

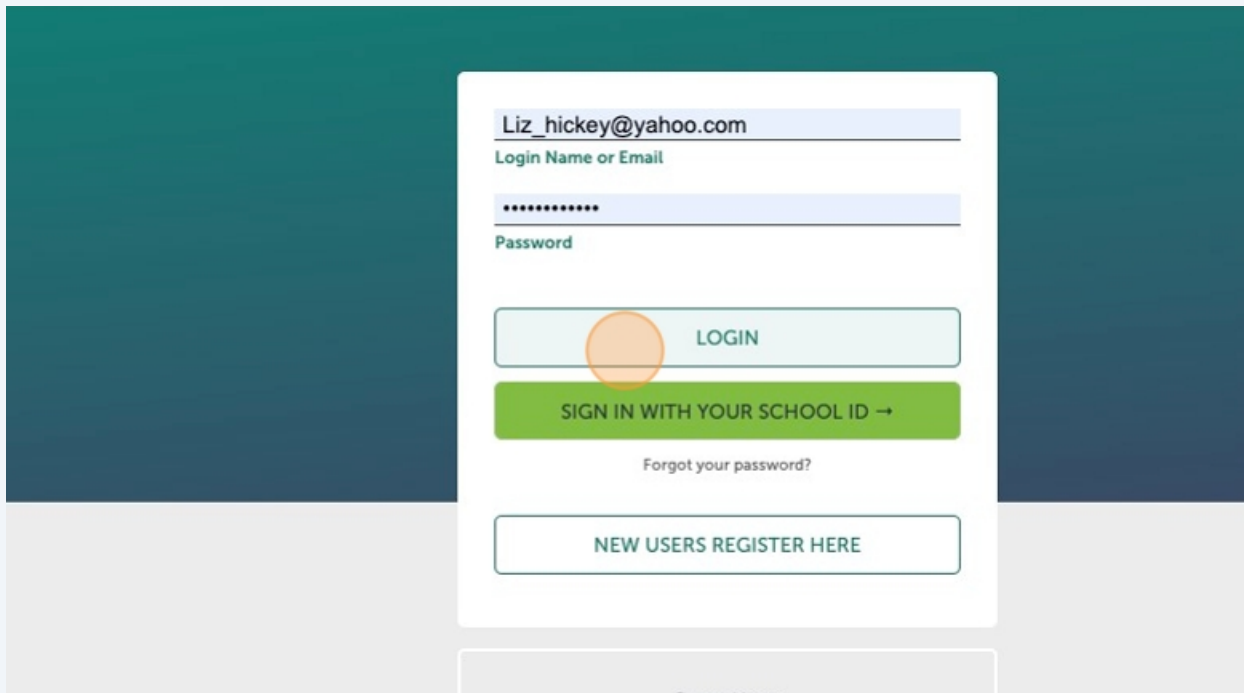
## Cooperating Teacher Assessments in Portfolio

1 Cooperating Teachers will complete these assessments in Portfolio for their student interns during the semester:

- Danielson Framework for Teaching 2022 (midterm and final)
- Candidate Disposition Inventory for Clinical Practice (once at the end of the semester)
- Attendance Record for Cooperating Teacher (to record tardiness and absences as necessary)
- COE Feedback on Clinical Supervisor (once at the end of the semester)

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

3 Use your email as the Login Name. Use NJCU2024 for the password.



The screenshot displays a login interface with a white form centered on a dark teal background. The form contains two input fields: the first is labeled 'Login Name or Email' and contains the text 'Liz\_hickey@yahoo.com'; the second is labeled 'Password' and contains a series of dots. Below these fields are three buttons: a light blue 'LOGIN' button with an orange circle icon, a green 'SIGN IN WITH YOUR SCHOOL ID ->' button, and a white 'NEW USERS REGISTER HERE' button. A link for 'Forgot your password?' is positioned between the 'SIGN IN' and 'REGISTER' buttons.

- 4 Click "Pending Assessments" from the Dashboard to begin.

