

Clinical Supervisor Assessments in Portfolio

1

Clinical Supervisors will complete these assessments in Portfolio for their student interns during the semester:

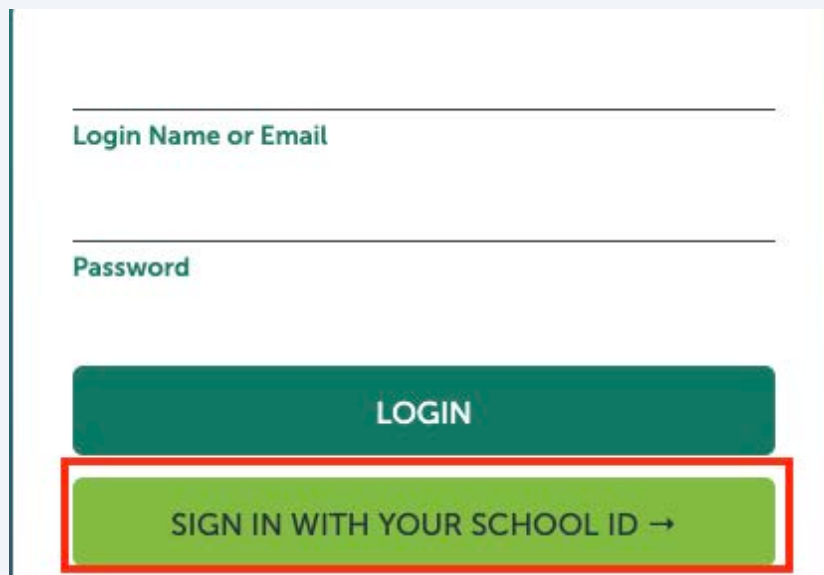
- Danielson Framework for Teaching 2022 (4 observations during Clinical Practice I, 7 observations during Clinical Practice II)
- Candidate Disposition Inventory for Clinical Practice (once at the end of the semester)
- COE Feedback on Cooperating Teacher (once at the end of the semester)

2

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

3

Click the button "Sign in with Your School ID" *before* using your GothicNet ID and password to log into Portfolio.



The image shows a login form with two input fields: "Login Name or Email" and "Password". Below the fields are two buttons: a dark green "LOGIN" button and a light green "SIGN IN WITH YOUR SCHOOL ID →" button. The "SIGN IN WITH YOUR SCHOOL ID →" button is highlighted with a red rectangular border.

4 Click "Pending Assessments"

The screenshot shows the NJCU Dashboard interface. At the top, there are navigation links: WALKTHROUGH, USER GUIDE, and SEE WHAT'S NEW. The main header is green with the NJCU logo and the word "Dashboard". Below the header is a navigation bar with tabs: Overview, Pending Assessments (highlighted with a blue circle and a '2' badge), Performance, Upcoming, and Surveys (with a '1' badge). The main content area displays a large "AVERAGE (LAST 30)" score of 3.27 with a green upward arrow. To the right is a "LAST 30 ASSESSMENTS" line graph. At the bottom, it shows "LAST ASSESSMENT" as 4.0 and "HIGHEST RESULT" as 4.4.

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 features two summary cards: "PENDING ASSESSMENTS" with a count of 2, and "INCOMPLETE ASSESSMENTS" with a count of 0. Below these is a table with a "Student" column containing two entries: "Test Student" (highlighted in blue) and another "Test Student". A context menu is open over the first "Test Student" row, listing options: View Assessment Instrument, View Summary, View Details, Assess (highlighted with a blue circle), Annotations, View Student Info, and View Assessor Info. The page also includes a "records per page" dropdown set to 15, navigation buttons for "Previous" and "Next", and links for "Excel Viewer" and "CSV Viewer". At the bottom, there is contact information for the 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.

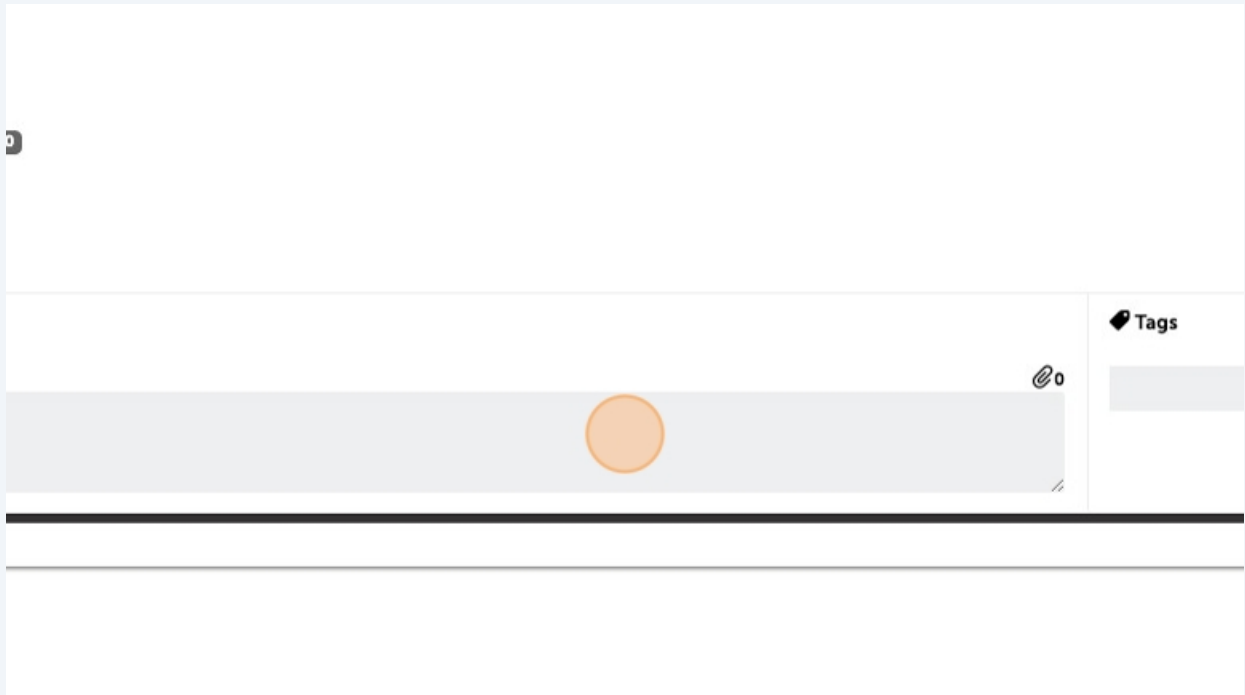
The screenshot shows a scoring interface for the 'Proficient' level. At the top, a dark tooltip box contains the text: **Proficient**
The teacher's understanding of content and pedagogy supports student learning of the content. Below this is a 6x4 grid of cells. The top-right cell is highlighted in green, while all other cells are black. A brown circle highlights the cell in the second row, third column. To the right of the grid is a vertical list of six 'Comment...' text boxes. A blue button labeled 'Comment Suggestions' is positioned between the first and second 'Comment...' boxes.

