

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.

ehickey@njcu.edu
Login Name or Email

.....
Password

LOGIN

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

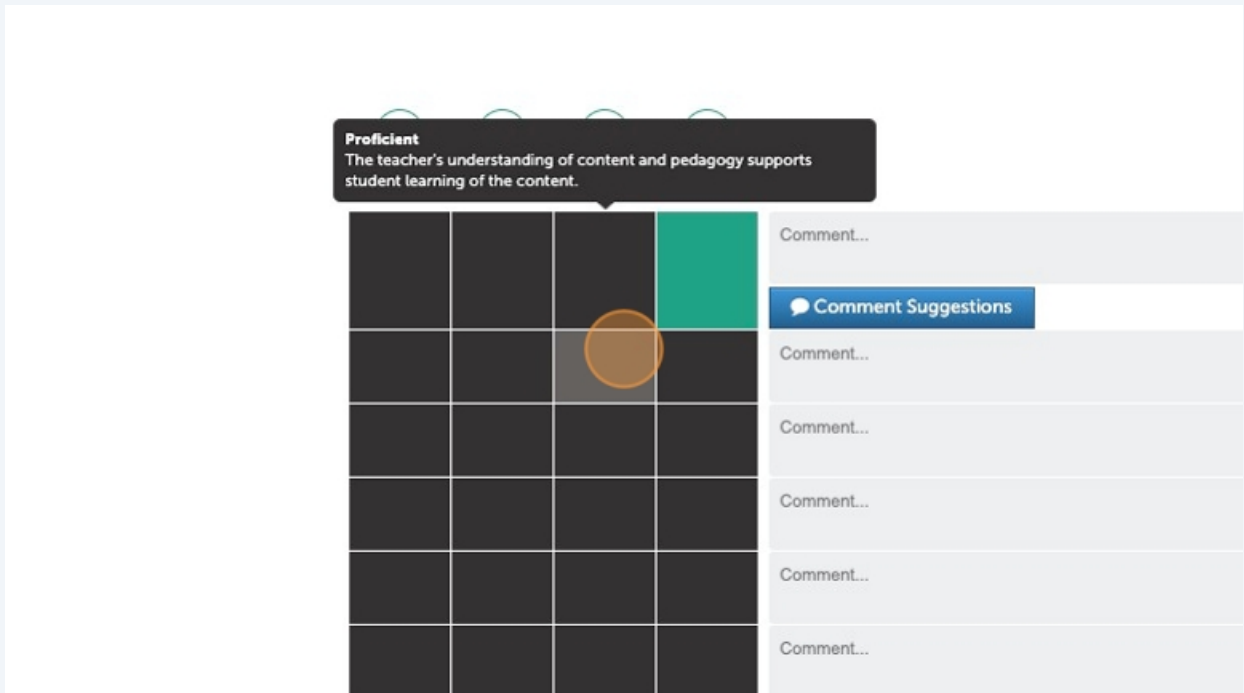
The screenshot shows the NJCU Dashboard interface. At the top, there are navigation links: WALKTHROUGH, USER GUIDE, and SEE WHAT'S NEW. The main header is green with the NJCU logo and the word 'Dashboard'. Below the header is a navigation bar with tabs: Overview, Pending Assessments (highlighted with 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. There is a dropdown menu for 'records per page' set to 15. 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, showing options: 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.

