ASSESSING a Field Experience Binder

Getting Started

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

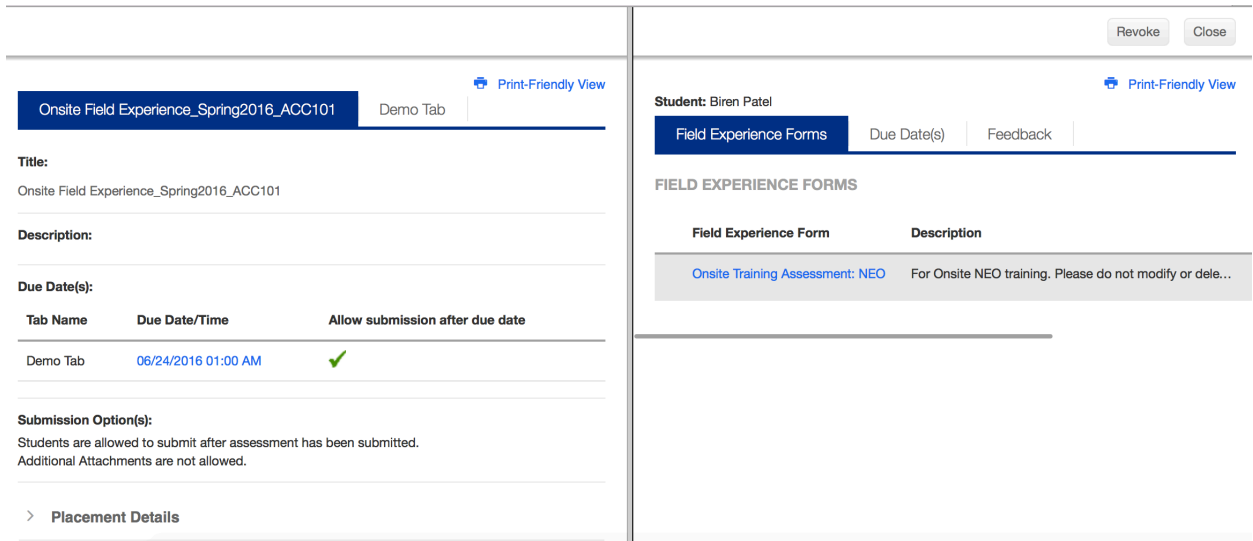2. Click on the **name of the student** whose binder you want to assess. Use the search function as needed.

ASSESSMENTS

	Current Field Experience Assessments	Previous Field Experience Assessments			
	Student ▲	Name ▽	Term ▽	Course Number ▽	Section Title ▽
✓	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.
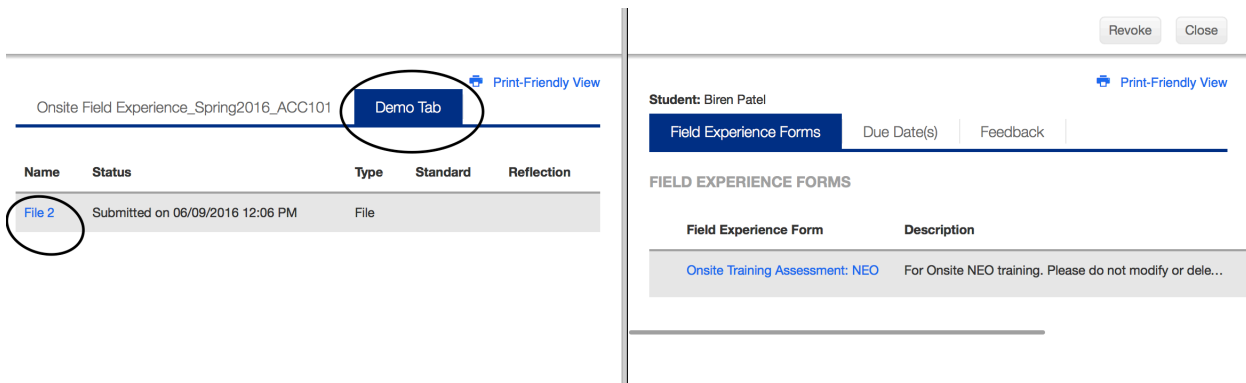
Split Screen View

