

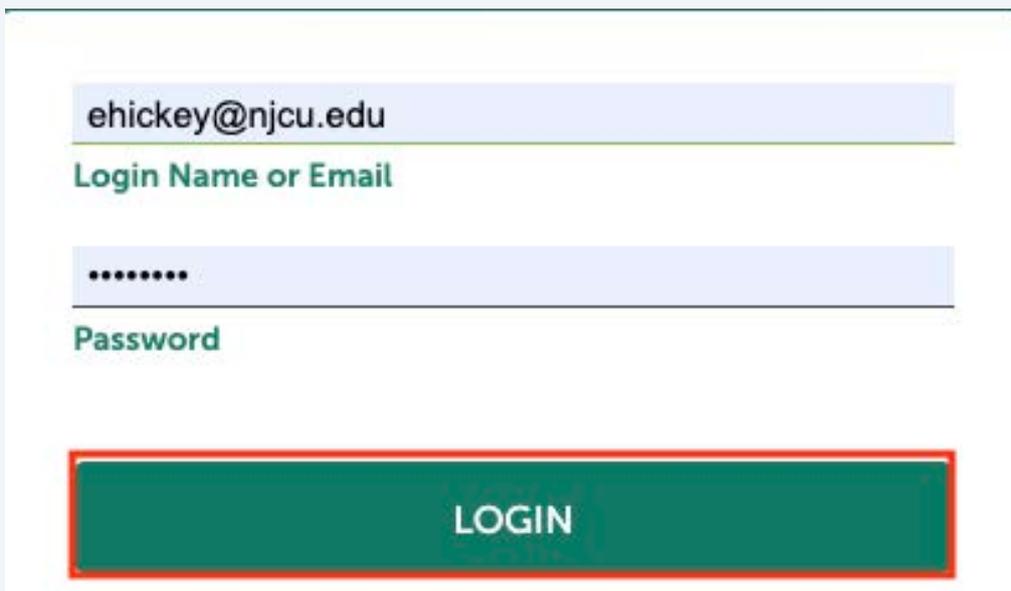
Cooperating Teacher Assessments in Portfolio

1 Cooperating Teachers will complete these assessments in Portfolio for their student interns during the semester:

- Danielson Framework for Teaching 2022 (midterm and final)
- Candidate Disposition Inventory for Clinical Practice (once at the end of the semester)
- Attendance Record for Cooperating Teacher (to record tardiness and absences as necessary)
- COE Feedback on Clinical Supervisor (once at the end of the semester)

2 Navigate to <https://njcu.chalkandwire.com/Login.aspx>

3 Use your email as the Login Name and the password you were provided.



The screenshot shows a login form with two input fields and a button. The first field is labeled "Login Name or Email" and contains the text "ehickey@njcu.edu". The second field is labeled "Password" and contains seven dots. Below the fields is a green button with the text "LOGIN" in white, which is highlighted with a red border.

- 4 Click "Pending Assessments" from the Dashboard to begin.

The screenshot shows the NJCU Dashboard. At the top, there are navigation links: WALKTHROUGH, USER GUIDE, and SEE WHAT'S NEW. The main header is 'Dashboard'. Below the header, there are tabs: Overview, Pending Assessments (highlighted with a blue circle and a '2' badge), Performance, Upcoming, and Surveys (with a '1' badge). The dashboard displays an 'AVERAGE (LAST 30)' of 3.27, a 'LAST 30 ASSESSMENTS' line graph, a 'LAST ASSESSMENT' of 4.0, and a 'HIGHEST RESULT' of 4.4. A 'MENU' button is visible on the left side.

- 5 Click one of the assessments, then choose "Assess" from the pop-up menu.

The screenshot shows the 'Pending Assessments, Past 2 Years' page. It displays 'PENDING ASSESSMENTS' as 2 and 'INCOMPLETE ASSESSMENTS' as 0. There is a dropdown for '15 records per page'. Below, a table lists students: 'Test Student' (highlighted) and 'Test Student'. A context menu is open over the first 'Test Student' row, showing options: View Assessment Instrument, View Summary, View Details, Assess (highlighted with a blue circle), Annotations, View Student Info, and View Assessor Info. At the bottom, there are links for 'Excel Viewer / CSV Viewer' and contact information for IT Helpdesk: helpdesk@njcu.edu (201) 253-4357.

6

A description of the scoring levels will appear if you hover your cursor over each level. Click the box to score for that criteria. The boxes will change from black to green as you score each row.