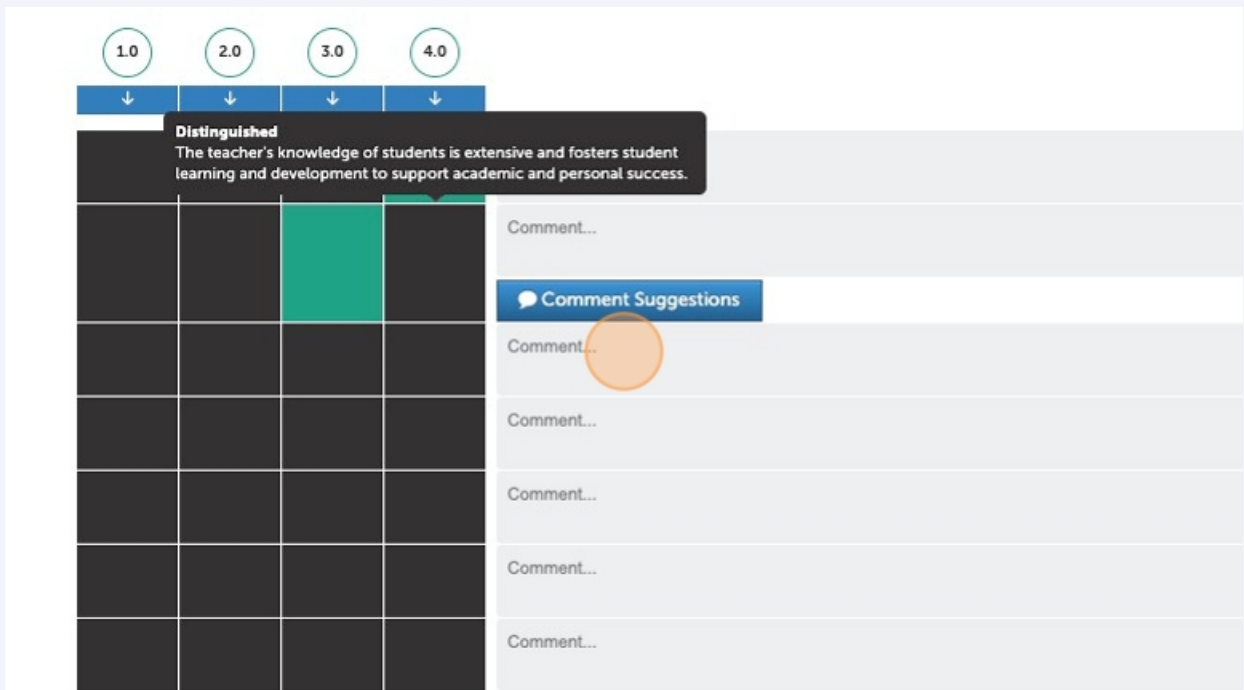
6

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.

