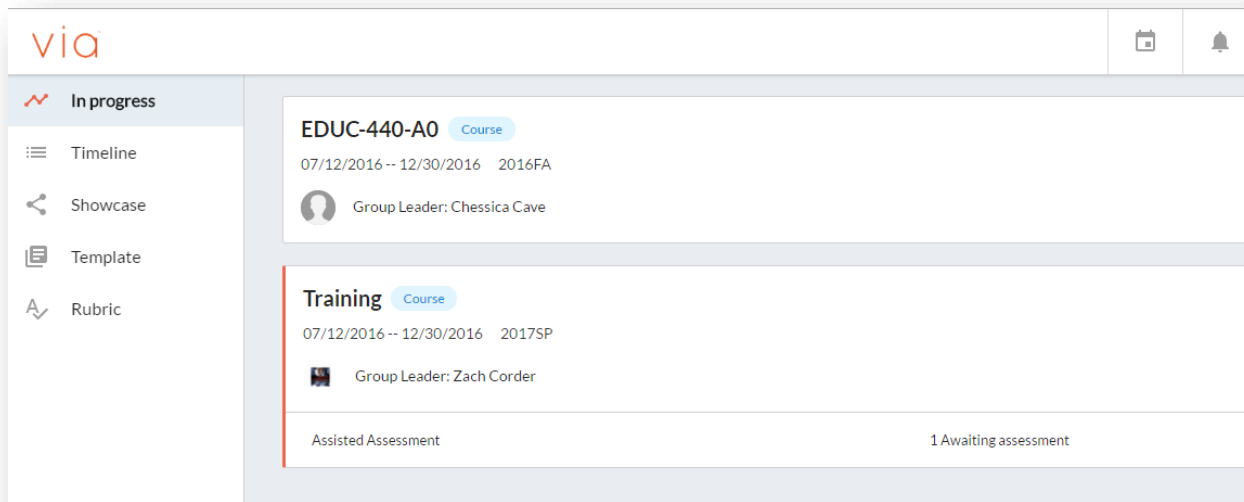




## Assisted Assessment – for the MEd ITL Co-Assessment

This tutorial is to help guide faculty on the assisted assessment process in Via.

The first step is logging into Via at <http://www.vialivertext.com>. You will then be taken to the Via Dashboard with “In progress” already selected.



Both assessors will be able to access the class.

Select the class that you need to assess.

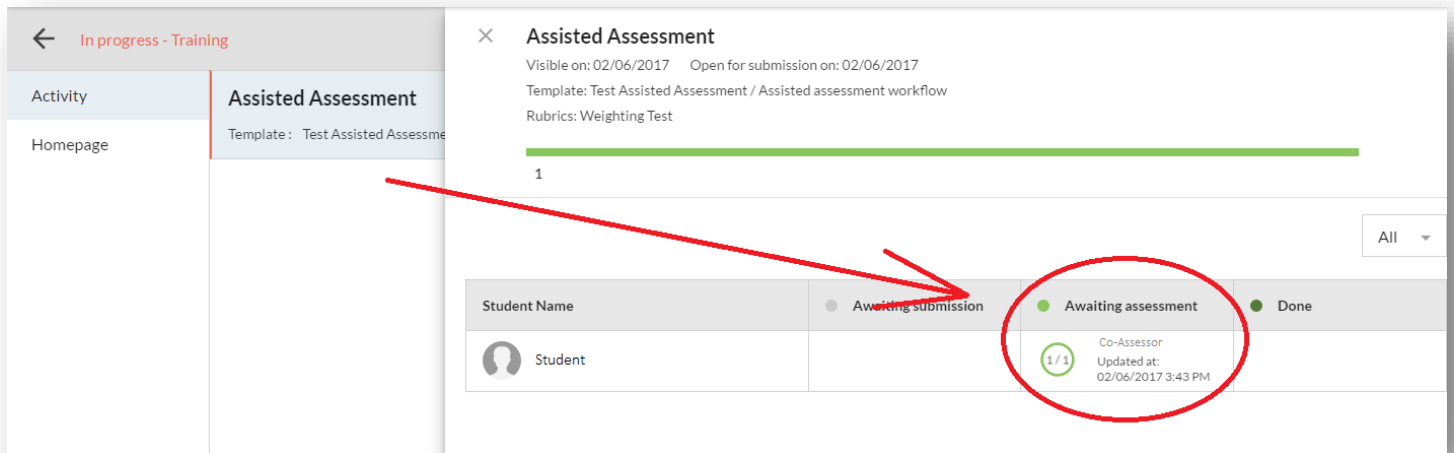
There are two roles in assisted assessment, the owner-assessor and the co-assessor.

