

## The Junior Division Virtual Training Program

### How to Complete Junior Division Mid-Year Feedback Rubrics with Comments

1. Sign into Google with your ailey.school email address.
2. Open Google Classroom in your web browser.
3. Click on the Google Classroom of the class for which you are completing Mid-Year Feedback.

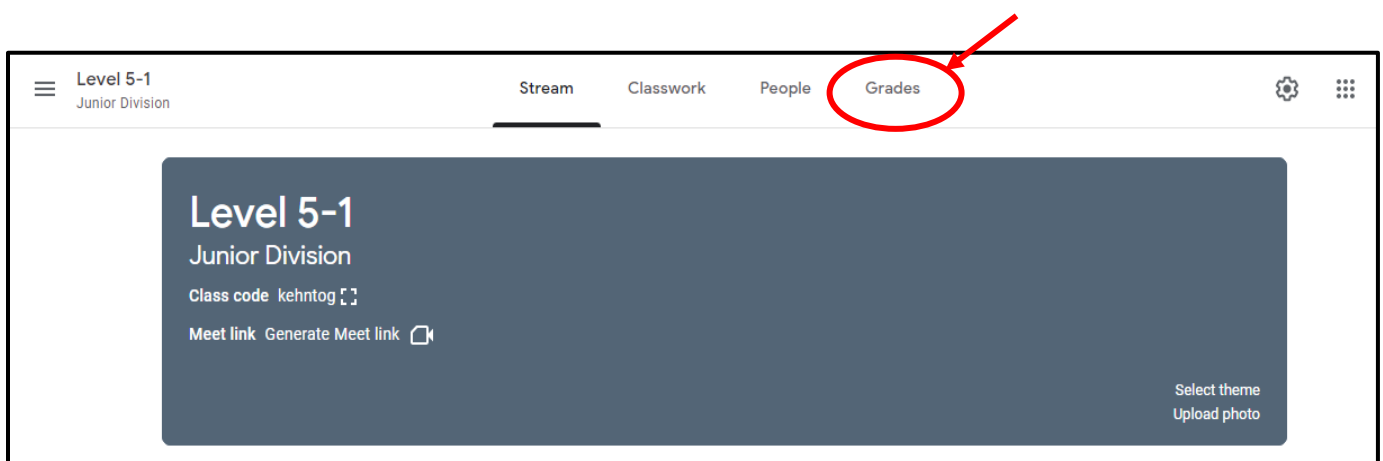
#### For Example:

Click on the Level 5-1 Google Classroom to complete Rubrics for weekday virtual Level 5-1 classes such as Ballet 5-1 and Limon 5-1.

Click on the Cohort 5A Google Classroom to complete Rubrics for Saturday in-person Cohort 5A classes such as Ballet 5A and Limon 5A.

**\*Information for Saturday Instructors:** You have recently been invited to Google Classrooms for your Saturday cohorts. Please “Join” these Google Classrooms. If this is your first time using Google Classroom because you only teach on Saturdays, follow the steps in the Faculty Tech Guide first to get set-up.

4. Go to the **Grades** tab at the top of the page



5. This page gives an overview of students who have completed the *Mid-Year Feedback* assignment (indicated by the words **Turned in** next to their name) and those who have not (indicated by the words **Missing** next to their name).

Please complete Rubrics for all students in your class, regardless of whether the words **Turned in** or **Missing** are next to their name.

To begin the process, select a student in your class to assess. Click the student's name.

	Nov 20 Limón 5-1 Mid-Year...	Nov 20 Ballet 5-1 Mid-Year...	
Sort by last name ▾			
Class average	N/A	N/A	
<b>Amalina Ace</b>	Turned in	Turned in	
Jumai Boxton	Turned in	Turned in	
Clare Buchanan	Turned in	Turned in	
Marlon-Liam Campora	Turned in	Turned in	

6. This will bring you to that individual student's assignment submissions. Click the assignment that pertains to your class. For example, if you teach Ballet 5-1, click the link that reads "Ballet 5-1 Mid-Year Feedback".

