0/1 Available	Active	Edit Definition Hide Delete

Assessment / Rubric Definitions.

- 1 View by Program.
- 2 + Add New Assessment Definition.
- 3 Edit Definition.

Assessment Definition

Close

Assessment Code: A1

Regular Assessment / Rubric Definition — not a CIA/ACIA master.

A1 has 4 independent Program rubrics. Each one has its own title, submission type, criteria, and rubric row text — edit them individually from the Program / Course ID Mapping table below, not in bulk here.

Program / Course ID Mapping

Each row is its own independent rubric. Course ID changes here affect only that row; use "Edit Rubric" to change that Program's title, submission type, or criteria.

Program	Course ID	Title / Criteria	Available as Elective	Status	Action
Northstar Elementary Education	EDU 4100	Instructional Planning Case Study Planning for Learners, Assessment and Evidence	☐ Available	Active	Edit Rubric Hide Delete
Northstar Secondary Biology	BIOE 4110	Instructional Planning Case Study Planning for Learners, Assessment and Evidence	☒ Available	Active	Edit Rubric Hide Delete
Northstar MAT Biology	MAT 6100	Graduate Instructional Analysis Planning for Learners, Assessment and Evidence, Professional Practice	☐ Available	Active	Edit Rubric Hide Delete
Northstar Educational Leadership	EDL 6100	Leadership Performance Assessment Planning for Learners, Assessment and Evidence, Professional Practice	☐ Available	Active	Edit Rubric Hide Delete

Save Mapping Changes

Duplicate to Another Program

Create a new instance of this Assessment Definition for a Program that doesn't have it yet, with its own Course ID. It starts as a copy of this rubric — after that, it's independent and can be edited on its own.

Program

Northstar M.A. Clinical Mental Health Counseling

Course ID

Editing one Assessment Definition — each Program row is its own independent rubric.

- 1 Edit Rubric — changes that Program's rubric only.
- 2 Program / Course ID mapping and elective availability.

- Each Program has its own independent copy of an assessment. **Edit Rubric** changes one Program only, and Course ID changes affect only that row.
- **Available as Elective** controls whether students outside that Program may request it.
- **Duplicate to Another Program** creates a new, independent instance with its own Course ID.

Continuous Improvement Assessments

Continuous Improvement Assessments (formerly Critical Assessments — the CIA/ACIA masters) are shared masters. Edit the master once, and its title, competencies, standards, and rubric text follow it to every attached Program, while each Program keeps its own Course ID and Program-specific standards.

Assessment Definitions

Continuous Improvement Assessments

Continuous Improvement Assessments

Continuous Improvement Assessments use shared master content across their Program instances. Institutions may have as many Initial (CIA) and Advanced (ACIA) Continuous Improvement Assessments as needed. Editing shared master content updates its matching Program rubric instances while preserving each Program, Course ID, and Program-specific standards.

Continuous Improvement Assessments are shared masters. The number of Initial (CIA) and Advanced (ACIA) masters is institution-defined and can grow as needed. Shared Competencies and standards added at the master level follow the master; Program-specific standards remain attached only to that Program rubric.

Search Continuous Improvement Assessments

Continuous Improvement Assessment Group

Initial Continuous Improvement Assessments (CIA)

Add Initial Continuous Improvement Assessment

Master	Type	Title	Competencies	Standards (green = shared master orange = Program-specific)	Program Instances	Action
CIA1	Initial	Case Study	C1, C2, C3	—	0 across 0 Program(s)	1 Edit Master
CIA2	Initial	Ethics and Professionalism	C15, C17	—	0 across 0 Program(s)	Edit Master
CIA3	Initial	Lesson Plan	C10, C11, C13	—	0 across 0 Program(s)	Edit Master
CIA4	Initial	Technology Analysis	C14	—	0 across 0 Program(s)	Edit Master
CIA5	Initial	Learning Environments	C4, C5	—	0 across 0 Program(s)	Edit Master
CIA6	Initial	Collaboration Project	C16, C18	—	0 across 0 Program(s)	Edit Master

Continuous Improvement Assessments.

1 Edit Master.

GOOD TO KNOW Re-importing CIA/ACIA mappings from the crosswalk updates the existing relationships. It does not create a competing set of masters.

5. Institutional Library

The Institutional Library contains three working areas.



Institutional Library areas.

- 1 Competencies Library — reusable Initial (C) and Advanced (AC) competencies.
- 2 Standards Library — institutional, state, professional, and accreditation frameworks.
- 3 Disposition Assessments Library — PDA, APDA, and Professional Counseling disposition masters and scales.

Institutional Library

Review the active institution's reusable competencies and standards in separate library views. Crosswalk-imported and institution-created content remains institution-scoped; rubric-specific criteria and row text are managed from Assessment / Rubric Definitions.

Competencies Library

Standards Library

Disposition Assessments Library

Competencies Library

Reusable institution-level competencies are maintained here for use across assessments and alignment workflows.

All Competencies

+ Add Initial Competency

+ Add Advanced Competency

Search by code or text

Expand All

Collapse All

Initial Competencies (C)

c1 Planning for Learners	Show Details	Open Editor
c2 Assessment and Evidence	Show Details	Open Editor

Competencies Library.

- 1 + Add Initial Competency.
- 2 + Add Advanced Competency.
- 3 Open Editor.

Standards Library

Available standards are drawn from the active institution's Crosswalk alignments, competency alignments, assessment alignments, RubricPort built-in libraries, and institution-created custom standards. Existing alignments are displayed as-is; opening this library does not remap or duplicate them.

Library	Number	Description	Category / Domain	Version
InTASC	1	Learner Development	The Learner and Learning	2013
InTASC	6	Assessment	Instructional Practice	2013
InTASC	7	Planning for Instruction	Instructional Practice	2013
InTASC	9	Professional Learning and Ethical Practice	Professional Responsibility	2013
AAQEP	1.1	Candidates demonstrate professional knowledge and skills appropriate to their preparation.	Completer Performance	

Add Institution Standard

Add a professional, accreditation, state, or institution-specific standard when the institution needs content that is not already available.

1 Framework Name

e.g., NAEYC, ISTE, CAEP, CACREP, State Standard

2 Version / Year

e.g., 2020

3 Standard Code / Number

e.g., 1, 2.5, A.1

4 Standard Title

e.g., Learner Development

5 Descriptor

Enter the standard descriptor or institution-approved wording.

Adding an institution standard.

- 1 Framework Name.
- 2 Version / Year.
- 3 Standard Code / Number.
- 4 Standard Title.
- 5 Descriptor.
- 6 Add Standard.

Disposition Assessments Library

Maintain the institution's PDA and APDA master instruments here. Future triggered disposition assessments use the latest saved master version. Already triggered, in-progress, and completed disposition assessments stay on the master version they originally received.

PDA, APDA, and Professional Counseling PD are institution-owned master instruments. Editing a master creates a new version for future triggers without changing previously triggered or completed disposition assessments.

Code	Disposition Assessment	Program Type	Scale	Rubric Rows	Current Version	Action
PDA	Professional Dispositions Assessment (PDA)	Initial	Novice / Developing / Proficient / Advanced	7	Version 1	Edit Master
APDA	Advanced Professional Dispositions Assessment (APDA)	Advanced	Emerging / Developing / Proficient / Exemplary	8	Version 1	Edit Master
PD	Professional Counseling Dispositions (PD)	Professional Counseling	Not Observed / Needs Work / Progressing / Competent	7	Version 1	Edit Master

Disposition Assessments Library.

GOOD TO KNOW Editing reusable library wording affects future use of that item. Completed assessment records remain historical evidence, and in-progress dispositions stay on the version they started with.

6. People & Access

People & Access keeps Students, Faculty & Assessors, Program membership, permissions, logins, and the SIS connection in one place. It is an Administrator workspace; Assessors and Staff Assessors do not see it.



People & Access.

- 1 Students.
- 2 Faculty & Assessors.
- 3 SIS Integration.

6.1 Students

- 1 Add an individual Student with Student ID, name, email, Primary Program, and optional Secondary Program.
- 2 Import a .csv or .xlsx roster for bulk loading or updating. Leave **Send account setup invitations to new students after this import** unchecked when you are only loading data.
- 3 To invite the new students, tick that box — invitations go out immediately, or tick **Schedule for later** to release them on a future date (section 6.2).
- 4 Use SIS column mapping for institution-exported files.
- 5 Use the roster filters, Bulk Student Account Setup, and Archive by Date to manage the directory.

Student Directory & Import

Students may have a primary Program and one or more true secondary Programs. Elective access is stored separately and never counts as Program membership. RubricPort records each student's Activation / Import Date when the student is first added. Student name, email, Primary Program, and Secondary Program can be updated later when information changes.

Student ID
e.g., NSU4001

Last Name
e.g., Davis

First Name
e.g., Morgan

Student Email
student@institution.edu

Primary Program
Select Program

Secondary Program (optional)
None

Elective Access: Does not affect Program membership or reporting. Elective access is granted only through the elective request and approval workflow.

Add Individual Student

Bulk Student Import: .csv or .xlsx. For historical and AAQEP reporting, use one row per Student + true Program membership with Student ID, Last Name, First Name, Email, Membership Type, Program, Program Start Date, Program End Date, Completion Status, Completion Date, and Activation Date. Legacy Primary Program / Secondary Program(s) files remain supported.

Choose File No file chosen

☐ Send account setup invitations to new students after this import
☐ Schedule for later

Scheduled Account Setup Invitations

Refresh

Batch	Source	Scheduled For	Students	Status / Results	Actions
-------	--------	---------------	----------	------------------	---------

Current Students

Filter Student Roster

Search
Student ID, name, email, or Program

Import Date From
mm/dd/yyyy

Import Date To
mm/dd/yyyy

Clear Filters

Showing 12 of 12 student(s).

Bulk Student Account Setup

Select students below and send their secure RubricPort account-setup invitations now. Students with an active account, an invitation already sent, or an existing scheduled release are not duplicated. For one or two students, continue to use **Manage Login**.

Send Account Setup to Selected

Clear Selection

0 students selected.

Archive Student Records by Date

Archive student records whose scheduled Archive Date is on or before the selected date. Archiving is non-destructive: submissions, assessments,

Student Directory & Import.

- 1 Add Individual Student.
- 2 Roster file.
- 3 Import RubricPort Roster.
- 4 Download Student Import Template.

GOOD TO KNOW Program counts include true Program membership only. Elective access is excluded; a true dual-Program student is counted once in each Program. Archiving is non-destructive. Identity columns stay frozen as you scroll wide directories.

6.2 Schedule account-setup invitations for a bulk import

Most institutions load the term roster before classes start but do not want students to receive their RubricPort welcome email until after add/drop. The Bulk Student Import scheduler lets you import now and release account setup later.

The screenshot shows the 'Bulk Student Import' interface. At the top, a file selection box (1) contains 'imp_new_students.xlsx'. Below it, a checkbox (2) for 'Send account setup invitations to new students after this import' is checked. Underneath, a checkbox (3) for 'Schedule for later' is also checked. This is followed by 'Send Date' (4) set to '09/13/2027' and 'Send Time' (5) set to '09:00 AM'. A preview box (6) states: 'New students from this import will be scheduled for account setup. Existing active accounts will not be resent.' Below this is a section for 'Scheduled Account Setup Invitations' with a 'Refresh' button and a message 'No scheduled account-setup batches.' A paragraph explains the scheduling options. At the bottom, two buttons are present: 'Import RubricPort Roster' (7) and 'Review SIS Column Mapping'.

Bulk Student Import with a scheduled account-setup release.

- 1 Roster file.
 - 2 Send account setup invitations to new students after this import.
 - 3 Schedule for later.
 - 4 Send Date.
 - 5 Send Time.
 - 6 Preview — confirms what will happen.
 - 7 Import RubricPort Roster.
- 1 Choose the roster file.
 - 2 Tick **Send account setup invitations to new students after this import**. **Schedule for later** becomes available.
 - 3 Tick **Schedule for later**, then enter the **Send Date** and **Send Time** — for example the first day after add/drop. Enter the time in your own local time zone; it must be in the future.
 - 4 Read the preview line under the fields to confirm what will happen.
 - 5 Select **Import RubricPort Roster**. The status confirms how many new students were scheduled and when.

Scheduled Account Setup Invitations

Refresh

Batch	Source	Scheduled For	Students	Status / Results	Actions
ASB-2026 10100506 40-012B	Student Import	09/13/2027, 09:00 AM 	3	Scheduled 0 sent · 0 skipped · 0 failed	Reschedule Send Now Cancel

Leave this unchecked when loading or updating roster data only. When selected,

Scheduled Account Setup Invitations.

- Refresh.
- Scheduled For — change the date and time here.
- Reschedule.
- Send Now.
- Cancel.

To...	Do this in Scheduled Account Setup Invitations
Check what is scheduled	Select Refresh . Each batch shows its source, send date and time, number of students, and status.
Move the release date	Change Scheduled For , then select Reschedule .
Release it right away	Select Send Now and confirm.
Stop it	Select Cancel and confirm. No invitation has been created yet, so nothing reaches students.

- Only **new** students are scheduled. Students with an active account, an invitation already sent, or an existing scheduled release are never duplicated.
- RubricPort checks every student again at send time, so changes made during add/drop are honored: archived or inactive students, students without a valid email, and students who already have an account are skipped.
- Until the release, the student's Login status in the directory shows **Scheduled**. After it runs, the batch shows how many invitations were sent, skipped, or failed.
- Choose immediate or scheduled delivery for an import — not both. **Send Account Setup to Selected** under Bulk Student Account Setup still sends to chosen students right away.

GOOD TO KNOW Pair this with the SIS **Academic Session Scheduler** (section 7.5). The import date loads the roster before the term; the release date sends account setup after add/drop.

6.3 Faculty & Assessors

Assessors need an account before students can submit to them. Each has an **Employment Type** — Faculty, Adjunct, or Staff Assessor.

Faculty & Assessor Directory & Import

Assessors remain active until an Administrator removes them. Add assessors individually or import a .csv/.xlsx directory.

[Download Assessor Import Template](#)

Assessor Import File

No file chosen

☐ Send account setup invitations to new Assessors after this import

The template includes separate Teacher Candidate and Counselor Trainee Field Experience access columns. Leave account setup invitations unchecked when loading or updating directory data only.

Last Name

First Name

e.g., Lee

e.g., Jordan

Assessor Email

Account Role

Employment Type Faculty

Administrator accounts are managed separately in Administrator Accounts.

Field Experience Area — Staff Assessor Only

Teacher Candidate

Counselor Trainee

These permissions apply only when Employment Type is Staff Assessor. Teacher Candidate and Counselor Trainee access are separate scopes; both may be selected only when the same Staff Assessor legitimately supports both areas.

New Assessors receive a secure account-setup invitation.

Current Faculty & Assessors

Bulk Assessor Account Setup

For large directories, select Assessors below and send their secure RubricPort account-setup invitations together. For one or two Assessors, continue to use **Edit Assessor → Send / Resend Account Setup**.