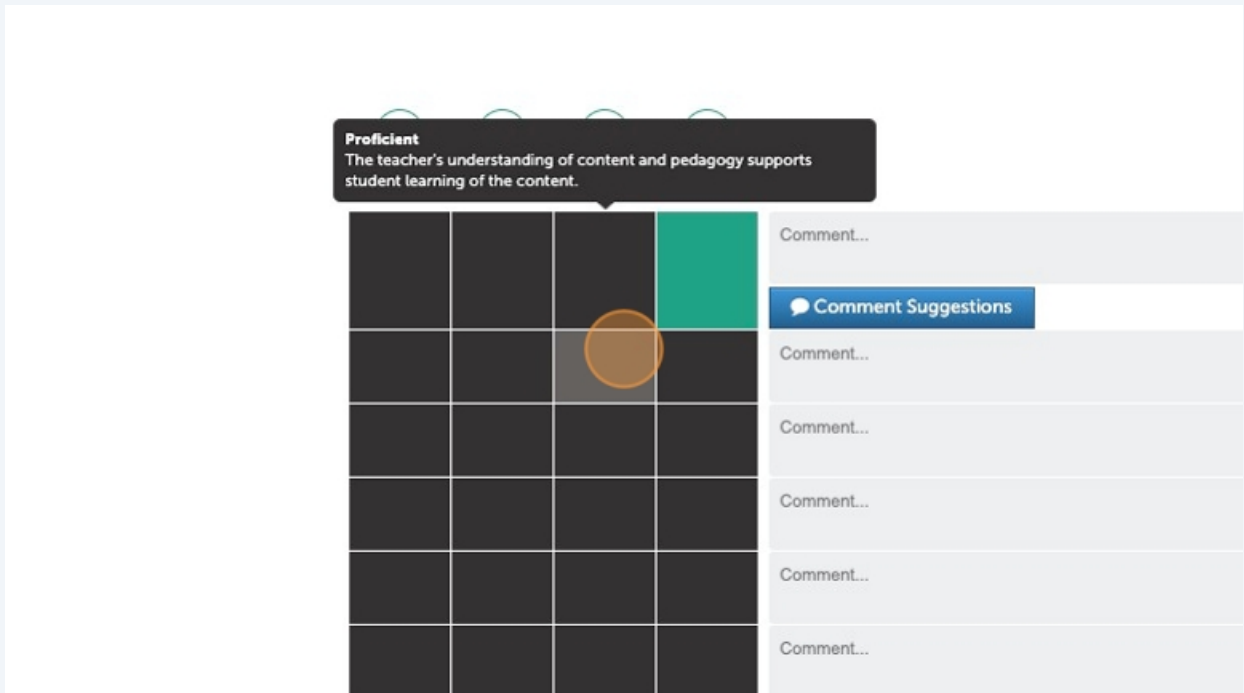
The screenshot shows the NJCU Dashboard interface. At the top, there are navigation links: WALKTHROUGH, USER GUIDE, and SEE WHAT'S NEW. The main header is green with the NJCU logo and the word 'Dashboard'. Below the header is a navigation bar with tabs: Overview, Pending Assessments (highlighted with a blue circle and a '2' badge), Performance, Upcoming, and Surveys (with a '1' badge). The main content area displays 'AVERAGE (LAST 30)' as 3.27, 'LAST 30 ASSESSMENTS' as a line graph, '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 displays 'PENDING ASSESSMENTS' as 2 and 'INCOMPLETE ASSESSMENTS' as 0. Below this is a table with columns for 'Student' and 'Assessment'. The first row is highlighted in blue. A context menu is open over the 'Assess' button in the first row. The menu options are: View Assessment Instrument, View Summary, View Details, Assess (highlighted with a blue circle), Annotations, View Student Info, and View Assessor Info. At the bottom, there are links for 'Excel Viewer / CSV Viewer' and contact information for the IT Helpdesk: helpdesk@njcu.edu (201) 253-4357.

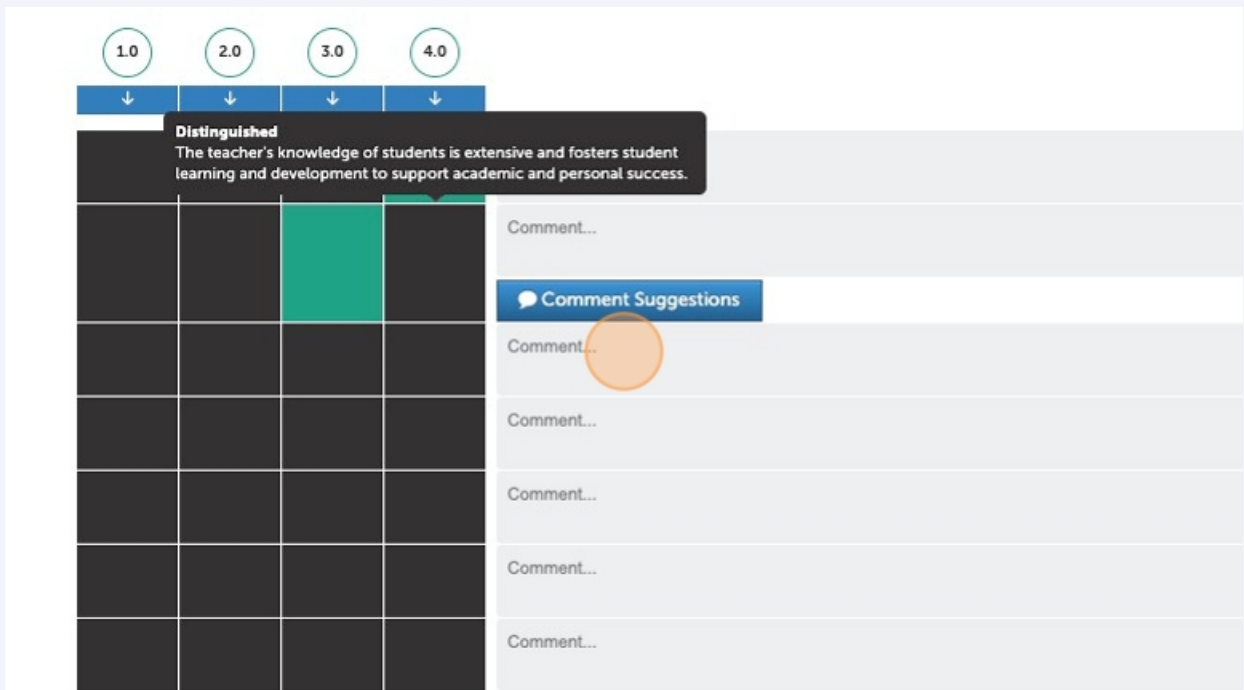
6

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.

