

Adding invitees to an Open Assessment

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



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

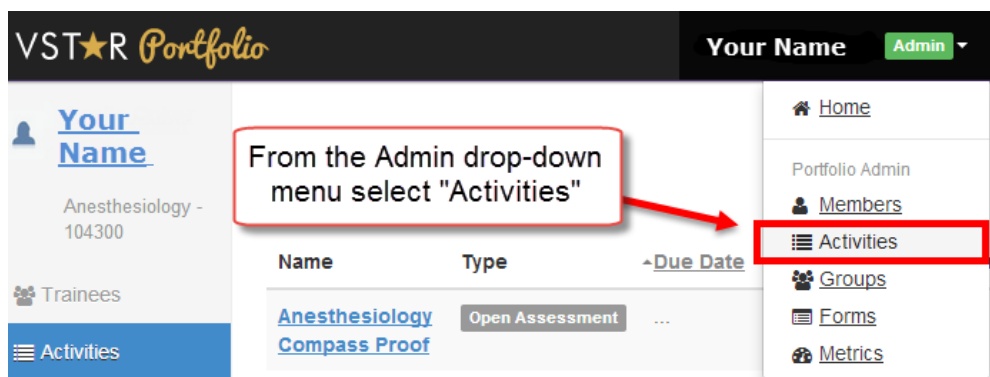
3. At the top center click on the "Portfolio" App button:



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



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:

The screenshot shows the 'Administration' page with the 'Activities' tab selected. A search box contains the text 'Anesthesiology'. Below the search box, a list of activities is displayed, including 'Anesthesiology Compass Proof' and 'Anesthesiology Compass'. A red box highlights the search box, and another red box highlights the search results. A red circle with the number '1' is next to the search box, and a red circle with the number '2' is next to the search results. A red arrow points from the search box to the search results. A red box with the number '1' is next to the search box, and a red box with the number '2' is next to the search results. A red arrow points from the search box to the search results.

Home / Admin / Activities

Administration

Members Activities Groups Forms

+ Create New Activity

Tags: Self Assessment Student Assessment Placeholder ccx Open Assessment cca2 milestones sbp4 sbp3 pr2 ics4 Peer Assessment sbp2c
pr1a ipcs7a1 pc7a pc2b sbp5 pc7c pc7 sbp7d sbp7a pr3 ics5 mk7b

how 25 entries

Show Past Due Activities

Search Anesthesiology

Edit?	Activity Title	Student	Members	Option
✓	Anesthesiology Compass Proof			
✓	Anesthesiology Compass			

Showing 1 to 2 of 2 entries (filtered from 126 total entries)

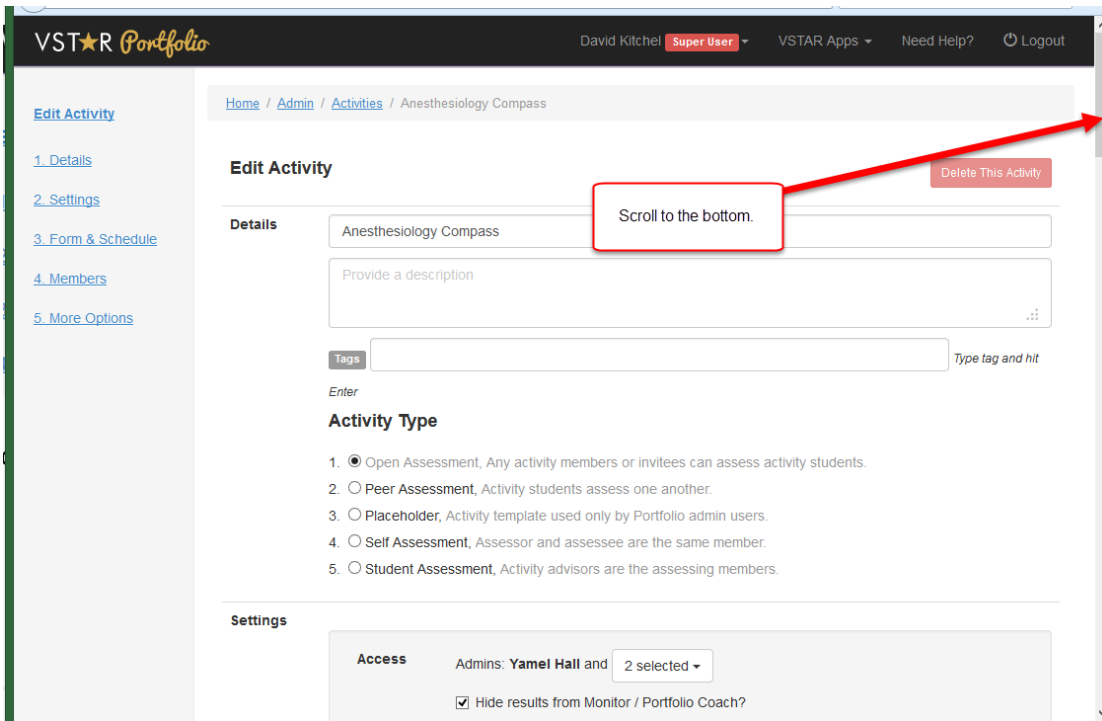
7. Select the title you wish to edit and click on the underlined link:

The close-up shows the search results for 'Anesthesiology Compass'. The title 'Anesthesiology Compass' is underlined and highlighted with a red box. A red arrow points to the underlined link. A blue button labeled 'Open Assessment' is visible to the right. Below the button, the text 'Showing 1 to 2 of 2 entries (fi' is partially visible.