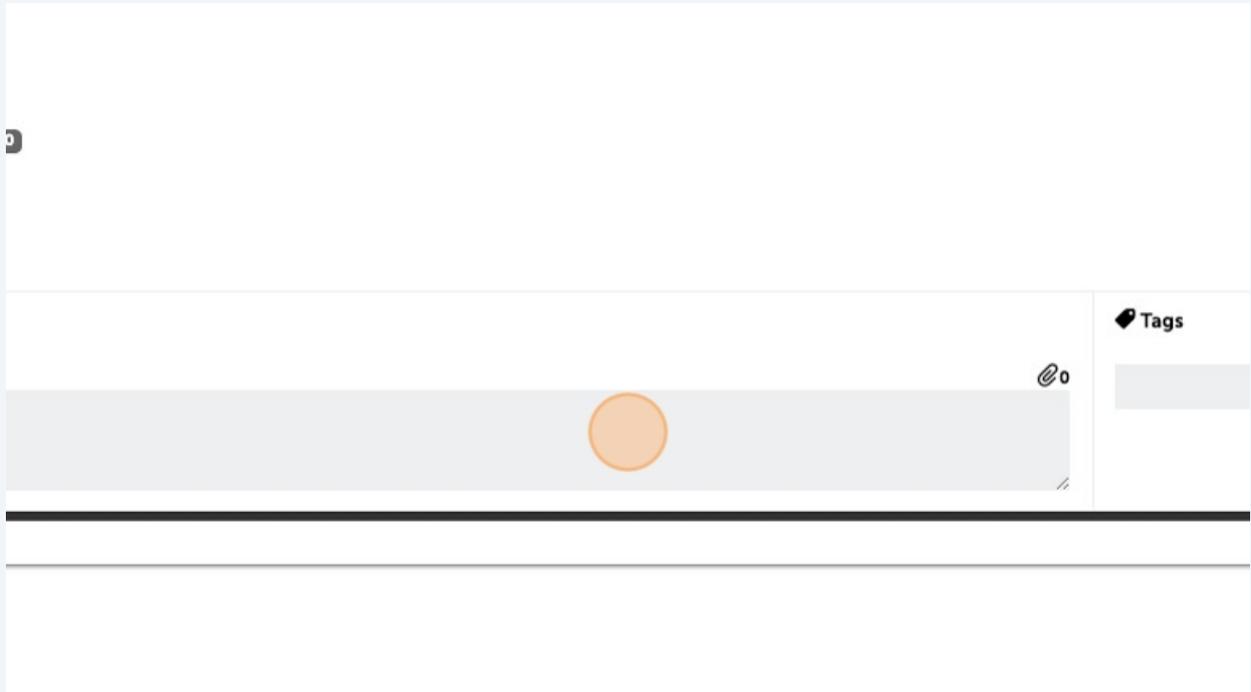
The screenshot shows a scoring interface. At the top, there are four circular icons labeled 1.0, 2.0, 3.0, and 4.0. Below them is a grid of 6 rows and 4 columns. The top-right cell (row 1, column 4) is highlighted in green. A tooltip box is positioned above the grid, containing the text: **Proficient**
The teacher's understanding of content and pedagogy supports student learning of the content. To the right of the grid is a vertical list of six 'Comment...' text boxes. A blue button labeled 'Comment Suggestions' is located between the first and second 'Comment...' boxes. An orange circle highlights the second 'Comment...' box.

7

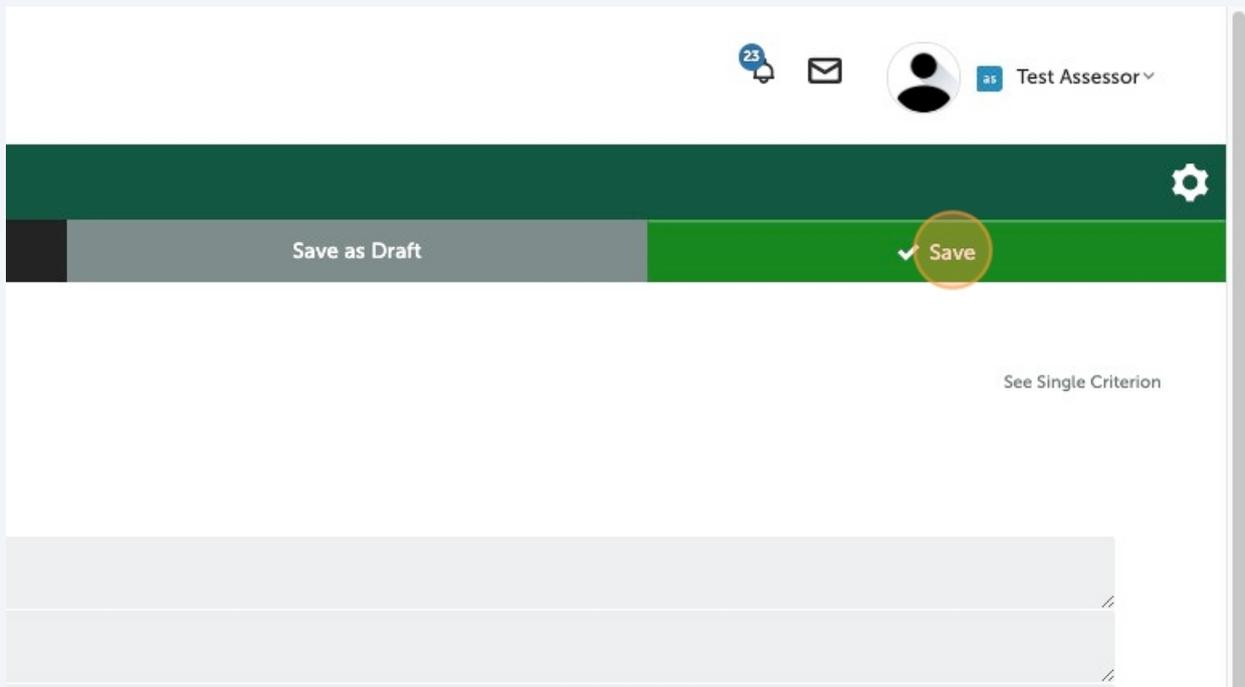
Click the "Comments" field if you would like to comment on that criteria.

