





# Completing Field Experience Evaluations

## 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. After you open the student's field experience binder you can see the following:
  - 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.

ASSESSMENTS					
Current Field Experience Assessments			Previous Field Experience Assessments		
Student ▲	Name ▼	Term ▼	Course Number ▼	Section Title ▼	
 <a href="#">Adrian, Gemma</a>	Student Teaching 1	Spring 2016	EDU 400	Field Experience	
 <a href="#">Burleson, Bob</a>	Student Teaching 1	Spring 2016	EDU 400	Field Experience	


ADRIAN, GEMMA

Submit Close

Student Teaching 1 Lesson Plans Dispositions Self-Assessment Print-Friendly View

Cooperating Teacher Evaluation Standards




Title:  
Student Teaching 1

Description:  



This field experience binder will contain assessments for one placement of the student teaching

Field Experience Forms Due Date(s) Feedback Print-Friendly View

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
 <a href="#">Student Teaching Formative Evaluation (Mathematics)</a>		
 <a href="#">Student Teaching Summative Evaluation (Mathematics)</a>		
 <a href="#">Teacher Candidate Dispositions Assessment</a>		

## Completing the Rubric

1. Click on the **Field Experience Forms** available  on 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 one 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**.