7

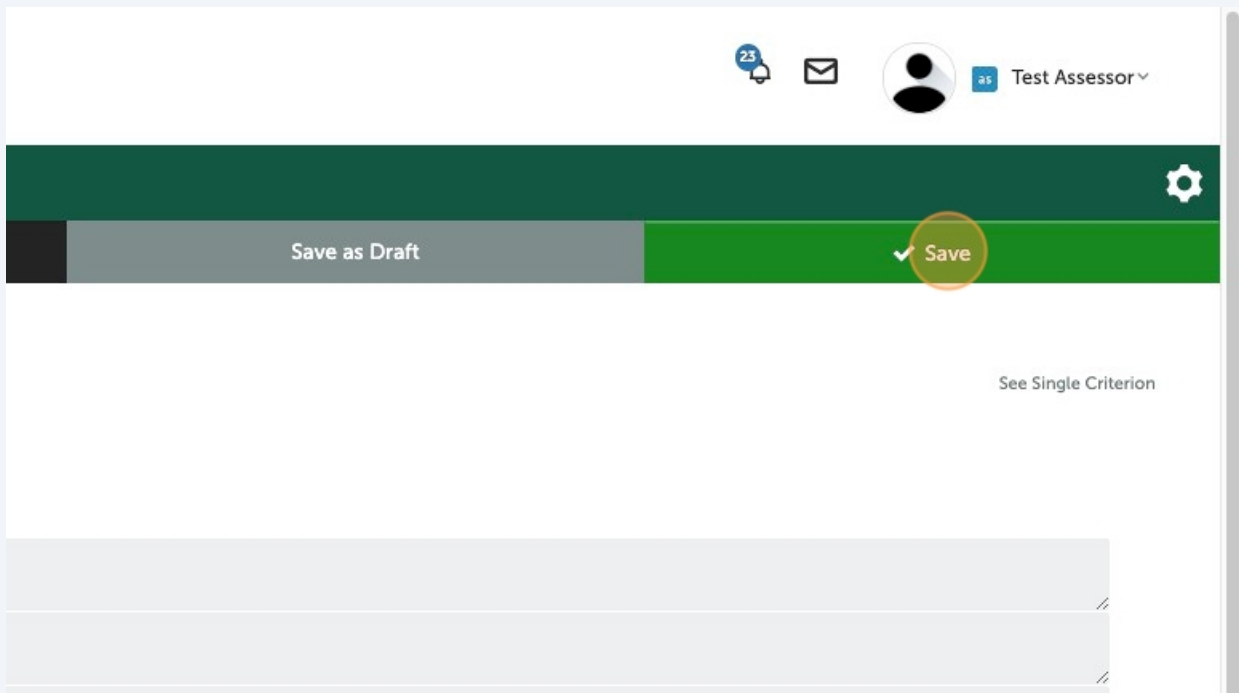
Click the "Comments" field if you would like to comment on that criteria.

The screenshot shows a scoring interface for the 'Distinguished' level. At the top, there are four circular buttons labeled 1.0, 2.0, 3.0, and 4.0, each with a downward arrow. Below these is a dark tooltip box containing the text: **Distinguished**
The teacher's knowledge of students is extensive and fosters student learning and development to support academic and personal success. Below the tooltip is a 6x4 grid of cells. The cell in the second row, third column is highlighted in green, while all other cells are black. A brown circle highlights the 'Comment...' text box in the second row. To the right of the grid is a vertical list of six 'Comment...' text boxes. A blue button labeled 'Comment Suggestions' is positioned between the first and second 'Comment...' boxes.