The screenshot shows a scoring interface. At the top, there are four circular icons labeled 1.0, 2.0, 3.0, and 4.0. Below them is a grid of 6 rows and 4 columns. The top-right cell (row 1, column 4) is highlighted in green. A tooltip box is positioned above the grid, containing the text: **Distinguished**
The teacher's knowledge of students is extensive and fosters student learning and development to support academic and personal success. To the right of the grid is a vertical list of six 'Comment...' text boxes. A blue button labeled 'Comment Suggestions' is located between the first and second 'Comment...' boxes. An orange circle highlights the second 'Comment...' box.

8 You can also add comments "Overall Comments" box at the bottom of the page.



9 Click "Save" when you are finished. The student will receive a notification that their assessment has been completed after you click "Save." You can also click "Save as Draft" if you would like to save your work and return at a later time.



10

You do not need to enter a grade for this assessment. Click the gray checkbox at the top left to return to your Pending Assessment.

The screenshot shows the NJCU assessment interface. At the top, there is a green header with the NJCU logo and navigation tabs for 'LAUNCHPAD WALKTHROUGH' and 'ASSESSMENT GUIDE'. Below this is a dark green bar with the title 'Danielson Framework for Teaching 2022 (Manual Assessment)'. A sidebar on the left contains a 'MENU' button and a gray checkbox with a white checkmark. The main content area shows a 'Show Detailed View' link, a 'COMPLETE' status, a score of '3.6' with 'FINAL SCORE' below it, and a '89.1 / 100' score with a 'Save' button.

11

Choose any remaining assessments and click "Assess." Repeat the process to complete that assessment.

The screenshot shows a table of assessments. The table has columns for 'Instrument' and 'Submitted'. A context menu is open over a row, showing options: 'View Assessment Instrument', 'View Summary', 'View Details', 'Assess', 'Annotations', 'View Student Info', and 'View Assessor Info'. The 'Assess' option is highlighted with a brown circle. The table row shows 'Candidate Disposition' in the 'Instrument' column and '2024-08-20 12:04 MA' in the 'Submitted' column.

Instrument	Submitted
Candidate Disposition	2024-08-20 12:04 MA

1

To access the **Attendance Record for Cooperating Teacher** and the **COE Feedback on Clinical Supervisor** forms, click "Surveys" from the Dashboard page.

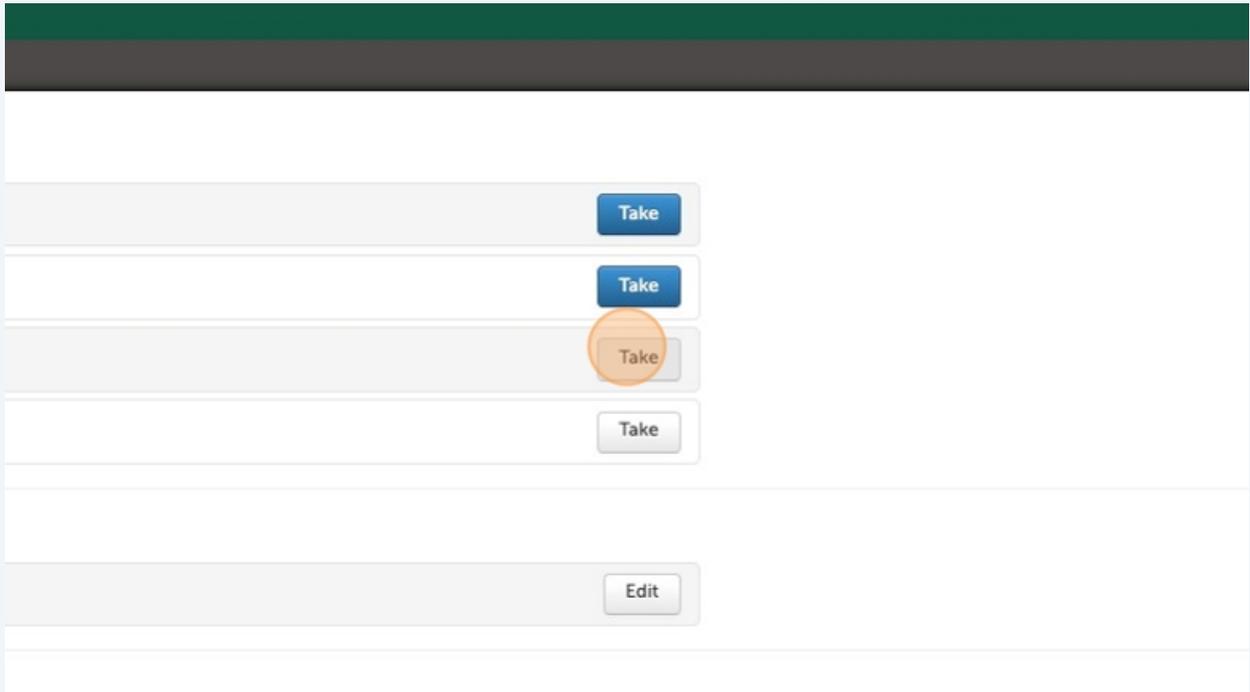
The screenshot shows the NJCU Dashboard interface. At the top, there is a navigation bar with links for "WALKTHROUGH", "USER GUIDE", and "SEE WHAT'S NEW". Below this is a dark green header with the "Dashboard" title and a home icon. A secondary navigation bar contains tabs for "Overview", "Portfolios", "Performance", "Upcoming", and "Surveys". The "Surveys" tab is highlighted with a blue background and a blue notification badge with the number "4". Below the navigation, the dashboard displays a large "AVERAGE (LAST 30)" score of "3.03" with a green upward arrow. To the right is a "LAST 30 ASSESSMENTS" line graph. At the bottom, it shows "LAST ASSESSMENT" as "5.0" and "HIGHEST RESULT" as "5.0".

