How to log into the Assessment Portal

1. Go to https://discover.education.purdue.edu/eval and log in with your Purdue username and password.

2. If you are prompted for a sign-up keycode, email EdIT@purdue.edu and we will send you the keycode.

How to enroll in a program

1. At the bottom of the main dashboard which appears when you log in, there is a dropdown list that contains the list of all programs / courses in the system.

2. Select a program/course and then click the “Enroll” button. Check with your professor or instructor if you have any questions about which program / course to select.
1. Repeat this step if you need to be enrolled in multiple programs/courses.

3. If you enroll in the wrong program by mistake, you can simply click the “Un-enroll” link to remove the program from your list.

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**Choose A Program Where You Are A Student:**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Enroll</th>
<th>Un-Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education IT</td>
<td></td>
<td></td>
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<tr>
<td>Elementary Education</td>
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<tr>
<td>Science Education</td>
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</tbody>
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**How to perform a self-assessment**

- Once you are enrolled in one or more programs, **click a program / course name to enter the program**.

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- If the program provides self-assessments for you to complete, you will see them listed. Then:

  1. Click the “EVALUATE” link next to an assessment to begin the self-assessment.
2. An Evaluation Form will appear with fields to complete and a rubric containing criteria and standards.

3. On the Evaluation Form, select the correct: semester, year, course, section (optional) and instructor.

4. Scroll down and read the rubric carefully.

5. Then, for each criteria in the rubric, click on a radio button corresponding to the score you want to give yourself.

6. When you have finished scoring the rubric, click the “Save” button at the bottom of the page to submit your self-assessment.
NOTE: You will get a confirmation email after saving the assessment stating that you have submitted the assessment.

How to **View** My Assessments

1. Click a program name to enter the program.

2. Scroll to the bottom of the program page and all of your self-assessments and instructor-initiated assessments will be listed there. Click “View” to see the assessment -

3. At the end of the assessment you can see your Total and Average Score. Click “Back” to return to the list of evaluations in the program.