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STUDENT LEARNING & LICENSURE VALIDATION CHECKLIST

SETUP	☐	Rubrics have standards aligned
	☐	Templates use the correct workflow
	☐	Activities have been created (*If using LMS integration, the "Enable Grade return" checkbox has been selected.)
	☐	Verify users can login (LMS, SSO, etc.)
	☐	
	☐	
PREPARATION	☐	Students have been shown how to submit
	☐	Faculty have been trained on how to score / assess
	☐	Faculty know who to contact with questions and issues
	☐	*If using LMS integration: Faculty have been trained to created activity links within your LMS
ASSESSMENTS	☐	Students have submitted to activities
	☐	Instructors / Assessors have scored submissions
	☐	
	☐	
REPORTING	☐	Rubric data is viewable in the Rubric Report
	☐	Standard data is viewable in the Standard Report
	☐	Demographic and Academic data is available
	☐	
GOING FORWARD	☐	Your process for creating activities worked correctly and is repeatable
	☐	Admins know their responsibilities: creating rubrics, templates, activities, etc.
	☐	Any new admins/assistants can be trained
	☐	You have a plan for training additional faculty
	☐	You have the personnel to support students and faculty as questions and issues arise.
	☐	Your IT team has a process for uploading foundational data each semester