2

You will see the "Attendance Record for Cooperating Teacher" and "COE Feedback on Clinical Supervisor" under Incomplete Surveys.

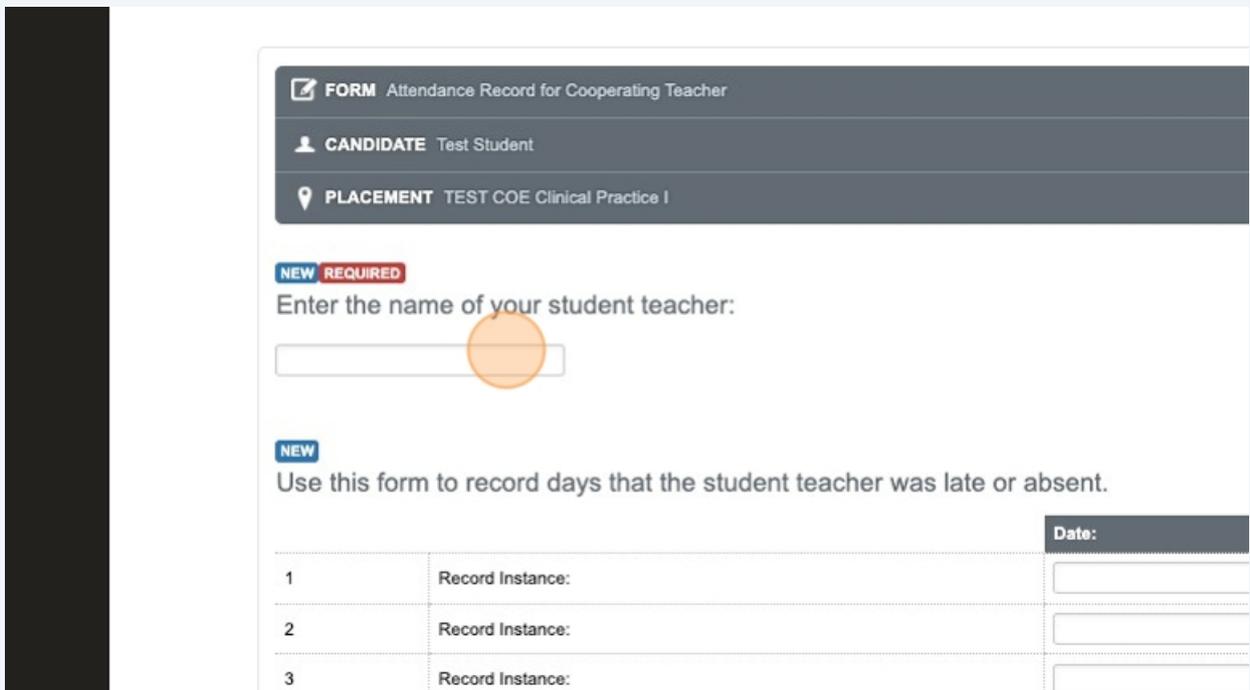
The screenshot shows the "Surveys" page. The "Surveys" tab in the navigation bar is highlighted with a blue background and a blue notification badge with the number "4". Below the navigation, the page is divided into two sections: "4 Incomplete Surveys" and "1 Completed Surveys". The "Incomplete Surveys" section contains a list of four items, each with a checkbox and a "REQUIRED" label: "Candidate Self and Site Report", "Candidate Self and Site Report", "Attendance Record for Cooperating Teacher", and "COE Feedback on Clinical Supervisor". An orange circle highlights the "Attendance Record for Cooperating Teacher" item. The "Completed Surveys" section contains one item: "Attendance Record for Cooperating Teacher".

