Training Portfolio Evaluators in an Online Environment

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AGENDA

- KNEXT - Who is KNEXT?
- Process to Become an Evaluator
- Purpose of Training
- Course Format
- Training Content
- Group Activity: Benefits and Challenges
- Ongoing Professional Development
- Questions
KNEXT, an independent Kaplan Higher Education subsidiary, is an education software and solutions company focused on helping higher education institutions execute ePortfolio and prior learning assessment solutions. We help institutions recruit engaged adult learners and increase both persistence and graduation rates by enabling individuals to translate their prior learning into college credit and track their progress through online portfolios.

*Valuing college-level learning - wherever or whenever it occurred*
PROCESS TO BECOME AN EVALUATOR

Training
• First step after new hire paperwork and background checks are complete

Probation
• Initial assignments
• Performance carefully monitored
• Coaching/training provided

Active Evaluator
• Cleared to evaluate on a regular basis
• Performance still monitored
• Coaching still provided

*Evaluators must meet the requirements in order to become “active” evaluators
PURPOSE OF TRAINING

• Adhere to CAEL Standards (Standard 9)
  – “All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.” (Fiddler, Marienau, & Whitaker, 2006, p. 13)

• Expose evaluators to the concept of prior learning assessment

• Uncover the various types of learning that may appear in a learner’s portfolio

• Empower evaluators to analyze learning acquired outside of the classroom in the context of higher education

• Prepare evaluators to assess experiential learning for college credit using an evaluation rubric
COURSE FORMAT

• Self-paced online training course

• Two-week completion deadline

• Based on CAEL’s Ten Standards for Quality Assurance in Assessing Learning (Fiddler, et al., 2006)

• Each module includes:
  – Introduction
  – Outcomes
  – Lesson
  – Glossary and FAQ
  – Graded Quiz

• Evaluators must pass each module quiz with 80% or higher to move to the next module and successfully complete the course
What should be covered in a training course for portfolio evaluators?
Define prior learning assessment (PLA), experiential learning, and college-level learning

Summarize the *Ten Standards for Quality Assurance in Assessing Learning*

Differentiate between the four main types of learning relevant to the portfolio process

Identify the steps in the KNEXT portfolio development and assessment processes

Analyze learning acquired outside of the classroom in the context of higher education

Demonstrate competency in using the evaluation rubric to evaluate portfolio components

Provide appropriate comments to learners that meet the requirements for constructive feedback
COURSE CONTENT

Five (5) Modules

• Introduction to Prior Learning Assessment
• Types of Learning
• Phases of the Portfolio Process
• KNEXT Portfolio Components
• Evaluating Portfolios for College Credit
MODULE 1: INTRODUCTION TO PLA

• Define prior learning assessment, experiential learning, and college-level learning

• Explain how experiential learning differs from traditional learning

• Identify the *Ten Standards for Assessing Learning*

• Differentiate between the standards that apply to the assessment process and those that apply to the administrative functions of the process

• Recognize why the *Standards for Assessing Learning* are used

• Identify characteristics of a student who is a good candidate for prior learning assessment
MODULE 2: TYPES OF LEARNING

- Define the four main types of learning relevant to the portfolio process
- Identify sponsored and non-sponsored learning activities
- Differentiate between validated and non-validated learning
- Analyze learning acquired outside of the classroom in the context of higher education
• Identify the steps in the portfolio development and assessment processes
• Identify the five (5) components of a learner’s portfolio
• Describe the functions of the KNEXT electronic portfolio system
• Explain how students will use the electronic portfolio system
• Explain the evaluator’s role in the portfolio development and assessment processes
MODULE 4: PORTFOLIO COMPONENTS

• Distinguish between the five (5) components of a learner’s portfolio

• Summarize the purpose of each of the five (5) components of a learner’s portfolio

• Identify the characteristics of strong portfolio components

• Identify the types of experiences a learner would list in the Expanded Resume

• Differentiate between primary and secondary documentation

• Describe how proprietary information can be protected in documentation
MODULE 5: EVALUATING PORTFOLIOS FOR COLLEGE CREDIT

• Explain the criteria used to evaluate learner portfolios
• Apply the *Ten Standards for Assessing Learning* to the evaluation of portfolio components
• Explain the importance of feedback in the assessment process
• Identify the steps to report suspected plagiarism in a learner’s portfolio
• Summarize the expectations of a Portfolio Evaluator
• Demonstrate competency in using the evaluation rubric to assess learning
What are the **benefits and challenges** to developing, implementing, and managing evaluator training in an online environment?

- Development of Training
- Implementation of Training
- Management of Training
ONGOING PROFESSIONAL DEVELOPMENT

• Quarterly online sessions via Adobe Connect
  – Provide a forum for evaluators to communicate and ask questions
  – Review the standards and criteria for assessment
  – Discuss findings from practice
  – Reinforce expectations and requirements for all evaluators
  – Announce anticipated enhancements to the process and system

• Professional development modules online
  – One module “refreshers” on PLA and portfolio assessment

• KNEXT evaluator website to include PLA resources (In Development)
  – Research on PLA
  – Access to forums and blogs on PLA and ePortfolios
  – Tools for success as an evaluator
REFERENCES


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