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

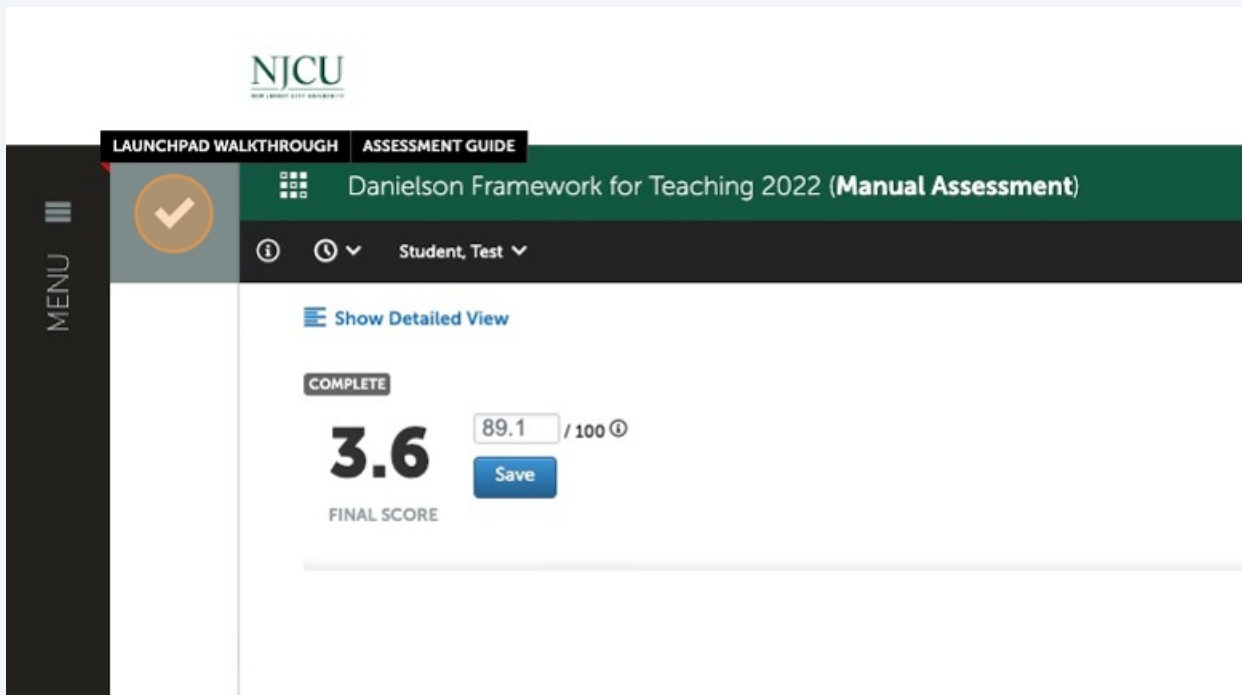


9 Click "Save" when you are finished. The student will receive a notification that their assessment has been completed after you click "Save." You can also click "Save as Draft" if you would like to save your work and return at a later time.



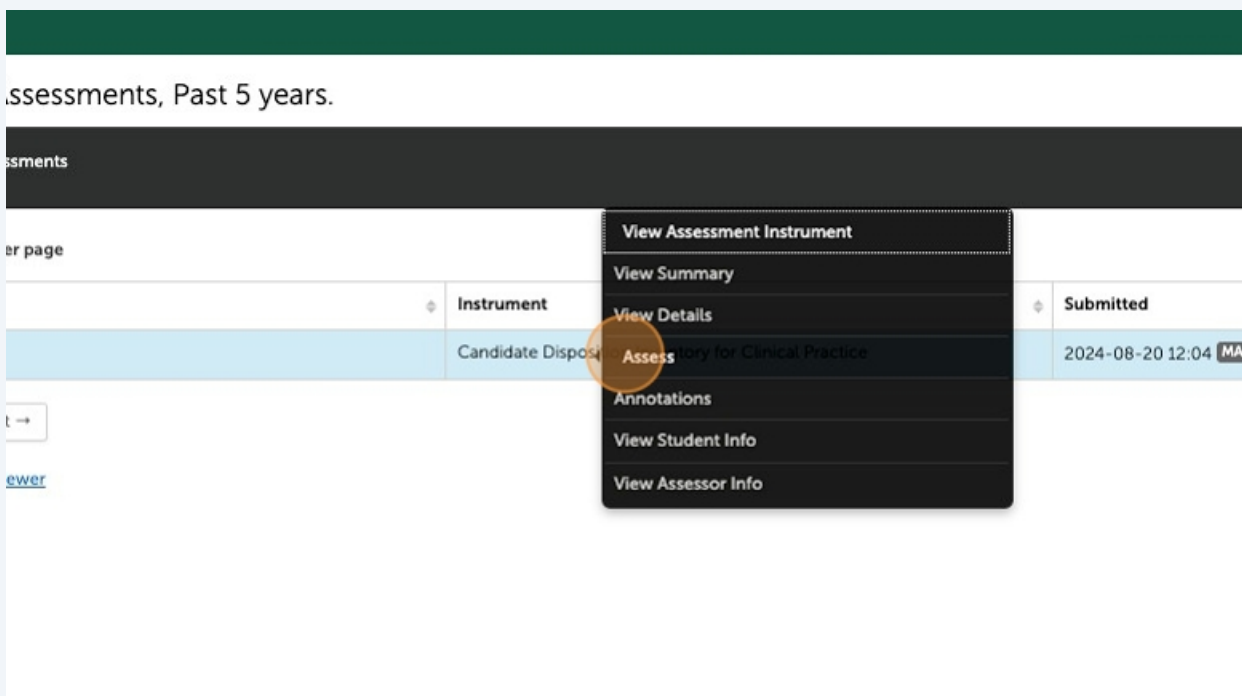
10

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.

