Faculty Basics – Via by Watermark

Accessing via™

To access your via™ account, visit https://login.watermarkinsights.com or use the SSO option on MyDrury. Enter your Drury email address and password. If this is the first time to log in, use your ID number as your password. You will then be directed to change your password – reset it to your current Drury password.

In Progress Tab

After logging in to via™, the group owner's landing page will display, and the In Progress tab will be shown. The In Progress tab will list all of the group owner's active groups. For each individual group, submitted activities that are ready for assessment will be listed with the group information.

TIP: If, within an individual group, there is more than one activity ready for assessment, click the Expand button to see all activities.

Group Details Page

Clicking on an individual group will display the group details page. The group details screen allows a group owner to view, create, and manage a group's membership and activities. The group details screen has four tabs: Activity, Members, Group Information, and Gradebook.

The Activity Tab

When the group details page is displayed, the Activity tab is selected by default. The Activity tab displays all activities in a group, as well as the details and assessment status of each activity. Additionally, a new activity can be created from the Activity tab.

Activities

Activities are a fundamental component of a group. Activities can also be thought of as assignments, and are tasks that are completed by group members, often followed by assessment of the member's work. Activities contain a template, which specifically defines the requirements of the activity, and includes any rubrics used for assessment.

To create an activity:

1. Click on the **Create Activity** button.
2. Type a title for the Activity in the **Title** text field.
3. Click the **Template** dropdown menu to choose a template to be completed by group members.

TIP: The chosen template can be previewed by clicking the Detail button next to the dropdown menu.

4. Click the Submitter dropdown menu to choose the member role that will submit work to the activity.
5. Click the **Visible** field to choose a date and time that the activity will become viewable to gropu members.
6. Click the **Open for submission** field to choose the earliest date and time that members will be able to submit to the activity.
7. Click the **Due** field to choose a date and time that the activity will be due.
8. Click the **Submitters can withdraw submission** checkbox if members will be permitted to undo a submission.

NOTE: Once the assessment of a submission has begun, withdrawing the submission is no longer possible.

9. Click the **This activity is required** checkbox if members are required to complete the activity.
10. Click the **Grade will be sent to LMS/CMS grade book** checkbox if the activity is integrated with a Learning Management System.
11. Click the **Save** button to save current settings, and continue building the activity at a later date.
12. OR...
13. Click the **Publish** button to distribute the activity to group members.

The Activity Details Page

When on the group details page, clicking on an activity will the display the activity details page. The activity details page shows the details of the activity, the activity's overall assessment status, and allows an owner to edit the activity. This page also displays a list of all members of the group, the assessment status of each member's submission, and allows the owner to manage the assessment status of all members at one time.

To edit an activity:

1. Click the menu button (three vertical dots on far right top).
2. Click edit. When the Edit Activity Warning message appears, click Edit to continue.
3. Edit the template as necessary and click Save.

To assess a member submission:

1. On the activity details page, click on the student to be assessed. The assessment page will display showing the submitted template.
2. To score a rubric, click on the description box for each element. If you want to see the rubric in its entirety, click detail.
3. To make a general response to the submitter, type response in the Feedback text box.
4. Type a score into the scoring text field.

Assessment Panel

Learning Styles Rubric Detail

3/12 - 25.00%

Clear	L1	L2	L3	L4	N/A
Item1	✓	✓	✓		N/A
Item2	✓	✓	✓	✓	N/A
Item3	✓	✓	✓	✓	N/A

*To expand a rubric, clik **Detail**.*

To score a rubric, click the desired description box.

Learning Outcome Exemplary(4)

• Aligns with Ohio Learning standards • Is specific: identifies who, what, when and how goal will be achieved • Measurable – baseline data with expected outcomes using quantifiable data AND Can explain why this goal is important to this group of students considering prior knowledge and future instruction.

Hover over a description box to see performance level, element name, and description.

* Scoring

/100 p

Feedback

For information on how to add a comment to submitted template, revise a completed assessment, or ask a student to resubmit an activity, see the full instruction manual.

Templates

A template is a customizable, interactive document that defines the requirements of a submission. A template acts as a container, providing a single document in which a submitter can enter text and images, respond to questions and tasks, attach files, and create links to their Timeline or portfolio. It also includes any rubrics that will be used for assessment or grading.

To create a Template:

1. Click the Template tab.

2. Click the Create Template button and type in the title for the template.
3. Click the Workflow dropdown menu and choose a workflow (most of the time it is a standard workflow), then Next button. You will then see a screen to enter your information.
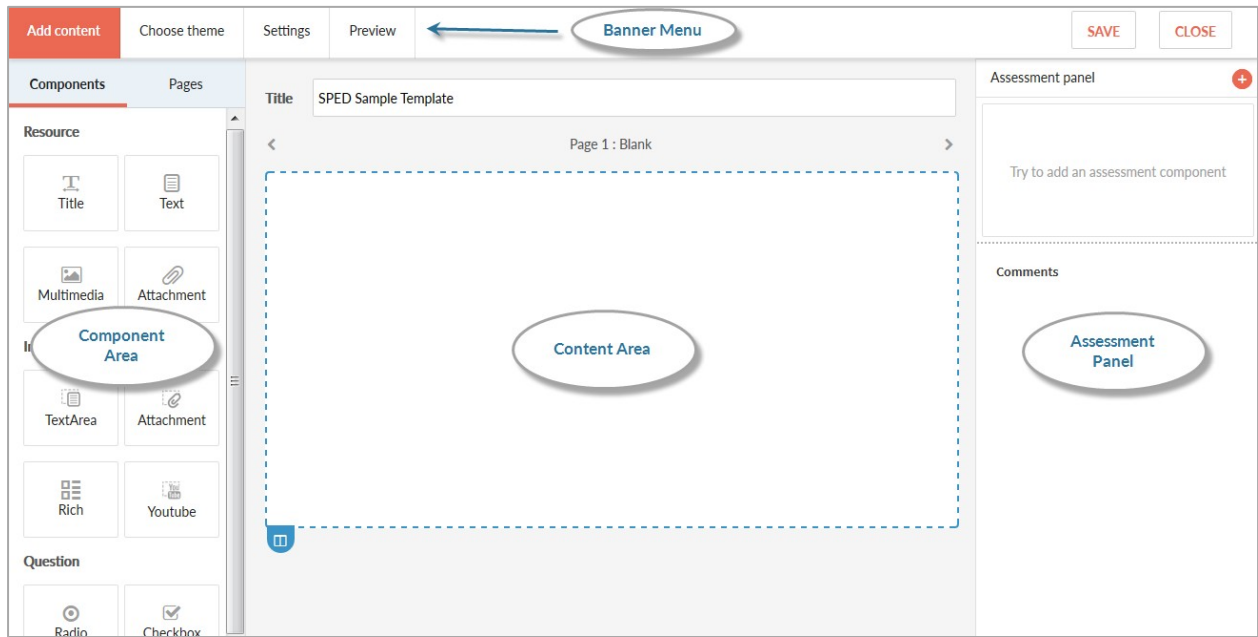
To add rubrics, a scoring box, or feedback box to the assessment panel:

1. In the assessment panel area, click the add item button (plus icon).
2. Click Rubric, Scoring or Feedback from the menu.
3. Complete the item details and then Save.

To create a rubric:

1. Click Create Rubric on the landing (home page). Type in a title for the rubric.
2. Add/delete levels and elements as necessary.
3. To add description, click on the description box. Add point values at each level.
4. To Map standards to an element, click Select Standards button and pick from dropdown menu.
5. Hit save when done and Publish to make it useable in templates.
NOTE: once you've hit publish, it can't be undone/changed/deleted
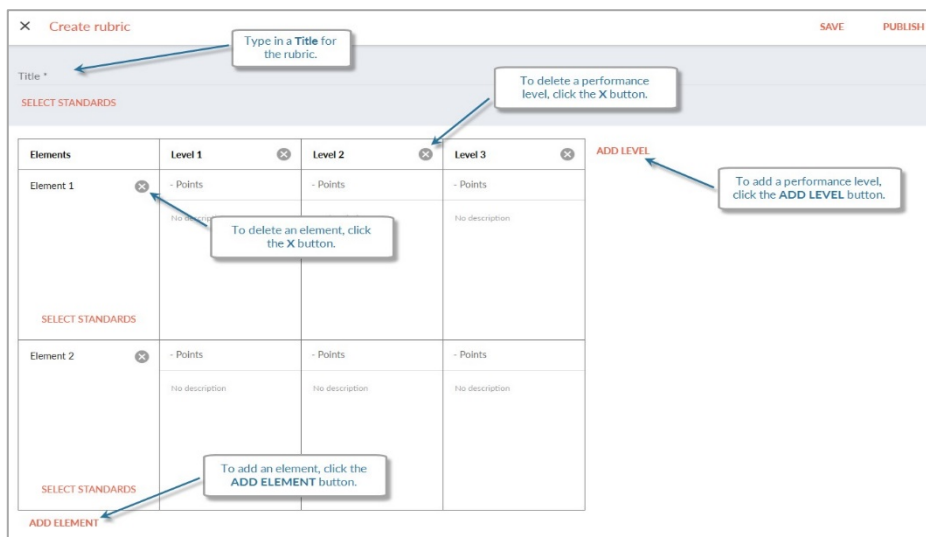
Timeline Tab

The Timeline provides a place for documenting events. Assignments and work, achievements, and events can be posted to the Timeline, which will store and display them in chronological order. The Timeline is private. However, Timeline entries can also be included in showcases for sharing with specific people or with the public.

To add entries to the Timeline:

1. Click on the plus icon in the lower right hand corner.
2. Click Add Work to Timeline.
3. Click on the Add Content tab at the top of the page.
4. Type a title for the Timeline entry into the Title text field.
5. Add a time/date by clicking the Time field and choose from popup calendar.
6. Click a component type to place it in the Timeline entry.
7. Click the new component in the entry to edit the component.
8. Edit, then click Save.
9. Click the Edit Description tab at the top of the page; type description in text field.
10. Click Upload to attach a cover image to the entry and hit save when finished.

To edit a Timeline entry: Click on the Timeline entry, make any changes, click save.

Showcase Tab

The Showcase tab provides an area for students to make aspects of their via account viewable to others.

To create a Showcase:

1. Click on the plus icon in the lower right hand corner.
2. Click Create Showcase.
3. Enter a title for the showcase.
4. Click a component type to place it in the Showcase.
5. Click the new component in the entry to edit the component.
6. Choose the theme, then click Save.
7. To share: click on Share tab; click Public slide bar (this displays the URL for the Showcase that can be shared with others).
8. Click save when finished.