

## Course Material and Model Releases for Posting Student Work in WEAVE

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Programs are asked to select samples of student work (identifying personal information should be removed) and include them in their Findings when reporting on a given Measure in WEAVE. This student work will be used to help illustrate, for non-specialists and for other students, the program's *expected* and *exemplary* levels of student achievement for the given Measure. We provide the suggestions below to facilitate this process. If you have any questions or concerns, please contact your college representative on the [Student Learning Outcomes Program Assessment Committee](#), the WEAVE University Coordinator (Nina Potter, x3303, npotter@mail.sdsu.edu), or the Associate Dean of the Division of Undergraduate Studies (Stephen Schellenberg; x2132, saschellenberg@mail.sdsu.edu).

*Obtaining Signed Student Releases Forms:* Student release forms may be downloaded using the link at the bottom of this page and serve three purposes: (1) to inform students of what you are asking for and the purposes their work samples will serve; (2) to verify that any selected student works will have identifying information removed; and (3) to confirm that signing the release(s) does not entail any release of their copyright. For most student work, only the Course Material Release form will be needed. However, if a sample of student work involves a physical likeness, then the Model Release form will also be needed; such cases may be more common in the performing and creative arts.

Faculty should **either** seek release signatures from *all* students *before* the collection/scoring/selection of student work **or** from *specific* students *after* the collection/scoring/selection of student work. In many cases, the former approach may be easier given the difficulty of tracking down specific students after the fact (and often after the end of the semester). When asking students to complete the forms, please stress is that only student works that meet expectations or are exemplary will be selected and posted.

*Selecting Student Work:* The assessment process for the given Measure should naturally identify *expected* and *exemplary* student works. Thus, programs need only select a few representative student work samples from these two achievement levels, upload de-identified digital versions using the WEAVE Document Management tool, and refer to these student works within their Findings section for the given Measure – these three steps are outlined below.

*De-Identifying Student Work:* As per the signed releases, programs are obliged to remove identifying information from each selected student work sample prior to posting it within WEAVE (or elsewhere). In most cases, this will involve removing or redacting the students' names and RedIDs. In limited cases, identifying information within the work itself may need to be redacted. In the rare circumstance of a likeness-based work (e.g., a play, music performance, etc.) for which Model Release forms are not available for all performers,

please contact the Associate Dean of the Division of Undergraduate Studies, who will arrange for blurring of necessary likenesses within any provided digital medium.

*Uploading Student Work:* The Program Assessment Coordinator can upload student work in any digital format via the following steps within WEAVE.

1. On the “Assessment” pull-down menu for the degree, click the “Document Management” option.
2. Click the “Upload Document” button and select the student work file from your computer files using the “Browse” button.
3. Provide a short “Document Name” and “Description” that identifies the nature of the student work (e.g., measure, semester, expected/exemplary, example 1, 2, 3, etc.)
4. Click the “Share this document with subordinate entities?”
5. Click your desired “Established in:” and “Active through:” cycles.
6. Click “Save and Continue.”
7. Once the file is uploaded, click the Edit Document Connection button.
8. Select the Target/Finding for the appropriate Measure and then click “Save”

After completing the above process for each student work, the files will appear as links within the selected Target/Findings section. Note that if the student work is already posted elsewhere on a stable and accessible page, then programs may wish to refer to their respective URLs directly within the Findings.

*Referring to Student Works in Findings:* When reporting Findings for a given Measure, please be sure to refer to and contextualize the uploaded student works as appropriate. A generic example that might be found within a broader Findings statement is provided below; for more on developing Findings statements, please see Section IV.C. of the Program Assessment Primer.

*“We have attached five de-identified research papers along with their associated scores based on the rubric included in the Measure description. Papers 1-3 are representative of our target expectations for our students, while Papers 4 and 5 are considered exemplary work to which all students should aspire.”*

*Archiving Student Releases:* The Program Assessment Coordinator (PAC) is responsible for retaining all signed releases for selected student work and confirming that that the selected student work has had identifying information removed prior to posting within WEAVE. At the end of each academic year, the PAC should send copies of signed releases for all posted student work to the Associate Dean of the Division of Undergraduate Studies via campus mail (MC-1623) or email (assessment.sdsu.edu).