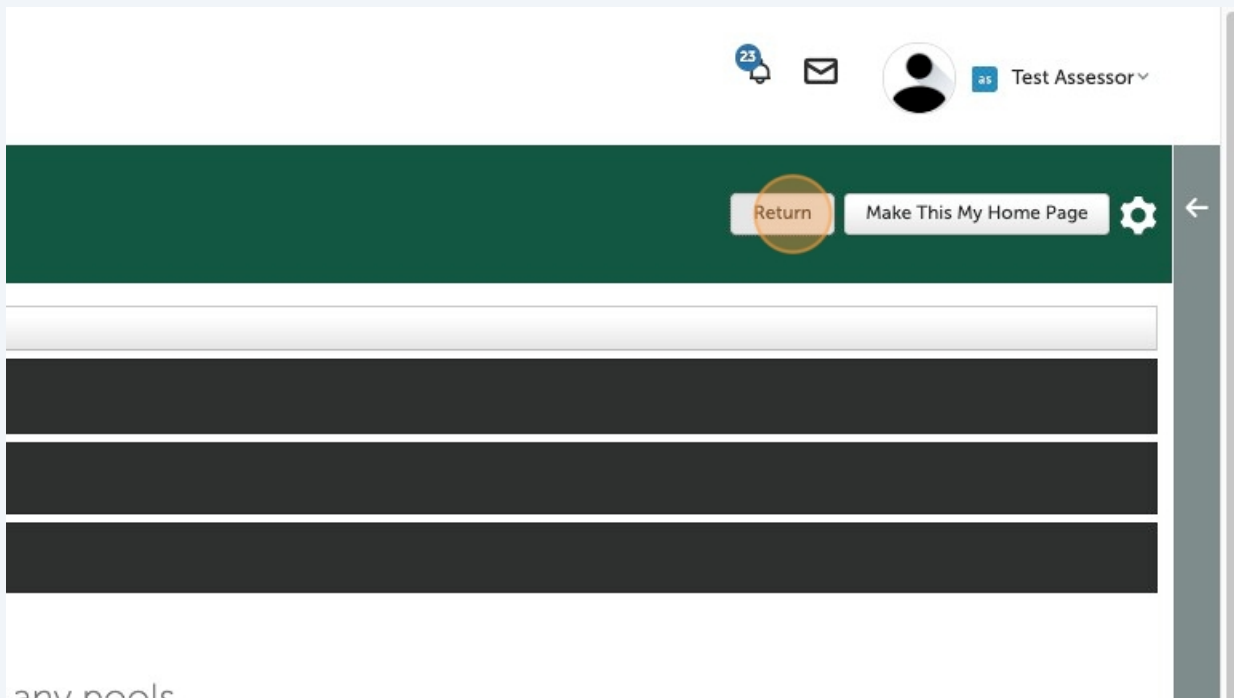


11

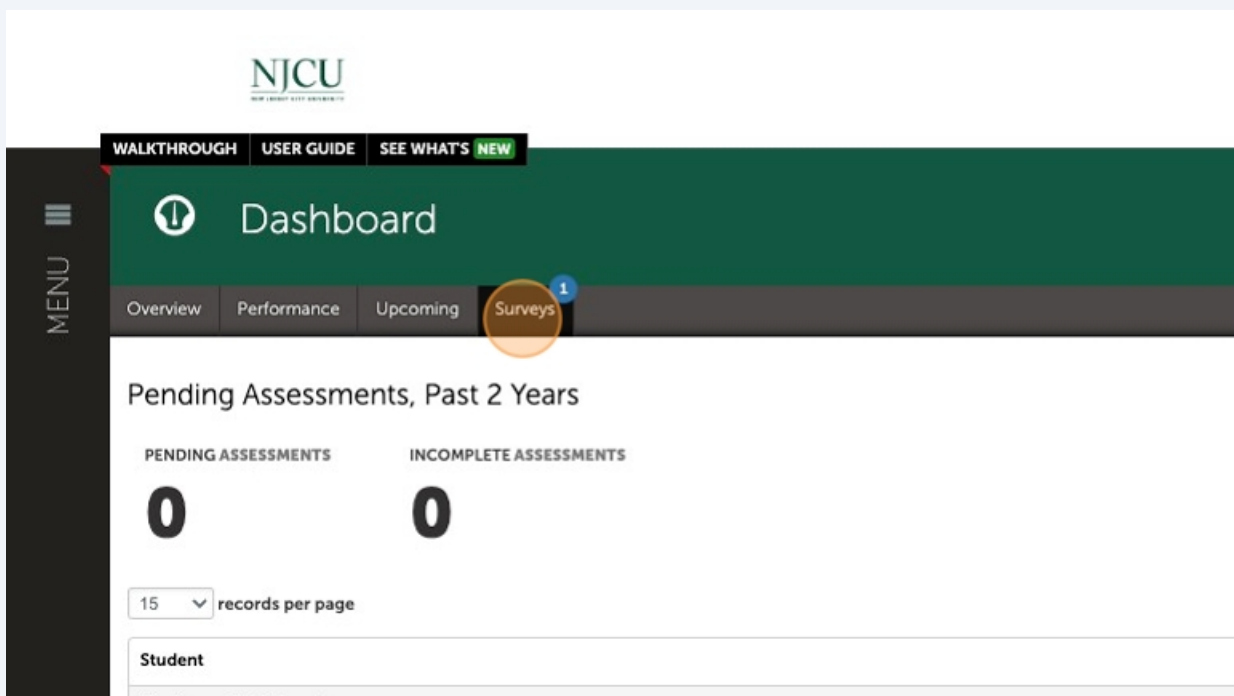
Choose any remaining assessments and click "Assess." Repeat the process to complete that assessment.