0 Assessors selected.

Search Assessors

Last Name	First Name	Email	Role	Emp Type
Kim	Grace	gkim@northstar.demo	Assessor	Staff Assessor
Ortiz	Elena	eortiz@northstar.demo	Assessor	Staff Assessor
Reed	Dr. Marcus	marcus.reed@northstar.example	Assessor	Faculty

Faculty & Assessor Directory & Import.

- 1 Employment Type.
 - 2 Teacher Candidate Field Experiences access.
 - 3 Counselor Trainee Field Experiences access.
 - 4 Add New Assessor.
 - 5 Current Faculty & Assessors.
- Field Experience access applies only to **Staff Assessors**, and the two areas are separate permissions. Turn on only what each person needs.
 - Teacher Candidate** access requires your Teacher Education area; **Counselor Trainee** access requires your Professional Counseling area.
 - Use **Edit Assessor** to change Employment Type or Field Experience access later. Removing Staff Assessor removes both Field Experience permissions.

GOOD TO KNOW A Staff Assessor is an Assessor with extra Field Experience access — not a separate account type. Field video recording and auto-recording creation remain Administrator-only.

7. SIS Integration

7.1 What it is, and why you would connect it

The SIS Integration connects your student information system — the system of record for who is enrolled in which Program — to RubricPort, using Ellucian Ethos. Connecting it means your roster and Program membership follow your SIS instead of depending only on manual spreadsheet uploads.

WHY THIS MATTERS Program membership drives almost everything downstream: which assessments a student sees, who an Assessor can be assigned, and every count in your accreditation and effectiveness reports.

Every batch moves through Preview → Validate → Import / Sync, and nothing reaches People & Access until an Administrator explicitly approves it.

IMPORTANT Where this edition stands. RubricPort can configure the connection, check readiness, run local connection tests, and generate sample previews. Live synchronization stays locked until an approved production connection is configured, and no credentials are stored. Until then, roster files continue to work through People & Access → Students.

7.2 Before you begin — what to collect

You need	From whom
Approved College / School, Department, or Program codes	Registrar or SIS administrator
Ethos API base URL and Integration / Client ID (not a secret)	SIS / IT administrator
Confirmation the connection is authorized for Persons, Students, Academic Programs, and Enrollments	SIS / IT administrator
A Sandbox / Test credential for a test session (session-only, never saved)	SIS / IT administrator
Your institution's approval to prepare the connection	You / your authorizing officer

7.3 Set the scope, then check readiness

- 1 Choose a **Scope Type**, name it, and enter **Approved SIS / Program Codes** — one per line.
- 2 Choose **Sync Control** (start with Preview & Approve) and a **Background Sync Frequency** (start with Manual only). The frequency is an optional, provider-level preview/sync cadence; term import

and account-release dates are set in the Academic Session Scheduler (section 7.5). Select **Save SIS Scope & Sync Settings**.

- 3 Enter the Ethos base URL and Client ID, confirm the required permissions and your institution's approval, then **Save Connection Readiness** and **Run Readiness Check**.

SIS Scope & Sync Settings

Define which institutional records RubricPort may accept from the SIS and how a future approved connection should stage updates. Scope settings are stored separately for each institution.

Scope Type

College / School

Scope Name

e.g., College of Education

Approved SIS / Program Codes

One code per line or comma-separated. Leave blank until the institution supplies its approved codes.

Sync Control

Preview & Approve

Background Sync Frequency

Manual only

Optional provider-level preview/sync cadence. Academic session import and account-release dates are configured below.

Last Applied Sync

Never

Last Preview

Never

Save SIS Scope & Sync Settings

No SIS scope has been saved for this institution yet.

SIS Scope & Sync Settings.

- 1 Scope Type.
- 2 Scope Name.
- 3 Approved SIS / Program Codes.
- 4 Sync Control.
- 5 Background Sync Frequency.
- 6 Save SIS Scope & Sync Settings.

Ellucian Ethos Connection Readiness

Prepare institution-specific connection metadata and required resource permissions before any live credentials are configured. Connection credentials used for testing are session-only and are not stored by RubricPort.

Environment
Sandbox / Test

Credential Status
Not Stored

Ethos API Base URL
Institution-approved HTTPS API base URL

Integration / Client ID (non-secret)
Institution integration identifier

Readiness Status
Not Configured

Required resource permissions

Confirm the connection is authorized only for the resources RubricPort needs to stage roster and Program resolution data.

☐ Persons
☐ Students
☐ Academic Programs
☐ Enrollments

confirm the institution has approved preparing this SIS connection for a future Sandbox/Test connection test.

Load Test Configuration
Save Connection Readiness
Run Readiness Check

Live credentials are not stored. A readiness check validates configuration only and makes no external network request.

Ellucian Ethos Connection Readiness.

- 1 Environment.
- 2 Ethos API Base URL.
- 3 Integration / Client ID (non-secret).
- 4 Institution approval.
- 5 Save Connection Readiness.
- 6 Run Readiness Check.

7.4 Test the connection, then preview and approve a batch

Run a local preflight and test scenario using a session-only Sandbox / Test credential — these tests never contact Ellucian. Then generate a sample preview and resolve every row before approving.

Connection Test

Use the Sandbox/Test environment to complete preflight and local connection-handling tests before enabling an approved production connection. The credential field is session-only, is never written to RubricPort data files, and is cleared after each preflight or test. Live Sync remains locked until the institution completes its approved production configuration.

Provider Credential / API Key (session-only; not saved)

Enter only for an institution-approved Sandbox/Test connection test

Preflight Status

Not Run

Live Sync Status

Disabled / Locked

Test Scenario Success / Permissions OK

Local, non-network test only; no request is sent to Ellucian.

Test Status

Not Run

Test Result Code

—

Last Test

Never

☐ I understand this credential is session-only and must not be saved in RubricPort.

Run Connection Preflight

Run Test Scenario

Enable Live Sync — Locked

Complete Connection Readiness and preflight before running a test scenario. Credentials remain session-only and are not saved.

Connection Test.

- 1 Provider credential (session-only, not saved).
- 2 Test Scenario.
- 3 Run Connection Preflight.
- 4 Run Test Scenario.
- 5 Enable Live Sync — locked until an approved production connection exists.

Sync Activity Summary

Institution-specific operational status for the SIS connection and staged previews. Counts remain blank until a preview has been generated for this institution.

Not Configured

Connection

Never

Last Preview

Never

Last Applied Sync

Records Staged

Resolved

Program Review

Awaiting the first SIS preview. Live synchronization remains unavailable until an approved connection is configured.

Ellucian Ethos: RubricPort supports Ellucian Ethos as the SIS integration provider for this configuration. Connection credentials are institution-specific and remain isolated to the selected institution.

Scope safeguard: A future SIS connection must filter to the institution's configured scope before Program Alias/SIS-code resolution. Records outside that scope are not imported.

File fallback remains available: CSV/XLSX exports continue to use the Student Directory & Import workflow in **People & Access → Students**, including SIS column mapping and Program Alias/SIS-code resolution.

Live Connection — Not Configured

Generate Sample SIS Preview

Generate Sample Data-Exception Preview

Ellucian Ethos is the configured SIS integration provider. External connection testing and live synchronization remain unavailable until institution-approved connection settings are completed.

Sync Activity Summary.

- 1 Generate Sample SIS Preview.
- 2 Generate Sample Data-Exception Preview.

In a preview, review every Resolved, Data Error, and Program Review row. Fix or exclude data errors and choose the Program for each Program Review row before approving.

7.5 Academic Session Scheduler

The Academic Session Scheduler records your institution's real academic calendar ahead of time. For each academic year and session you set two separate actions: when the SIS roster is imported, and when new students' accounts are released. Keeping them separate lets the roster update during add/drop before any student receives a welcome email.

Academic Session Scheduler

Configure the institution's actual academic calendar in advance. Session names are reusable headers; dates are entered separately for each academic year. The SIS import and Student account release remain separate scheduled actions so roster updates can occur before accounts are released after add/drop.

Academic Year

2027-2028

Session

Summer I

Session Start Date

05/22/2028

Add/Drop End Date

05/26/2028

SIS Import Date

05/15/2028

SIS Import Time

06:00 AM

Account Release Date

05/30/2028

Account Release Time

09:00 AM

All Programs in SIS Scope

Programs (used only when All Programs in SIS Scope is unchecked)

Northstar Educational Leadership

Northstar Elementary Education

Northstar M.A. Clinical Mental Health Counseling

Northstar MAT Biology

Northstar Secondary Biology

Save Session Schedule

Clear Form

Form cleared. Existing schedules were not changed.

Academic Year	Session	Session Start	SIS Import	Add/Drop End	Account Release	Programs	Status	Actions
2027-2028	Fall	2027-08-30	8/16/2027, 6:00:00 AM	2027-09-10	9/13/2027, 9:00:00 AM	All Programs in SIS Scope	Prepared — Awaiting Live SIS Connection	Edit Cancel
2027-2028	Spring	2028-01-18	1/4/2028, 6:00:00 AM	2028-01-29	2/1/2028, 9:00:00 AM	All Programs in SIS Scope	Prepared — Awaiting Live SIS Connection	Edit Cancel

Account release: When live SIS import is enabled, the Account Release date/time will apply only to new eligible Students from that session's SIS import. Existing active accounts will not be resent.

Academic Session Scheduler — a Summer I schedule limited to two Programs.

- Academic Year.
- Session.
- Session Start Date.
- Add/Drop End Date.
- SIS Import Date (with SIS Import Time beside it).
- Account Release Date (with Account Release Time beside it).
- All Programs in SIS Scope.
- Programs — used only when All Programs is unchecked.
- Save Session Schedule.

- Select **People & Access**, then **SIS Integration**, and scroll to **Academic Session Scheduler**.
- Type the **Academic Year**, for example 2027-2028, and choose the **Session**: Fall, Spring, Summer I, Summer II, Winter, 7A, or 7B.
- Enter the **Session Start Date** and the **Add/Drop End Date**.
- Enter the **SIS Import Date** and **SIS Import Time** (default 6:00 AM) — usually before the session starts.
- Enter the **Account Release Date** and **Account Release Time** (default 9:00 AM) — after add/drop ends.

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- 6 Leave **All Programs in SIS Scope** ticked, or untick it and select only the Programs this calendar applies to (hold Ctrl or Command to select more than one).
- 7 Select **Save Session Schedule**. Repeat for each session in the year.

RubricPort checks that...	So you will see an error if...
Add/drop ends on or after the session start	The Add/Drop End Date is before the Session Start Date.
Accounts are released after the import	The Account Release is earlier than the SIS Import.
Accounts are released after add/drop	The Account Release Date is on or before the Add/Drop End Date.
Each academic year + session is scheduled once	An active schedule already exists for that year and session — edit it instead.
The schedule covers at least one Program	All Programs is unticked and no Program is selected.

Form cleared. Existing schedules were not changed.

Academic Year	Session	Session Start	SIS Import	Add/Drop End	Account Release	Programs	Status	Actions
2027-2028	Fall	2027-08-30	8/16/2027, 6:00:00 AM	2027-09-10	9/13/2027, 9:00:00 AM	All Programs in SIS Scope	Prepared — Awaiting Live SIS Connection	1 2 3
2027-2028	Spring	2028-01-18	1/4/2028, 6:00:00 AM	2028-01-29	2/1/2028, 9:00:00 AM	All Programs in SIS Scope	Prepared — Awaiting Live SIS Connection	Edit Cancel

Account release: When live SIS import is enabled, the Account Release date/time will apply only to new eligible Students from that session's SIS import. Existing active accounts will not be resent.

Saved academic session schedules.

- 1 Status — Prepared until the live SIS connection is enabled.
 - 2 Edit.
 - 3 Cancel.
- **Prepared — Awaiting Live SIS Connection** means the schedule is saved and ready; automatic imports stay inactive until your approved live SIS connection is enabled. After that, the status shows **Scheduled**.
 - Select **Edit** to load a schedule into the form, change it, and select **Update Session Schedule**. **Clear Form** empties the form without changing saved schedules.
 - Select **Cancel** to stop a schedule. It does not delete Student records or prior SIS batch history.
 - The Account Release applies only to new eligible students from that session's SIS import. Existing active accounts are not resent.

8. LMS Integration (Blackboard)

LMS Integration connects Blackboard Learn to RubricPort using LTI 1.3 / LTI Advantage. RubricPort remains the rubric and assessment authority; Blackboard supplies course context and receives approved grade results.

IMPORTANT You can save the configuration, run a preflight check, map courses to assessments, and stage and approve grade transfers. Live calls to Blackboard remain disabled until your institution's authorization and configuration are complete.

- 1 Enter the values your Blackboard administrator provides: Environment, Issuer, Client ID, Deployment ID, OIDC Login URL, OAuth Token URL, and JWKS URL.
- 2 Confirm institution approval, then select **Save LMS Configuration** and **Run Configuration Preflight** (this makes no network request).

Blackboard LTI 1.3 / LTI Advantage Configuration

Enter only institution-authorized application values. Do not enter personal Blackboard credentials.

Environment 1

Provider

Issuer 2

Client ID 3

Deployment ID

OIDC Login URL

OAuth Token URL

JWKS URL

☒ Deep Linking — faculty selects approved RubricPort assessment in Blackboard course context
 ☒ Names & Role Provisioning — course/user context

☒ Assignment & Grade Services — authorized grade return

4 The selected institution has approved preparing this Blackboard integration for configuration validation.

Save LMS Configuration 5

Run Configuration Preflight 6

Configuration Preflight validates the last saved LMS configuration and makes no Blackboard network request. Save any changes before running it.

Not Configured. Live Blackboard calls remain disabled until the selected institution's Blackboard configuration is complete and authorized.

Blackboard LTI 1.3 configuration.

- 1 Environment.
- 2 Issuer.
- 3 Client ID.
- 4 Institution approval.
- 5 Save LMS Configuration.
- 6 Run Configuration Preflight.

Map each Blackboard course to a RubricPort Program, Course ID, and its approved assessments, then manage grade transfers through Preview → Approve → Send → Confirmed in the queue.

Course → RubricPort Assessment Mapping

Select a RubricPort Program first. Course IDs are limited to that Program, and only assessments attached to the selected Program + Course ID are available.

Blackboard Course ID

Blackboard Course Name

RubricPort Program

RubricPort Course ID

Blackboard Gradebook Column ID

Gradebook Column Name

Approved RubricPort Assessments for this Blackboard course

Select a Program and Course ID to view eligible assessments.

Save Course Mapping
Clear Form

No mapping selected.

Course → RubricPort Assessment Mapping.

- 1 Blackboard Course ID.
- 2 Blackboard Course Name.
- 3 RubricPort Program.
- 4 RubricPort Course ID.
- 5 Blackboard Gradebook Column ID.
- 6 Save Course Mapping.

9. Submit & Assess (Administrator view)

Administrators can review the Student and Assessor workflow, run the protected Student User Guide auto recording, remove duplicate or incorrect submissions, and check the notification delivery log.

Student User Guide Auto Recording

Administrator authoring tool: creates a narrated Student user-guide tour in a protected Student-view preview. The recording does not show Administrator screens.

Voice

Speed

Preview Voice

Refresh Voices

Record Student Auto Tour

Stop & Save Student Recording

System default

Natural

Administrator only: select a student, choose the narration voice, and start the protected Student-view recording.