**The owner will have to publish the activities before the co-assessor and students can see the activity**, but after the activities are published, the co-assessor will be able to assess for any student.

Both assessors will assess as they would normally, except the co-assessor will mark when they are completely done with the assessment.



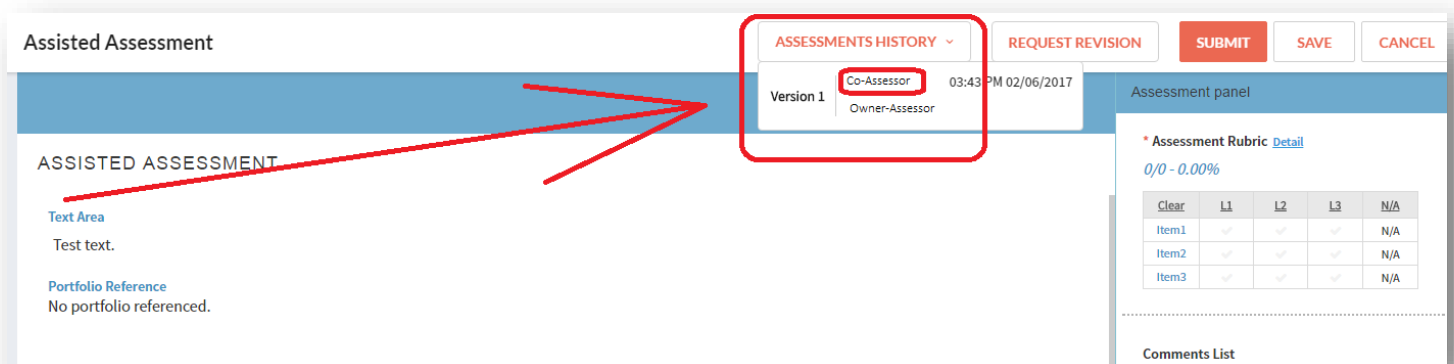
After marked and saved, the owner-assessor will see that their co-assessor is done with the assessment, because the circle will turn green in the “Awaiting assessment” area in the Activity dashboard.



**The Owner must complete the assessment process before the student can see that the co-assessor has assessed their assignment.**

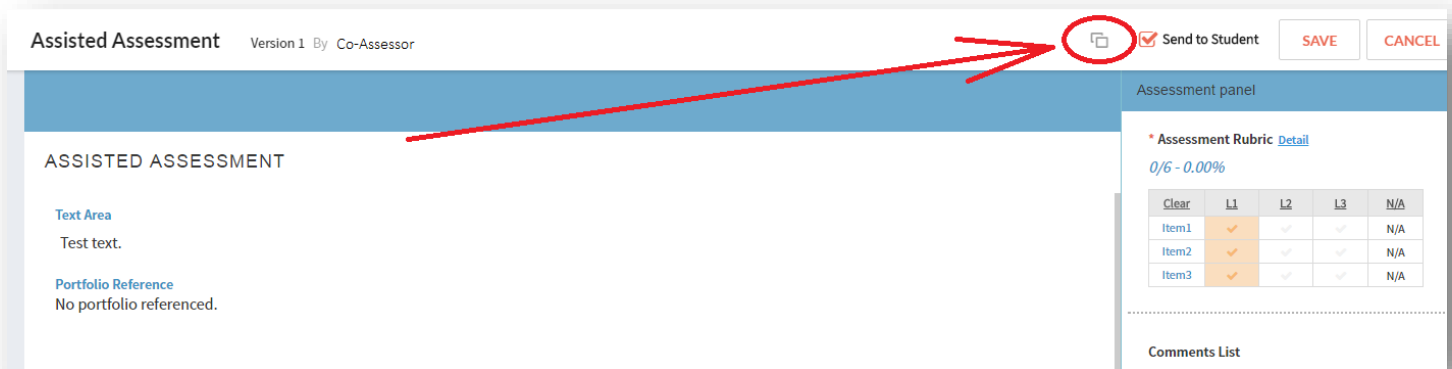
The owner-assessor will select the students that have been completely assessed by the co-assessor, and they will then be taken to the assessment page for the student.