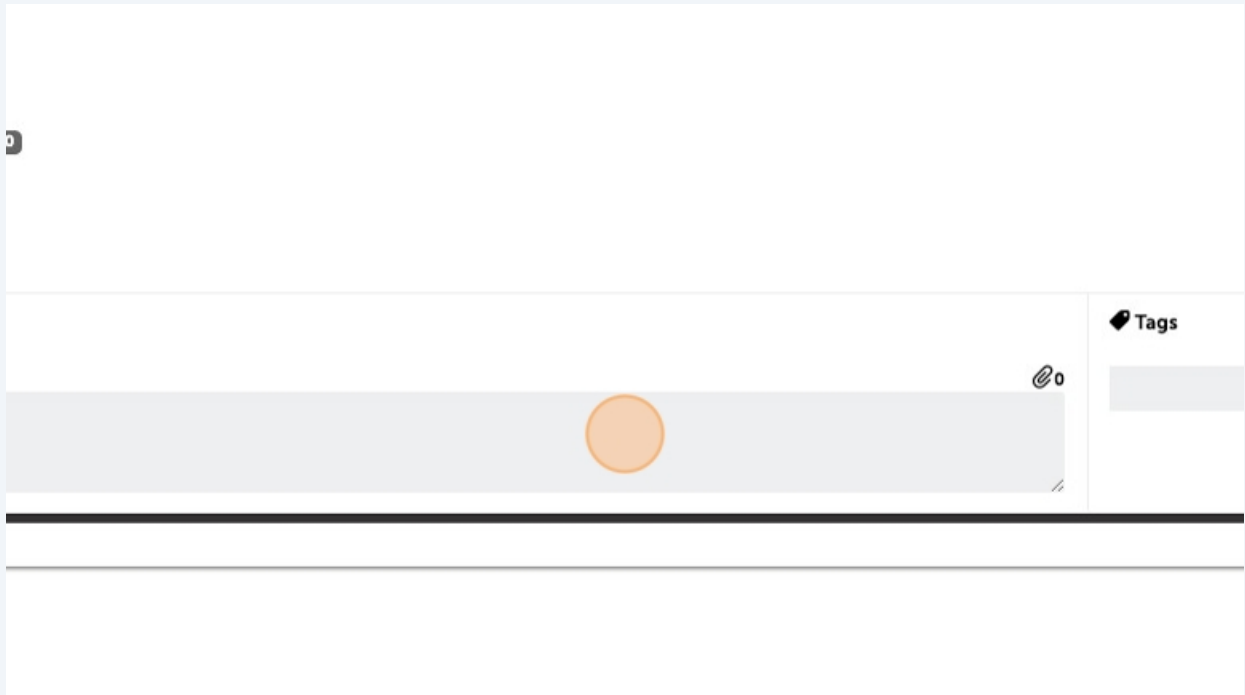


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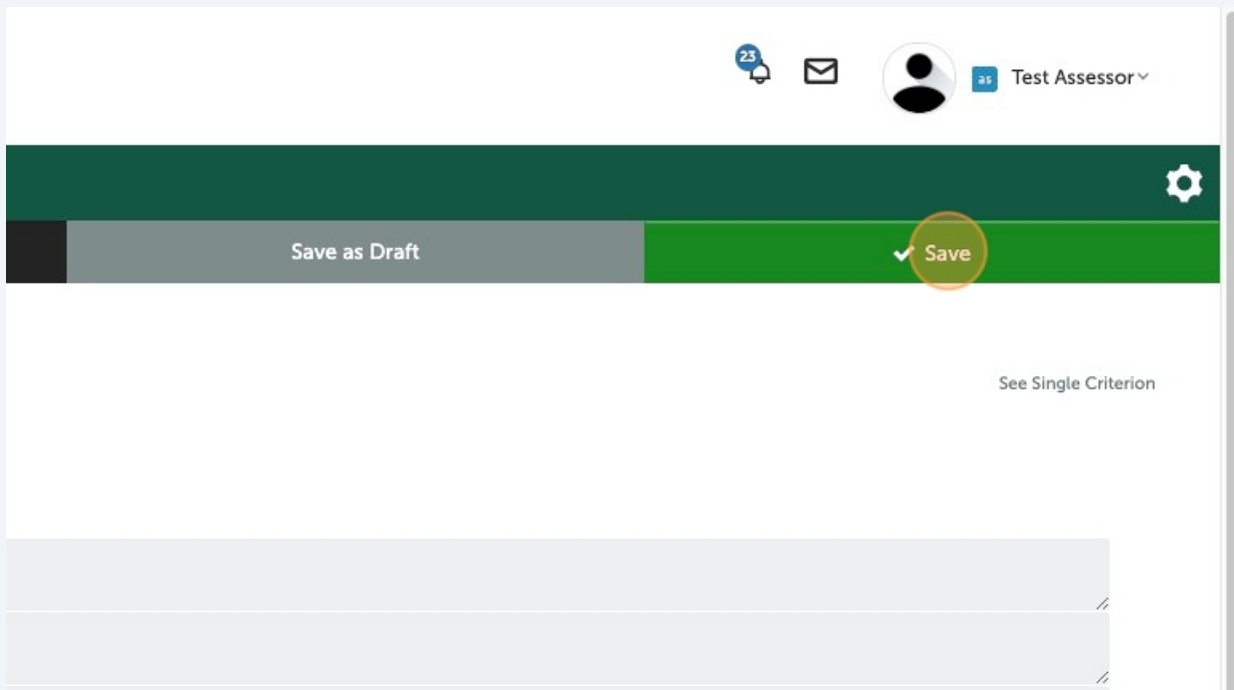
Click the "Comments" field if you would like to comment on that criteria.



