Core 39 Assessment Checklist for CAP Instructors

This outlines the steps required to complete the Core 39 Assessment process and facilitate stipend payment.
The deadline for all steps to be completed is Friday, June 6, 2025.

Core 39 Assessment Step Directions

Key Assignment – Identify and Administer

1. Identify your key assignment (early to mid-semester)
   a. If standardized across the department, will be provided to you by the liaison
   b. If not standardized, submit your draft to Dr. Bartell Berg, Core 39 Assessment Facilitator, (**bmberg@usi.edu)** by mid-semester. If you've used the key assignment in the past, chances are it will be ok.
2. Administer the key assignment (no earlier than halfway through the semester or year if a yearlong course)

Artifact – Scan Before Grading or Mail Graded

3. Provide CAP Office with Student Artifacts
   a. If you have the ability, scan student work *before* grading it. The scan can be sent to jddumond@usi.edu. A secure OneDrive link also can be provided upon request to allow for direct file uploads to the USI server.
   b. If you don't have the ability to scan before grading, business reply envelopes can be provided for you to return the artifacts to the CAP Office. Again, a secure OneDrive link also can be provided upon request to allow for direct file uploads.
   c. Due to FERPA regulations, please do not email graded student work.

Key Assignment – Score & Enter Data

4. Using the rubrics provided behind the myUSI sign-in screen at usi.edu/core39/resources, score the key assignment for each CAP student. *Feel free to create a spreadsheet to facilitate scoring, rather than using paper.*
   a. Remember, some USI courses fulfill one category of Core 39 and will require a single rubric to complete. Some courses fulfill two categories and will require two rubrics to complete.
   b. Refresh by checking usi.edu/core39/core-courses
5. Enter Data in TK20 (optional; CAP Office can complete this piece if requested and scores are provided)
   a. Log into myUSI (https://portal.usi.edu).
   b. Using the search bar at the top of the page, enter "Tk20" and select this product in the results list.
   c. Click your name in the upper right-hand corner, then click the drop-down menu to be sure you are logged in under a **faculty** role, not student or coordinating teacher.
   d. **Enter scores into TK20 by Friday, June 6, 2025.**
   e. Rosters in TK20 were loaded on a certain date. If a student is missing in TK20, it just means he or she was not registered when the data download occurred; there will be no score to enter. If a student is listed who is no longer in your class, alert the CAP Office, if you have not already done so. Do not enter a score for that student. A student who has already completed the formal withdrawal process will still appear in Tk20 but just leave the score blank.

f. For a student who completed the course but did not answer a particular question, enter a O on the appropriate portion of the rubric.

g. Once scores are entered in Tk20, **email Jaclyn (jddumond@usi.edu).**

h. If unable to enter scores in Tk20, **email Jaclyn (jddumond@usi.edu)** so she is aware the CAP Office will be doing the data entry.

Stipend Facilitation

6. Stipend Details

a. Upon receipt of graded artifacts and Tk20 data entry, the Core 39 stipend will be processed according to the schedule below.

b. Depending on timing, the Core 39 stipend may be paid in advance of the enrollment stipend or simultaneously.

All CAP Students	Stipend Rate for Core 39 Facilitation, Grading & Submission of Graded Student Work (Paid Upon Receipt of Graded Student Work in the CAP Office or Upload to SharePoint Site)	Stipend for Tk20 Data Entry (*Optional*; Paid to Instructor Upon Completion of Data Entry in Tk20 System)	Total *Possible* Stipend for Core 39 Work (To be Paid to Instructor Upon Completion of Tasks in First Two Columns)
0 Students	$0	$0	$0
1 – 30 Students	$50	$50	$100
31 – 50 Students	$100	$100	$200
51 – 70 Students	$150	$150	$300
71 – 90 Students	$200	$200	$400
91 – 110 Students	$250	$250	$500
111 – 130 Students	$300	$300	$600
131 – 150 Students	$350	$350	$700
151 – 170 Students	$400	$400	$800
171 – 190 Students	$450	$450	$900
191+ Students	$500	$500	$1,000

Questions?

UNIVERSITY OF SOUTHERN INDIANA
COLLEGE ACHIEVEMENT PROGRAM

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