If the owner-assessor is using the assessment from their co-assessor, they will hit the **Assessment History** drop-down and select the Co-Assessors version (pictured below).



The owner-assessor will be taken to the assessment from the co-assessor.

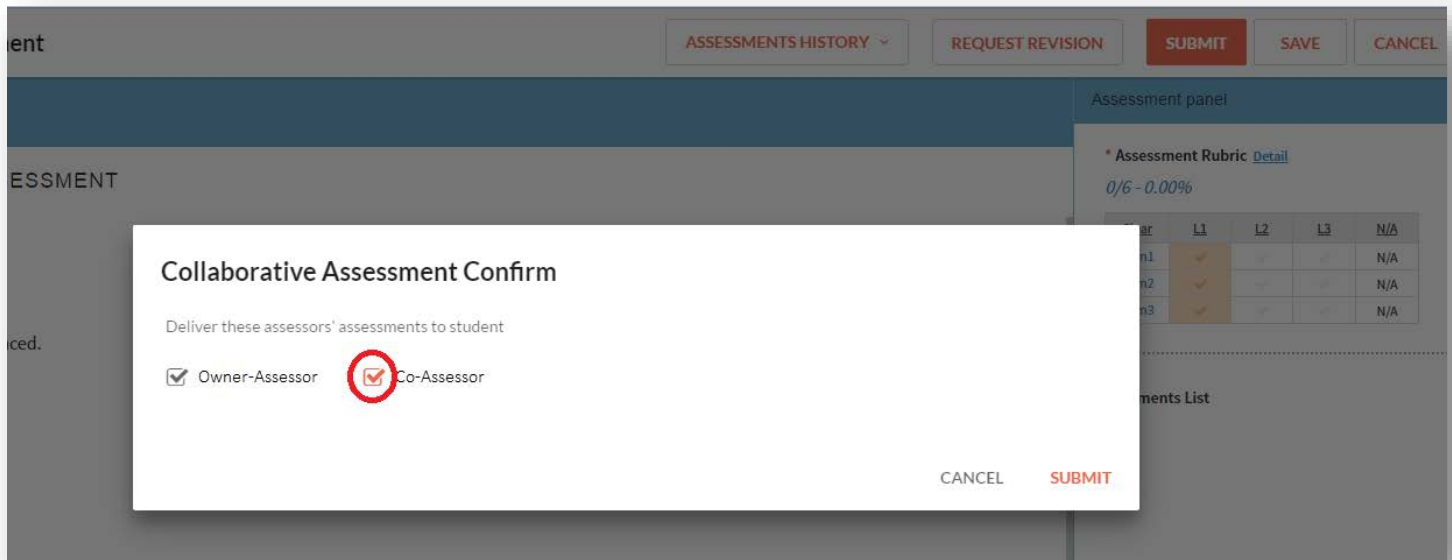
The owner will then need to take the assessment from the co-assessor by selecting the gray layered boxes.



Save after the content is taken.

You will be taken back to your assessment page, and you should now see that you have taken the co-assessors assessment as your own. Once you are ready to finish the assessment, select **Submit**.

You will receive a pop-up asking which assessments need to be delivered to the student. The Owner-assessor will always be selected, but if this particular activity was for the co-assessor to assess, make sure their name has the checkmark beside it as well.



This will complete the assessment and allow the student to see the co-assessor assessment.

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If there are activities that the co-assessor doesn't assess, then the owner-assessor will assess as usual. Just make sure the box beside the co-assessor is unchecked during the last step in the above image.