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

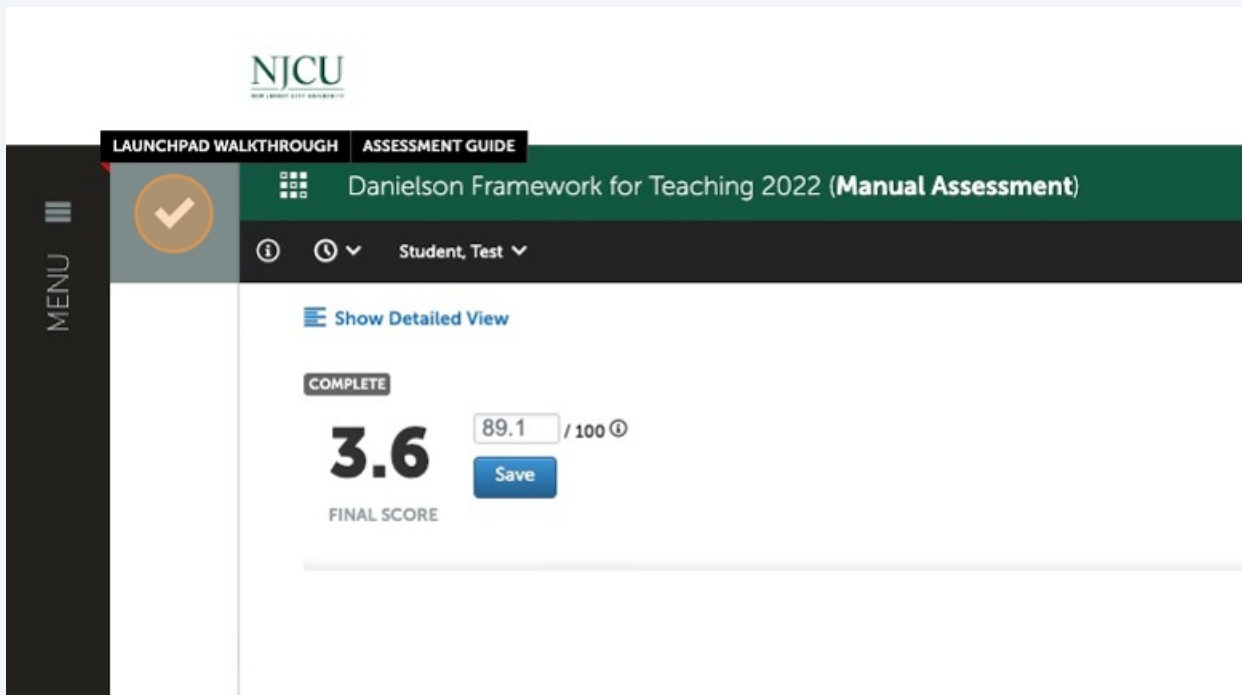


9 Click "Save" when you are finished. The student will receive a notification that their assessment has been completed after you click "Save." You can also click "Save as Draft" if you would like to save your work and return at a later time.