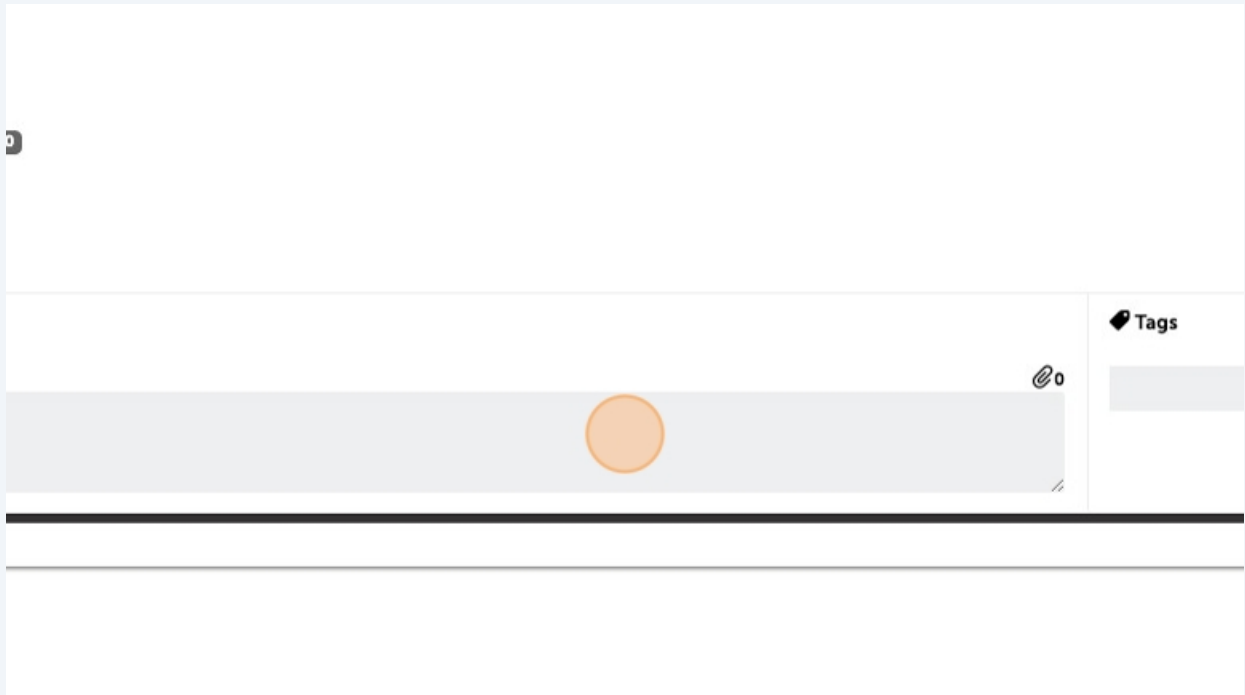


7

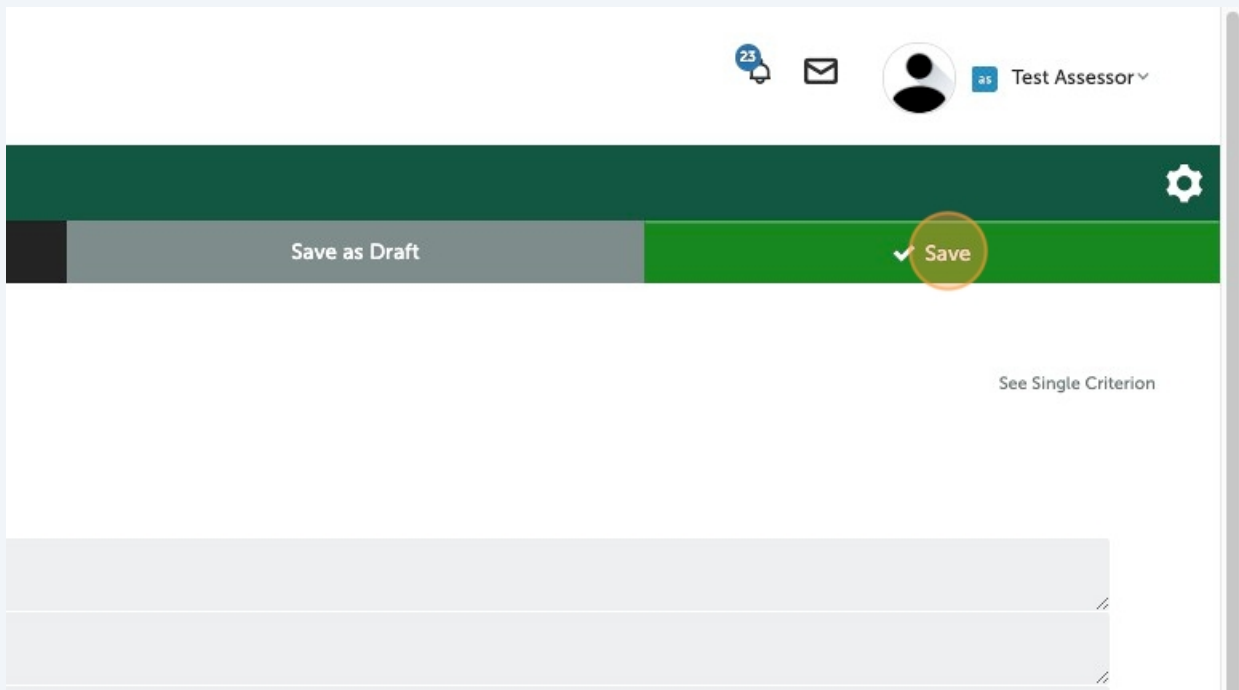
Click the "Comments" field if you would like to comment on that criteria.