3 Click "Take" to begin one of the forms.



A screenshot of a web interface showing a list of forms. The interface has a dark green header bar at the top. Below it, there are several rows of form cards. Each card has a 'Take' button on the right side. The third 'Take' button from the top is highlighted with an orange circle. At the bottom of the list, there is an 'Edit' button.

4 For the Attendance Record for Cooperating Teacher, you will need to enter the name of your student at the top of the form.



A screenshot of the 'Attendance Record for Cooperating Teacher' form. The form has a dark grey header with the following information:

- FORM** Attendance Record for Cooperating Teacher
- CANDIDATE** Test Student
- PLACEMENT** TEST COE Clinical Practice I

Below the header, there is a red 'NEW REQUIRED' tag and the text 'Enter the name of your student teacher:'. A text input field is provided, with an orange circle highlighting it.

Below the input field, there is a blue 'NEW' tag and the text 'Use this form to record days that the student teacher was late or absent.'.

The form contains a table with three rows and two columns. The first column contains the numbers 1, 2, and 3. The second column contains the text 'Record Instance:'. To the right of the table is a 'Date:' column with three empty input fields.

		Date:
1	Record Instance:	<input type="text"/>
2	Record Instance:	<input type="text"/>
3	Record Instance:	<input type="text"/>

5 Add the date that the student was late or absent.

For student teacher:

Indicate the number of days that the student teacher was late or absent.

	Date:
Number of days:	<input type="text"/>

6 Indicate if the student was late or absent on this date.

	Late or absent?
<input type="text"/>	<input type="checkbox"/>

7 Add optional comments.

	Comments
<input type="text"/>	<input type="text"/>

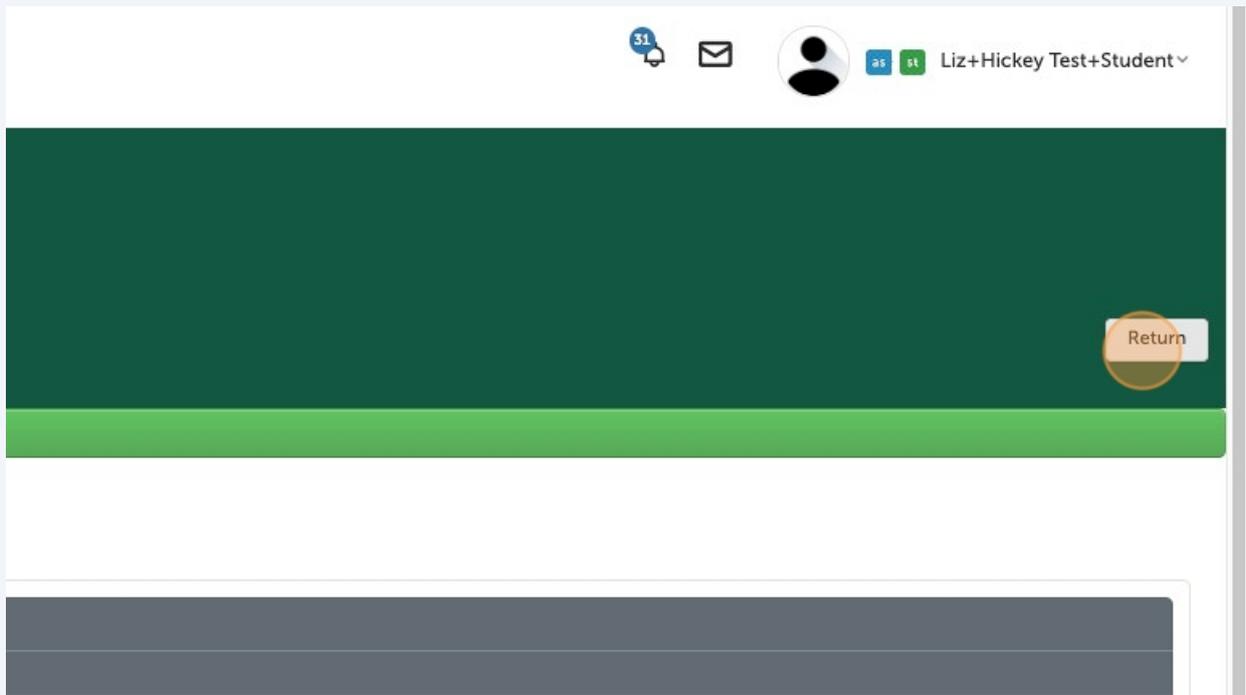
8 Click "Save" when finished. You can return to the form later to add additional instances if necessary.