Student Portal

Student

Select student

Student Name

Primary Program

Secondary Program(s)

My Program Assessments

Select student first

My Manual Assessments

Select student first

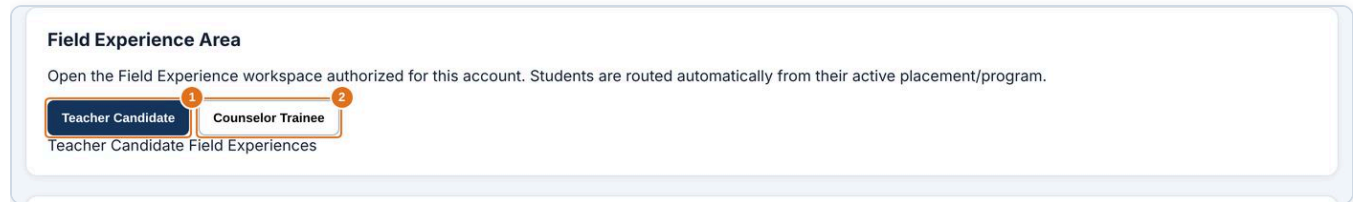
Required Student Onboarding

The Administrator view of the Student Portal.

GOOD TO KNOW The delivery log shows metadata only — for privacy and account security, message bodies, password-reset URLs, and account-setup links are not displayed.

10. Field Experiences

Field Experiences has two separate areas. Each Student sees only the area that matches their Program, and Staff Assessors see only the areas they are authorized for.



Field Experience Area.

- 1 Teacher Candidate.
- 2 Counselor Trainee.

Area	Key routing
Teacher Candidate	Teacher Candidate + Clinical Supervisor and Clinical Educator; Clinical Evaluations, forms and surveys, journals, lesson plans, Praxis, and field video evidence.
Counselor Trainee	Counselor Trainee + Site Supervisor + assigned Instructor/Assessor; placement, Weekly Hour Logs, Semester Summary, and Professional Counseling evaluations and surveys.

External Clinical Supervisors, Clinical Educators, and Site Supervisors use secure no-login links only for the item sent to them.

10.1 Teacher Candidate area

Administrators manage the **Teacher Candidate Forms & Surveys Library**. Only Administrators can create or edit library-managed form and survey content; authorized Staff Assessors see approved forms read-only. The Clinical Evaluation master is configured here.

Teacher Candidate Forms & Surveys Library

This is the central Teacher Candidate Field Experience form library. **Only Administrators can create or edit library-managed form/survey content.** Workflow-linked instruments remain tied to their dedicated evaluation workflow. Authorized Staff Assessors can view approved forms and use them in the appropriate sending workflow, but cannot alter institutional wording or questions.

Add Form / Survey

Refresh Library

Administrator editing enabled. Draft and Archived items are visible only to Administrators; authorized Field Experience Assessors receive approved Active/Workflow-linked items as read-only.

Clinical Evaluations

Recipient: Clinical Supervisor - Status: Workflow-linked - Configuration required - Criteria / prompts: 0

Preview

Configure / Edit

Evaluation of Clinical Supervisor (CAEP 2.2)

Recipient: Clinical Educator - Status: Workflow-linked - Criteria / prompts: 14

Please evaluate the Clinical Supervisor based on your experience working with the Teacher Candidate and supervisor.

Preview

Edit

Clinical Educator Survey (Clinical Experience)

Recipient: Clinical Educator - Status: Workflow-linked - Criteria / prompts: 18

Please complete this Clinical Educator Survey based on your current Clinical Experience placement.

Teacher Candidate Forms & Surveys Library.

1 Clinical Evaluations — Configure / Edit.

Teacher Candidate Placements

Import Clinical Supervisors with the Teacher Candidate they evaluate. Clinical Supervisors do not log into RubricPort. Each Clinical Supervisor/Teacher Candidate placement can receive three separate Clinical Evaluations at scheduled points during student teaching.

Teacher Candidate Placement Import

[Download Clinical Supervisor Import Template](#)

Choose File No file chosen

Import Clinical Supervisor Placements

Refresh

Import one row per Clinical Supervisor + Teacher Candidate placement. No Clinical Supervisor login account is created.

Clinical Evaluations

Review each placement and independently schedule or immediately send Clinical Evaluation 1, 2, and 3. Each evaluation has its own send date/time, due date, status, and secure no-login link.

Search

Candidate, ID, supervisor, email, school, Program, or Group

Program

All Programs

Group All Groups

Evaluation Status All Statuses

Clear Filters

Showing 1-2 of 2 matching placement(s) · 2 total

Clinical Supervisor	Clinical Educator	Teacher Candidate	Program	Group	Placement School	Clinical Evaluation 1	Clinical Evaluation 2	Clinical Evaluation 3	Actions
Dr. Helen Brooks hbrooks@northstar.demo	Ms. Rachel Turner rturner@lincolnelem.demo	Noah Patel NS1001	Northstar Elementary Education	Fall 2026 Cohort A	Lincoln Elementary School	Not Scheduled	Not Scheduled	Not Scheduled	Manage Evaluations

Teacher Candidate Placements and Clinical Evaluations.

1 Import file.

2 Clinical Evaluations.

10.2 Counselor Trainee area

Counselor Trainee Placements

Restricted Counselor Trainee Field Experience workspace for Professional Counseling programs. Import placements by Student, Program, Placement / Site, Site Supervisor, Instructor/Assessor, Term, and Group. Site Supervisors are external participants and do not receive RubricPort login accounts.

Submission trigger courses: CSP 6300 · CSP 6320 · CSP 6860 · CSP 6870. Course ID comes from the student's assessment submission; it is not part of the placement record. Rubrics remain defined and aligned through the institutional Crosswalk.

Counselor Trainee Placement Import

[Download Counselor Trainee Placement Import Template](#)

No file chosen

Use one row per Student + Program + Placement / Site + Term relationship. Placement records are course-independent; re-importing the same relationship updates the placement rather than creating a duplicate.

No Counselor Trainee placements imported yet.

Counselor Trainee Timesheets

Student Timesheets route first to the external Site Supervisor through a secure no-login link. After Site Supervisor approval, the Timesheet appears here for the assigned Instructor/Assessor to review and complete.



RubricPort Mobile Companion: Counselor Trainees use the Mobile Companion for Weekly Hour Log / Timesheet entry. Approved logs continue through the existing Site Supervisor and Instructor/Assessor review workflow.



Loading Counselor Trainee Timesheets...

Counselor Trainee Placements, Timesheets, and Scheduled Evaluations.

- 1 Counselor Trainee Placement Import.
 - 2 Counselor Trainee Timesheets.
 - 3 Scheduled Evaluations and Surveys.
- Import placements by Student, Program, Placement / Site, Site Supervisor, Instructor/Assessor, Term, and Group. Placement records are course-independent; Course ID comes from the student's assessment submission.
 - Weekly Hour Logs route first to the Site Supervisor through a secure link, then to the assigned Instructor/Assessor.
 - The **Professional Counseling Forms & Surveys** library holds evaluations and surveys for trainees, alumni, Site Supervisors, and employers.

10.3 Praxis Scores

Praxis import and Praxis Analysis are Administrator-only and require the Teacher Education area. Download the template or use the ETS workbook, import it, then search by name, Student ID, email, or test. RubricPort matches by Student ID first; if no ID is available, name and email must both match.

Praxis Scores

Import the Teacher Education Praxis report and review matched Student scores. The supported import columns are **Report Date, Student ID, Test Taker Name, Test Code/Test Name, Test Score, Test Date, Passing Status as of Report Date, Required Score**. RubricPort matches Student ID to the Student directory first; Test Taker Name is retained as source context and supports legacy exact-name matching when Student ID is unavailable.

[Download Praxis Import Template](#)

Praxis Excel Workbook

[Choose File](#) No file chosen

[Import Praxis Scores](#)

No Praxis workbook imported in this session.

Search Praxis Scores

Name / Student ID / Test

Group [All Groups](#)

Program [All Programs](#)

Pass / Fail [All Results](#)

Praxis Test

[Search](#)

[Clear Filters](#)

☐ Include students with no score on file

Praxis summary: 3 student(s) with scores · 6 with no score on file · 4 score record(s) · 3 Pass · 1 Fail · Pass rate: 75%

Praxis Scores.

10.4 Field video privacy and RubricPort Mobile Companion

Field Video Privacy & Access controls whether Teacher Candidates may choose an existing video and whether video download is allowed. Recording and auto-recording creation are Administrator-only. Students reach RubricPort Mobile Companion from the Student Portal or its QR code.

Field Video Privacy & Access

Institution-level controls for Teacher Candidate Field Experience video evidence. These settings apply to RubricPort Mobile and to the same evidence displayed in the desktop Field Experience record.



RubricPort Mobile Companion: Teacher Candidates use the Mobile Companion for Field Experience video recording/upload and secure video evidence submission.



☒ Show "Choose Existing Video" option for Teacher Candidates

Turn this off to remove the separate Choose Existing Video option from RubricPort Mobile. Device/browser camera behavior can vary; this setting controls the RubricPort workflow, not the operating system camera/file picker.

☒ Show RubricPort Download action for Field Experience videos

When turned off, RubricPort removes its Download action and blocks the dedicated download request. Authorized users can still view the video; ordinary web viewing cannot guarantee that streamed media cannot be saved by the browser or device.

[Save Field Video Privacy Settings](#)

Using RubricPort default Field Video privacy settings.

Field Video Privacy & Access.

11. Training & Certification

The **Administrator Role Training Library** lets you review the Student and Administrator training videos. Assessors watch the Assessor Training video, then take the 10-question scenario assessment: 60 minutes, and 80% (8 of 10) to pass. Use the **Administrator Training Report** to check each Assessor's result before assigning scoring work. Students complete the Student Platform Orientation video and the ten-question onboarding knowledge check.

12. Analyze & Report

Analyze & Report is Administrator-only and is included with RubricPort Analyze™ and Complete™ (IE Standalone institutions see only the Institutional Effectiveness workspace — section 13). Each workspace respects your Administrator areas. Sections 12.1 to 12.14 give step-by-step detail for every workspace.

12.1 What RubricPort Analyze™ is for

RubricPort Analyze™ turns the assessment data your institution already holds into evidence: results by Program and assessment, survey findings, assessment-quality checks, Praxis results, accreditation documents for AAQEP and CACREP, and Institutional Effectiveness reports. Everything is built from the same institution-isolated RubricPort data that feeds Crosswalk, Submissions, and Assessment, so a number in a report can always be traced back to the work behind it.

Edition	Analyze & Report
RubricPort Build™	Not included.
RubricPort Analyze™	Included. Analyze also includes everything in Build.
RubricPort Complete™	Included, together with the connected workflow (people, submissions, scoring, field experiences, training, portfolios, and integrations).

GOOD TO KNOW Analyze works on whatever data is in RubricPort. With Complete™ that data is created by the live workflow. With Analyze™ alone, results come from imported or migrated data (see Section 12.12 for Historical Data Migration).

WHY THIS MATTERS Analysis is only as trustworthy as the mappings behind it. Program membership, Course IDs, competencies, and standards all feed the reports, so a report that looks wrong is usually a mapping question, not a calculation question.

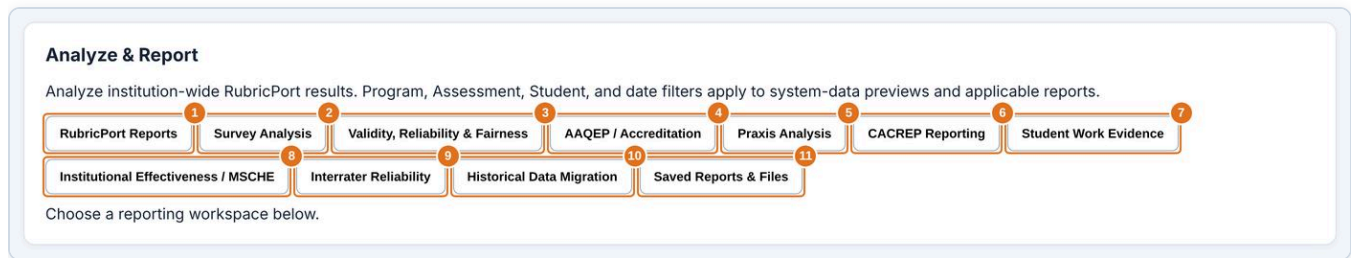
12.1.1 Who can use it

- **Analyze & Report is Administrator-only.** Provider/System Administrators and Institution Administrators see it; Assessors, Staff Assessors, and Students do not.

- Institution Administrators are scoped by area. **Teacher Education** covers AAQEP and Praxis, **Professional Counseling** covers CACREP, and **Institutional Effectiveness** covers MSCHE. A workspace outside your assigned areas is not available to you.
- Analyze & Report never changes an assessment score. It reads stored RubricPort data and turns it into summaries, comparisons, evidence, and report files.

12.1.2 The workspaces

Open **Analyze & Report**. Each workspace opens on its own so long lists stay easy to read. Choose one at a time.



The Analyze & Report workspaces.

- 1 RubricPort Reports.
- 2 Survey Analysis.
- 3 Validity, Reliability & Fairness.
- 4 AAQEP / Accreditation.
- 5 Praxis Analysis.
- 6 CACREP Reporting.
- 7 Student Work Evidence.
- 8 Institutional Effectiveness / MSCHE.
- 9 Interrater Reliability.
- 10 Historical Data Migration.
- 11 Saved Reports & Files.

Workspace	Use it to...
RubricPort Reports	Preview results, generate Excel analyses and narrative reports, and package and publish reports by Program.
Survey Analysis	Analyze demographic and Program Completer survey evidence.
Validity, Reliability & Fairness	Check assessment quality: content validity, internal consistency, and demographic outcome patterns.
AAQEP / Accreditation	Build the AAQEP Program Specification, Evidence Summary, Instrument Rationales, and AAQEP package.
Praxis Analysis	Summarize imported ETS Praxis results by exam and Program.
CACREP Reporting	Build CACREP 2024 evidence for Counseling Programs: profile, standards matrix, evaluation plan, evidence, closing the loop, annual report, and package.

Workspace	Use it to...
Student Work Evidence	Find the evidence for each rubric row inside assessed student work, record faculty judgments, and summarize instructional implications for the Program.
Institutional Effectiveness / MSCHE	Manage Student Learning Outcomes, assessment plans and measures, results, improvement actions, and MSCHE evidence.
Interrater Reliability	Measure how consistently two Assessors apply the same rubric.
Historical Data Migration	Bring validated prior-system results, including Anthology exports, into reporting.
Saved Reports & Files	Find, download, and archive every generated report and formal package.

12.2 RubricPort Reports

This is the everyday reporting workspace. RubricPort uses assessed RubricPort submissions (system data) and applies the filters you choose. It never changes an assessment record.

12.2.1 Choose what to report on

RubricPort Reports

1

Reporting Semester

All Terms

For RubricPort data, the selected From/To dates are authoritative; the semester label organizes reports and SharePoint-ready folders.

