

PRAIRIE VIEW A&M
UNIVERSITY



TrueOutcomes Student's Manual

Submitting Assignments



TRUEOutcomes™

Electronic Portfolio

[http:// www.trueoutcomes.net](http://www.trueoutcomes.net)

ID: _____

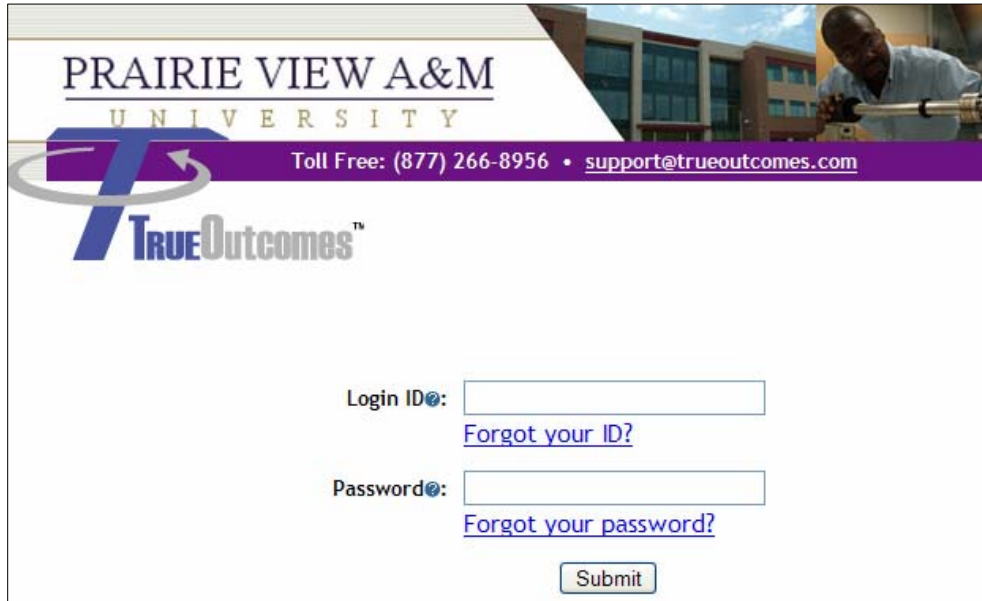
PW: _____

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Logging in to TrueOutcomes

To log in to TrueOutcomes, go to the service page (www.trueoutcomes.net) and click the **Prairie View A&M University** link. This will take you to the following Login page. Type your Login ID and password (cAsE sEnSiTiVe) into the appropriate spaces. If you have forgotten your Login ID or password, click on the appropriate link and fill out the form to request the information.



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Toll Free: (877) 266-8956 • support@trueoutcomes.com

TRUEOutcomes™

Login ID@:

[Forgot your ID?](#)

Password@:

[Forgot your password?](#)

My Home Page

This is the TrueOutcomes home page, where you will be taken after Logging In. This page gives you access to all of the different areas of your portfolio, and may be reached from any screen by the link in the tool bar.

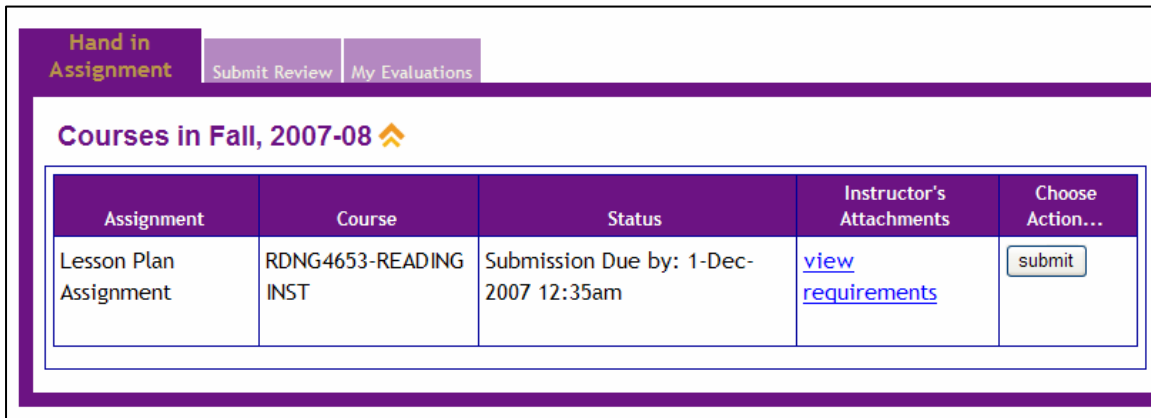
Welcome to your Electronic Portfolio! This is an educational tool that will guide you through your educational experience here at Prairie View A&M University. We hope you will use it fully, from your first semester through your very first job! It will provide you with a dynamic framework to show and describe to the world, electronically, what you have accomplished while at Prairie View A&M University.