9	Record Instance:	<input type="text"/>
10	Record Instance:	<input type="text"/>

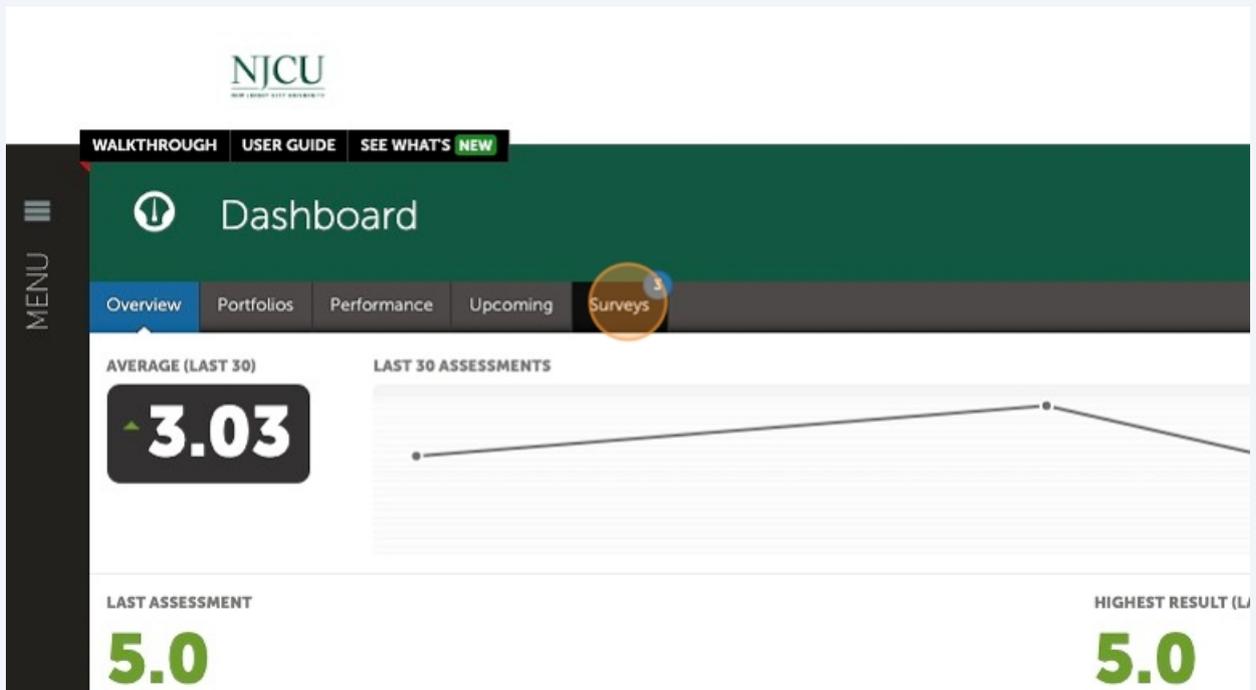
Comments

IT Helpdesk: helpdesk@njcu.edu (201) 253-4357

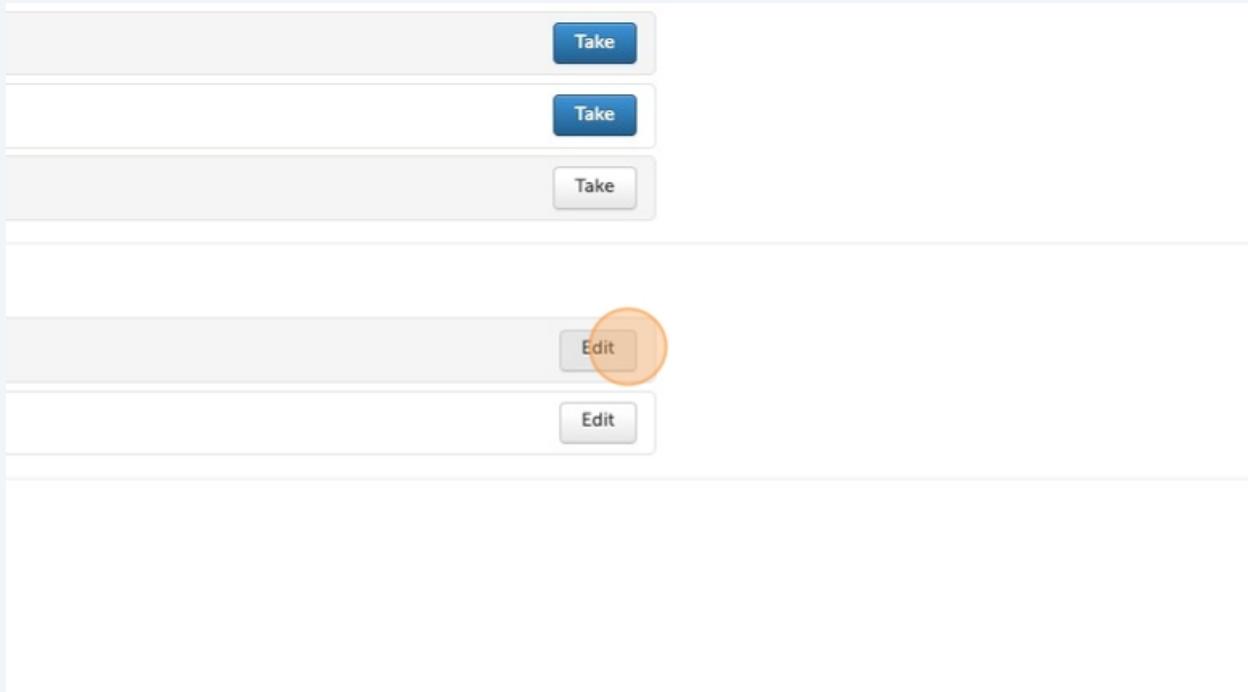
9 Click "Return" to return to the Dashboard page.