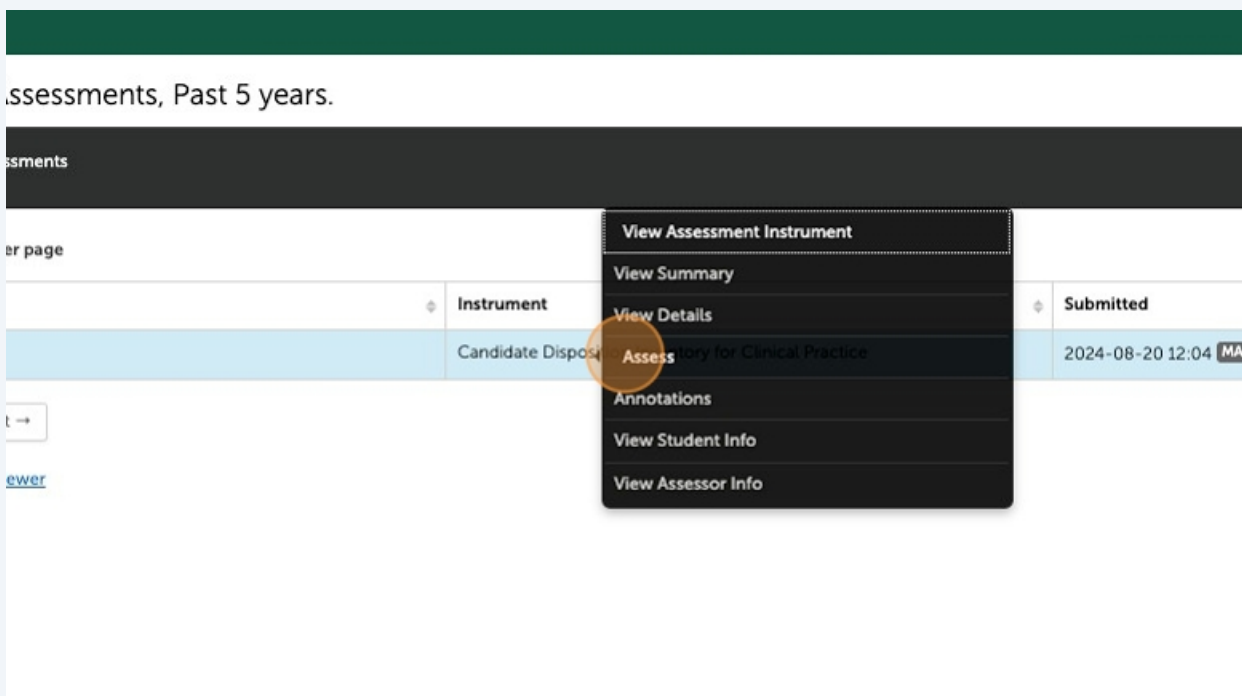
10

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.



1

To access the **Attendance Record for Cooperating Teacher** and the **COE Feedback on Clinical Supervisor** forms, click "Surveys" from the Dashboard page.

The screenshot shows the NJCU Dashboard interface. At the top, there are navigation links for 'WALKTHROUGH', 'USER GUIDE', and 'SEE WHAT'S NEW'. The main header area includes a 'Dashboard' title and a navigation bar with tabs for 'Overview', 'Portfolios', 'Performance', 'Upcoming', and 'Surveys'. The 'Surveys' tab is highlighted with a blue background and a notification badge showing the number '4'. Below the navigation bar, the dashboard displays a '3.03' average score for the last 30 assessments, a line graph for 'LAST 30 ASSESSMENTS', and two large green numbers: '5.0' for 'LAST ASSESSMENT' and '5.0' for 'HIGHEST RESULT'. A vertical 'MENU' bar is visible on the left side of the dashboard.

2

You will see the "Attendance Record for Cooperating Teacher" and "COE Feedback on Clinical Supervisor" under Incomplete Surveys.

The screenshot shows the 'Surveys' page in the NJCU system. The 'Surveys' tab in the navigation bar is highlighted with a blue background and a notification badge showing the number '4'. The page is divided into two main sections: '4 Incomplete Surveys' and '1 Completed Surveys'. The 'Incomplete Surveys' section contains four items, each with a checkbox and a 'REQUIRED' label: 'Candidate Self and Site Report', 'Candidate Self and Site Report', 'Attendance Record for Cooperating Teacher', and 'COE Feedback on Clinical Supervisor'. The 'Completed Surveys' section contains one item: 'Attendance Record for Cooperating Teacher'. A vertical 'MENU' bar is visible on the left side of the page.

3 Click "Take" to begin one of the forms.

A screenshot of a web interface showing a list of forms. Each form entry has a 'Take' button. The third 'Take' button from the top is highlighted with an orange circle. Below the list of forms is an 'Edit' button.

4 For the Attendance Record for Cooperating Teacher, you will need to enter the name of your student at the top of the form.

A screenshot of the 'Attendance Record for Cooperating Teacher' form. The form header includes 'FORM Attendance Record for Cooperating Teacher', 'CANDIDATE Test Student', and 'PLACEMENT TEST COE Clinical Practice I'. A 'NEW REQUIRED' tag is present above the instruction 'Enter the name of your student teacher:', which is followed by a text input field. Below this is a 'NEW' tag and the instruction 'Use this form to record days that the student teacher was late or absent.' The form contains a table with three rows for recording instances, each with a 'Record Instance:' label and a 'Date:' input field.

		Date:
1	Record Instance:	<input type="text"/>
2	Record Instance:	<input type="text"/>
3	Record Instance:	<input type="text"/>

5 Add the date that the student was late or absent.

For student teacher:

Indicate the number of days that the student teacher was late or absent.