Report Period / Term

Optional reporting label override

From/To dates filter RubricPort data. This label can be used when the institution has a specific reporting-period name.

To Date

mm/dd/yyyy

4

Program Display

Program Name

Choose how Programs appear in previews and generated system-data reports. Filtering continues to use the canonical RubricPort Program.

Student

All Students

6

Demographic Disaggregation

no demographic breakdown

Optional. Joins assessment outcomes to the student's Demographic Survey by Student ID.

8

Narrative Report Type

Executive Summary

Download Assessment Results Report

Preview Assessment / Program Matches

Generate Excel Analysis

Write Narrative Report

AI-Assisted Narrative — Not Configured

All Narrative Reports

Generate Program Report Package

Program Report Package organizes RubricPort-native reports as Program Data and Documentation → Program folder → Assessment Reports → Academic Year → Semester. Repository routing is optional and institution-specific; RubricPort reporting does not require an external assessment report. Using assessed RubricPort Submissions system data.

Academic Year

Auto from From/To dates, e.g. 2025-2026

Optional override. RubricPort derives the academic year from the reporting dates when left blank.

2

From Date

mm/dd/yyyy

3

Program

All Programs

Assessment

ALL

5

Review Threshold: Upper Performance Band

80

7

Minimum Demographic Group N

5

Groups below this threshold are suppressed from the demographic breakdown.

Report filters.

- 1 Reporting Semester — Fall, Spring, Summer, or All Terms. It organizes reports and repository folders.
- 2 From / To dates — these are authoritative for RubricPort data.
- 3 Program.
- 4 Program Display — Program Name, Alias / SIS Code, or Both. Filtering always uses the canonical RubricPort Program.
- 5 Review Threshold: Upper Performance Band.
- 6 Demographic Disaggregation — optionally join outcomes to the Demographic Survey by Student ID.
- 7 Minimum Demographic Group N — groups smaller than this are suppressed.
- 8 Narrative Report Type.
- 9 Preview Assessment / Program Matches.

You can also narrow by Academic Year (derived from the dates when left blank), Report Period / Term label, Assessment, and Student. **Narrative Report Type** offers Executive Summary, Accreditation / Program Report, Assessor Data Review, and Detailed Analysis. Choose the one that matches who will read the report.

IMPORTANT Minimum group size. Set the Minimum Demographic Group N before you share any breakdown. Groups below the threshold are suppressed so that a small group cannot identify an individual student.

12.2.2 Preview, generate, and package

- 1 Set your filters.
- 2 Select **Preview Assessment / Program Matches** and check the record count.
- 3 Generate what you need: **Download Assessment Results Report, Generate Excel Analysis, Write Narrative Report, All Narrative Reports, or Generate Program Report Package.**

The Program Report Package organizes each Program as Program Data and Documentation / Program folder / Assessment Reports / Academic Year / Semester.

12.2.3 Assessment & Program Match Review

After a preview, the **Assessment & Program Match Review** table lists every assessment found in the data with the rubric it matched, the Program it resolved to, its Course ID, its source, and a confidence level. An assessment RubricPort cannot place shows **Needs Program Match**, and each row has a Program override so an Administrator can assign the Program deliberately.

Assessment & Program Match Review								
Student	Student ID	Assessment	Program	Access Type	Course ID	Assessor	Submission Date	Assessment Date
Ava Morales	NS1002	Instructional Planning Case Study	Northstar Elementary Education	Program	EDU 4100	Priya Shah	10/08/2026, 9:59 PM	10/08/2026, 9:59 PM

Assessment & Program Match Review.

WHY THIS MATTERS An assessment used by more than one Program has to be counted in the right one. The override is where that decision is made and recorded.

12.2.4 Program Report Package publishing and system backup

Generate & Publish Program Report Package writes only the generated report files into each mapped Program folder under Assessment Reports / Academic Year / Semester. Existing Program folders and unrelated files are never deleted or replaced.

Northstar Elementary Education
Northstar Elementary Education
Not configured / not required

Program Report Package Publishing

Uses the saved Program folder mappings above. RubricPort publishes only the generated report files into each existing mapped Program folder under **Assessment Reports / Academic Year / Semester**. Existing Program folders and unrelated files are never deleted or replaced.

Test Report SharePoint Connection
Generate & Publish Program Report Package

The institutional SharePoint Site URL is not configured. Report publishing remains disabled.

RubricPort System Backup

Render remains the live RubricPort storage location. This control creates a completed durable-state ZIP snapshot and sends that completed snapshot only to a separate SharePoint backup folder. It does not use Program Rubrics or any mapped Program report folder.

Backup Folder (under Program Data and Documentation)

RubricPort System Backups

Save Backup Destination
Test Backup Destination
Create & Publish Backup Snapshot

Full RubricPort system backup snapshots require Provider/System Administrator access.

Program Report Package Publishing and RubricPort System Backup.

- 1 Generate & Publish Program Report Package.
- 2 Save Backup Destination.
- 3 Create & Publish Backup Snapshot.

RubricPort System Backup is separate from Program report publishing and requires Provider/System Administrator authorization. Render stays the live storage location; the backup creates a completed durable-state ZIP snapshot and sends it only to the dedicated backup folder. Testing and publishing stay disabled until Microsoft server credentials are configured.

12.3 Survey Analysis

Survey evidence is analyzed separately from assessment-to-Program matching, and each survey workspace opens on its own. Demographic records are never mixed with completer instruments.

Survey Analysis

Survey evidence is analyzed separately from assessment-to-Program matching. Open one survey workspace at a time so growing response lists remain orderly and easy to review.

Demographic Survey Analysis

Review demographic distributions and outcome disaggregation without mixing demographic records with completer instruments.

Open Demographic Survey Analysis

Program Completer Survey Analysis

Review Initial Program completer results, narratives, and filtered exports.

Open Program Completer Survey Analysis

Advanced Program Completer Survey Analysis

Review Advanced Program completer competency results and narratives separately from Initial Program data.

Open Advanced Program Completer Survey Analysis

Survey Analysis.

- 1 Demographic Survey Analysis — distributions and outcome disaggregation.
- 2 Program Completer Survey Analysis — Initial Program completers.
- 3 Advanced Program Completer Survey Analysis — kept separate from Initial data.

- Each analysis has its own Program and date filters, an optional demographic disaggregation with a Minimum Group N, and a report label.
- Results show respondents, yes/no questions, and a question-level Likert analysis with N, mean, and distribution for each statement. Download the Excel workbook or a narrative report.
- Response lists show 25 records per page; downloads include all filtered results.
- Review Respondents and question-specific N before percentages — optional unanswered items are not counted in that item's N.

12.4 Validity, Reliability & Fairness

This workspace gives you separate, method-appropriate evidence for assessment quality. RubricPort deliberately does not label a group difference as bias; results are descriptive prompts for institutional review.

Question	Evidence	Where
Does the assessment measure the right things?	Content validity — Lawshe CVR from subject-matter experts	12.4.1
Do the criteria hang together?	Reliability — Cronbach's alpha (internal consistency)	12.4.2
Do two raters agree?	Interrater reliability	Section 12.9
Do outcomes differ across groups?	Fairness — descriptive demographic comparison	12.4.3

12.4.1 Content validity — the Lawshe model

Create a Content Validity Review Group, choose the assessment to be reviewed, and assign subject-matter experts. Each reviewer receives an independent secure review link and rates every criterion as Essential, Useful but not essential, or Not necessary. RubricPort calculates the item-level Content Validity Ratio (CVR) after reviews are submitted.

- 1 Enter a **Review Group Name** and choose the Program and the assessments.
- 2 Optionally enter a **Minimum CVR** your institution requires.
- 3 List one reviewer per line as Name, email.
- 4 Select **Create Review Group**. Use **Reload Review Groups** to see progress.

Content Validity — Lawshe Model

Create a Content Validity Review Group, select the assessment to be reviewed, and assign subject-matter experts. Each reviewer receives an independent secure review link and rates every assessment criterion/item as **Essential**, **Useful but not essential**, or **Not necessary**. RubricPort calculates item-level CVR after reviews are submitted.

1

Review Group Name

e.g., Elementary Education Assessment Review Panel

2

Program

All Programs

Assessment

0 assessments selected

3

Minimum CVR (optional institutional threshold)

Leave blank

4

Reviewers / Subject-Matter Experts

One reviewer per line: Reviewer Name, email@example.edu
 Reviewer Two, reviewer2@example.edu

5

Create Review Group

6

Reload Review Groups

No Content Validity Review Groups have been created yet.

Reliability — Internal Consistency

Cronbach's alpha is calculated from completed RubricPort criterion ratings for the selected assessment. Independent double-scoring remains available in the separate Interrater Reliability workspace.

Program

All Programs

Assessment

All Assessments

Preview Reliability

No internal-consistency analysis loaded yet.

Content Validity Review Group.

- 1 Review Group Name.
- 2 Program.
- 3 Minimum CVR.
- 4 Reviewers / Subject-Matter Experts.
- 5 Create Review Group.
- 6 Reload Review Groups.

12.4.2 Reliability — internal consistency

Cronbach's alpha is calculated from completed RubricPort criterion ratings for the assessment you select. Until enough ratings exist, the screen reports that no internal-consistency analysis is available.

Create Review Group

Reload Review Groups

No Content Validity Review Groups have been created yet.

Reliability — Internal Consistency

Cronbach's alpha is calculated from completed RubricPort criterion ratings for the selected assessment. Independent double-scoring remains available in the separate Interrater Reliability workspace.

Program

All Programs

Assessment

All Assessments

Preview Reliability

No internal-consistency analysis loaded yet.

Fairness — Demographic Outcome Review

Compare assessment outcomes across demographic groups using minimum-N suppression. Results are descriptive review evidence, not an automatic determination of bias.

Demographic Field

Age Range

Minimum Group N

5

Program

All Programs

Assessment

All Assessments

Preview Fairness Review

No fairness review loaded yet.

Internal consistency.

1 Preview Reliability.

12.4.3 Fairness — demographic outcome review

Compare outcomes across a demographic field (Age Range, Gender Identity, Race / Ethnicity, First-Generation College Student, Enrollment Status, or Employment Status). Groups below your minimum N are suppressed.

Create Review Group

Reload Review Groups

No Content Validity Review Groups have been created yet.

Reliability — Internal Consistency

Cronbach's alpha is calculated from completed RubricPort criterion ratings for the selected assessment. Independent double-scoring remains available in the separate Interrater Reliability workspace.

Program

All Programs

Assessment

All Assessments

Preview Reliability

No internal-consistency analysis loaded yet.

Fairness — Demographic Outcome Review

Compare assessment outcomes across demographic groups using minimum-N suppression. Results are descriptive review evidence, not an automatic determination of bias.

Demographic Field

Age Range

Minimum Group N

5

Program

All Programs

Assessment

All Assessments

Preview Fairness Review

No fairness review loaded yet.

Fairness — Demographic Outcome Review.

- 1 Demographic Field.
- 2 Minimum Group N.
- 3 Preview Fairness Review.

IMPORTANT This is a descriptive fairness screen. Group differences are prompts for institutional review and do not by themselves establish bias or discrimination.

12.5 AAQEP / Accreditation

AAQEP Reporting builds the AAQEP Program Specification, Evidence Summary, and Instrument Rationale from the same data used everywhere else in RubricPort. Existing assessment calculations are not changed. It requires the **Teacher Education** Administrator area. Work through the numbered sections in order.

Section	What you enter or review
1. Accreditation Profile	Accreditation status, term dates, the public Part I URL, the AAQEP contact, and the dean or lead administrator.

Section	What you enter or review
2. AAQEP Program Profiles	For each Program: in scope, AAQEP category, reporting name, state credential, physical locations, and modalities. Student Program Membership Dates appear here too.
3. Reporting Period & Program Specification	Define a reporting period, then preview or generate the Program Specification.
4. QAR Evidence Measures	Define each evidence measure, its Programs, AAQEP aspects, evidence perspectives, and source type; validate and preview the Evidence Summary.
5. Instrument Rationale	Explain why each instrument fits the evidence it supplies, and generate the rationale as a Word document.

2. AAQEP Program Profiles

AAQEP reporting category is separate from RubricPort's Initial/Advanced assessment-routing classification.

Program	In Scope	AAQEP Category	AAQEP Reporting Name	State Credential	Physical Locations	Modalities	
Northstar Educational Leadership RubricPort level: Graduate	☐	Select category	Northstar Educal	n/a	Main Campus Regional Center Off-Site / Partner Site Ctrl/Cmd-click to select more than one.	Face-to-Face Online Hybrid Ctrl/Cmd-click to select more than one.	Save
Northstar Elementary Education RubricPort level: Undergraduate	☒	Initial Teacher Preparation	Northstar Elemei	n/a	Main Campus Regional Center Off-Site / Partner Site Ctrl/Cmd-click to select more than one.	Face-to-Face Online Hybrid Ctrl/Cmd-click to select more than one.	Save
Northstar M.A. Clinical Mental Health Counseling RubricPort level: Advanced	☐	Select category	Northstar M.A. C	n/a	Main Campus Regional Center Off-Site / Partner Site Ctrl/Cmd-click to select more than one.	Face-to-Face Online Hybrid Ctrl/Cmd-click to select more than one.	Save
Northstar MAT Biology RubricPort level: Graduate	☐	Select category	Northstar MAT B	n/a	Main Campus Regional Center Off-Site / Partner Site Ctrl/Cmd-click to select more than one.	Face-to-Face Online Hybrid Ctrl/Cmd-click to select more than one.	Save
Northstar Secondary Biology RubricPort level: Undergraduate	☐	Select category	Northstar Second	n/a	Main Campus Regional Center Off-Site / Partner Site Ctrl/Cmd-click to select more than one.	Face-to-Face Online Hybrid Ctrl/Cmd-click to select more than one.	Save

Student Program Membership Dates for AAQEP Reporting

Enter authoritative Program enrollment dates used for historical AAQEP candidate/completer counts. These dates do not change Primary/Secondary Program membership, and elective rubric access is never included.

AAQEP Program Profiles and Student Program Membership Dates.

2. AAQEP Program Profiles

3. Reporting Period & Program Specification

Period ID
e.g., 2025-26

Period Label
e.g., Academic Year 2025-2026

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

Save Reporting Period

Select reporting period

Preview Program Specification

Generate Program Specification — Word

4. QAR Evidence Measures

Reporting Period & Program Specification.

► 3. Reporting Period & Program Specification

▼ 4. QAR Evidence Measures

Existing QAR Measure New measure ▼

Measure ID e.g., M1

Measure Name e.g., Clinical Practice Assessment

Programs ☐ Northstar Elementary Education

AAQEP Aspects

☐ 1a ☐ 1b ☐ 1c ☐ 1d

☐ 1e ☐ 1f ☐ 1g ☐ 2a

☐ 2b ☐ 2c ☐ 2d ☐ 2e

☐ 2f ☐ 2g

Evidence Perspectives

☐ 1 — Program faculty assessment of candidates

☐ 2 — Rating by P-12 partner in clinical setting

☐ 3 — Information provided by completers

☐ 4 — Information provided by graduates' employers

☐ 5 — Direct performance assessment in culminating clinical experience

☐ 6 — Third-party data

Source Type RubricPort Assessment ▼

Save QAR Evidence Measure Validate / Preview Evidence Summary Generate Evidence Summary — Word

► 5. Instrument Rationale

QAR Evidence Measures.