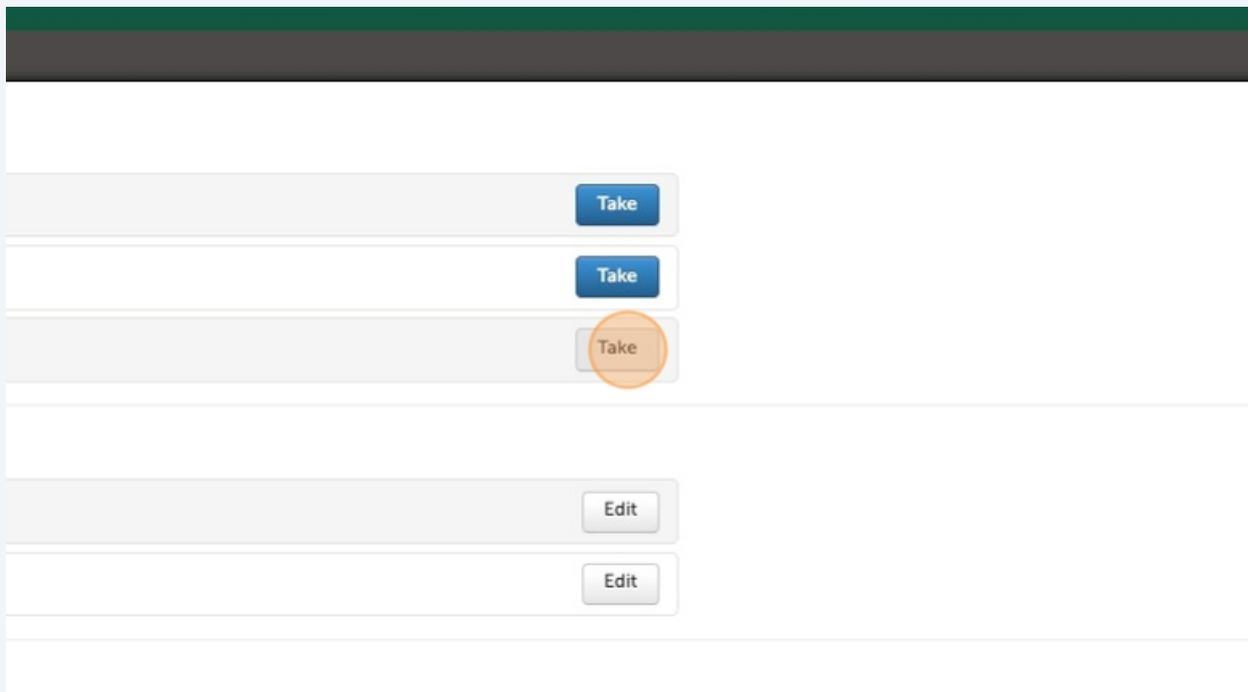
10 Click "Surveys" to begin another form.



11 Click "Edit" if you would like to edit a form you have already submitted.



12 Click "Take" to begin the COE Feedback on Clinical Supervisor form.



13 Enter the requested information on the form.

FORM COE Feedback on Clinical Supervisor

CANDIDATE Test Student

PLACEMENT TEST COE Clinical Practice I

NEW REQUIRED
Name of your school:

NEW REQUIRED
Name of your school district:

NEW REQUIRED
Name of Clinical Supervisor at NJCU:

