

# ILO 3 Artifact Evaluation Instructions

1. Begin by checking which team you are part of (and which artifacts are assigned to your team) in the [ILO 3 Team Assignments document](#). Please note that teams have **changed** for this assignment!
2. Head to the [ILO 3 Artifacts Google Drive](#) and choose the folder for your team. These folders contain the artifacts assigned to your team.
  - a. [Team A's folder](#)
  - b. [Team B's folder](#)
  - c. [Team C's folder](#)
  - d. [Team D's folder](#)
  - e. [Team E's folder](#)
  - f. [Team F's folder](#)
  - g. [Team G's folder](#)
  - h. [Team H's folder](#)
  - i. [Team I's folder](#)
3. Once your team has determined which team members will evaluate which artifacts, choose the folder for the artifacts you are evaluating. Inside the artifact folder you will find the artifact itself (this may be multiple documents) along with the evaluation rubric.
  - a. In an ideal world each artifact will have 2 sets of eyes on it before the evaluation is complete.
4. As you read (or watch) the artifact, mark the evaluation rubric.
  - a. If a second team member will be evaluating the same artifact and disagrees with the first team member's rubric markings, feel free to either:
    - i. Make a copy of the rubric and fill it out with your own markings
    - ii. Or, Add in your conflicting markings via comment
    - iii. Or, reach out to the first team member and discuss your conflicting markings and resolve which markings will remain on the rubric.
5. Once all artifacts for your team are evaluated via the rubric, please email Faith ([faith.bradham@bakersfieldcollege.edu](mailto:faith.bradham@bakersfieldcollege.edu)) to let her know your team has finished.