



VIDEO TRANSCRIPT

Michelle Ferre:

How I Complete an Assessment from Start to Finish Capella FlexPath Update

00:01

Hello there for those of you that don't know me my name is Michelle Ferre. I'm a fourth grade teacher in Maryland and I also am a sponsored FlexPath student at Capella University. Today I wanted to talk through how I complete an assessment from start to finish. The first step is always to read through the assessment instructions.

Michelle Ferre* – Master of Education

**Actual FlexPath student compensated for appearing in Capella promotional materials.*

00:22

Once I gain access to a course I will read through the syllabus and the assessment instructions while I take notes on the important parts. I create a Google Doc for the course and on the first page I will actually create a bulleted list of all the important things I need to remember from the assessment instructions.

00:40

The second step is to read through the scoring guide. Along with every assessment is a scoring guide which acts as a rubric through which your assessment will be evaluated. I also record this information on the Google Doc in a bulleted list format, however, I only record the information that falls under the distinguished category of the scoring guide. Since that is the evaluation I'm obviously striving for I want to make sure I'm meeting those expectations. I then use the highlight feature on Google Docs to highlight any words or phrases that differentiate a distinguished evaluation from a proficient evaluation.

01:17

The third step is to access the linked articles in the course and begin taking notes. In my Google Doc I will create a new page for each source and I actually put the APA citation at the top of the page and link it to the source that way I can easily go back and reference it if needed. Underneath of that is just a bulleted list of my notes.

01:39

The fourth step is to conduct additional research if needed. For some courses the linked articles are sufficient but for other courses I may need to find additional research in order to support my claim. When conducting additional research I do always make sure to use the Capella library that way I can filter the results to find peer-reviewed articles or to find articles published within the last five years to ensure that my research is still relevant.

02:05

The fifth step is to outline my assessment which I'm sure is no surprise I do write in the Google Doc. I will structure my outline based on the demands of the assessment so it does look a little bit different each time, but then I go back through my notes and I will actually copy and paste segments directly into my outline.

02:24

The final step is to complete the assessment. While this step may appear to be the most demanding it's actually pretty easy because I've already conducted my research and I've already created an outline. Once my assessment is complete I typically review the scoring guide one final time just to make sure I have met all of the expectations and then I submit my assessment for review. I really hope my explanation of this process was helpful for you as always if you would like more information on Capella's FlexPath format there will be links for you down in the description box and I will catch you in the next one.