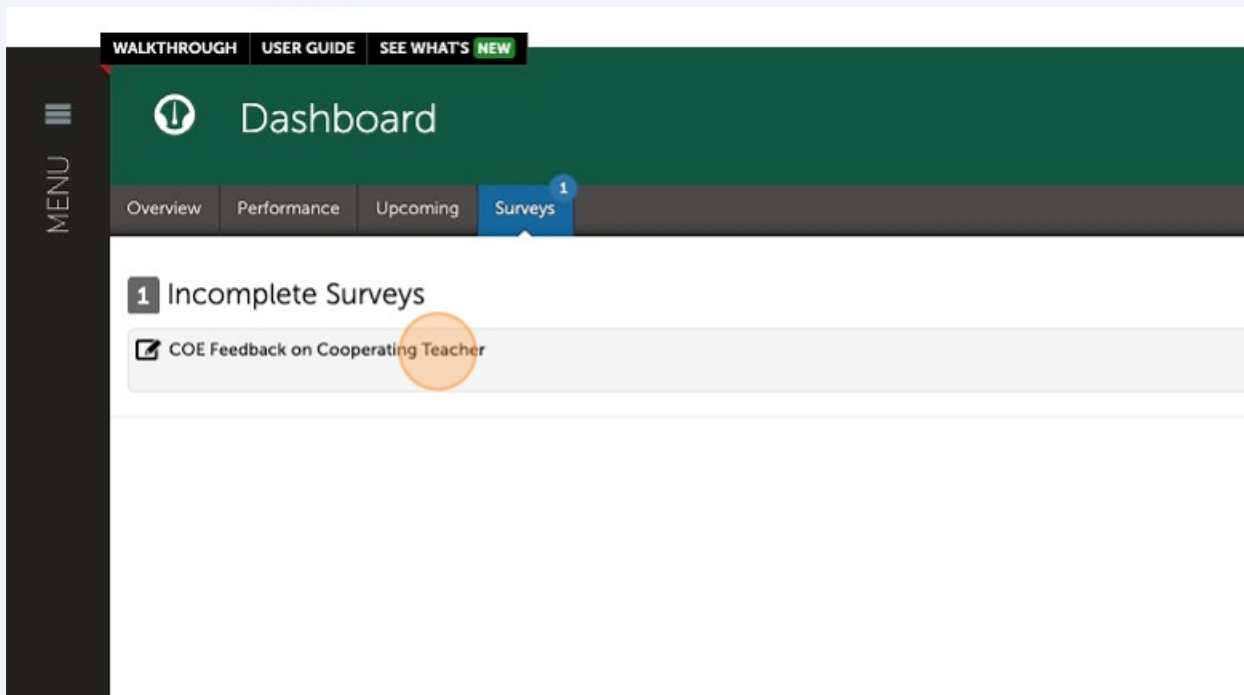
12 Click "Return" to return to the Dashboard page.



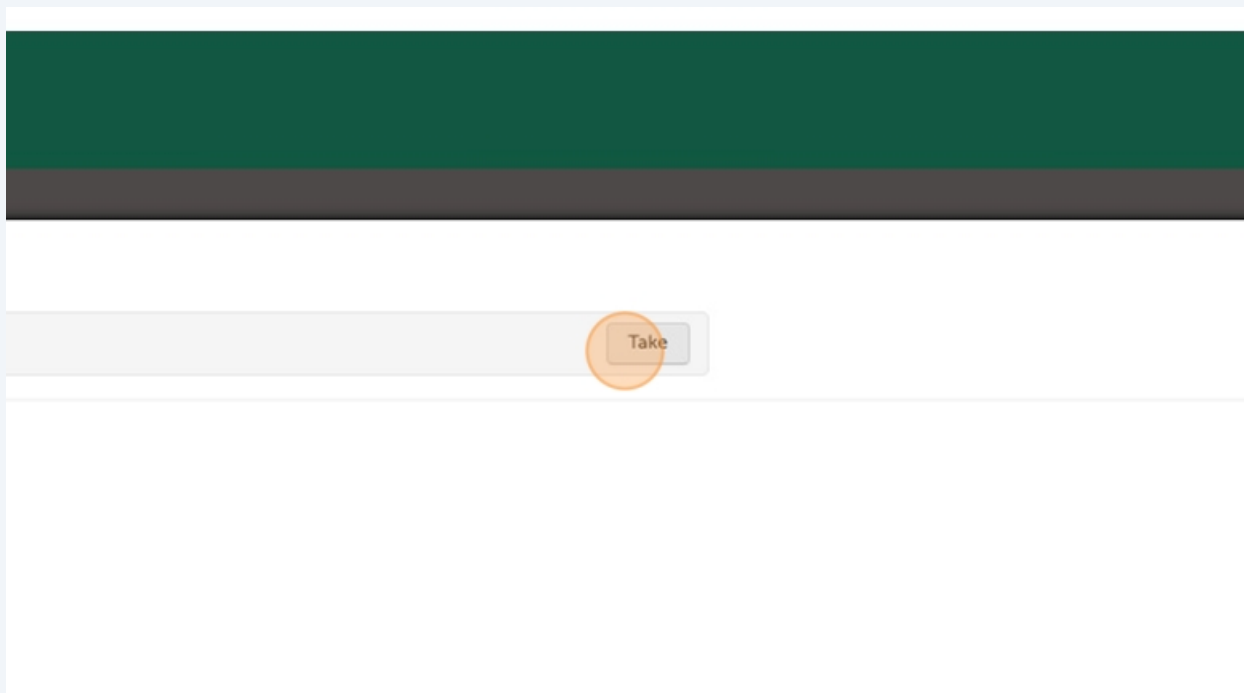
13 At the end of the semester, you will need to complete the COE Feedback on Cooperating Teacher form. To access this, click "Surveys" from the Dashboard page.



14 "COE Feedback on Cooperating Teacher" will appear under Incomplete Surveys.