<p>My Portfolio</p> <ul style="list-style-type: none">Working PortfolioGateway PortfolioShowcase PortfolioMy Resume	<p>Our Curriculum</p> <ul style="list-style-type: none">Plan of StudyLearning OutcomesCoursesCurriculum Matrix	<p>Assignments</p> <ul style="list-style-type: none">Hand in AssignmentSubmit ReviewSee My Evaluations
<p>Advising</p>	<p>My Account</p>	<p>Surveys</p> <ul style="list-style-type: none">Take SurveyAssessment Profile

Assignments

Assignments are an important part of how TrueOutcomes gathers the information it uses to assess outcomes. Your teachers, through the use of certain requirements and rubrics, have linked these assignments to your discipline's learning outcomes. This linkage allows you to see how the assignments you are completing will help you in the "real world."

Hand in Assignment



The screenshot shows a web interface with a purple header. The main heading is "Hand in Assignment" with sub-links for "Submit Review" and "My Evaluations". Below this is a section titled "Courses in Fall, 2007-08" with a yellow chevron icon. A table lists assignments with columns for Assignment, Course, Status, Instructor's Attachments, and Choose Action... The table contains one row for "Lesson Plan Assignment" in the "RDNG4653-READING INST" course, with a submission due date of "1-Dec-2007 12:35am". The "Instructor's Attachments" column has links for "view" and "requirements". The "Choose Action..." column has a "submit" button.

Assignment	Course	Status	Instructor's Attachments	Choose Action...
Lesson Plan Assignment	RDNG4653-READING INST	Submission Due by: 1-Dec-2007 12:35am	view requirements	<input type="button" value="submit"/>

Example of PVAMU assignment

- To hand in an assignment to TrueOutcomes, click on the "Hand in Assignment" link.
- This will take you to a table displaying all of the current semester's assignments, as well as the courses they are required for, the actions you may perform on them, and their status. (To view a previous semester's assignments, click on the yellow chevrons next to the semester you wish to view.)
- Double-check the assignment and course names. If you wish to view the requirements for the assignment, click View Requirements.
- A new pop-up screen displaying the assignment requirements and rubric will appear. When you are finished viewing the requirements, you may either minimize or close it to return to the assignments table.
- If you are ready to submit your assignment, click Submit.
- (If your assignment does not have a Submit button, you do not need to submit the assignment online. A couple of examples of such an assignment would be an oral presentation or a poster, neither of which could be handed in online.)

Courses in Fall, 2006-07 

Assignment	Course	Status	Choose Action...
Star Design	AST101- Introduction to Astronomy	Submitted, no submission reqd.	<input type="button" value="view requirements"/>
Warp Drive Engine Design	AST101- Introduction to Astronomy	Fully evaluated, no submission reqd.	<input type="button" value="view evaluation"/> <input type="button" value="view requirements"/> <input type="button" value="view model"/>
What I Did on My Vacation to Mercury	AST101- Introduction to Astronomy	no submission	<input type="button" value="submit"/> <input type="button" value="view requirements"/>

Courses in Spring, 2003-04 

Assignment	Course	Status	Choose Action...
Worksheet	PHL101- Introduction to Philosophy	no submission	<input type="button" value="submit"/> <input type="button" value="view requirements"/>
Poster	PHL101- Introduction to Philosophy	Fully evaluated	<input type="button" value="view evaluation"/> <input type="button" value="view submission"/> <input type="button" value="view requirements"/>
Historical Role Play	HIS101- World Civilizations I	Fully evaluated	<input type="button" value="view evaluation"/> <input type="button" value="view submission"/> <input type="button" value="view requirements"/>

SAMPLE ASSIGNMENT LISTING

- The resulting page will also display the course requirements, but not the rubric. To submit your assignment, click on the Browse button at the bottom of the screen. A standard browsing box will appear. Navigate to the file you wish to submit and either double-click it or click it once and hit the Open button.
- Your file should now appear in the Submission box. Click the Submit button to submit it.
*Please note that once you have submitted your file, you may not replace it with another

until your instructor returns your file to you and requests a replacement. This means that the file you submit should be a final draft, as you may not be allowed to revise it.

- After clicking Submit, you will be returned to the assignment table. A message will appear above the table stating that your submission has been created. At this point, you may view your submission and your requirements. Once your instructor has evaluated your assignment, you may be able to view your evaluation.

Submit Peer Review

- This page displays assignments done by students in your class, possibly including yourself, that have been given to you for evaluation. When you click the Evaluate link you will see a pop-up window with the rubric for the assignment. You may also get a second pop-up window containing the assignment you are evaluating (this will not appear if you are evaluating work that has not been electronically submitted). When you have submitted the rubric, the assignment will disappear from the page. If you want to revise your evaluation, un-check the box that says “Hide finished evaluations” and you will see all of the completed evaluations. Click the Reevaluate link next to the assignment you want to reevaluate.