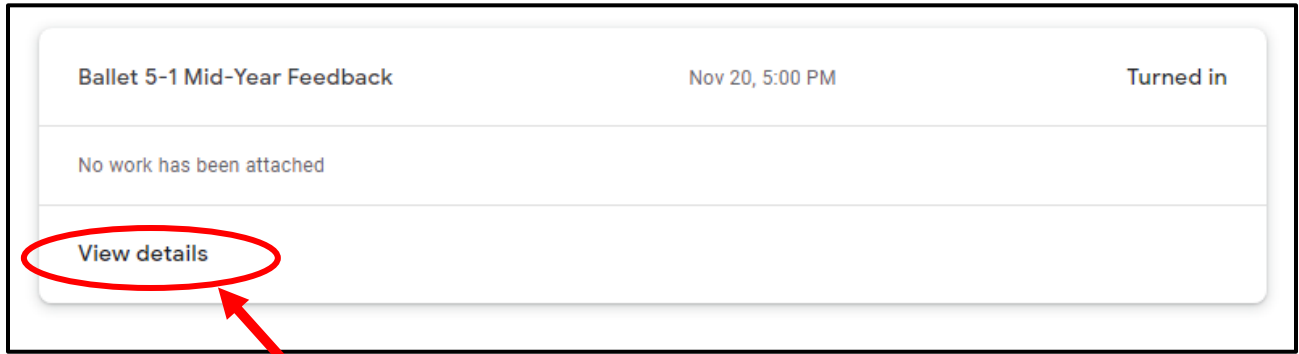
Level 5-1  
Junior Division

Amalina Ace

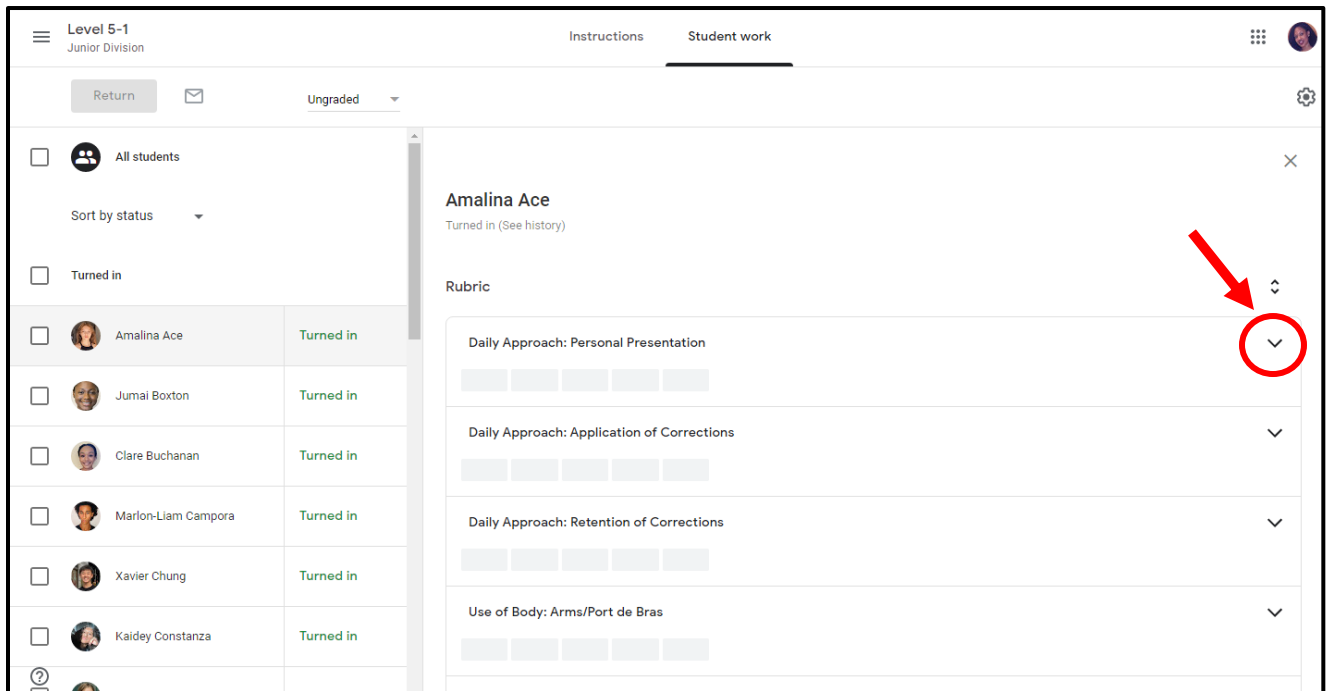
	Limón 5-1 Mid-Year Feedback	Nov 20, 5:00 PM	Turned in
	<b>Ballet 5-1 Mid-Year Feedback</b>	Nov 20, 5:00 PM	Turned in