15 Click "Take" to access the form.



16 Complete the form.

FORM COE Feedback on Cooperating Teacher

CANDIDATE Test Student

PLACEMENT TEST COE Clinical Practice I

NEW REQUIRED
Your name:

NEW REQUIRED
Name of Cooperating Teacher:

NEW REQUIRED
Cooperating Teacher's School:

17 Add any additional comments you would like.

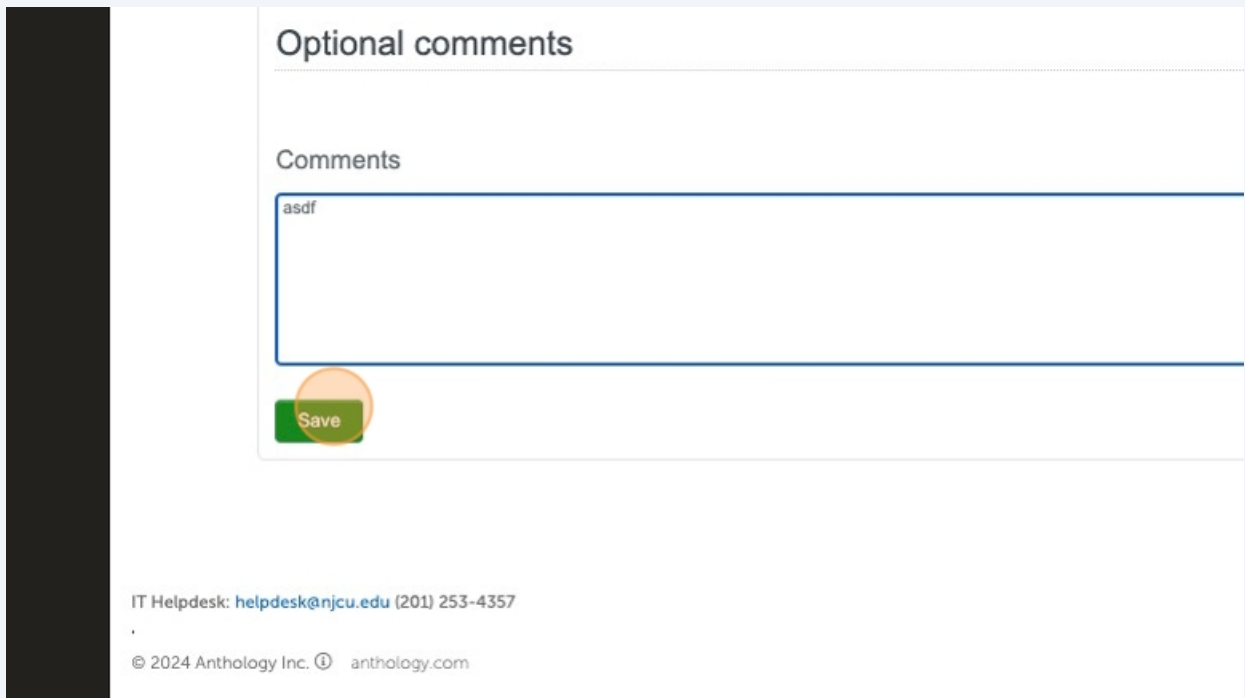
The cooperating teacher represented the profession of teaching in a professional manner.

Optional comments

Comments

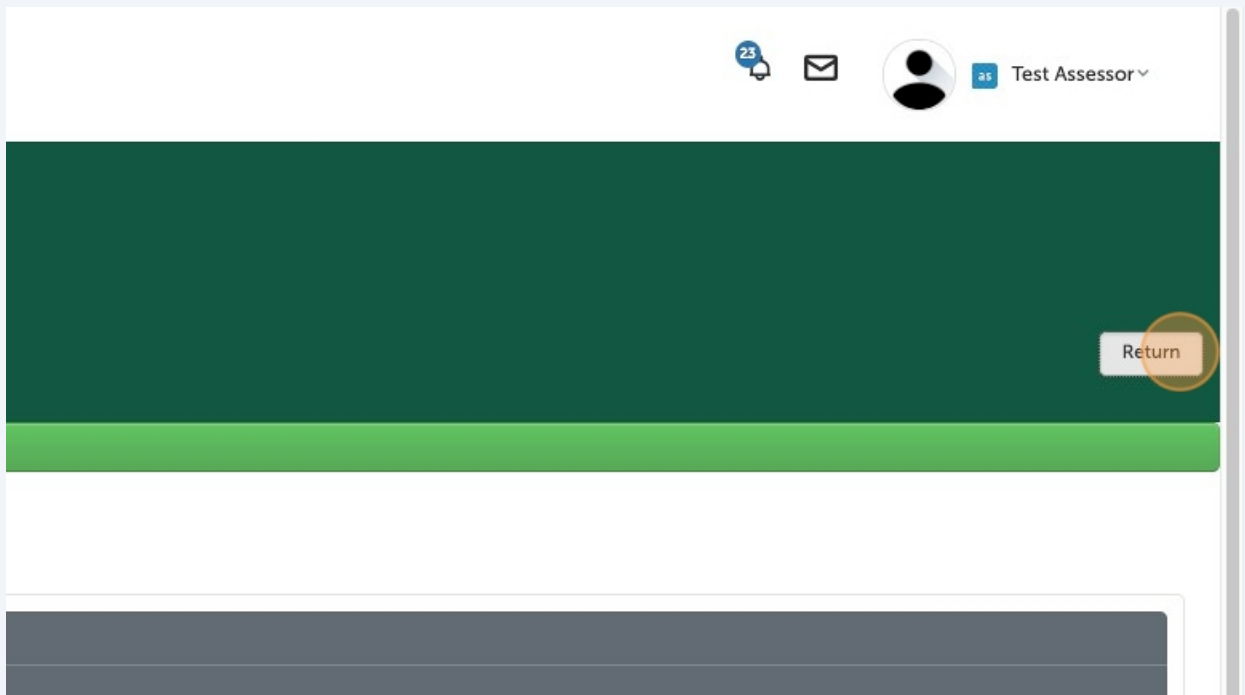
Save

18 Click "Save" when you have completed the form.



The screenshot shows a form with a section titled "Optional comments". Below this title is a large text area labeled "Comments" containing the text "asdf". A green "Save" button is located at the bottom left of the form, highlighted with a red circle. At the bottom of the page, there is a footer with the text: "IT Helpdesk: helpdesk@njcu.edu (201) 253-4357" and "© 2024 Anthology Inc. anthology.com".

