

How to Save a Demo Copy of a DRF Template & Program

Click DRF Programs from the main TS Coordinator menu.

DRF (Directed Response Folio) Assessment System [Read more](#)

DRF Template Builder Define requirements and evaluation methods

DRF Programs Enroll participants & set preferences

DRF Program Reports Track program activity, performance and standards addressed

Supporting Tools: [Rubric Wizard](#) [Form & Survey Builder](#)

Click Copy next to the appropriate DRF Program.

[Elementary Education Spring 2012](#) [Edit](#) [Copy](#) [Delete](#)

DRF template: Assignments

Rename it as a Demo.

General Information

Title:	<input type="text" value="Elementary Education Spring 2012 DEMO"/>
Program Description:	<div style="border: 1px solid #ccc; height: 50px;"></div>

Choose to copy the enrollment, check all roles, and click Copy Program.

Enrollment

Copy Enrollment? Yes No

[View Roster](#) **Evaluators (1)** **Managers (1)**

Grouping

Evaluator Grouping Option: **Option 3:**
When authors submit DRF work for evaluation, they select their evaluator from a list of all evaluators in the program (no grouping necessary; grouping happens automatically.)

[Cancel](#) [Copy Program](#)

Click to modify and activate the demo program.

Program Copy Successful

You have successfully created the program "Elementary Education Spring 2012 DEMO".

Copied programs are initially inactive and must be modified before the program can be activated.

Modify and Activate This Copied DRF Program

Click Tab 2 – DRF Template.

All Programs **1 Setup** **2 DRF Template** **3 Enrollment** **4 Grouping** **5 Resources** **6 Status**

Choose My DRF Templates from the drop down menu and click Go.

Use the DRF Template Builder to design your DRF template: **Go to the DRF Template Builder**

When you have completed creating your DRF template return to this page to attach the template to this DRF Program.

OR

Select/Adapt an Existing DRF template: My DRF templates **Go**

Select the appropriate template.

Assignments **Preview** **Select This Template**

Created by: Elizabeth Jett
Date: 11/03/2011 05:11:00 PM (EST)

Choose to make a copy of the template. (This will enable you to continue to experiment with the template without interfering with any data being collected from the students at the time.) Also, choose whether or not multiple evaluators are need and click Continue.

Copying Preferences:

Use this DRF template "as is"
This option is recommended when you would like people in multiple DRF Programs to use the exact same DRF template. This option enables you to generate performance reports that can be summative or comparative across DRF Programs because the DRF Template will have the exact same directions, structure, and evaluation methods.

Make a copy of the DRF template
By making a copy you will be able to edit this DRF Template (including the directions, structure, and evaluation methods) separately from the original from which it was made. This way you will be able to tailor the DRF Template so that it is appropriate for this particular program. The copy will need to be renamed in the next step so that it can be edited via the DRF template Builder.

Tip: Although making a copy will enable you to make edits to the DRF Template, it may also limit the data aggregation possibilities (data can be aggregated only when people across DRF Programs are using the exact same DRF Template).

Multiple evaluators:

Multiple evaluators NOT needed: Author submissions require only ONE evaluator.

Multiple evaluators needed: Author submissions require more than one evaluator for one or more areas of the DRF template.

Note: An evaluation manager will need to be assigned to reconcile the multiple evaluations.

Cancel **Continue**

Continue to Tab 3 – Enrollment to assign yourself the student role by clicking the “A” next to your name. (You can also enroll other faculty into your demo from this step as well.)

Current Participant (1)

Filter by Role: All Enrolled Participants Search by Name:

Legend: 👤 = author names will be displayed to evaluator ✉ = evaluator will be notified by email when authors submit work

Participant Name	Roles Click icons to change	Email Notification	DRF Visibility
Elizabeth Jett	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Evaluator <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> What's This?	Author <input checked="" type="checkbox"/> What's This? All Areas

Continue to Tab 6 - Status to activate your Demo program. You may do so by clicking Change Status to Active.

DRF Program Management
 Elementary Education Spring 2012 DEMO (Inactive)

Directions: Newly created DRF Programs are inactive and not viewable to participants. Use the checklist below to determine whether setup is complete and if so, initiate the DRF Program by clicking the "Change Status to Active" button. [Help on this Page](#)

Status Details
 Program is currently **INACTIVE** (not viewable by program participants)

Program Setup Task	Status	Notes	
Evaluator Grouping	Complete	<ul style="list-style-type: none"> Evaluators enrolled in program. Groups will be created as authors submit work. 	<input type="button" value="Go to Grouping area"/>
Resources	Incomplete (this step is optional)	<ul style="list-style-type: none"> No program resources have been distributed. 	<input type="button" value="Go to Resources area"/>
DRF Template	Complete	<ul style="list-style-type: none"> DRF Template has been assigned and complete 	<input type="button" value="Go to DRF Template area"/>