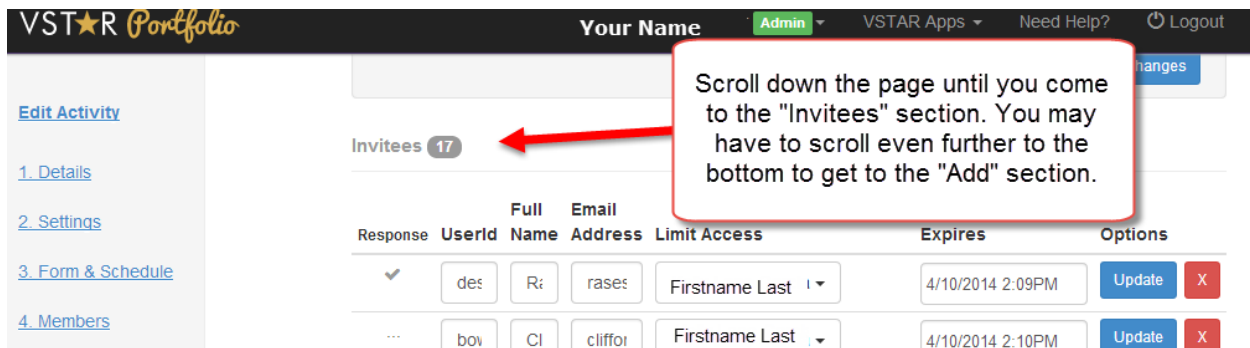
✓ [Anesthesiology Compass](#) Open Assessment

Showing 1 to 2 of 2 entries (fi

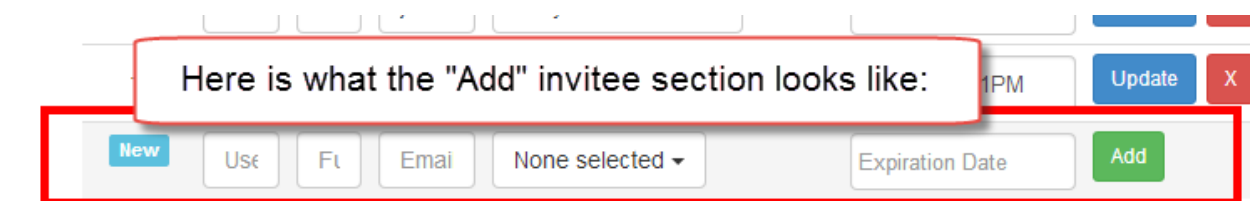
8. Once inside the activity, to add invitees, scroll to the bottom until you get to the “Invitees” section:



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



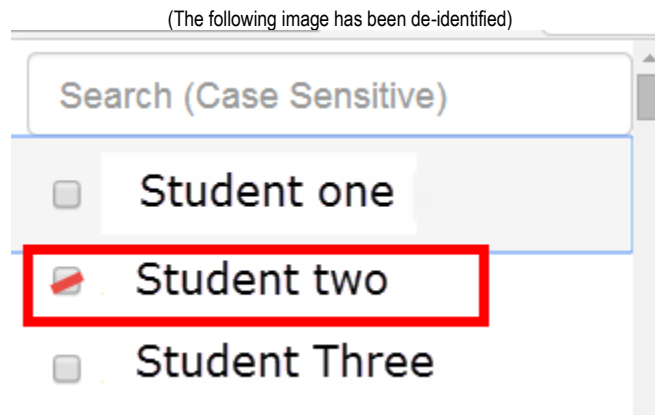
10. We want to get to the bottom of the Invitees section, so you might have to scroll down even further, if there is already a long list of invitees. Keep going until you get to the “Add” (or “New”) section:



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
<input type="button" value="New"/>	<input type="text" value="TestID"/>	<input type="text" value="Mister Test"/>	<input type="text" value="mister.test@vanderbilt.edu"/>	<input type="text" value="None selected"/>	<input type="text" value="Expiration Date"/>	<input type="button" value="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:



13. Choose an expiration date if desired.

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

<input type="button" value="New"/>	<input type="text" value="TestID"/>	<input type="text" value="Mister Test"/>	<input type="text" value="mister.test@vanderbilt.edu"/>	<input type="text" value="None selected"/>	<input type="text" value="Expiration Date"/>	<input type="button" value="Add"/>
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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)