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

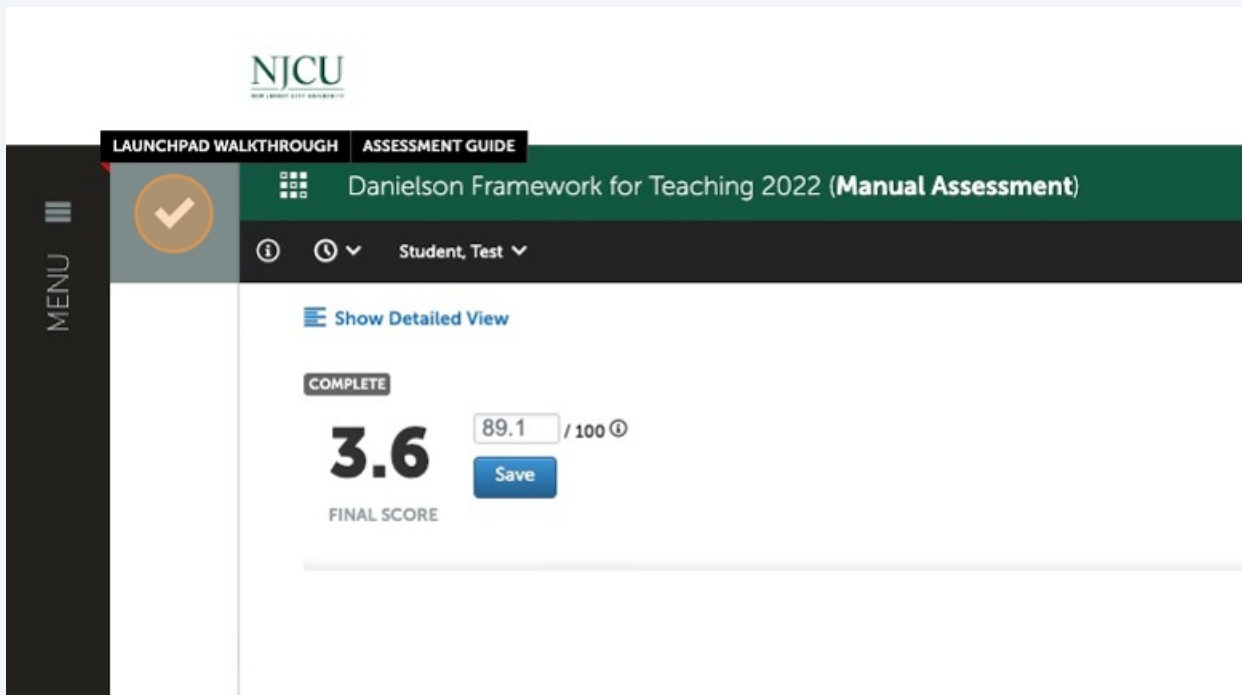


9 Click "Save" when you are finished. The student will receive a notification that their assessment has been completed after you click "Save." You can also click "Save as Draft" if you would like to save your work and return at a later time.



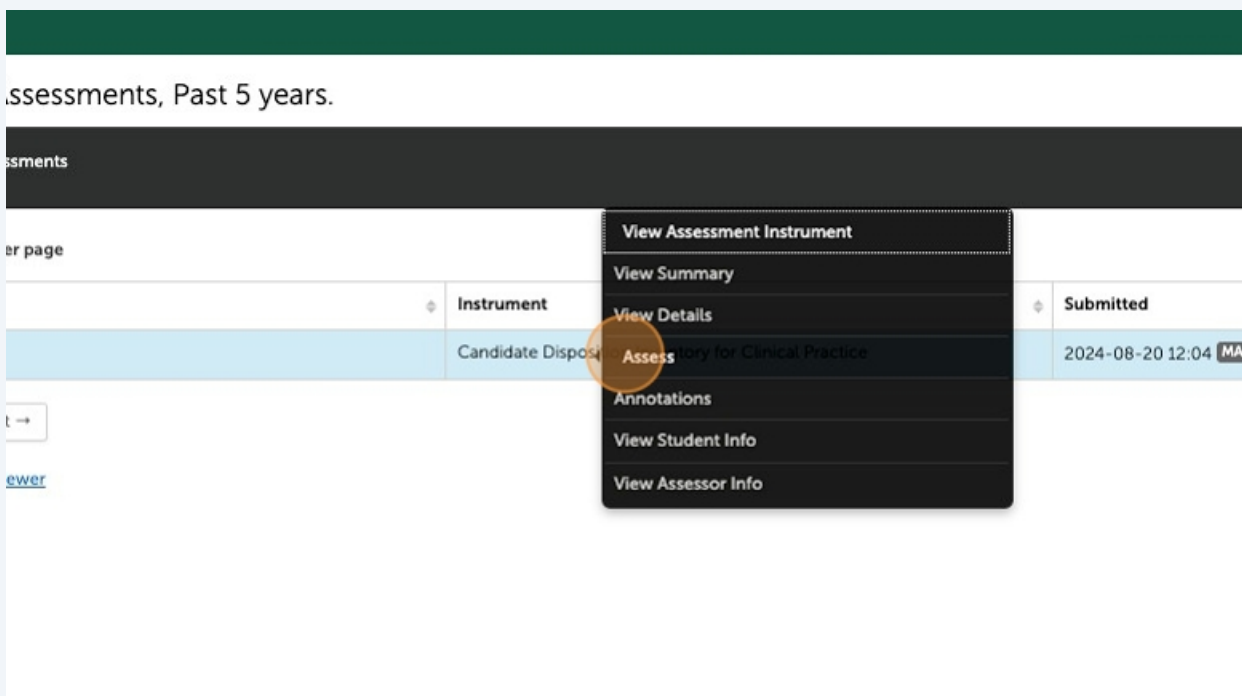
10

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.