All  
Turned in  
Returned  
Missing

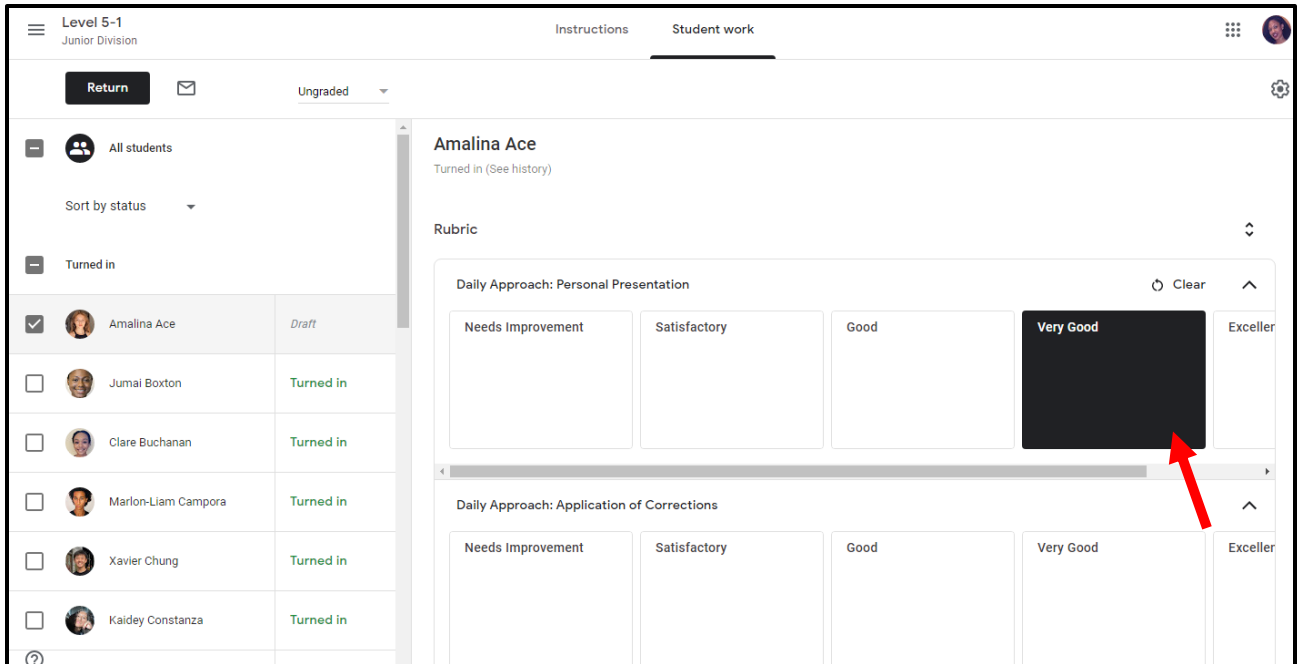
7. Click "View Details".



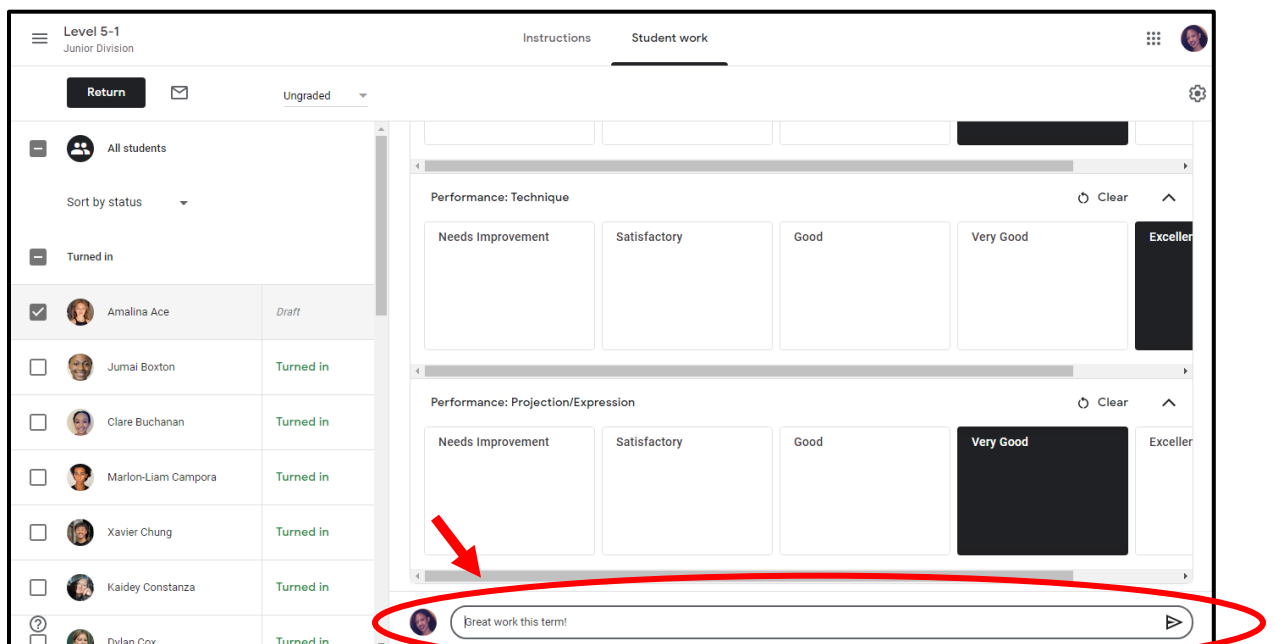
8. This will bring you to the Rubric for that student. Under each category, click the down arrow to open the rating options.