	Date:
Number of days late or absent:	<input type="text"/>
Number of days late or absent:	<input type="text"/>
Number of days late or absent:	<input type="text"/>
Number of days late or absent:	<input type="text"/>
Number of days late or absent:	<input type="text"/>
Number of days late or absent:	<input type="text"/>
Number of days late or absent:	<input type="text"/>

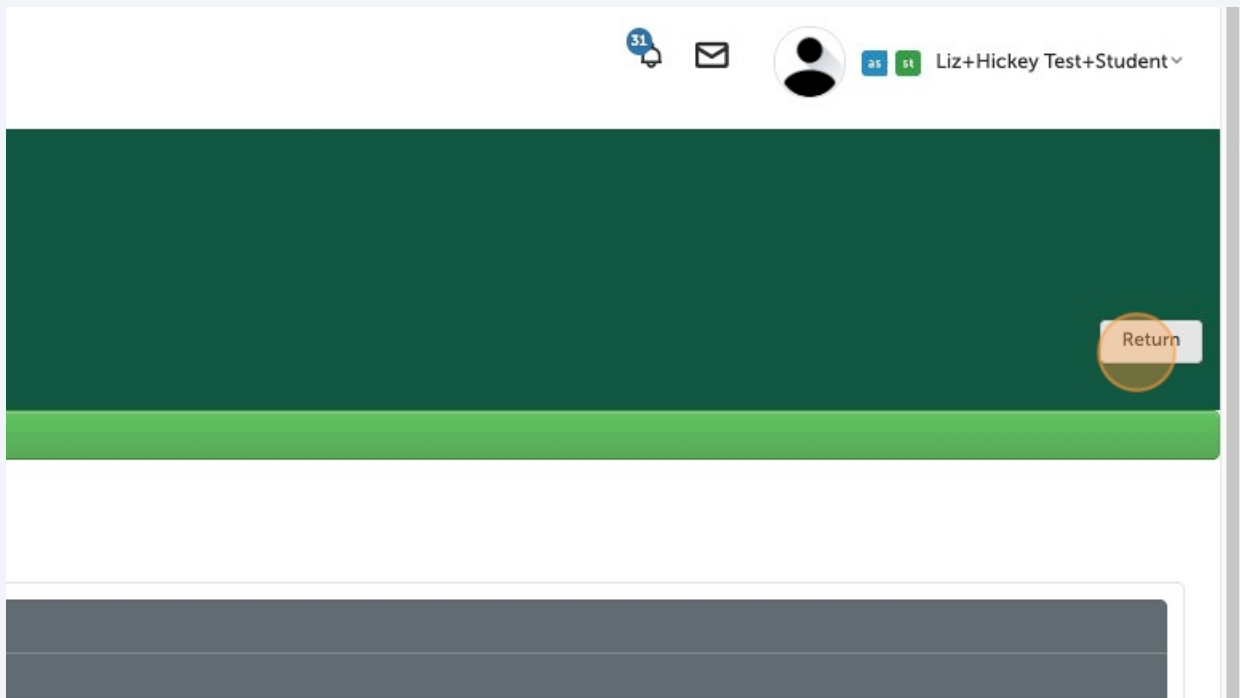
6 Indicate if the student was late or absent on this date.

	Late or absent?
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
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<input type="text"/>	<input type="checkbox"/>