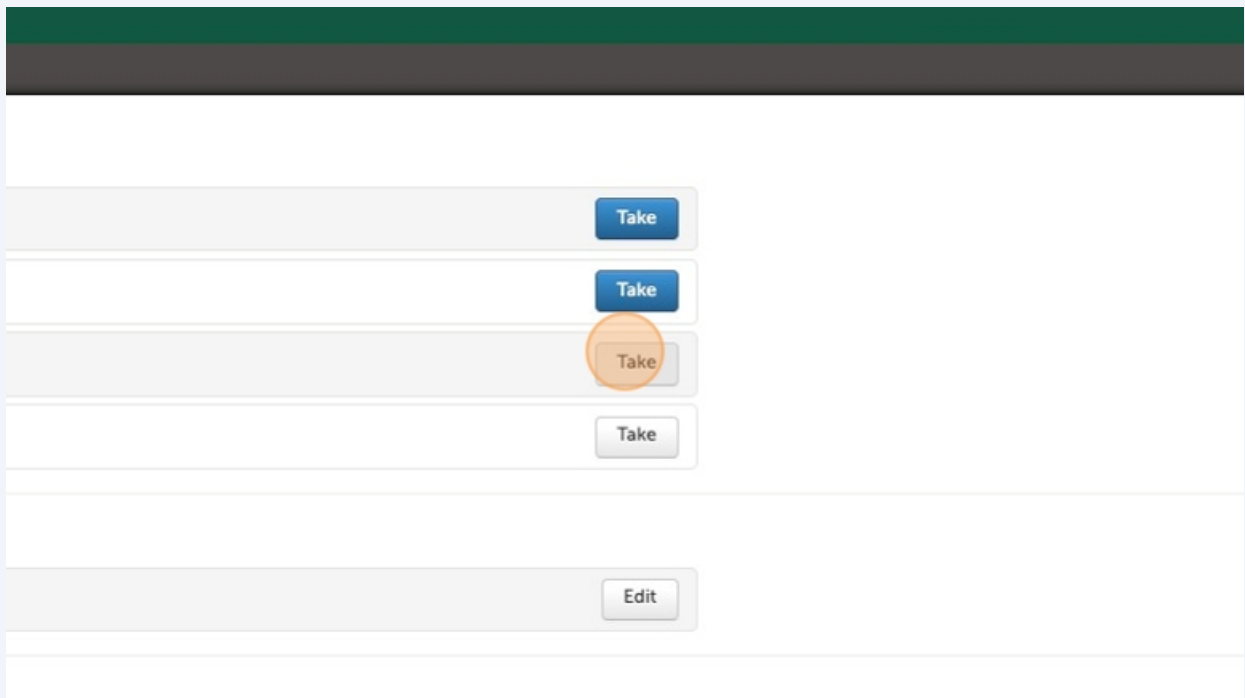
The screenshot shows the NJCU Dashboard interface. At the top, there is a navigation bar with links for 'WALKTHROUGH', 'USER GUIDE', and 'SEE WHAT'S NEW'. Below this is a dark green header with the 'Dashboard' title and a home icon. A horizontal menu contains 'Overview', 'Portfolios', 'Performance', 'Upcoming', and 'Surveys'. The 'Surveys' tab is highlighted with a blue background and a blue notification badge with the number '4'. Below the menu, the dashboard displays a large 'AVERAGE (LAST 30)' score of '3.03' with a green upward arrow. To the right is a 'LAST 30 ASSESSMENTS' line graph. At the bottom, it shows 'LAST ASSESSMENT' as '5.0' and 'HIGHEST RESULT' as '5.0'.