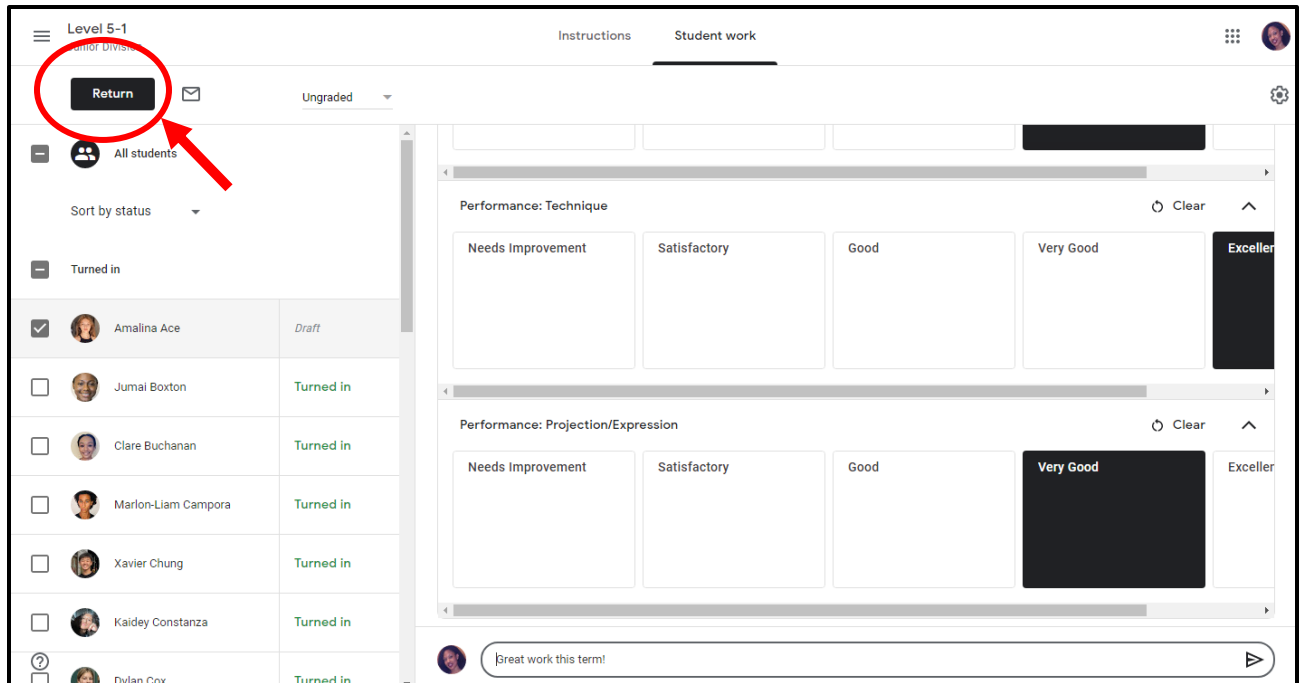
9. After you've clicked the down arrow, you will see 5 rating options ranging from **Needs Improvement** to **Excellent**. Select a rating for each category.  
Example: Daily Approach: Personal Appearance > Very Good.



10. At the bottom of the Rubric, you will see a box labeled “Add private comment...”. Please select one of the standardized comments provided to you and type it into this box for the student to see. You may also choose to add your own feedback, in two or three lines, to the student. Please remember to review your comments for spelling and punctuation errors before completing the Rubric.



11. When finished, click **Return** in the upper left-hand corner of the page. This will make the Rubric visible to the student.



12. To complete a Rubric for another student in your class, stay on the current page, and select another student's name. **Always make sure no other name is selected other than the name of the student you are assessing.** Repeat the process until you have assessed all students in your class.

13. If you teach more than one class, repeat the entire process for each of the classes you teach, beginning at Step 3.

## You're Finished!

If you have any questions about this process, please email Pauline Braxton at [pbraxton@alvinailey.org](mailto:pbraxton@alvinailey.org).