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.
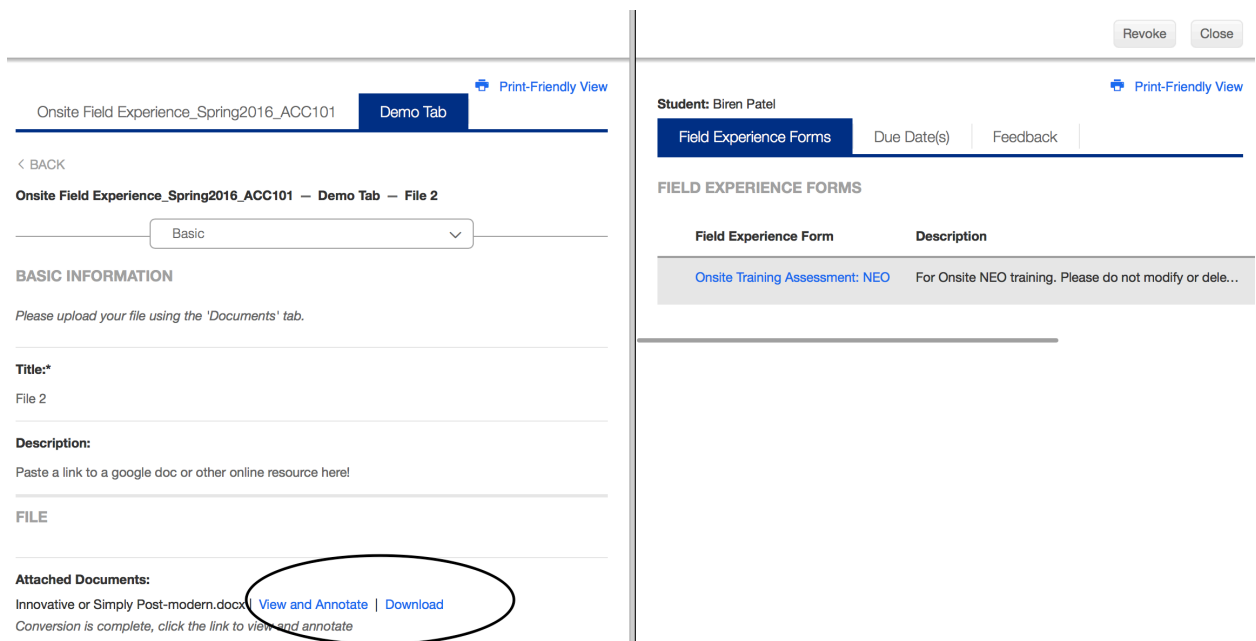
Click Artifact Name to View

2. 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.
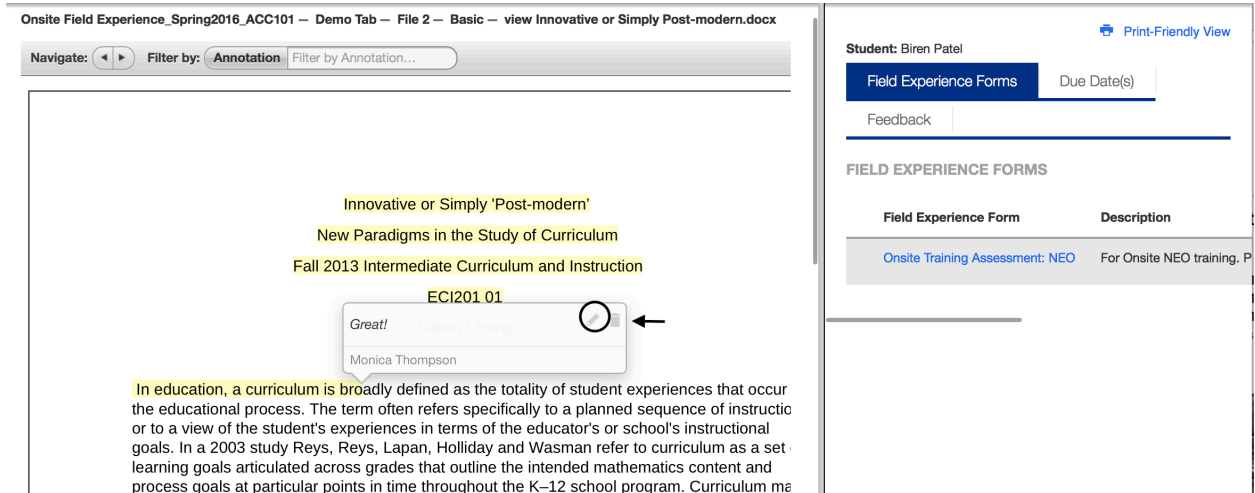