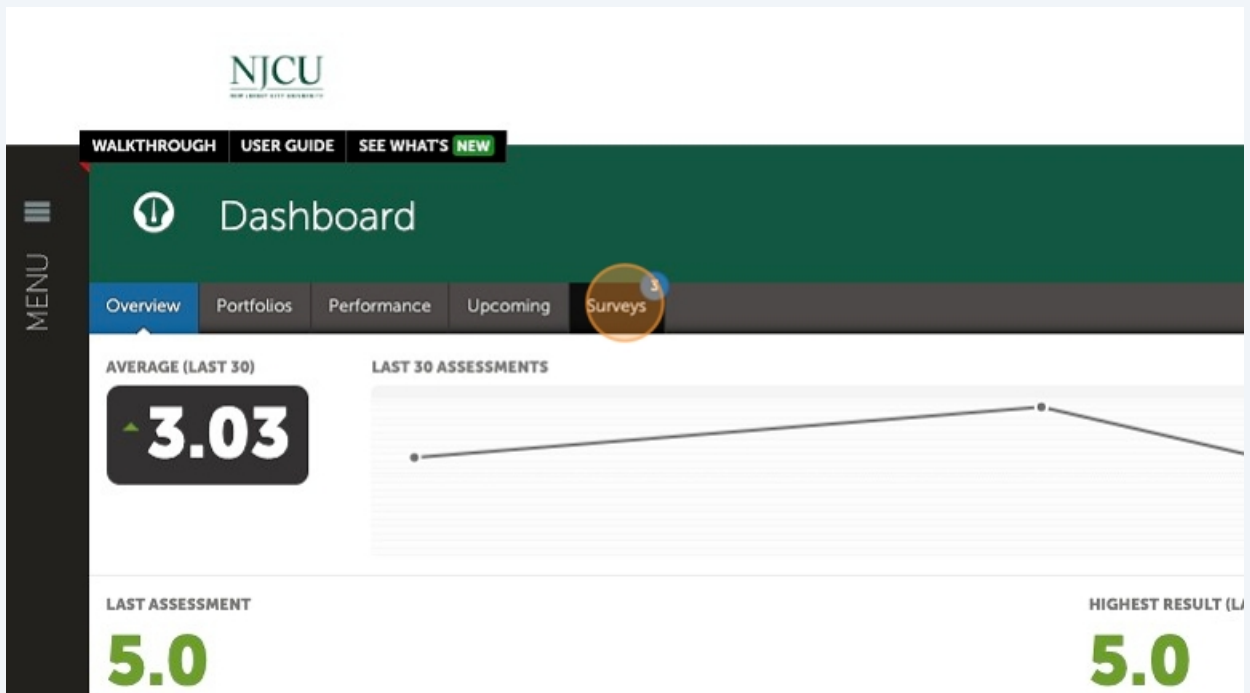




9 Click "Return" to return to the Dashboard page.



10 Click "Surveys" to begin another form.



**11** Click "Edit" if you would like to edit a form you have already submitted.

A screenshot of a web interface showing a list of form entries. Each entry consists of a light gray header bar with a button on the right. The first two entries have blue 'Take' buttons. The third entry has a light gray 'Take' button. The fourth entry has a light gray 'Edit' button, which is highlighted with an orange circle. The fifth entry has a light gray 'Edit' button. The interface is divided into sections by horizontal lines.

**12** Click "Take" to begin the COE Feedback on Clinical Supervisor form.

A screenshot of a web interface showing a list of form entries. The top of the page has a dark green header bar and a dark gray navigation bar. Below these are several form entries. Each entry consists of a light gray header bar with a button on the right. The first three entries have blue 'Take' buttons, with the third one highlighted by an orange circle. The fourth entry has a light gray 'Edit' button. The fifth entry has a light gray 'Edit' button. The interface is divided into sections by horizontal lines.

13 Enter the requested information on the form.

**FORM** COE Feedback on Clinical Supervisor

**CANDIDATE** Test Student

**PLACEMENT** TEST COE Clinical Practice I

**NEW REQUIRED**  
Name of your school:

**NEW REQUIRED**  
Name of your school district:

**NEW REQUIRED**  
Name of Clinical Supervisor at NJCU:

14 Click "Save" when completed.

6 The supervisor represented the university teacher preparation program in a professional manner.

**Comments**

comment

**Save**

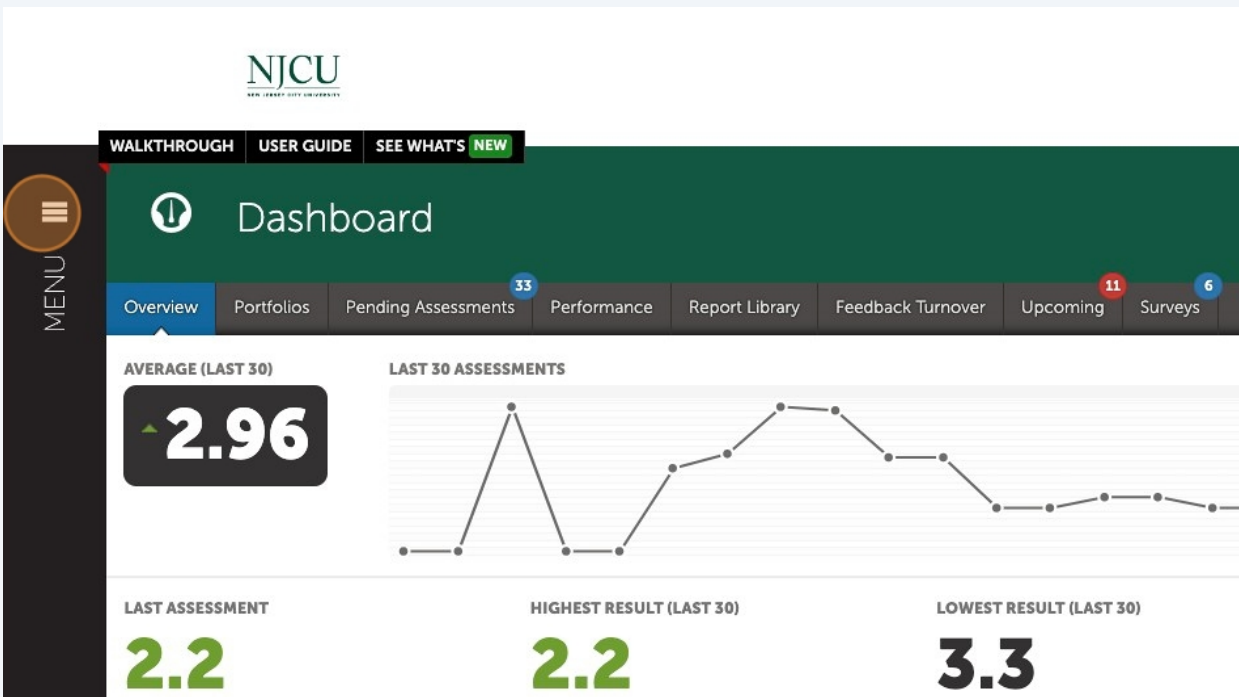
IT Helpdesk: [helpdesk@njcu.edu](mailto:helpdesk@njcu.edu) (201) 253-4357

