UNIVERSITY SUPERVISOR
ASSESSING A FIELD EXPERIENCE BINDER
Getting Started

Step 1: Click on Field Experience in the sidebar, then Assessments.

Step 2: Click on the name of the student whose binder you want to assess. Use the search function as needed.
Getting Started

On the left, you will be able to

• View the binder description
• View the due dates
• View the site/placement information
• View student submissions (not all binders have student submission tabs).
Getting Started

On the right, you will be able to

- View the forms assigned to you to be completed on behalf of the student.
  - Located under the “FIELD EXPERIENCE FORMS” tab, and contain red flags.
- Grant extensions – “Due Date(s)” tab
- Provide additional feedback – “Feedback” tab
- View Site Staff Forms
Student Submissions

- The various tabs of the binder and student-submitted documents will be displayed on the left side of the screen.
  - You may not have student submissions in your binder if your students are not required to submit material for their binders.

Step 1: Navigate to the tab that contains the submission you would like to view. Click on the blue document name to open the attachment.
Student Submissions

Step 2: Once you open the document, if the student has submitted a file upload, you will see it listed at the bottom of the page. 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 internet browser.
Student Submissions

To annotate the document, click View and Annotate. Then, select the text you wish to annotate. Click on the icon and add your notes.

- It may not be possible to annotate if your student uploaded an image instead of a document.

Step 3: Click on Save to add your annotated comment. Hover over the document text to see your comment.

Step 4: Click on the pencil icon within the comment box in order to edit your comment or the trash can icon to delete it.
Assessing Student Submissions

Step 1: Open the form by clicking the name of the form, in blue.

Step 2: Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions.
Assessing Student Submissions

Step 3: After you have completed the form, choose one of the following actions:

- **Save**: save work and return at a later time
- **Save & Close**: finalizes the data entered into the assessment form and closes the form
- **NOTE**: When any assessment is saved OR submitted, the binder will lock for students so that they cannot make revisions. In order to open a binder back up for student editing, please see the slide 12-13 of this guide.
Assessing Student Submissions

Step 4: Repeat this process until you have finished all assessments (completed all of the forms assigned to you).

Step 5: When you are finished with the last form, click Submit, in the upper right-hand corner.

Note:

- If available, comments may be left for each criterion within the score column of the rubric.
- A Grade 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 forms assigned to you.
- After you click Submit, the evaluations become locked!
Granting an Extension

Step 1: Click on the **Due Date(s)** tab on the right half of the split screen.
Step 2: Click the gray **Edit Due Date**.
Step 3: Select a new due date and time.
Step 4: Enter a **comment**.
Step 5: Click **Update**.
Granting an Extension

Note:

• If you have already submitted your assessments, but need to make an alteration or grant an extension to the student, you will need to revoke your assessment before you can edit the due date.

• To do this, simply click on the “revoke” button in the upper right-hand corner of the right-hand pane of your screen (seen below). Now, you may follow the aforementioned steps for editing the due date.