

Navigation Guide (Faculty) Assessing a Field Experience Binder

ASSESSING a Field Experience Binder

Getting Started

- 1. Click on Field Experience in the sidebar, then Assessments.
- 2. Click on the **name of the student** whose binder you want to assess. Use the search function as needed.

A	SSESSI	MENTS						
	Current Field Experience Assessments			Previous Field Experience Assessments				
/		Student 🔺	Name 🗸		Term \bigtriangledown	Course Number ∇	Section Title \bigtriangledown	
	<u> </u>	Patel, Biren	onsite Field Experience_	Spring2016_ACC101	Summer 2016	ACC101	Principles of Accounting 1	

Binder List

- a. On the left, you will be able to view the binder. Description, due dates, site/placement information, any attached standards and the student's submission.
- b. On the right, you will be able to view the binder's assessment tool(s), grant due date extensions, and provide additional feedback.



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	Revoke Close
Onsite Field Experience_Spring2016_ACC101 Demo Tab	Student: Biren Patel Print-Friendly View Field Experience Forms Due Date(s) Feedback
Title:	
Onsite Field Experience_Spring2016_ACC101	FIELD EXPERIENCE FORMS
Description:	Field Experience Form Description
Due Date(s):	Onsite Training Assessment: NEO For Onsite NEO training. Please do not modify or dele
Tab Name Due Date/Time Allow submission after due date	
Demo Tab 06/24/2016 01:00 AM 🖌	
Submission Option(s):	
Students are allowed to submit after assessment has been submitted. Additional Attachments are not allowed.	
> Placement Details	

Split Screen View

Student Submissions

Students have the option to attach three different types of work.

1. If the student has submitted a Tk20 artifact, it will be displayed on the left side of the screen. Click on the **artifact name** to open the attachment.

					Revoke Close
Onsite	Field Experience_Spring2016_ACC101	Den	no Tab	Print-Friendly View	Student: Biren Patel Print-Friendly Vie Field Experience Forms Due Date(s) Feedback
Name	Status	Туре	Standard	Reflection	FIELD EXPERIENCE FORMS
File 2	Submitted on 06/09/2016 12:06 PM	File			Field Experience Form Description
\smile					Onsite Training Assessment: NEO For Onsite NEO training. Please do not modify or dele

Click Artifact Name to View



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 If the student has submitted a file upload, you may click on **Download** to save it to your computer, or you can click on **View and Annotate** to open the document in your web browser.

	Revoke Close
Print-Friendly View Onsite Field Experience_Spring2016_ACC101 Demo Tab	Student: Biren Patel Print-Friendly View Field Experience Forms Due Date(s) Feedback
< BACK Onsite Field Experience_Spring2016_ACC101 — Demo Tab — File 2	FIELD EXPERIENCE FORMS
Basic	Field Experience Form Description
BASIC INFORMATION	Onsite Training Assessment: NEO For Onsite NEO training. Please do not modify or dele
Please upload your file using the 'Documents' tab.	
Title:*	
File 2	
Description: Paste a link to a google doc or other online resource here!	
FILE	
Attached Documents: Innovative or Simply Post-modern.docxl. View and Annotate Download Conversion is complete, click the link to view and annotate	

- 3. To annotate:
 - a. Select the text you wish to annotate, then click comment.

to leave a

- b. Click Save to add your annotated comment.
- c. Click to edit your comment or to delete it.



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Onsite Field Experience_Spring2016_ACC101 - Demo Tab - File 2 - Basic - view Innovative or Simply Post-modern.docx		Print-Friendly View
Navigate: Filter by: Annotation Filter by Annotation	Student: Biren Patel	
	Field Experience Forms Du	e Date(s)
	Feedback	
	FIELD EXPERIENCE FORMS	
Innovative or Simply 'Post-modern' New Paradigms in the Study of Curriculum	Field Experience Form	Description
Fall 2013 Intermediate Curriculum and Instruction	Onsite Training Assessment: NEO	For Onsite NEO training. F
ECI201 01		
Great!		
Monica Thompson		
In education, a curriculum is broadly defined as the totality of student experiences that occur the educational process. The term often refers specifically to a planned sequence of instructio or to a view of the student's experiences in terms of the educator's or school's instructional goals. In a 2003 study Reys, Reys, Lapan, Holliday and Wasman refer to curriculum as a set learning goals articulated across grades that outline the intended mathematics content and process goals at particular points in time throughout the K–12 school program. Curriculum me		

Review and Edit or Delete Annotation

Assessing Student Submissions

- 1. Click on the **Field Experience Forms** available in the right side of the screen to complete assessments of your student.
- 2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions.
- 3. After you have completed the form, choose on of the following actions:
 - a. Save: save work and return at a later time,
 - b. **Complete**: mark the assessment as complete and return to the previous screen.
- 4. Repeat this process until you have finished all assessments.
- 5. When you are finished with the last form, click **Submit**.

Note(s):

• If available, **comments** may be left for each criterion within the score column of the rubric.



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Use the following rubric to evaluate the candidate during your observation.

	Target Met	Progressing	Intervention Required	Score
Required Skills and Knowledge	4 The candidate correctly identifies problems and applies relevant skills and knowledge gained from the program without superfluous or incorrect information.	2 • The candidate demonstrates possession of the relevant skills and knowledge but does not always correctly and succinctly apply the correct solution.	0 • The candidate demonstrates gaps in required skills and knowledge and/or completely misinterprets the relevant problem or context.	4

Rubric with Comments Under Score

- A Grade made may be entered for the student based on the Total Score.
- You will not be allowed to submit your binder until you have completed all assessment tools.

GRADE			
Total Score:			
14.0			
Total Mean:			
3.5			
Grade:			
	Assign a Grade	•	

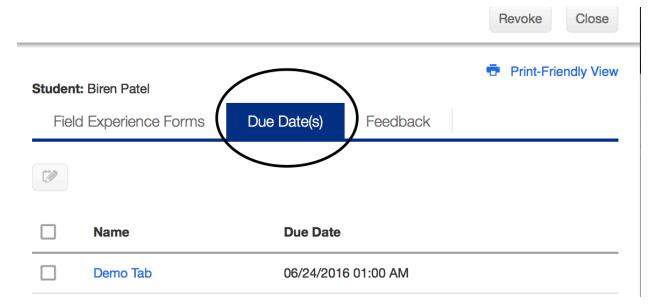
Office of Institutional Effectiveness



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Extend the Due Date

1. Click on the **Due Date(s)** tab on the right half of the split screen.



Editing the Due Date

- 2. Click Edit Due Date.
- 3. Select a new due date and time.
- 4. Enter a **comment**.
- 5. Click **Update**.