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# Viewing the Clinical Supervisor Assessments

1 Follow these directions to view the assessments the Clinical Supervisor has completed for your intern.

2 Click the menu at the top left of the Dashboard page.



### 3 Choose "Experiential Learning"

The screenshot shows a user interface with a yellow navigation menu on the left and a dark green dashboard on the right. The menu items are: Dashboard, My Coursework, Assess, **Experiential Learning** (highlighted with a red circle), My Results, Collective Review, Work, Curriculum, and Reporting. The dashboard has tabs for Overview, Portfolios, Pending Assessments (with a '33' notification), Performance, and Report Library. The main content area displays: 'AVERAGE (LAST 30)' as 2.96 with a green upward arrow; 'LAST 30 ASSESSMENTS' as a line graph; 'LAST ASSESSMENT' as 2.2 by AGASKAR, VAIBHAVEE; and 'HIGHEST RESULT (LAST 30)' as 2.2 by GUZMAN, JULIENN. Below this is a 'News & Recent Activity' section with the text 'No recent events'.

### 4 If you'd like, you can filter your results when searching for placements by start date or candidate name.

The screenshot shows a search filter interface with a dark sidebar on the left. The main area is titled 'SEARCH PLACEMENTS' and contains several filter sections: 'Status' with checkboxes for Open, Not Started, In Progress, Completed, Cancelled, and Unconfirmed; 'Candidate Vacancy' with radio buttons for Filled and vacant, Filled, and Vacant; 'Start Date is' with 'Between' and 'And' date pickers (4/16/2024 and 9/16/2024 are shown); 'Completed Hours Are' with 'Between' and 'And' pickers; 'Institutional Advisor', 'Candidate', and 'A Stakeholder Is' each with a 'None chosen' label and a 'Choose' button; and 'Location Name Contains' and 'Location Type' (set to 'Any').

5 Click "Search" to view all placements

Location Name Contains  Location Type Any

Placement is Tagged as

▶ Include These Columns in Report

Make These Options My Default

**Search** Clear Filters Clear Filters and My Default

IT Helpdesk: [helpdesk@njcu.edu](mailto:helpdesk@njcu.edu) (201) 253-4357

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6 Click the row of the student placement you would like to view, then choose "View"

Clinical Practice Fall 2024	Jade Espiritusanto	Union City High School	2024-09-03	VICTORIA DICKSON (Clinical Supervisor) William Shapiro (Cooperating Teacher)	Preassigned In Progress	2024-12-20	1	0	0	
COE Clinical Practice I TEST	Test Student	Learning Community Charter School	2024-07-15	Liz Hickey (Cooperating Teacher)	Preassigned Completed	2024-07-27	0	0	0	
Copy of COE Clinical Practice I	Test Student	West New York Middle School	2024-08-01	Liz Hickey (Clinical Supervisor) Liz+Hickey Test+Stud (Cooperating Teacher)	Preassigned In Progress	2024-12-20	2	0	1	
Copy of COE Clinical Practice I	Vacant Placement			(Clinical Supervisor) (Cooperating Teacher)	Preassigned In Progress	2024-12-20	1	0	0	
TEST Clinical	Test Student	Jersey City Global	2024-08-28	Liz Hickey (Clinical Supervisor)	Preassigned In Progress	2024-12-20	1	1	0	

View

Download Roll-Up

Edit

Duplicate

Cancel

Update Completion

Force Completion

7

Scroll to the bottom of the page to view the assessments. Click the row for the Clinical Supervisor assessment you would like to see, then choose "View Summary"

**Journals**

Name	Template
<a href="#">Copy of COE Clinical Practice I</a>	Clinical Practice Time Log

**Assessments**

15 records per page Show / hide columns

Assessee	Assessor	Instrument	Description
Candidate	Clinical Supervisor	Danielson Framework for Teaching 2022	Danielson Framework: Observation 1
Candidate	Cooperating Teacher	Danielson Framework for Teaching 2022	Danielson Framework: 1Midterm Assessment
Candidate	Clinical Supervisor	Candidate Disposition Inventory for Clinical Practice	Candidate Disposition Inventory
Candidate	Cooperating Teacher	Candidate Disposition Inventory for Clinical Practice	Candidate Disposition Inventory
Candidate	Clinical Supervisor	Danielson Framework for Teaching 2022	Danielson Framework: Observation 2
Candidate	Clinical Supervisor	Danielson Framework for Teaching 2022	Danielson Framework: Observation 3
Candidate	Clinical Supervisor	Danielson Framework for Teaching 2022	Danielson Framework: Observation 4

8

Click "View Details" to see the whole assessment instrument with comments

The screenshot shows a modal window titled "View Details" for the "Danielson Framework for Teaching 2022" instrument. The modal includes a TOC (n/a), a "Tags" section with a "Save Tags" button, and a table with a "Description" column. In the background, a table with columns "Due", "Assessed On", and "Score" is visible, showing assessment dates and scores.

Due	Assessed On	Score
	2024-08-20	3.6
	2024-08-16	5.0



9

Click "Return" when finished to return to the placements landing page