Generate AAQEP Package creates one ZIP containing the Program Specification, the Evidence Summary, all selected Instrument Rationales, and a RubricPort AAQEP Validation Report. See Appendix A for a plain-language setup order.

GOOD TO KNOW AAQEP reporting category is separate from RubricPort's Initial/Advanced assessment-routing classification. Setting one never changes the other.

12.6 Praxis Analysis

Praxis Analysis summarizes ETS Praxis results imported in Field Experiences → Praxis Scores. It requires the **Teacher Education** Administrator area and stays separate from RubricPort assessment-result reports.

Praxis Analysis

Teacher Education Administrator reporting for imported Praxis results. Praxis remains separate from RubricPort assessment-result reports and is summarized here by Praxis exam and Program.

Program All Teacher Education Programs ▼ Praxis Exam All Praxis Exams ▼

Refresh Praxis Analysis

4 Praxis result record(s) · 3 student(s) · 3 Pass · 1 Fail · Pass rate: 75%

By Praxis Exam

Praxis Exam	Records	Pass	Fail	Pass Rate	Mean Score
Biology: Content Knowledge	1	1		100%	161
Elementary Education: Multiple Subjects	2	1	1	50%	160
Teaching Reading: Elementary	1	1		100%	171

By Program

Program	Students	Records	Pass	Fail	Pass Rate	Mean Score
Northstar Elementary Education	2	3	2	1	66.7%	163.67
Northstar Secondary Biology	1	1	1		100%	161

Praxis Analysis.

- Filter by Program and Praxis exam, then select **Refresh Praxis Analysis**.
- **By Praxis Exam** shows records, passes, fails, pass rate, and mean score for each exam.
- **By Program** shows the same measures for each Program.
- Praxis import and analysis are Administrator-only; Staff Assessors can only search scores.

12.7 CACREP Reporting

CACREP Reporting is a dedicated Professional Counseling accreditation workspace built around the CACREP 2024 Standards. It is limited to **Counseling Programs** and requires the **Professional Counseling** Administrator area. It is separate from AAQEP but uses the same institution-isolated RubricPort assessments, surveys, Field Experiences, and reporting evidence. Work through the numbered sections in order.

▼ 1. CACREP Accreditation Profile

Define the accreditation cycle and annual reporting context used by the remaining CACREP sections. RubricPort uses the 2024 CACREP Standards for this workspace.

Accreditation Status

e.g., Accredited

Accreditation Cycle Start

mm/dd/yyyy

Accreditation Cycle End

mm/dd/yyyy

Standards Version

2024

Reporting Period Label

e.g., Academic Year 2026-2027

Reporting Period Start

mm/dd/yyyy

Reporting Period End

mm/dd/yyyy

Public Annual-Report URL

https://...

Primary Contact Name

Name

Primary Contact Title

Title

Primary Contact Email

name@institution.edu

Counseling Program(s) Included in CACREP Reporting

☐ Northstar M.A. Clinical Mental Health Counseling

Specialty Area(s)

One specialty area per line

Save CACREP Accreditation Profile

1. CACREP Accreditation Profile.

Section	What it does
1. Accreditation Profile	Accreditation status, cycle dates, standards version, reporting period, public annual report URL, primary contact, and the Counseling Program(s) and specialty areas included.
2. 2024 Standards Evidence Matrix	Lists every CACREP 2024 standard with its evidence count and status. Search by exact standard code, filter by Section, and use Map Evidence to connect existing Assessment Definitions as evidence.
3. Program Evaluation Plan	Program Evaluation Plan items and Assessment of Quality Indicators (AQIs), with their measures and thresholds.

Section	What it does
4. Student Assessment Evidence	Program-level results and the assessment evidence sources drawn from RubricPort assessments.
Historical CACREP Sample (Read-Only)	Runs a read-only sample against approved historical datasets so you can see how prior results would contribute.
5. Community Partner Feedback	Program-level partner feedback and the feedback sources — site supervisor, employer, and other community partner surveys.
6. Program Improvement / Closing the Loop	Improvement records that document findings, the actions taken, and follow-up evidence.
7. CACREP Annual Program Evaluation Report	Preview and generate the annual report as a Word document.
8. CACREP Evidence Package / Validation	Run CACREP Validation, then generate the Validation PDF, the Evidence Workbook, and the complete Evidence Package.

▼ 2. 2024 Standards Evidence Matrix

Map each CACREP 2024 standard to existing RubricPort assessments/rubrics, Professional Counseling forms and surveys, Field Experience evidence, or other approved evidence. Mappings are institution-scoped and do not change the underlying evidence source.

354 CACREP 2024 standard reference(s) available. 0 mapped · 354 unmapped

Section 1: 33 · Section 2: 6 · Section 3: 107 · Section 4: 28 · Section 5: 100 · Section 6: 80

Search Standards

Code, title, or keyword

Section

All Sections ▼

Mapping Status

All Standards ▼

Showing 1–20 of 354 matching standard(s).

Standard	Title	Evidence	Status	Action
1.A	The Institution	0	Unmapped	Map Evidence
1.B	The Institution	0	Unmapped	Map Evidence
1.C	The Institution	0	Unmapped	Map Evidence
1.D	The Institution	0	Unmapped	Map Evidence
1.E	The Institution	0	Unmapped	Map Evidence
1.F	The Institution	0	Unmapped	Map Evidence
1.G	Counselor Education Program	0	Unmapped	Map Evidence
1.H	Counselor Education Program	0	Unmapped	Map Evidence

2. 2024 Standards Evidence Matrix.

► 2. 2024 Standards Evidence Matrix

▼ 3. Program Evaluation Plan

Define each Counseling Program objective, its Academic Quality Indicator (AQI), minimum threshold, evidence/data source, collection cycle, and analysis schedule. Plan items are institution-scoped and use existing RubricPort evidence when available.

0 Program Evaluation Plan item(s). Each item connects a Counseling Program objective and AQI to its minimum threshold, data source, collection cycle, and analysis schedule.

+ Add Program Evaluation Plan Item

Program	Objective / AQI	Minimum Threshold	Data Source	Collection / Analysis	Action
No Program Evaluation Plan items have been added yet.					

► 4. Student Assessment Evidence

3. Program Evaluation Plan.

► 3. Program Evaluation Plan

▼ 4. Student Assessment Evidence

Review Professional Counseling student assessment evidence directly from current RubricPort results. Classify assessment sources as Knowledge, Skills, or Dispositions; Professional Counseling Dispositions (PD) are identified automatically. Result counts and scores are recalculated from native RubricPort assessment data and are not copied into CACREP records.

0 completed Counseling assessment(s) across 0 student(s). 1 of 1 evidence source(s) classified · No scored results yet.

No Professional Counseling Assessment Definitions/rubrics are currently loaded. Future Counseling definitions will appear here automatically; the native Professional Counseling Dispositions (PD) source remains available.

Counseling Program All Counseling Programs

Evidence Domain All Domains

Search Evidence

Assessment code, name, course, or Program

Program-Level Results

Program	Evidence Sources	Completed Assessments	Students	Mean Overall Score
Northstar M.A. Clinical Mental Health Counseling	1	0	0	—

Assessment Evidence Sources

Showing 1 evidence source(s).

Program	Assessment Evidence	Domain	Results	Latest	Action
Northstar M.A. Clinical Mental Health Counseling	PD Professional Counseling Dispositions (PD) Disposition Master	Dispositions Automatic	0 completed · 0 student(s) Overall: — · Criterion mean: —	—	<button>Edit</button>

► Historical CACREP Sample (Read-Only)

4. Student Assessment Evidence.

► Historical CACREP Sample (Read-Only)

▼ 5. Community Partner Feedback

Review external Professional Counseling feedback from Graduate/Alumni, Site Supervisor/Employer, and related community-partner instruments already managed in Forms & Surveys. Response counts and ratings are recalculated from current routed-form records; CACREP stores only report-inclusion choices and evidence notes.

3 community-partner feedback source(s). 1 Active/Workflow-linked · 2 Draft · 0 submitted response(s) · Response rate —.

Counseling Program All Counseling Programs

Stakeholder Group All Community Partners

Search Feedback

Survey, evaluation, recipient, or status

Program-Level Partner Feedback

Program	Sources with Activity	Sent	Submitted	Response Rate	Latest Response
Northstar M.A. Clinical Mental Health Counseling	0	0	0	—	—

Community Partner Feedback Sources

Showing 3 feedback source(s).

Feedback Source	Stakeholder	Status	Responses	Rating	Annual Report	Action
Graduate/Alumni Survey Survey / Form · 0 criterion/prompt(s)	Graduate / Alumni	Draft	0 sent · 0 submitted Response rate: —	—	Not included	<button>Edit</button>
Site Supervisor Evaluation Evaluation / Rubric · 15 criterion/prompt(s)	Site Supervisor / Employer	Workflow-linked	0 sent · 0 submitted Response rate: —	—	Included	<button>Configure</button>
Site Supervisor/Employer Survey Survey / Form · 0 criterion/prompt(s)	Site Supervisor / Employer	Draft	0 sent · 0 submitted Response rate: —	—	Not included	<button>Edit</button>

► 6. Program Improvement / Closing the Loop

5. Community Partner Feedback.

► 5. Community Partner Feedback

▼ 6. Program Improvement / Closing the Loop

Connect each Program Improvement record to its Program Evaluation Plan / AQI and current Student Assessment Evidence or Community Partner Feedback, document threshold status and improvement action, then record follow-up results and the closing-the-loop conclusion. Evidence remains in its original RubricPort source; this section stores the improvement decision trail.

0 Program Improvement record(s). 0 open record(s) with a threshold below Met · 0 closed-loop record(s).

Counseling Program All Counseling Programs

Threshold Status All Threshold Statuses

Follow-Up Status All Follow-Up Statuses

Search Improvement Records

Finding, action, evidence, or responsible person

+ Add Program Improvement Record

Showing 0 improvement record(s).

Program	Finding / Threshold	Evidence / AQI	Improvement Action	Follow-Up	Action
No Program Improvement records match the current filters.					

► 7. CACREP Annual Program Evaluation Report

6. Program Improvement / Closing the Loop.

▼ 8. CACREP Evidence Package / Validation

Run a final Program-level validation across CACREP Areas 1–7, review outstanding evidence/readiness items, and generate the accreditation evidence workbook, validation PDF, and complete CACREP evidence package. Package generation does not alter the underlying RubricPort evidence.

Validation Status

NEEDS ACTION

Counseling Program Northstar M.A. Clinical Mental Health Counseling

Run CACREP Validation

Generate Validation PDF

Generate Evidence Workbook

Generate CACREP Evidence Package

Northstar M.A. Clinical Mental Health Counseling · 4 pass · 2 review · 6 needs action

Area	Validation Check	Status	Detail
1. Accreditation Profile	Reporting period configured	NEEDS ACTION	Label not set · Start not set to End not set
1. Accreditation Profile	Primary CACREP contact	NEEDS ACTION	Name not set · Email not set
2. Standards Evidence Matrix	Program specialty standards scope	PASS	Sections 1-4 + Section 5 specialty: Clinical Mental Health Counseling
2. Standards Evidence Matrix	Applicable CACREP 2024 standards mapped	NEEDS ACTION	0 of 183 applicable standards mapped for this Program or through applicable institution-wide evidence. Full CACREP 2024 library: 354 standards.
3. Program Evaluation Plan	Program Evaluation Plan / AQIs	NEEDS ACTION	0 AQI / Program Evaluation Plan item(s) saved.
4. Student Assessment Evidence	Assessment evidence sources	PASS	1 assessment evidence source(s) available.
4. Student Assessment Evidence	Reporting-period assessment activity	REVIEW	0 completed assessment(s) in the reporting period.
5. Community Partner Feedback	Included partner-feedback sources	PASS	1 source(s) included in the annual report.
5. Community Partner Feedback	Reporting-period partner responses	REVIEW	0 submitted partner response(s) in the reporting period.
6. Program Improvement / Closing the Loop	Improvement decision trail	NEEDS ACTION	0 improvement / closing-the-loop record(s) saved.
6. Program Improvement / Closing the Loop	Open below-threshold actions	PASS	0 below-threshold improvement action(s) remain open.

8. CACREP Evidence Package / Validation.

- 1 Complete and save the CACREP Accreditation Profile and select the Counseling Program(s) in scope.
- 2 Map evidence to the 2024 standards, starting with the standards marked Needs Action.
- 3 Add Program Evaluation Plan items with their thresholds.
- 4 Confirm Student Assessment Evidence and Community Partner Feedback sources.
- 5 Record improvement actions and follow-up in Closing the Loop.
- 6 Preview and generate the Annual Program Evaluation Report.

- 7 Run **CACREP Validation**, resolve the items marked Needs Action, then generate the Evidence Package.

WHY THIS MATTERS Validation shows exactly which areas still lack evidence before you submit. The ZIP package contains the Annual Program Evaluation Report (Word), the CACREP Evidence Workbook (Excel), the RubricPort CACREP Validation Report (PDF), a validation manifest, and a package README, and is preserved in Saved Reports & Files.

12.8 Institutional Effectiveness / MSCHE

This workspace organizes institution-wide academic assessment evidence: Student Learning Outcomes (SLOs), curriculum maps, assessment measures, results, findings, improvement actions, and follow-up evidence. It requires the **Institutional Effectiveness** Administrator area and is separate from AAQEP and CACREP.

Institutional SLOs reference your existing RubricPort Competencies. Existing competency definitions and assessment mappings are never changed.

Institutional Effectiveness / MSCHE

Purpose: Organize institution-wide academic assessment evidence from RubricPort data. This workspace keeps Student Learning Outcomes (SLOs), curriculum maps, assessment measures, multi-year assessment timelines, results, findings, improvement actions, and follow-up evidence together. It is separate from AAQEP, which supports educator-preparation accreditation.

Assessment Cycle

Current Cycle

Program

All Programs

SLO

All SLOs

Assessment Year

All Assessment Years

Status

All Statuses

Clear Filters

Filters apply across the Institutional Effectiveness workspace and to package generation. Search controls within each section further narrow the displayed records.

Refresh Institutional Effectiveness Workspace

Generate Institutional Effectiveness Package

SLO Setup

Assessment Plan

Results & Analysis

Improvement Actions

MSCHE Evidence

Alignment Map

Student Learning Outcomes

Institutional SLOs reference existing RubricPort Competencies. Existing competency definitions and assessment mappings remain unchanged.

Student Learning Outcome

All Student Learning Outcomes

Showing 1-6 of 6

Previous

Page 1 of 1

Next

SLO-I1 — Learner Development & Learning Environment
Competencies: C1, C2, C3
Programs: Not yet assigned
Active [View / Edit](#)

SLO-I2 — Content, Assessment, Planning & Instruction
Competencies: C4, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14
Programs: Not yet assigned
Active [View / Edit](#)

SLO-I3 — Professional Practice, Reflection & Ethics

The Institutional Effectiveness workspace.

