Directions for Scoring in Watermark Via

1. Proceed to [www.vialivetext.com](http://www.vialivetext.com)

2. Enter complete FGCU e-mail (See Figure 1.)

3. Click “Forgot Your Password?” to create a password for your account.

4. Click the Sign-in icon (See Figure 1.)

5. In Progress courses and field experiences will be listed chronologically (See Figure 2.)

6. Click the title of the course or field experience to select (See Figure 2.)

*Figure 1. Watermark Via Login Page*
7. Assessments are shown in the activity section (See Figure 3.)

8. Click on the circle showing percentage complete (See Figure 3.)

9. The course roster is shown with submission status, those ready to be assessed are shown under **Awaiting Assessment** (See Figure 4.)

10. To grade a student, click on an individual name (See Figure 5.)
Figure 5. Student Roster for Activity

11. The evaluation template will open with an Assessment Panel in a small column to the right and a description in the center (See Figure 6.) If the assessment panel is hidden, click on the small double arrows (not always available) as shown in Figure 7.

Figure 6. Assessment Ready for Scoring
12. Click on the column heading marked N/A to set the default rating for each section.

Orange checkmarks show the selected rating (See Figure 8.), repeat for each new section

13. Click in a different box within a column to change a rating, also comments for specific indicators can be typed below (See Figure 9.)

14. Once an item has been scored, use the parameters to select the appropriate proficiency for the corresponding item in the assessment panel. The box and checkmark will be colored orange to show a selected proficiency level (See Figure 10.)
15. A summary of the description of the proficiency level can be viewed by hovering over the cell (See Figure 11.)

16. To view the full page for proficiency levels, click on the word, Detail next to the appropriate domain (See Figure 12.)
17. From the expanded rubric, proficiency levels can be selected by clicking in the box with text. Click Close to return to the previous screen (See Figure 13.)

![Figure 13. Full Proficiency Level Rubric](image)

18. To save progress and return at a later time, click the Save button. Click Submit once the assessment has been completed (See Figure 14.) Note: All rubric elements, including those marked N/A must be selected prior to submitting.

![Submit and Save Buttons](image)

19. Return to the class roster and select the next student to assess.

All courses should be reviewed to ensure the content is accurate. When you are satisfied that the content is all correct, please email the Assessment team so we can officially publish the course. Changes cannot be made after the course is published, so please review carefully. If you have any questions or issues with using Via, you may contact the COE assessment team, or you can call the Watermark customer service number.

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