How to Use the Campus Pack Assessment Tool
(Audience: Instructor)

The Campus Pack Assessment tool allows instructors to view a user’s participation in a Campus Pack site.

1) To access the Assessment page, click the **Assessment** button at the top of the site.

2) The assessment page shows the overall activity on the Campus Pack site.

3) Each user’s participation can be seen from this same screen.

4) Users can be viewed and evaluated individually.
   
   Option 1:
   
   A. Select a user
   
   B. Click on **Evaluate Participant**.
Option 2: Double click on a student’s row.

5) If the Grade Book Entry option is not selected when the Campus Pack site is created, then only the user’s participation is displayed.

6) If the Grade Book Entry option is selected then users can also be evaluated with grades and feedback (a grade column for this site will be automatically created in the Blackboard Grade Center when the Campus Pack site is created.)

7) To enter grades or feedback:
   A. Click the **Edit** button.
B. Enter the grade and any feedback or notes in the corresponding boxes. 
**Note:** The **Grading Notes** part is not viewable to students. Any feedback to students should be typed in the **Feedback to User** box.

C. Click the **Submit** button when done. 
**Note:** The grade will automatically display in the **Grade Center** in the column created for the Campus Pack site.