14 Click "Save" when completed.

6 The supervisor represented the university teacher preparation program in a professional manner.

Comments

comment

Save

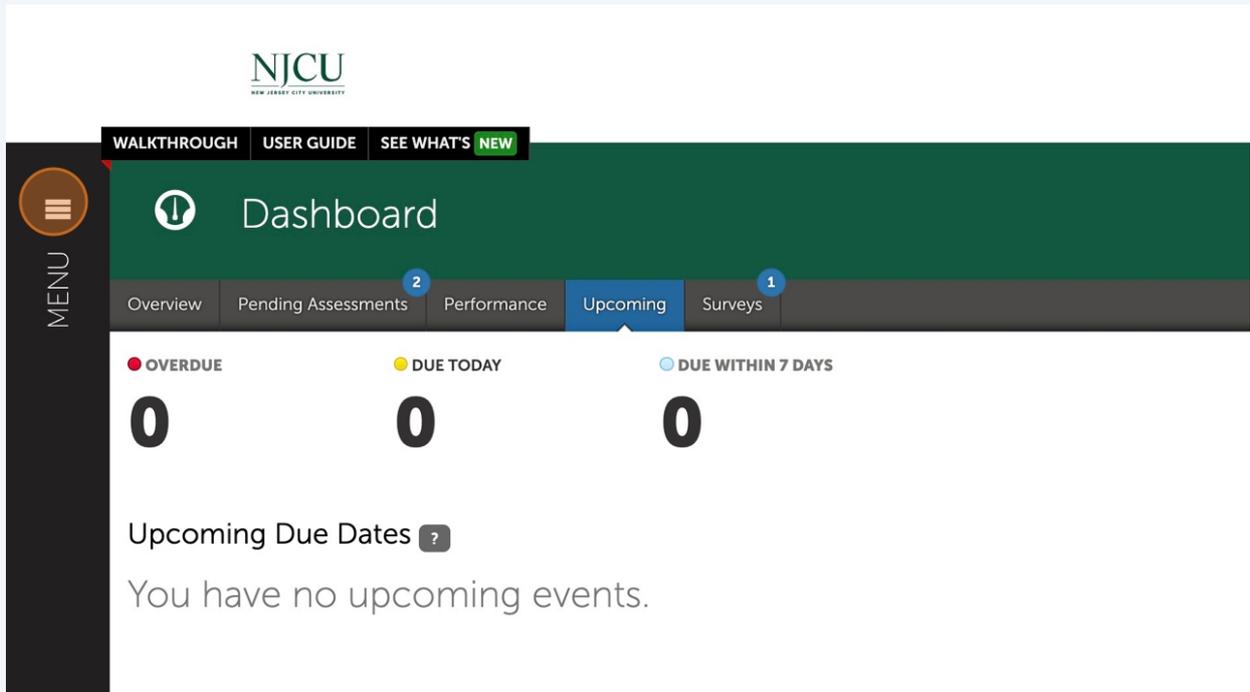
IT Helpdesk: helpdesk@njcu.edu (201) 253-4357

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How to Access Completed Assessments in Portfolio

Use these instructions to view the assessments that you and the clinical supervisor have completed for your student teacher intern in Portfolio.

- 1 From the Portfolio Dashboard, click the menu button at the top left of the page.



2 Click "Reporting"

The screenshot shows a yellow sidebar menu on the left with the following items: Assess (with a checkmark icon), Experiential Learning (with a building icon), Work (with a printer icon), Curriculum (with a book icon), Reporting (with a bar chart icon and a red circle around it), Users & Groups (with a person icon), Contact List Manager (with a document icon), and Help (with a globe icon). The main content area is a dashboard with a dark green header. It features three large zero counts under the categories: OVERDUE (red dot), DUE TODAY (yellow dot), and DUE WITHIN 7 DAYS (blue dot). Below the counts, the text reads "Upcoming Due Dates" with a question mark icon, followed by "You have no upcoming events." At the bottom, it says "IT Helpdesk: helpdesk@njcu.edu (201) 253-4357".

3 Click "Student Results"

The screenshot shows a yellow sidebar menu on the left with the following items: Reporting, BACK (with a right arrow icon), Student Results (with a red circle around it), Results Analytics (with a bar chart icon), and Tag Reporting (with a printer icon). The main content area is a dashboard with a dark green header. It features three large zero counts under the categories: OVERDUE (red dot), DUE TODAY (yellow dot), and DUE WITHIN 7 DAYS (blue dot). Below the counts, the text reads "Upcoming Due Dates" with a question mark icon, followed by "You have no upcoming events." At the top of the dashboard, there are links for "WALKTHROUGH", "USER GUIDE", and "SEE WHAT'S NEW" (with a green 'NEW' badge). The dashboard also has a navigation bar with tabs for "Overview", "Pending Assessments" (with a '2' badge), "Performance", "Upcoming" (with a blue arrow pointing up), and "Surveys".

4 Choose the row with your student's assessment, then click "View Details"

SUBMITTED: 1 # ASSESSED: 0 MEAN: - MEDIAN: 0.00

> RESULTS SEARCH

15 records per page

Student	Assessor	Table of Contents	Section	Assessment Ir
Tsamou, Nicolette for CLINICAL PRACTICE FALL 2024	Bell, Nina	n/a		Danielson Fra Updated

← Previous 1 Next →

[Excel Viewer](#) / [CSV Viewer](#)

Report generated on Tuesday September 24, 2024 19:12 in 0.047s

5 Click "Return" when you are done viewing the completed assessment.

5

Print Return

Actions

TOC n/a

INSTRUMENT [Danielson Framework for Teaching Updated](#)

Tags

Save Tags