- 1 Refresh Institutional Effectiveness Workspace.
- 2 Generate Institutional Effectiveness Package.
- 3 SLO Setup tab.
- 4 Assessment Plan tab.
- 5 MSCHE Evidence tab.

Tab	What it holds
SLO Setup	Each SLO, the Competencies it references, and the Programs it applies to. Open View / Edit to change one.
Assessment Plan	Select an SLO, review its connected measures, and add a new Assessment Measure — the instrument, target, Programs, and timing used as MSCHE evidence.
Results & Analysis	The available RubricPort results and institutional analysis for the selected SLO.
Improvement Actions	Findings, actions, follow-up, and closing-the-loop evidence for each measure.
MSCHE Evidence	The evidence chain: SLO alignment, measures, results and findings, improvement actions, and closing-the-loop documentation.
Alignment Map	The Competency alignment for each SLO, in manageable pages.

Institutional Effectiveness / MSCHE

Purpose: Organize institution-wide academic assessment evidence from RubricPort data. This workspace keeps Student Learning Outcomes (SLOs), curriculum maps, assessment measures, multi-year assessment timelines, results, findings, improvement actions, and follow-up evidence together. It is separate from AAQEP, which supports educator-preparation accreditation.

Assessment Cycle
Current Cycle

Program
All Programs

SLO
All SLOs

Assessment Year
All Assessment Years

Status
All Statuses

Clear Filters

Filters apply across the Institutional Effectiveness workspace and to package generation. Search controls within each section further narrow the displayed records.

Refresh Institutional Effectiveness Workspace
Generate Institutional Effectiveness Package

SLO Setup
Assessment Plan
Results & Analysis
Improvement Actions
MSCHE Evidence
Alignment Map

Assessment Plan

Select an SLO, then review its connected measures. Open one record at a time when details are needed.

Student Learning Outcome

All Student Learning Outcomes

Previous
Page 1 of 1
Next

+ Add Assessment Measure

SLO	Measure	Course	Type	Use
No assessment measures are connected to the selected SLO.				

Institutional Effectiveness workspace loaded: 6 SLO(s), 0 measure(s), 0 improvement record(s).

Assessment Plan — connected measures and new Assessment Measure creation.

- 1 Confirm each SLO's Competencies and Programs in SLO Setup.
- 2 Add or review measures in Assessment Plan.
- 3 Read outcomes in Results & Analysis.
- 4 Record findings and actions in Improvement Actions.
- 5 Check the chain in MSCHE Evidence, then select **Generate Institutional Effectiveness Package**.

12.9 Interrater Reliability

Analyze independently double-scored assessments without changing the official primary record. RubricPort reports exact agreement, adjacent agreement, mean absolute rating difference, unweighted Cohen's kappa, and quadratic-weighted kappa for ordinal rubric levels.

Interrater Reliability

Analyze independently double-scored RubricPort assessments without changing the official primary assessment record. RubricPort reports exact agreement, adjacent agreement, mean absolute rating difference, unweighted Cohen's kappa, and quadratic-weighted kappa for ordinal rubric levels.

Program All Programs
Assessment All Assessments

Search Reliability Records

1 Preview Reliability
2 Download Aggregate Reliability Excel
3 Download Aggregate Narrative Report
AI-Assisted Narrative — Not Configured

Double-Scored Submissions

N/A
Exact Agreement

Criterion Comparisons

N/A
Quadratic-Weighted Kappa

Adjacent agreement: N/A · Mean absolute rating difference: N/A · Unweighted Cohen's kappa: N/A

Reliability ratings are stored separately and never overwrite the official primary assessment. Kappa statistics use rubric level positions as ordered categories. With more than two raters, RubricPort pools all unique rater-pair criterion comparisons; interpretation and acceptable thresholds remain institutional decisions.

Record check: 1 primary assessment record(s) · independent rating record(s)

Reliability Record History

Primary assessments exist, but none has a completed independent second rating yet.

Interrater Reliability.

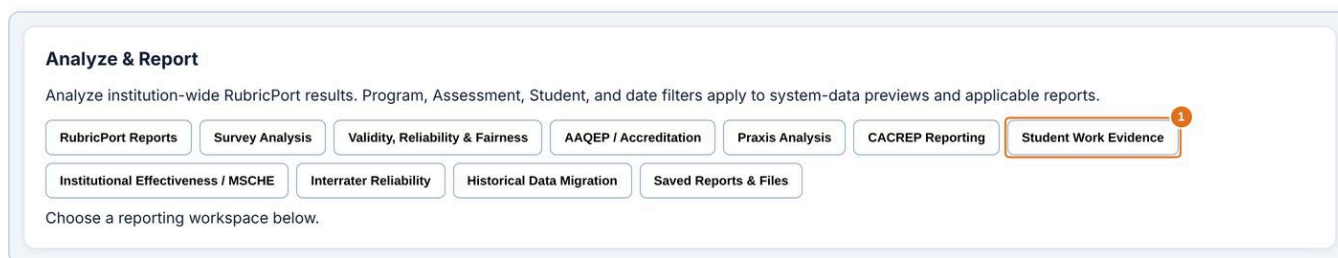
- 1 Preview Reliability.
 - 2 Download Aggregate Reliability Excel.
 - 3 Download Aggregate Narrative Report.
- Second ratings are entered by a second Assessor in Submit & Assess → Interrater Reliability. The second rater does not see the primary Assessor's ratings or comments.
 - Reliability ratings are stored separately and never overwrite the official primary assessment.
 - With more than two raters, RubricPort pools every unique rater-pair comparison. Interpretation and thresholds remain institutional decisions.

12.10 Student Work Evidence & Instructional Improvement

Student Work Evidence lets faculty and Administrators look inside the assessed student work behind a rubric — not only the scores — to find where the work shows each rubric row, record a faculty judgment about that evidence, and turn the pattern across several samples into instructional improvement for the Program.

- **Provider Administrators and Institution Administrators** use Student Work Evidence. Assessors, Staff Assessors, and Students do not see it.

- It works from **assessed submissions that already exist** in RubricPort and the files students uploaded with them. Nothing has to be re-uploaded.
- Rubric rows appear with their **actual criterion language** and the standards, competencies, and indicators already mapped to them.
- **Grades never change.** Faculty reviews are saved separately, scoped to your institution, and record who reviewed and when.
- All evidence suggestions are **optional, off by default, and drafts only.** Faculty make every decision.



Student Work Evidence in the Analyze & Report workspaces.

- 1 Student Work Evidence.

12.10.1 Find student work

- 1 Open **Analyze & Report** and select **Student Work Evidence**.
- 2 Choose the **Program**.
- 3 Choose the **System rubric / assignment**. Only rubrics with assessed submissions are listed, each showing how many have work attached and how many were assessed (for example, "1 with work / 1 assessed").
- 4 Choose **Representative work samples** — 3 or 4.
- 5 Select **Find Student Work**.

Student Work Evidence & Instructional Improvement

Stage 1 — Select an institution Program and an assessed rubric to locate existing student work. Rubric criteria and actual mapped standards appear below. Later stages will add excerpts, highlights, missing-evidence findings, instructional recommendations and downloadable packages.

Program System rubric / assignment

Representative work samples

Find Student Work

1 rubrics with assessed submissions found. Choose a Program and rubric.

[View fictional evidence report demo](#)

[Analyze fictional C3 example with Gemini](#)

[Analyze fictional A1 case study with Gemini](#)

Preview text remains local. Analyze with AI requires an institution-approved provider and explicit confirmation before any student work is transmitted.

Stage 1 — choose the Program, rubric, and number of samples.

- 1 Program.
- 2 System rubric / assignment.
- 3 Representative work samples.
- 4 Find Student Work.

The status line reports how many eligible work submissions and students were found and how many samples were selected. RubricPort chooses samples from different students and spreads them across the range of assessed scores, so the review is not limited to the strongest work. Below it, **Actual rubric rows and mapped language** lists every rubric row with its criterion language and mapped standards.

Student Work Evidence & Instructional Improvement

Stage 1 — Select an institution Program and an assessed rubric to locate existing student work. Rubric criteria and actual mapped standards appear below. Later stages will add excerpts, highlights, missing-evidence findings, instructional recommendations and downloadable packages.

Program System rubric / assignment

Representative work samples

Find Student Work

1 eligible work submissions across 1 students; 1 representative sample(s) selected.

Actual rubric rows and mapped language

Row	Criterion language	Mapped indicators / standards
1. C1	Planning for Learners Plans instruction using learner needs, prior knowledge, and appropriate learning goals.	InTASC 7
2. C2	Assessment and Evidence Uses assessment evidence to monitor learning and guide instructional decisions.	InTASC 6

Student work found, with the actual rubric rows and mapped language.

- 1 The selected rubric, with work and assessed counts.
- 2 Find Student Work.
- 3 Actual rubric rows and mapped language.

12.10.2 Recommended work samples

Control	What it does
File name link	Opens the student's original uploaded work in a new tab.
Preview text	Extracts the readable text of the file, page by page, so you can read it beside the rubric. Reading only — no AI, no storage, no finding.
Analyze with AI	Optional. Drafts evidence suggestions for each rubric row when your institution has an approved AI provider (see below).
View Saved Faculty Review	Opens the Faculty Evidence Review with any decisions already saved for this file. It never sends anything to AI.

Sample 1 · Ava Morales
EDU 4100 · SUB-0002 · Assessed score: 3.5

[submission_NS1002_3_1_Instructional_Planning_Case_Study.pdf](#) **1** **2** **3** **4**

Preview text Analyze with AI View Saved Faculty Review

A recommended work sample.

- 1** Original file.
- 2** Preview text.
- 3** Analyze with AI.
- 4** View Saved Faculty Review.

Document text preview — submission_NS1002_3_1_Instructional_Planning_Case_Study.pdf

PDF page 1

Instructional Planning Case Study
Noah Patel · EDU 4100 · Northstar Elementary Education
Context
This case study follows a third-grade literacy block of 24 learners, including five multilingual learners and three students with IEP reading goals. Pre-assessment data from a running record and a short vocabulary probe guided the plan.
Planning for Learners
Learners were grouped flexibly by decoding and comprehension needs. Each group received a differentiated text set and a shared anchor chart so all students could access the same grade-level standard.
Assessment and Evidence
Exit tickets, a vocabulary sort, and teacher conference notes were used each day. Results showed 19 of 24 students meeting the comprehension target by day three; the remaining five received a targeted reteach.
Reflection
Next time I will add explicit vocabulary supports earlier and schedule a mid-week checkpoint so adjustments happen sooner.

Text preview only. No AI analysis, storage, or rubric finding was performed.

Document text preview — reading only.

12.10.3 Optional AI evidence suggestions

Analyze with AI sends the selected file and its rubric rows to an institution-approved external AI provider. For each rubric row it drafts a finding, the passage that may serve as evidence, where that passage is, a rationale, an instructional follow-up, and its limitations. Until your Provider Administrator turns it on for your institution, the button shows: "AI analysis is disabled until this institution and an approved provider are configured."

AI analysis is disabled until this institution and an approved provider are configured.

Analyze with AI before an approved provider is configured.

- 1 The disabled message.
- You confirm before any student work is sent. The confirmation asks you to verify that institutional authorization and student-data protections permit the transfer.
 - Nothing is saved or graded by the AI step. Suggestions appear as **AI Evidence Suggestions — Faculty Review Required**.
 - **Review findings by rubric row** opens the Faculty Evidence Review with the suggestions filled in. **Accept suggested classification** copies a suggestion into your draft — it is still not saved until you save it.
 - Check every suggested passage against the original file before approving it.

IMPORTANT Turn on AI analysis only after your institution has approved the provider and confirmed that sending student work meets its privacy obligations, such as FERPA. Preview text and the faculty review work fully without AI.

12.10.4 Fictional demonstrations

To show colleagues how an evidence review reads before using real work, select **View fictional evidence report demo**. It shows a fully fictional example — row C3 “Professional Practice”, mapped to InTASC 9 — with a highlighted excerpt, an illustrative finding, the evidence not identified, and an instructional improvement suggestion, plus **Print / Save PDF demo**. **Analyze fictional C3 example with Gemini** and **Analyze fictional A1 case study with Gemini** send only fixed fictional text — never student work — when the Provider has configured the demonstration provider.

Fictional Evidence Review — DEMONSTRATION ONLY

Not an actual student submission, AI result, or faculty-approved finding. No data leaves the browser.

Program: Northstar Elementary Education · **Assignment:** Clinical Practice Observation

Rubric Row C3 — Professional Practice: Demonstrates professional judgment, reflection, and responsiveness in educational settings.

Mapped standard: InTASC 9 (code shown from RubricPort; full descriptor not asserted)

Illustrative work excerpt and highlight

During my fourth-grade mathematics lesson, I noticed that several students were struggling to understand equivalent fractions. Although I had planned to move directly into independent practice, I adjusted the lesson by using fraction strips and small-group demonstrations.

I reviewed students' responses to identify common misunderstandings and provided additional examples before allowing them to work independently. After the lesson, I reflected on which instructional strategies were effective and discussed possible improvements with my Clinical Supervisor.

I plan to use more visual models in future lessons to support students who need additional explanations.

Illustrative finding — Potentially demonstrated — subject to faculty verification

Supporting evidence: The reflection describes modifying instruction in response to student needs, reviewing student responses, and consulting with a Clinical Supervisor. This may support the professional judgment, reflection, and responsiveness elements of C3.

Evidence not identified: Specific learning results after the instructional adjustment are not identified in the sample. These results could strengthen the reflection, although the displayed C3 criterion does not explicitly require measurable impact.

Instructional improvement suggestion: Ask candidates to explain why an instructional change was selected, document its effect on learning when feasible, and describe a concrete next instructional step.

Faculty review status: Not reviewed. **Source:** Fictional Student Reflection

Print / Save PDF demo

The fictional evidence report demonstration.

- 1 Illustrative work excerpt and highlight.
- 2 Print / Save PDF demo.

12.10.5 Faculty Evidence Review

The **Faculty Evidence Review** opens from **View Saved Faculty Review** or from **Review findings by rubric row**. Each rubric row has the fields below.

Field	What to enter
Faculty decision	Approve evidence, Needs revision, or Reject evidence.
Faculty evidence classification	Demonstrated, Partial, or Not identified in work.
Evidence finding	A short headline for the judgment.
Supporting evidence	The exact passage from the student's work.
Source location	Where the passage is, such as the page and section.
Review narrative	Why the passage does or does not meet the rubric row.
Instructional follow-up	What the Program could teach or change in response.
Limitations	Anything that limits the judgment, such as one sample or missing attachments.

Faculty Evidence Review

Real submission: faculty decisions only. All findings are drafts; original student work and grades remain unchanged. A rejected or unverified passage cannot be presented as approved evidence.

Row 1 • C1— Planning for Learners

Plans instruction using learner needs, prior knowledge, and appropriate learning goals.

Mapped standards: InTASC 7

Faculty decision
Approve evidence

Faculty evidence classification
Demonstrated

Evidence finding

Demonstrated — learner needs drive the plan

Supporting evidence

Learners were grouped flexibly by decoding and comprehension needs. Each group received a differentiated text set and a shared anchor chart so all students could access the same grade-level standard.