19 Click "Return" to return to the Dashboard.

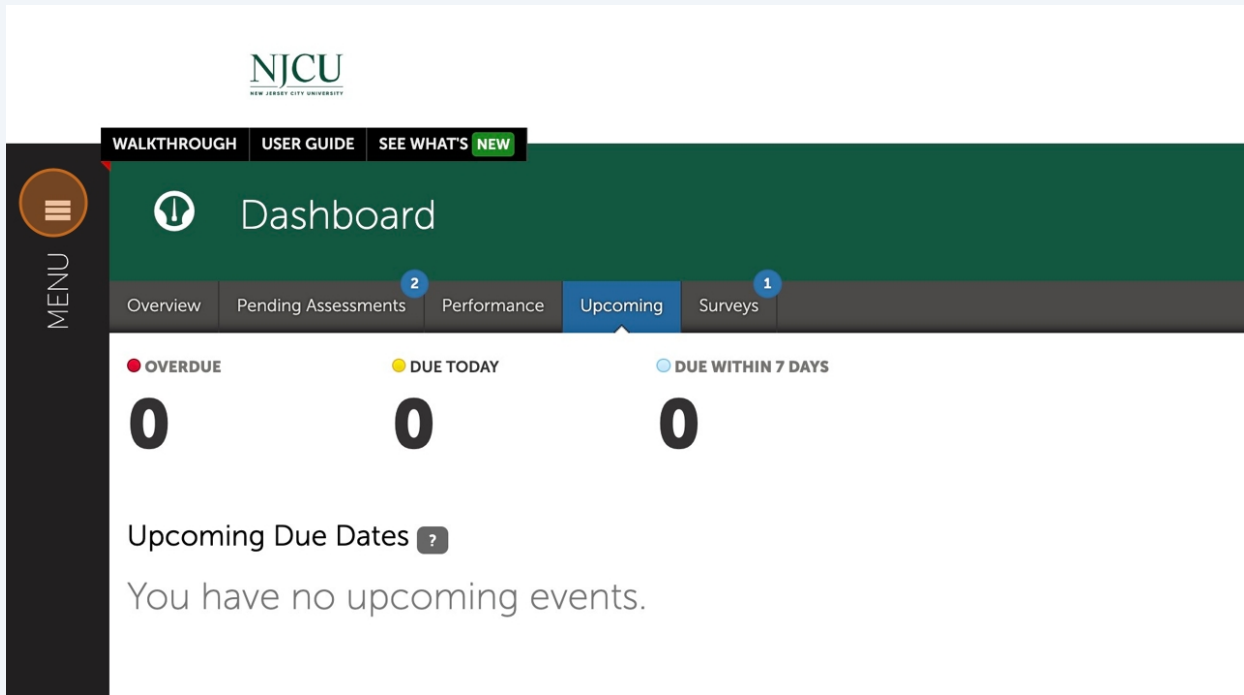


The screenshot shows a dashboard interface. At the top right, there are icons for notifications (23), email, and a user profile labeled "Test Assessor". A large dark green banner is present in the middle of the page, with a white "Return" button highlighted by a red circle in the bottom right corner. Below the banner is a light green horizontal bar, and at the bottom of the page is a dark grey footer area.

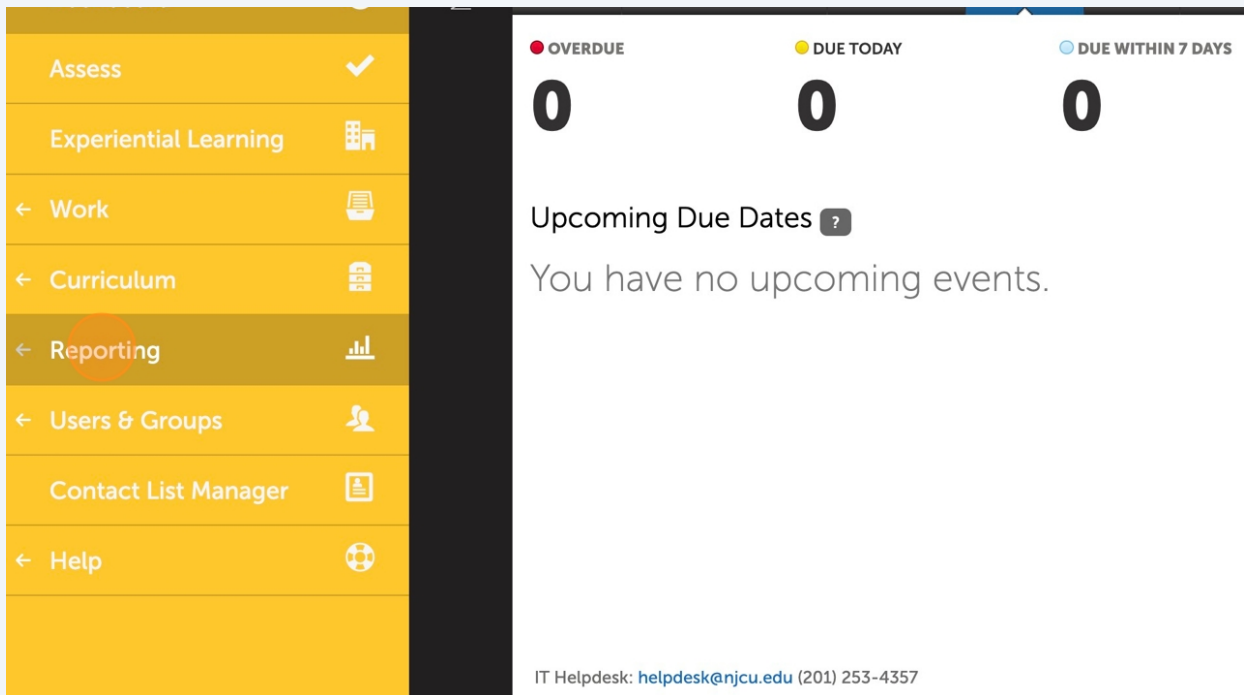
How to Access Completed Assessments in Portfolio

Use these instructions to view the assessments that you and the cooperating teacher 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.