2

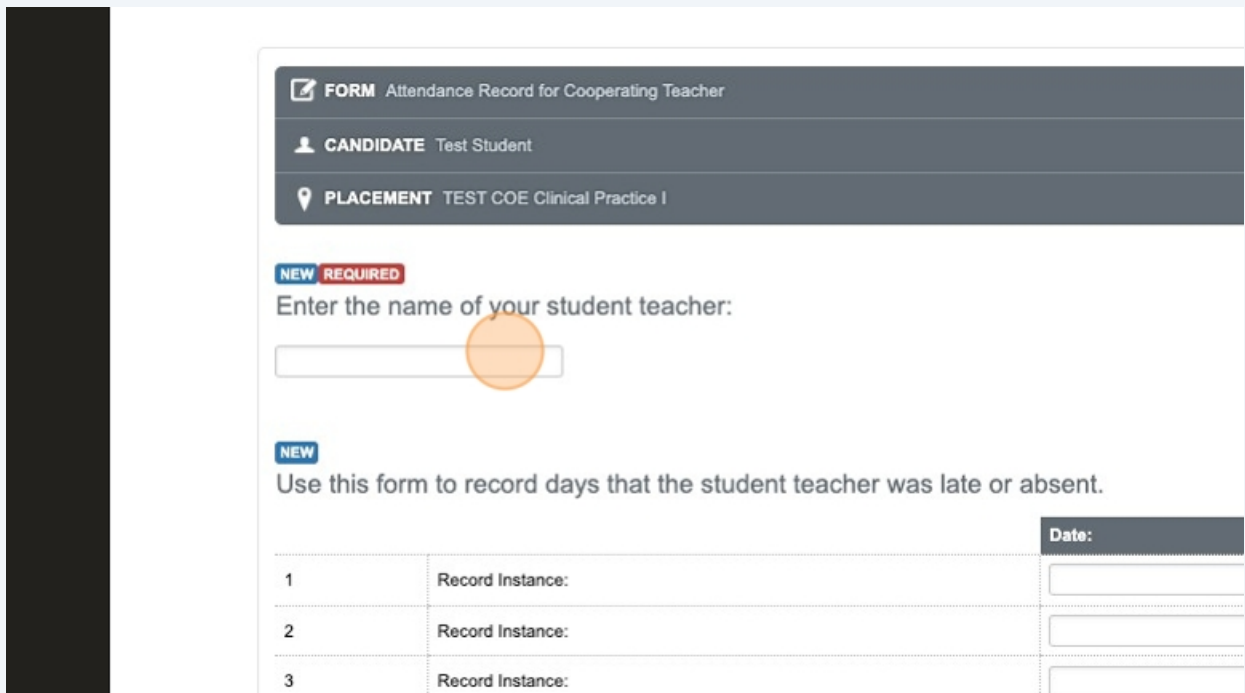
You will see the "Attendance Record for Cooperating Teacher" and "COE Feedback on Clinical Supervisor" under Incomplete Surveys.

The screenshot shows the 'Surveys' page. The 'Surveys' tab in the top navigation is highlighted. The main content area is divided into two sections: '4 Incomplete Surveys' and '1 Completed Surveys'. Under 'Incomplete Surveys', there are 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'. An orange circle highlights the 'Attendance Record for Cooperating Teacher' item. Under 'Completed Surveys', there is one item: 'Attendance Record for Cooperating Teacher'.

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



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



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:	<input type="text"/>
Number of days:	<input type="text"/>
Number of days:	<input type="text"/>
Number of days:	<input type="text"/>
Number of days:	<input type="text"/>
Number of days:	<input type="text"/>
Number of days:	<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"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>