Source location

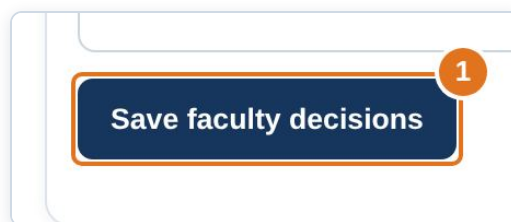
Page 1 – Planning for Learners

Review narrative

The plan uses pre-assessment data (running record and vocabulary probe) and names learner groups, including multilingual learners and IEP reading

Faculty Evidence Review for one rubric row.

- 1 Faculty decision.
 - 2 Faculty evidence classification.
 - 3 Evidence finding.
 - 4 Supporting evidence.
- 1 Open the original file and read the work.
 - 2 For each rubric row, choose a **Faculty decision** and a **Faculty evidence classification**.
 - 3 Enter the exact supporting passage and its location, then the narrative, instructional follow-up, and limitations.
 - 4 Select **Save faculty decisions**. The confirmation shows the save time and “Grades unchanged”.



Save faculty decisions.

- 1 Save faculty decisions.

- An approved row must have a classification, and it needs a supporting passage unless it is classified **Not identified in work**.
- Reopening a saved review restores the saved fields. New AI text only fills fields that were left empty, and it still has to be saved by faculty.
- Saved reviews are kept separately from grades and submissions and are visible only within your institution.

12.10.6 Program Evidence Summary

Faculty evidence classification — selected submissions lists each selected sample with a classification for every rubric row. Selections made here are local drafts until they are saved through the Faculty Evidence Review.

Faculty evidence classification — selected submissions

Classify each rubric row after reviewing the original work. Draft selections are local until saved through Faculty Evidence Review. Saved reviews are institution-scoped; grades remain untouched.

Sample 1 • Ava Morales — SUB-0002

Review the original student work before making an evidence judgment. Saved faculty reviews, when available, are restored for this submission and file.

C1 — Planning for Learners
Plans instruction using learner needs, prior knowledge, and appropriate learning goals.

Not reviewed

C2 — Assessment and Evidence
Uses assessment evidence to monitor learning and guide instructional decisions.

Not reviewed

Faculty evidence classification — selected submissions.

- 1 Draft classification for a rubric row.

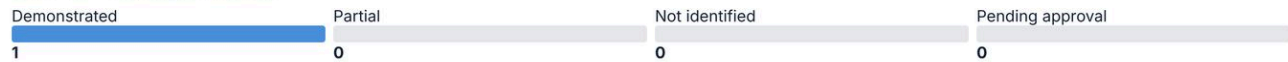
Program Evidence Summary — Faculty-reviewed work samples counts, for each rubric row, how many samples are Demonstrated, Partial, Not identified, or Pending approval. The bars show counts on a common scale, not percentages, and unreviewed rows are left out of every category. The table beneath pairs each row's language and mapped standard with the findings across samples and an instructional implication.

Program Evidence Summary — Faculty-reviewed work samples

Actual selected samples: 1 · Faculty-reviewed row findings: 2 of 2. Unreviewed cells are excluded from all category counts. Results are provisional until every selected row has been reviewed.

Evidence counts by category (not percentages). Each bar shares a common count scale: 0–1.

Row 1 · C1 — Planning for Learners



Row 2 · C2 — Assessment and Evidence



Rubric language, findings, and instructional implications

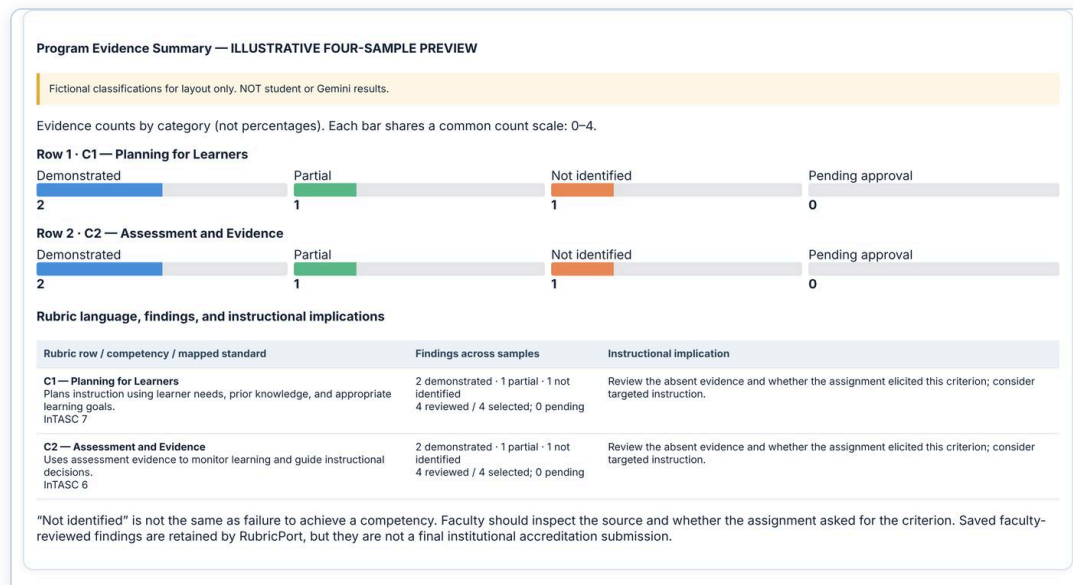
Rubric row / competency / mapped standard	Findings across samples	Instructional implication
C1 — Planning for Learners Plans instruction using learner needs, prior knowledge, and appropriate learning goals. InTASC 7	1 demonstrated · 0 partial · 0 not identified 1 reviewed / 1 selected; 0 pending	Evidence identified in reviewed samples; continue monitoring with additional work.
C2 — Assessment and Evidence Uses assessment evidence to monitor learning and guide instructional decisions. InTASC 6	0 demonstrated · 1 partial · 0 not identified 1 reviewed / 1 selected; 0 pending	Review partially supported work; provide guided practice and feedback.

"Not identified" is not the same as failure to achieve a competency. Faculty should inspect the source and whether the assignment asked for the criterion. Saved faculty-reviewed findings are retained by RubricPort, but they are not a final institutional accreditation submission.

Program Evidence Summary after faculty review.

WHY THIS MATTERS "Not identified" is not the same as failing a competency. It means the reviewed work did not show that evidence — check the source and whether the assignment asked for it. Saved faculty findings are kept by RubricPort but are not a final accreditation submission.

Show fictional four-sample chart preview shows how the summary looks with four fully reviewed samples, using fictional data only.



Fictional four-sample chart preview.

12.10.7 Faculty Review Report

Print / Save PDF — draft reviewed evidence opens the **Faculty Review Report**. It counts only saved faculty approvals — AI suggestions, unsaved selections, and official rubric scores are never counted as approvals. The report includes the visual summary, the evidence summary table with instructional review, the approval status of each sample, and every saved review record with its passage, location, rationale, instructional improvement, limitations, and a source-verification reminder.

RubricPort — Student Work Evidence & Instructional Improvement

FACULTY REVIEW REPORT — approval status shown for each finding

Program: Northstar Elementary Education · Assessment: A1

Selected samples: 1 · Saved faculty-approved classifications: 2 of 2 · Draft or pending: 0 · Printed: 10/15/2026, 3:34:59 PM

Approved counts use only saved faculty approvals. AI suggestions, unsaved dropdown selections, and official rubric scores are not counted as approvals.

Saved faculty-approved evidence — visual summary

Faculty-approved evidence counts by category · Common scale: 0–1

C1 — Planning for Learners

Demonstrated Partial Not identified Pending approval

1 0 0 0

C2 — Assessment and Evidence

Demonstrated Partial Not identified Pending approval

0 1 0 0

Saved faculty-approved evidence summary

Rubric row / full description / mapped indicators	Demonstrated	Partial	Not identified	Pending approval	Instructional review
C1 — Planning for Learners Plans instruction using learner needs, prior knowledge, and appropriate learning goals. InTASC 7	1	0	0	0	Potentially supported in reviewed work; continue monitoring.
C2 — Assessment and Evidence Uses assessment evidence to monitor learning and guide instructional decisions. InTASC 6	0	1	0	0	Review partial support and provide targeted practice and feedback.

Selected work samples — approval status

Sample 1 · SUB-0002

The Faculty Review Report (first page).

12.10.8 Good practice

- Review all selected samples before drawing a Program conclusion; results stay provisional until every selected row is reviewed.
- Quote the student's exact words and give the location, so another reviewer can find the passage.
- Use **Needs revision** rather than approving when a passage is unclear.
- Bring the Program Evidence Summary and instructional implications to faculty meetings and record resulting changes as improvement actions (for example in CACREP Closing the Loop or Institutional Effectiveness Improvement Actions).

12.11 Saved Reports & Files

Saved reports are historical snapshots. They do not change when current RubricPort data changes. Formal packages — AAQEP, CACREP, and Institutional Effectiveness — are saved here when they are generated.

Saved Reports & Files

Saved reports are historical snapshots. They do not change when current RubricPort data changes. Formal generated packages such as Institutional Effectiveness and AAQEP packages are saved here when generated.

Search Saved Reports
Report name, Program, period, file, or user

Program: All Programs
Report Type: All Report Types
Library View: Active Saved Reports

Refresh Saved Reports 1

No saved reports match the current filters.

Previous Page 1 of 1 · 0 saved report(s) Next

No saved reports match the current filters.

Saved Reports & Files.

- 1 Refresh Saved Reports.

12.12 Historical Data Migration

Use this administrative transition workspace only when bringing validated prior-system results into RubricPort for longitudinal continuity. Normal Analyze & Report work uses RubricPort-native data. Historical records stay separately tagged and never replace RubricPort-native source data.

- 1 Choose the **Historical Source** — Anthology, Other External Assessment System, or Generic CSV / Excel — and enter a clear **Dataset Label**.
- 2 Choose the **Historical Results File**. Anthology Custom Report CSV exports (Criterion By Student) are read directly, including the Settings Summary and reporting dates.
- 3 Select **Preview & Validate** and review parsed rows, assessments, and validation messages.
- 4 In **Assessment Mapping Review**, filter by review status, confidence, or Program. Select the assessments that need a Program, choose the canonical RubricPort Program, and select **Apply Program to Selected**. Resolved mappings drop out of bulk selection automatically.
- 5 Correct any individual mapping with the Program Review / Override field.
- 6 When every assessment is mapped, select **Approve Historical Import**.

Historical Data Migration / Legacy Import

Use this administrative transition workspace only when bringing validated prior-system assessment history into RubricPort for longitudinal continuity. Normal Analyze & Report workflows use RubricPort-native data.

▼ Historical Data Migration / Legacy Import

Administrative transition utility for prior-system assessment history. Historical/external records remain separately identified and never replace RubricPort-native source data.

Historical Source

Anthology

Dataset Label

2024-25 Anthology Assessment History

Reporting Period / Cycle (Optional Override)

Anthology dates are detected automatically; optional institutional label

Historical Results File

Choose File Anthology_Criterion_By_Student_2024-25.csv

Preview & Validate

Approve Historical Import

Preview complete for Anthology_Criterion_By_Student_2024-25.csv. Resolve Program mappings, then approve the historical import. Detected 1 reporting period(s).

7 Parsed Rows	3 Assessments
7 Observed Rows	2 Need Program Review
1 Programs Mapped	
Level	Validation Message
Review	2 assessment instrument(s) require Program review before approval.

Assessment Mapping Review

Search, filter, and map historical assessment instruments before approval. Bulk Program mapping applies only to selected assessments and does not change RubricPort-native assessment definitions.

Search Assessments

Filter Review StatusAll Review Statuses

Assessment name, rubric, course, or Program

Filter ConfidenceAll Confidence Levels

Filter ProgramAll Programs

Bulk Canonical Program

Select/enter canonical RubricPort Program

Apply Program to Selected

Clear Review Filters

☐ Select All Filtered
 3 matching assessment(s) · 0 selected

Detected Reporting Periods						
Original Anthology Date Span	Raw Term	Academic Year	WPU Reporting Group		Separate Term Reporting	
08/01/2024 to 05/31/2025	Period 1	AY24	AY24		Available by raw term	
RubricPort preserves the original source span and raw term. WPU may report Spring + Summer together or Summer separately; Fall + Winter may be grouped while the raw term remains available.						
Assessment Instrument	Matched Rubric	Program	Course ID	Confidence	Review Status	Program Review / Override
☐ Counseling Skills Evaluation	—	Assessment Not Found	—	Review	Assessment Not Found	Select/enter canonical Rubric
☐ Instructional Planning Case Study	Instructional Planning Case Study	Needs Program Review	EDU 4100	Review	Needs Review	Select/enter canonical Rubric

Historical Data Migration with Assessment Mapping Review.

- 1 Historical Source.
- 2 Dataset Label.
- 3 Historical Results File.
- 4 Preview & Validate.
- 5 Approve Historical Import.
- 6 Apply Program to Selected.

GOOD TO KNOW Mappings are saved as you work. A previewed dataset stays in **Historical Dataset History** with **Resume Mapping**, so you can finish later without re-uploading.

IMPORTANT Approved historical datasets can feed longitudinal reporting and the read-only Historical CACREP Sample. Run a small comparison report before relying on imported history for a major report.

12.13 Good practice and troubleshooting

If...	Try this
A number looks wrong	Run Preview Assessment / Program Matches and check the Program, Course ID, and date range before regenerating.
A Program appears twice, or under an alias	Set Program Display to Program Name. Alias / SIS Code is for cross-referencing only.
A demographic breakdown is empty	The minimum group N may be too high for the number of responses.
Reliability shows N/A	There are not yet enough completed ratings (or a completed second rating) to calculate the statistic.
A workspace is unavailable to me	Your Administrator account is not assigned that area (Teacher Education, Professional Counseling, or Institutional Effectiveness). Ask your Provider Administrator.
CACREP shows no Programs	CACREP Reporting includes only Counseling Programs. Check the Program names and the profile's Program selection.
Analyze & Report says Not Included	Your institution's edition does not include it. Ask your Provider about RubricPort Analyze™ or Complete™.
I need the exact version I submitted	Open Saved Reports & Files; snapshots never change.

12.14 AAQEP Program Profiles — plain-language setup

AAQEP Program Profiles tell RubricPort which Programs belong in the accreditation package and how AAQEP should describe them. They do not change the Program's RubricPort assessment routing, students, rubrics, or Initial/Advanced classification.

Profile field	What it means in plain language
In scope	Include this Program in the AAQEP reporting package.
AAQEP category	Initial Teacher Preparation, Advanced Educator Preparation, P-12 Leader Preparation, or Specialized Professional Personnel Preparation.
Reporting name	The Program name that should appear in the accreditation documents.
State credential	The license, endorsement, certificate, or credential connected to the Program.
Physical locations	Where the Program is delivered.
Modalities	How students complete the Program, such as in-person, online, or hybrid.