3. To annotate:

    a. Select the text you wish to annotate, then click to leave a comment.

    b. Click Save to add your annotated comment.

    c. Click to edit your comment or to delete it.

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.

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

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

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.
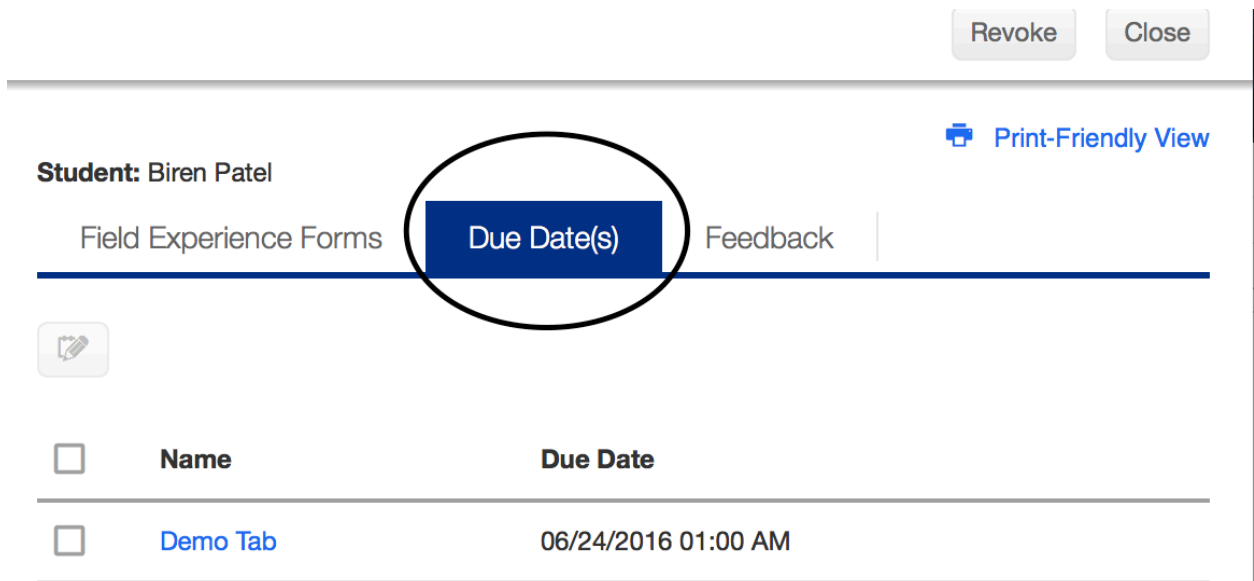
GRADE

Total Score:

14.0

Total Mean:

3.5

Grade:

Assign a Grade

Extend the Due Date

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

| | Revoke | Close |

🖨 Print-Friendly View

Student: Biren Patel

| Field Experience Forms | Due Date(s) | Feedback |

☐	**Name**	**Due Date**
☐	Demo Tab	06/24/2016 01:00 AM

Editing the Due Date

2. Click **Edit Due Date.**

3. Select a new due date and time.

4. Enter a **comment**.

5. Click **Update.**