7 Add optional comments.

	Comments
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

8 Click "Save" when finished. You can return to the form later to add additional instances if necessary.

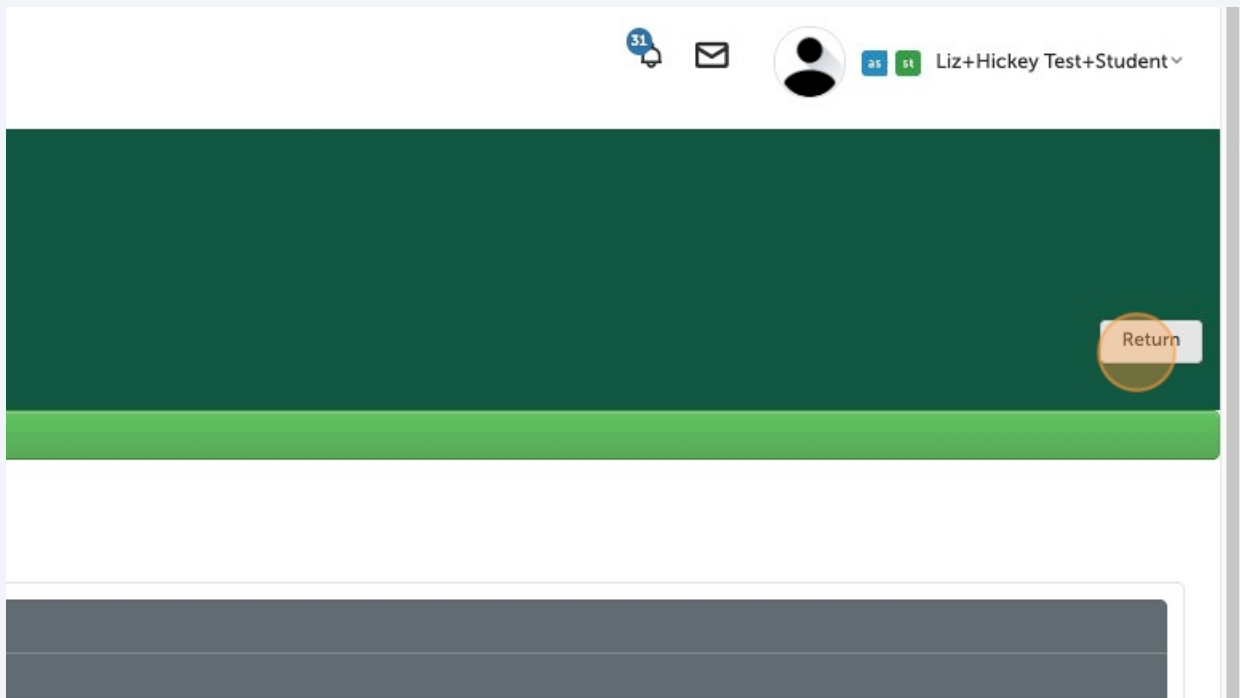
9	Record Instance:	<input type="text"/>
10	Record Instance:	<input type="text"/>

