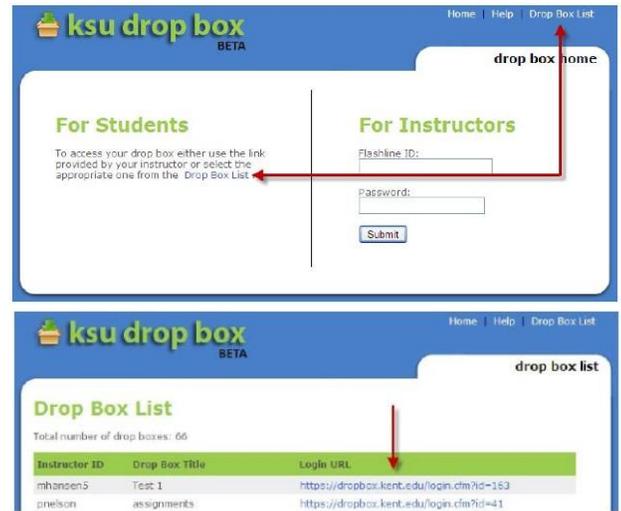


KSU Drop Box: A Guide for edTPA Scorers

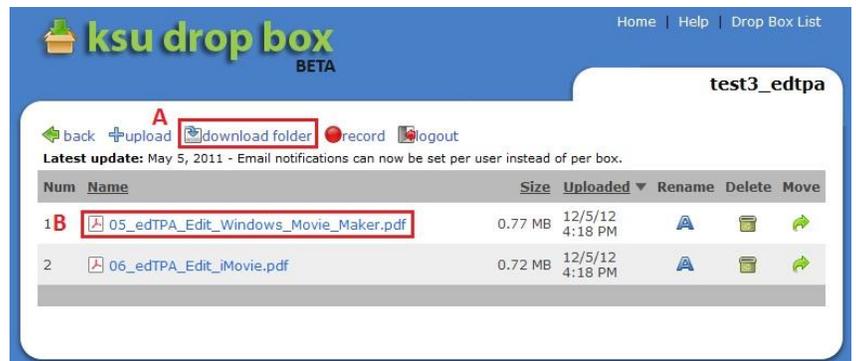
How to Login

1. Go to <https://dropbox.kent.edu>
2. Under **For Students**, click **Drop Box List**.
3. The list is in alphabetical order according to the instructor's Flashline ID. Navigate to the course Drop Box and click the **Login URL**.
4. Enter the **Faculty Password** and click the **Submit** button. The **Faculty Password** is **tpaisfun**. You are now logged in to the drop box.



How to Download Student Work

1. Click the student's folder.
2. You can download all of the files in the folder by clicking the **Download Folder** button on the top.
3. You can download individual files by clicking the name of the file that you wish to download.



- A** Download the entire folder's contents
- B** Download the individual file

Scoring work

Rilling TPA Spring 2013 ☆ ■

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Student	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Student	Banner ID	edTPA content area	Rubric 1	Rubric 2	Rubric 3	Rubric 4	Rubric 5	Rubric 6	Rubric 7a	Rubric 7b	Rubric 8	Rubric 9	Rubric 10	Rubric 11	Rubric 12	Rubric 13	Rubric 14	Rubric 15	Scorer	
Cary, Carolyn	810657844	TESL																		Rilling
Karras, Elizabeth	810447446	TESL																		Rilling
Murphy, Molly	810534506	TESL																		Rilling
Stouffer, Katelyn	810462692	TESL																		Rilling

1. There are 16 rubrics for the edTPA
 - a) Rubrics 1-5 are associated with Task 1: Planning
 - b) Rubrics 6-10 are associated with Task 2: Instruction
 - c) Rubrics 11-15 are associated with Task 3: Assessment
2. All scorers have access to a GoogleDoc link sent via email. Open the the link and find the names of the students to which you have been assigned.
3. Enter the appropriate score for each rubric for your student(s).
4. GoogleDocs do not need to be saved. Your work is saved automatically AND multiple people can access it at the same time.