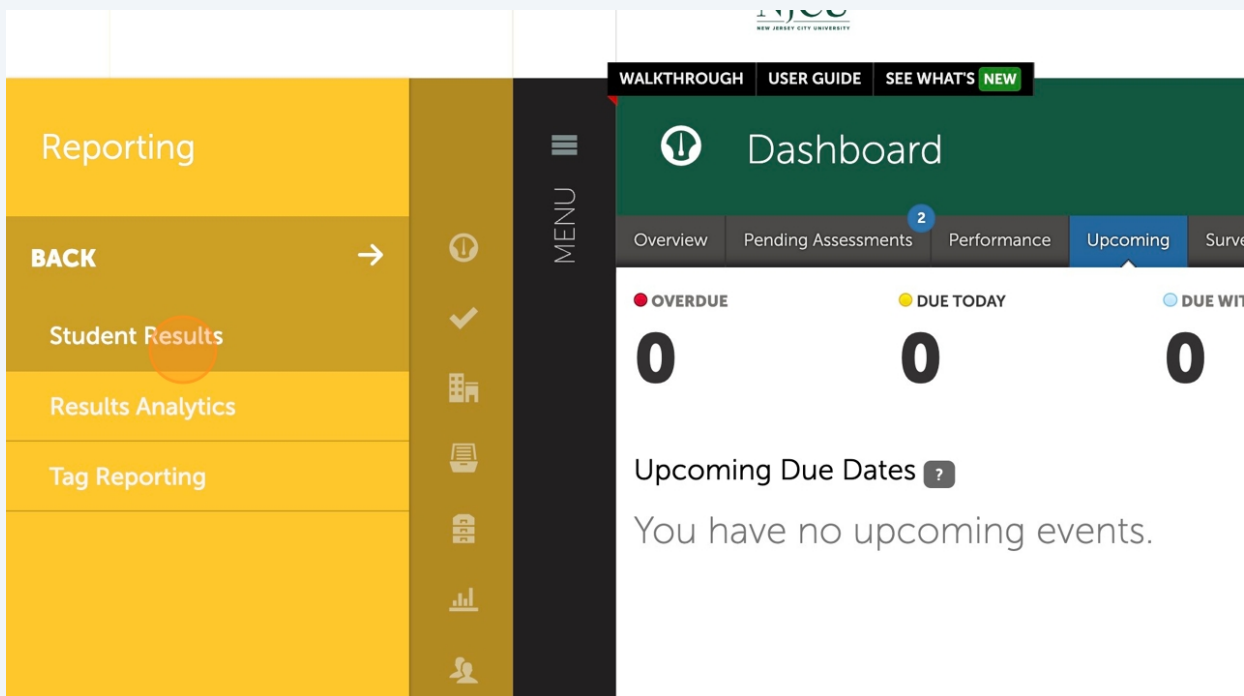


2 Click "Reporting"



The screenshot shows a navigation menu on the left with the following items: Assess (checked), Experiential Learning, Work, Curriculum, Reporting (circled in orange), Users & Groups, Contact List Manager, and Help. The main content area displays a dashboard with three metrics: OVERDUE (0), DUE TODAY (0), and DUE WITHIN 7 DAYS (0). Below these metrics, it says "Upcoming Due Dates" with a help icon and "You have no upcoming events." At the bottom, it provides IT Helpdesk contact information: helpdesk@njcu.edu (201) 253-4357.

3 Click "Student Results"



The screenshot shows a navigation menu on the left with the following items: Reporting, BACK, Student Results (circled in orange), Results Analytics, and Tag Reporting. The main content area displays a dashboard with the title "Dashboard" and a navigation bar with tabs: Overview, Pending Assessments (2), Performance, Upcoming, and Surveys. Below the navigation bar, it shows the same three metrics as in the previous screenshot: OVERDUE (0), DUE TODAY (0), and DUE WITHIN 7 DAYS (0). Below these metrics, it says "Upcoming Due Dates" with a help icon and "You have no upcoming events." At the top right, there are links for WALKTHROUGH, USER GUIDE, and SEE WHAT'S NEW.

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

The screenshot shows a dashboard with the following statistics: # SUBMITTED: 1, # ASSESSED: 0, MEAN: -, MEDIAN: 0.00. Below these is a 'RESULTS SEARCH' section with a dropdown set to '15 records per page'. A table lists student results, with the first row highlighted in blue. A context menu is open over this row, listing options: View Assessment Instrument, View Summary, View Details (circled in orange), Assess, Annotations, View Student Info, and View Assessor Info. The table header includes columns for Student, Assessor, Table of Contents, Section, and Assessment Instrument. The first row contains the name 'Tsamos, Nicolette for CLINICAL PRACTICE FALL 2024', ID '0400493', Assessor 'Bell, Nina', and Assessment Instrument 'Danielson Fra Updated'. Navigation buttons for 'Previous' and 'Next' are visible, along with a link to 'Excel Viewer / CSV Viewer'. A footer note states 'Report generated on Tuesday September 24, 2024 19:12 in 0.047s'.

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

The screenshot displays the assessment details page. At the top right, there are notification and email icons, a user profile for 'Nina Bell', and a dropdown arrow. Below this is a dark green header bar containing 'Print' and 'Return' buttons, with the 'Return' button circled in orange. An 'Actions' dropdown menu is located below the header. The main content area shows a 'TOC n/a' section, an 'INSTRUMENT Danielson Framework for Teaching Updated' section, and a 'Tags' section with an input field and a 'Save Tags' button.