Preparing 125 "artifacts of student learning" for RAILS scoring:

1. Gather the artifacts.
2. Describe how you gathered them and post your description of the process to the forum in the space provided.
3. Remove all personally identifiable information from the artifacts. Cut out, white out, black out, use post-it tape, or otherwise remove student names, course titles, faculty names, etc. Note: If you want to keep track of course titles or departments, then you can record this information once you have assigned a code to each artifact. However any such records must be kept separate from the artifacts during the norming and scoring process.
4. Discard any artifacts that are unscorable because of missing information or some other reason.
5. If you have more than 125 artifacts at this point, complete step 6. If you only have 125 artifacts, you can skip step 6 and go on to step 7. If you have fewer than 125 artifacts, you have a problem because you need 125 artifacts!
6. If you have more than 125 artifacts, you need to use a random number table to select the 125 artifacts to use in the study. Give your artifacts *temporary* numbers, 1 through how many you have (1-150, 1-300). Go to http://stattrek.com/Tables/Random.aspx to use the random number generator. Enter the following values:

How many random numbers?	125
Minimum value?	1
Maximum value?	[enter the number of artifacts you have]
Allow duplicates?	False
Seed?	[leave blank]

   Then click "calculate" to generate a table of numbers. Put your artifacts in order according to the table. You can move through the table in either direction (down or across) as long as you are consistent. Some artifacts' temporary numbers will not be in the table; these are the ones that you omit to get to the required number of artifacts: 125. Go on to step 8.
7. If you have exactly 125 artifacts, use this table to put them into a random order. Give your artifacts *temporary* numbers, 1-125. Then put them in order using the following table. You can move through the table in either direction as long as you are consistent. So the first artifact can be artifact #72, the second #60, and the third #70. Or, the first artifact can be artifact #72, the second #6, and the third #20.

8. When you have exactly 125 artifacts and they are in random order using temporary numbers, code them consecutively. (These codes are NOT the same as the temporary numbers you assigned in steps 6 or 7. Those temporary numbers can be removed; you won't need them again.) Start your code numbers with your institution code. For example, if you are institution 1, your artifact codes will begin with 1001, 1002, 1003 and so on. (Note: This is not the final code. In the end, you will have three more digits identifying the order in which the artifacts were scored.)

> For example:
> 1001001 = Institution 1, Number 1, 1st artifact scored
> 1035103 = Institution 1, Number 35, 103rd artifact scored

9. Score each of the 125 artifacts 3 times using your rubric. Here's the easiest way to do this.
   a. Make 375 paper copies of your rubric. Put the same student code on 3 separate paper copies of the rubric (1001-1125 on one set of rubrics, 1001-1125 on the second set, 1001-1125 on the third set).
   b. In one sitting, score all the student work, 1001 through 1125.
   c. Repeat in a second sitting.
   d. Repeat in a third sitting.
   e. Rearrange your rubric copies so that you have all three scores for artifact 1001 together, 1002 together, and so on.
   f. Examine the scores you gave each artifact.
   g. Reconcile any divergent scores.
   h. Add up the scores you gave to each criterion (row). This sum is the "total" score for each artifact.
   i. By the way, the scores you'll enter into Waypoint on scoring day are the criterion scores (each row, one at a time), not the total score.
10. Sort artifacts into groups according to their "total" scores so that all the highest scores are together, lowest scores are together, and middle scores are together. You may have more than 3 piles, but you need to have at least 3 piles.
11. Regroup artifacts into 5 new piles of 25 artifacts each. Make sure that each pile has an equal number of high, low, and medium scoring artifacts. This is how we make sure that good, poor, and mediocre artifacts are randomly scattered throughout the scoring day.
12. Resort each of the 5 piles into their original random order (ascending)…as close as you can within the piles. Do not mix the piles; maintain 5 separate piles! However, it doesn't matter which pile is first, second, third, fourth, or fifth.
13. Finally, add the final 3 digits to the artifact codes. (See step 8.)

14. You'll notice that this process results in 125 artifacts prepared for scoring day. The artifacts that will be scored will be numbered xxxx001-xxxx100. Numbers xxxx101-xxxx125 will be used for norming.
15. Make copies. Each rater needs their own set, and all sets must be identical. That's 12 sets (one for each rater, a clean one for you for rating day, and an extra for Megan).
16. You're done!