Adding invitees to an Open Assessment

1. To begin Goto VStar @ <u>https://vstar.mc.vanderbilt.edu/</u> and click on the Logon button:



2. Type in your VUnet ID and password and login. You will now see your VStar Home Page.

3. At the top center click on the "Portfolio" App button:



4. Once in portfolio, Click on the drop down "Admin" menu:

| VST*R Portfo | lio | Your Name | l Admin - | VST/ |
|--------------|-------------------|---|-----------|------|
| ▲ Your | | Click on the drop down "Admin" menu. | | |
| Manle | Show 25 • entries | | | S |

5. From the Admin drop-down menu select Activities:



6. In the Search box type in **your** activity title, for example "Anesthesiology", then a list of activities with "Anesthesiology" in the title will be displayed:

| Home / Admi | n / Activities | | | | | | | | |
|--------------------------------|-------------------------------------|-------------------|--------------------------|---------------------------------|---------------------------|---------|-----------------|----------------------------|-----------|
| \dminist | ration | | | | | | | | |
| & Members | I Activities | 🔮 Groups | E Forms | | | | | | |
| + Create New | Activity | | | | | | | | |
| Tags: Self Ass pr1a ipcs7a1 | essment Student A pc7a pc2b sbp5 | ssessment Placet | holder ccx / sbp2d st | Open Assessmen bp2a pr3 ics5 | t ccx2 milestones mk7b | sbp4 s | sbp3 pr2 ics4 f | Peer Assessment | sbp2c |
| how 25 | • entries | In the for exa | Search b ample "A | oox type in Anesthesio | your activity, logy". | ·]- | Search: Anest | Show Past Due hesiology | Activitie |
| Edit? Activity | Title | | η. | hon a list a | factivitios wi | | Student | 2 Pers | Option |
| ✓ III Anes | thesiology Comp | iss Proof | | nen a list o n the title v | vill be display | /ed. | nestnesiolo | BY Y | 13 B |
| ✓ III Anes | thesiology Comp | 155 | | | . , | | | | 17 B |
| | | Sh | owing 1 to 2 | of 2 entries (filter | red from 126 total en | itries) | | | |

7. Select the title you wish to edit and click on the underlined link:



8. Once inside the activity, to add invitees, scroll to the bottom until you get to the "Invitees" section:

| VST★R Portfoli | σ | | David Kitchel Super User 👻 | VSTAR Apps 🗸 | Need Help? 🖞 Logo | out |
|-----------------------------------|---------------------------|---|------------------------------------|--------------------|----------------------|-----|
| Edit Activity | <u>Home</u> / <u>Admi</u> | <u>n</u> / <u>Activities</u> / Anesthesiology Compass | | | | |
| <u>1. Details</u> | Edit Activ | vity | | | Delete This Activity | |
| 2. Settings 3. Form & Schedule | Details | Anesthesiology Compass | Scroll to the bottom. | | | |
| 4. Members | | Provide a description | | | | |
| 5. More Options | | | | | | |
| | | Tags | | | Type tag and hit | |
| | | Enter Activity Type | | | | |
| | | 1. Open Assessment, Any activity | y members or invitees can assess | activity students. | | |
| | | 2. O Peer Assessment, Activity stud | lents assess one another. | | | |
| | | 3. O Placeholder, Activity template | used only by Portfolio admin users | 6. | | |
| | | 4. O Self Assessment, Assessor an | d assessee are the same member | | | |
| | | Student Assessment, Activity a | advisors are the assessing membe | rs. | | |
| | Settings | | | | | |
| | | Access Admins: Yamel | Hall and 2 selected - | | | |
| | | ✓ Hide results | from Monitor / Portfolio Coach? | | | |

9. You may have to scroll a long way to get to the "Invitees" section:

| VST ★ R Portfolio | Your Name Admin | VSTAR Apps - Need Help? 🖒 Logout |
|---------------------------------|---|---|
| Edit Activity | Scroll down the to the "Invited bays to sore | e page until you come es" section. You may |
| <u>1. Details</u> | bottom to get | to the "Add" section. |
| 2. Settings | Full Email Response Userld Name Address Limit Access | Expires Options |
| 3. Form & Schedule | ✓ de: Ri rases Firstname Last I▼ | 4/10/2014 2:09PM Update X |
| <u>4. Members</u> | bov CI cliffor Firstname Last 🗸 | 4/10/2014 2:10PM Update X |

10. We want to get to the bottom of the Invitees section, so you might have to scroll down even further, if there is already a long list of invitees. Keep going unti you get to the "Add" (or "New") section:

| Here is what the "Add" invitee section look | s like: 1PM | Update | х |
|---|-----------------|--------|---|
| Usε Fι Emai None selected - | Expiration Date | Add | |

11. At the "New" line, enter the information needed: Use a VUnet ID as the "UserID" whenever possible, though this is not required. Enter the user's full name in the "Full Name" box, and their email address in the "Email Address" box:

| Response UserId | Full Name | Email Address | Limit Access | Expires | Options |
|-----------------|-------------|----------------------------|-----------------|-----------------|---------|
| New TestID | Mister Test | mister.test@vanderbilt.edu | None selected - | Expiration Date | Add |

12. The "Limit Access" box is a drop-down menu where you choose the person that will be assessed. When you access the drop-down menu, **your** student names will appear:

| _ | | (The following image has been de-identified) | | | |
|---|-------------------------|--|--|--|--|
| | Search (Case Sensitive) | | | | |
| | | Student one | | | |
| 1 | | Student two | | | |
| | | Student Three | | | |

13. Choose an expiration date if desired.

14. Once you are sure you have everything entered correctly, click on the "Add" button:

| | New | TestID | Mister Test | mister.test@vanderbilt.edu | None selected - | Expiration Date | Add |
|--|-----|--------|-------------|----------------------------|-----------------|-----------------|-----|
|--|-----|--------|-------------|----------------------------|-----------------|-----------------|-----|

15. The user just added will appear at the bottom of the list and another line will appear where you can add the next "new" assessor. (Back to step 11)