Profile field	What it means in plain language
Student Program Membership Dates	Enrollment and completion dates that determine which students and completers belong in each reporting period.

- 1 Complete the Accreditation Profile.
- 2 Complete every in-scope Program in AAQEP Program Profiles.
- 3 Verify Student Program Membership Dates.
- 4 Create and save a Reporting Period, then Preview Program Specification before generating the Word document.
- 5 Define QAR Evidence Measures, then complete the Instrument Rationales.
- 6 Generate the AAQEP Package only after the preview, measures, and rationales are correct.

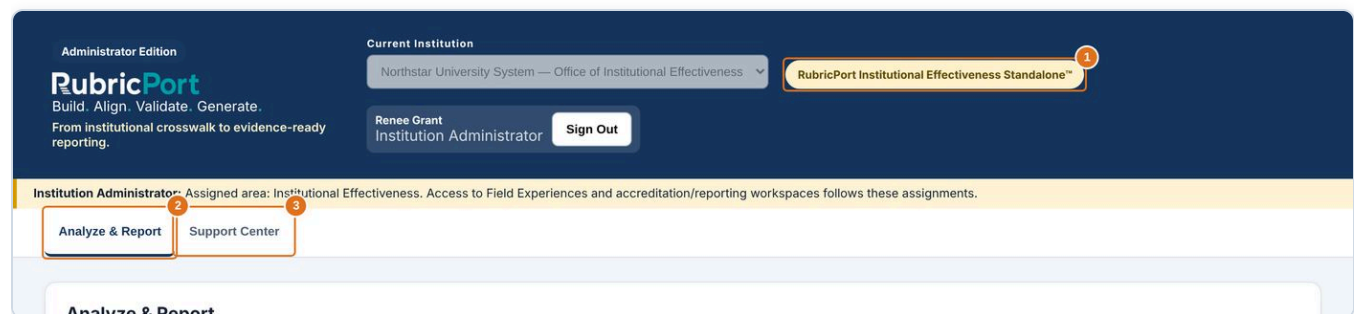
13. IE Standalone and Institutional Data Sharing

This section covers two additions: **RubricPort Institutional Effectiveness Standalone™** for institutions licensed for the IE workspace only, and **Institutional Data Sharing**, which lets a university's IE office see summary results from its colleges after each college approves. The *RubricPort IE Standalone User Manual* has full step-by-step detail.

13.1 If your institution has IE Standalone

IE Standalone is its own license, not a level of Build, Analyze, or Complete. Your account needs the **Institutional Effectiveness** area. You see only **Analyze & Report** — which opens directly to the Institutional Effectiveness workspace — and the **Support Center**.

IE Configuration	Includes	Workspace title
Institutional Assessment & Continuous Improvement	Assessment areas, historical import, Assessment Cycle, SLO Setup, Assessment Plan, Results & Analysis, Improvement Actions, Alignment Map, Institutional Data Sharing.	Institutional Assessment & Continuous Improvement
Institutional Effectiveness + MSCHE	Everything above, plus the MSCHE Evidence tab and Generate Institutional Effectiveness Package .	Institutional Effectiveness / MSCHE



Signed in to an IE Standalone institution.

- 1 Product badge.
- 2 Analyze & Report — the IE workspace.
- 3 Support Center.

Institutional Effectiveness / MSCHE

Purpose: Organize institution-wide academic assessment evidence from RubricPort data. This workspace keeps Student Learning Outcomes (SLOs), curriculum maps, assessment measures, multi-year assessment timelines, results, findings, improvement actions, and follow-up evidence together. It is separate from AAQEP, which supports educator-preparation accreditation.

Assessment Cycle
Current Cycle

Program
All Programs

SLO
All SLOs

Assessment Year
All Assessment Years

Status
All Statuses

Clear Filters

Filters apply across the Institutional Effectiveness workspace and to package generation. Search controls within each section further narrow the displayed records.

Refresh Institutional Effectiveness Workspace

Generate Institutional Effectiveness Package

Institutional Assessment Area Setup

For standalone institutions without a RubricPort Program catalog, create assessment areas here before linking outcomes or importing external results. Existing Programs remain unchanged.

e.g., General Education

Add Assessment Area

► Historical Data Migration / Legacy Import

► Institutional Data Sharing

▼ 1. Assessment Cycle

Use the cycle to identify the multi-year assessment period your institution is working within. The dates below organize measures and evidence; they do not alter assessment scores.

Cycle ID
2024-2027

Cycle Label
Three-Year Institutional Assessment Cycle

The IE Standalone workspace.

- 1 Workspace title — follows the IE Configuration.
- 2 Filters.
- 3 Refresh.
- 4 Generate Institutional Effectiveness Package — MSCHE configuration only.

13.2 Assessment areas

Standalone institutions do not import a crosswalk, so they have no RubricPort Program catalog. Instead, create **institutional assessment areas**. Areas appear wherever the workspace asks for a ***Program***: the filters, SLO Setup, the Assessment Plan, and historical mapping.

- 1 In **Institutional Assessment Area Setup**, type the area name — for example ***General Education***.
- 2 Select **Add Assessment Area**.
- 3 Repeat for every area **before** importing results or writing outcomes.

Institutional Assessment Area Setup

For standalone institutions without a RubricPort Program catalog, create assessment areas here before linking outcomes or importing external results. Existing Programs remain unchanged.

Graduate Studies

Add Assessment Area

Historical Data Migration / Legacy Import

Institutional Assessment Area Setup.

- 1 Area name (up to 150 characters).
- 2 Add Assessment Area.

GOOD TO KNOW Area names must be unique (capitalization is ignored). Imported results can only be mapped to an area that already exists.

13.3 Importing prior results

Historical Data Migration is built into the IE Standalone workspace. Preview the file, map each assessment instrument to an assessment area, then approve.

Historical Data Migration / Legacy Import

Administrative transition utility for prior-system assessment history. Historical/external records remain separately identified and never replace RubricPort-native source data.

Historical Source: Generic CSV / Excel

Dataset Label: Legacy Assessment Results 2025-26

Reporting Period / Cycle (Optional Override): AY 2025-26

Historical Results File: Choose File No file chosen

Preview & Validate Approve Historical Import

Choose a validated prior-system file, then Preview & Validate before approval.

Historical Dataset History

Previewed and approved datasets are retained here with source, reporting period, status, import/preview date, and importer metadata. Approved records remain separately tagged historical/external evidence; RubricPort-native data remains the primary everyday reporting source.

Dataset	Source	Academic Year	Detected Terms	Source Reporting Groups	Optional Label	Rows	Assessments	Programs Mapped	Saved Mappings	Status	Imported / Previewed	By	Action
Legacy Assessment Results 2025-26 (guide)	Generic CSV / Excel	AY25, AY26	Fall 2025, Spring 2026	Fall/Winter AY25, Spring/Summer AY26	AY 2025-26	456	3	0	0	Previewed	2026-10-14 13:39:23	rgrant@northstar-ie.demo	Resume Mapping

Historical Data Migration / Legacy Import.

- 1 Historical Source.
- 2 Dataset Label.
- 3 Reporting Period / Cycle (optional label).
- 4 Historical Results File.
- 5 Preview & Validate.
- 6 Approve Historical Import — enabled after mapping.

Assessment Instrument	Matched Rubric	Program	Course ID	Confidence	Review Status	Program Review / Override
☒ Information Literacy Rubric	—	Assessment Not Found	—	Review	Assessment Not Found	Library & Learning Commons
☒ Quantitative Reasoning Assessment	—	Assessment Not Found	—	Review	Assessment Not Found	General Education
☒ Written Communication Rubric	—	Assessment Not Found	—	Review	Assessment Not Found	General Education

Previous Page 1 of 1 - 3 total assessment(s) Next

Mapping each instrument to an assessment area.

IMPORTANT Approval uses the mappings **saved with the preview**, and each mapping must name an existing assessment area. Approved imports cannot be remapped; preview again to correct one.

13.4 Outcomes, measures, and historical evidence

- 1 **SLO Setup** → **Create SLO** → choose the area, code, status, and statement → **Add / Update SLO**.
- 2 **Assessment Plan** → **+ Add Assessment Measure**, using the exact instrument name from the imported file.
- 3 Open the measure, choose the **Approved Historical Dataset**, set the Assessment Year to the dataset's reporting period, tick the confirmation, and save.
- 4 In **Results & Analysis**, review the read-only historical evidence and record your analysis; then document **Improvement Actions**.

Edit Assessment Measure — GE-1
Edit the selected Assessment Plan measure without leaving this tab. This does not edit the SLO definition.

Assessment Measure 1

Written Communication Rubric

Course 2

ENG 101

Type 3

Direct

Assessment Year 4

AY 2024-25

Benchmark / Target 5

70% of students score 3 or higher on each criterion (4-point scale)

Approved Historical Dataset (optional) 6

Legacy Assessment Results 2024-25

☒ Confirm this dataset is appropriate for this Program, Assessment Instrument, and reporting period 7

Historical results remain on their source scale. Linking does not modify imported records or establish percentage attainment.

8 Save Assessment Measure 9 Close

Linking an approved dataset to a measure.

- 1 Assessment Measure — the instrument name.
- 2 Benchmark / Target.
- 3 Approved Historical Dataset.
- 4 Confirmation.
- 5 Save Assessment Measure.

Edit Results & Analysis — GE-1
Review the selected assessment result and edit its institutional analysis without leaving Results & Analysis.
Measure: Written Communication Rubric
Course: ENG 101
Result: —
Target: —

Approved Historical Evidence (read-only)
Dataset: Legacy Assessment Results 2024-25
Source: Legacy Assessment System
Reporting period: AY 2024-25
Use confirmed: Yes
Source-scale summary: Not available. Comparable source scoring scale is not documented for every matching record; aggregate mean withheld. Historical source records are not modified; no percentage or target-attainment status is inferred.

Analysis / Findings
Use of Evidence was the lowest-scoring criterion in both terms; Thesis & Purpose was strongest.

Save Results & Analysis Close

Results & Analysis with read-only historical evidence.

- 1 Approved Historical Evidence (read-only).
- 2 Analysis / Findings.
- 3 Save Results & Analysis.

WHY THIS MATTERS A source-scale mean appears only when every matching record documents the same scoring scale. RubricPort never converts historical results to a percentage or claims a benchmark was met.

13.5 Institutional Data Sharing

Institutional Data Sharing — University Affiliations lets a university's IE Standalone office see summary assessment results from the university's own colleges that hold separate RubricPort licenses — but only after the college approves. Each workspace stays independent; nothing is merged.

Step	Who	Result
1. Link the university workspaces	Provider Administrator	An affiliation between the IE workspace and a college workspace. No data is shared.
2. Request a connection	IE Administrator	A pending connection request.
3. Approve (or revoke)	College Institution Administrator	An approved connection. The college or Provider can revoke it at any time.
4. Load approved summaries	IE Administrator	Read-only, aggregated results by Program and assessment.

What is shared	What is never shared
For each Program and assessment with five or more assessed submissions: the number of assessed submissions and the raw mean overall score .	Student, faculty, or submission identifiers; individual scores or comments; any group with fewer than five assessed submissions (it is suppressed and counted only).
The minimum group size (5) and how many groups were suppressed.	Normalized or percentage scores — means are raw source scores, and scale comparability between colleges is not verified.

IE Administrators: request and load summaries

- 1 In the IE workspace, open **Institutional Data Sharing**.
- 2 Choose a college in **Select affiliated college** and select **Request Connection**. The request appears as *pending*.
- 3 After the college approves, select **Load Approved Summaries**.

▼ Institutional Data Sharing

Request access to another licensed college's approved assessment summaries. The college must approve sharing. Approved connections can provide read-only assessment aggregates. Individual submissions and groups smaller than five are not shared.

Select affiliated college

Request Connection

Refresh Connections

IE workspace	College workspace	Status	Action
NSUIE	NSUDEMO	approved	
NSUIE	NSCC	pending	

Approved college assessment summaries

Load Approved Summaries

NSUDEMO

Minimum group size: 5; suppressed groups: 1. Raw scores are not scale-normalized.

No reportable groups of five or more assessed submissions.

Institutional Data Sharing in the IE workspace.

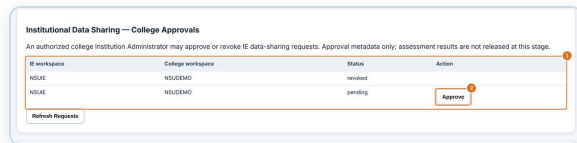
- 1 Select affiliated college.
- 2 Request Connection.
- 3 Refresh Connections.
- 4 Connections and their status.
- 5 Load Approved Summaries.
- 6 Summaries for each approved college.

GOOD TO KNOW Only colleges the Provider has affiliated appear in the list. If a college revokes the connection, the summaries stop and the IE office must request again.

College Administrators: approve or revoke

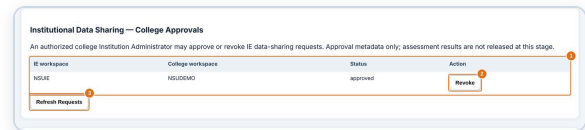
A college's Institution Administrator — with the **Teacher Education** or **Professional Counseling** area — decides whether the IE office may see the college's summaries.

- 1 Open the **Support Center**.
- 2 In **Institutional Data Sharing — College Approvals**, select **Refresh Requests**.
- 3 Select **Approve** on a pending request, or **Revoke** on an approved connection.



A pending request.

- 1 Requests for this college.
- 2 Approve.



An approved connection.

- 1 Requests for this college.
- 2 Revoke.
- 3 Refresh Requests.

IMPORTANT Only the college's own Institution Administrator can approve. Provider Administrators can revoke but cannot approve on a college's behalf.

14. Support Center and troubleshooting

If...	Try this
A student cannot see an assessment	Check Primary Program, the Program-specific assessment relationship, and elective access if applicable.
A student sees the wrong Field Experience area	The area follows the student's Primary Program. Correct the Program in People & Access.
A Counselor Trainee cannot see Weekly Hour Logs	Confirm an active Counselor Trainee placement exists for that student.
An Assessor cannot review a counseling Hour Log	Confirm the Assessor is the placement's Instructor/Assessor and has Counselor Trainee access, and that the Site Supervisor has approved the log.
I cannot grant Teacher Candidate or Counselor Trainee access	Your Administrator account needs the matching area. Ask your Provider Administrator.
The wrong Course ID or rubric appears for one Program	Edit that Program-specific mapping; other Programs are not affected.
A Continuous Improvement Assessment is inconsistent	Review the master, then the Program-specific Course ID and standards beneath it.
SharePoint Test/Publish buttons are disabled	Microsoft server credentials are not configured yet. Save destinations now; test and publish after authorization.
IE Standalone: *This institution is licensed for Institutional Effectiveness only*	Only the IE workspace, historical import, and data sharing are included in that license.
IE Standalone: package export is refused	The license uses the Institutional Assessment & Continuous Improvement configuration; ask your Provider about IE + MSCHE.
A college data-sharing request does not appear	Select Refresh Requests . Approving requires the Teacher Education or Professional Counseling area.

Support tickets should describe what was clicked, what was expected, what appeared, and include a screenshot when possible.