Comments

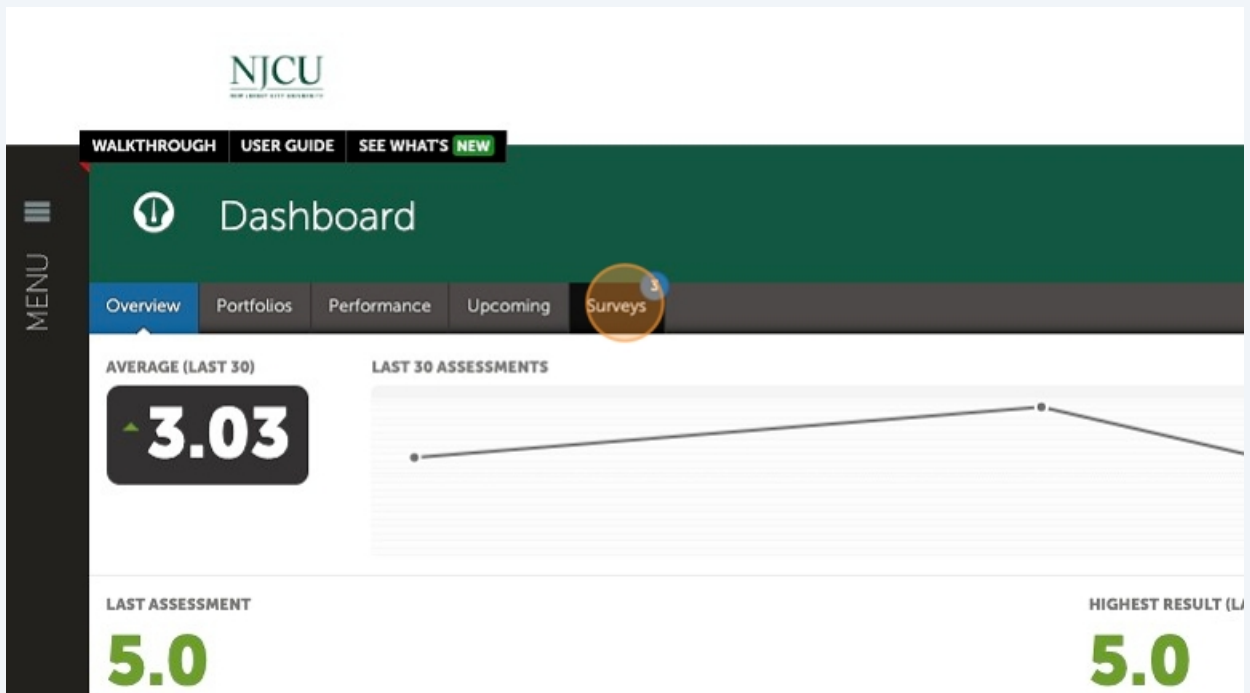


IT Helpdesk: helpdesk@njcu.edu (201) 253-4357

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 sub-header bar. Below this, the first three entries have buttons on the right: the first two are blue 'Take' buttons, and the third is a light gray 'Take' button highlighted with 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

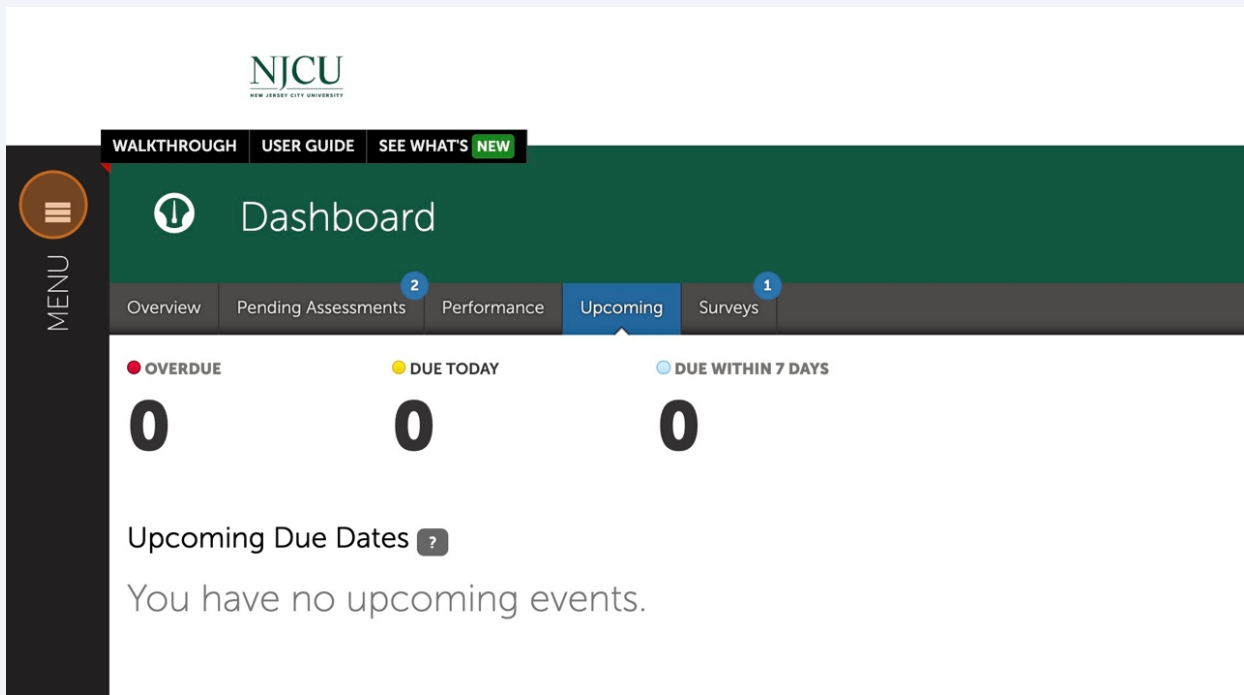
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How to Access Completed Assessments in Portfolio

Use these instructions to view the assessments that you and the clinical supervisor 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 summary cards: OVERDUE (0), DUE TODAY (0), and DUE WITHIN 7 DAYS (0). Below these cards, the text reads "Upcoming Due Dates ?" and "You have no upcoming events." At the bottom, there is a footer for IT Helpdesk: 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, there are three summary cards: OVERDUE (0), DUE TODAY (0), and DUE WITHIN 7 DAYS (0). Below these cards, the text reads "Upcoming Due Dates ?" 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 shows 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 visible below the header. The main content area includes 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.