The goal of this document is to provide the Departmental Outcomes Administrator with a description of the evaluation of the Evidence Collection and how to setup the evaluators.

**Evaluate Artifacts in an Evidence Set**

You select one or more evaluators to review artifacts in an Evidence Set. They use a Rubric to evaluate the artifacts that have been assigned to them. Any user in the system can be added to an evaluation session. They do not require any special permission or access. Evaluators are automatically sent invitations through email and the Blackboard notifications system to review an assigned selection of artifacts within an evidence set.

**Create an Evaluation Session**

1. On the View Collected Evidence page, select a collection name. The collection must be sampled before you can create an evaluation session.

2. Click Create Evaluation Session.

3. In the pop-up window, under Select Evaluators, browse for one or more evaluators.

4. For Evaluation Setting, select the number of evaluators that need to evaluate each artifact.

5. For Grading Rubrics, browse for a rubric for evaluators to use.

6. Select a Due Date.

7. Check the Privacy box to enable anonymous evaluation.
8. Click **Start Session**. Users are automatically notified by email that you have selected them as evaluators for this session. A notification is also posted in the **Updates** section of My Blackboard. Both the email and the notification contain a link to the **Evaluator View**.

**About Evaluation Sessions**

Evaluators see only the artifacts assigned to them. This enables the assessment manager to more effectively compare the scores of different evaluators of the same artifact and better understand inter-rater reliability.

The assessment manager can return to the evaluation session page to monitor the progress of various evaluators. They can opt to check the artifact evaluations themselves, drop or add evaluators, and close the session. If evaluators are added or removed, the system automatically redistributes the remaining non-evaluated artifacts across the updated list of evaluators.

**How Users Access the Evaluator View**

After you create an evaluation session, evaluators are automatically sent invitations through email and are notified on their Updates page in My Blackboard.

1. Evaluators click the link to their assigned evaluations in the email message or on the **Updates** page. If accessing from the email message, evaluators must log in to Blackboard Learn before clicking the link.

2. Only the artifacts within their assigned evidence sets appear. Evaluators access the contextual menu for an artifact and select **Evaluate**.
3. The student's submission appears. The evaluator clicks either Evaluate or Evaluate in New Window to view the rubric and select point values.

4. The evaluator clicks Submit.