

Steps to Configure Rubrics in TK20/Watermark

For faculty to request the creation or configuration of a rubric in the TK20/Watermark assessment system, they should follow the procedure instructions outlined below.

RUBRIC CONFIGURATION PROCEDURE

1. Send an email to support@watermarkinsights.com with the rubrics attached requesting that the rubrics be configured.

2. Ensure that the rubric development team at TK20/Watermark uses the following **naming convention**:

<DepartmentCode PROGRAM ASSESSMENT/CRITICAL COURSE (select one) Rubric Name>

- a. Rubrics may be for Program Assessment or Critical Course – specify which one in the name. Examples include:



3. Upon notification from TK20/Watermark, the instructor should verify the accuracy of the rubric(s) submitted. If any modifications need to be made, they should contact TK20/Watermark.

4. When the rubrics are finalized and correct within the TK20 system, the instructor should also *save the rubric in the appropriate department assessment folder on the College's S-drive* (they may need to contact their assessment liaison for assistance with this step).

5. Instructors should stop by Office Hours at the AIR Office (11 am - 1 pm, Tuesday and Wednesday¹) to discuss the alignment that is required within the TK20 system with AIR staff. This is an important step in order to create the assessment reports upon completion of the assessment of student work.

6. TK20 training regarding the alignment procedure is provided by iTEC. More information about the iTEC training opportunities can be found on <http://websupport1.citytech.cuny.edu> or by sending an email to Dr. Karen Lundstrem at KLundstrem@citytech.cuny.edu

¹ Or by appointment