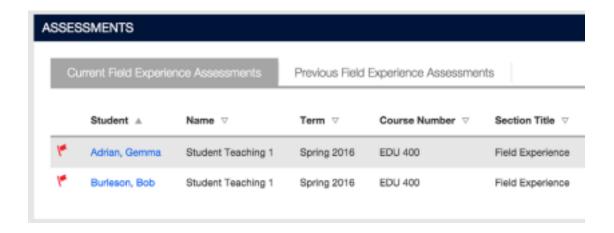
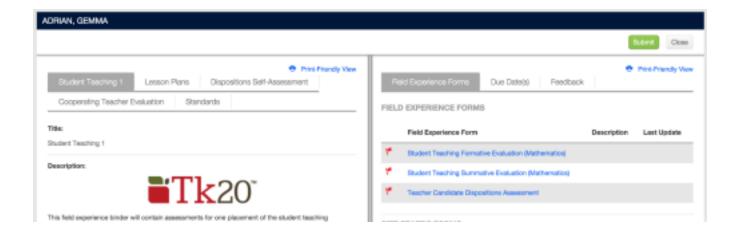


## **Completing Field Experience Evaluations**

## **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 students 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.





## 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**.