

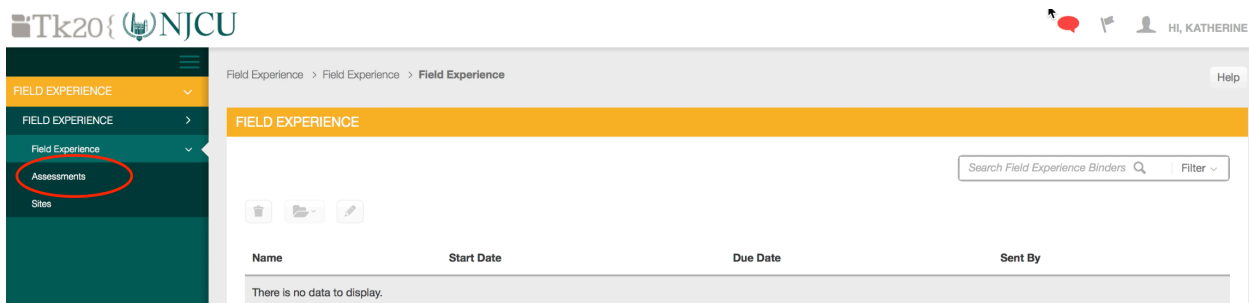
Tk20 Campus Wide

Navigation Guide (Cooperating Teacher) Assessing a Clinical Evaluation_Field Experience Binder

ASSESSING a Clinical Evaluation_Field Experience Binder

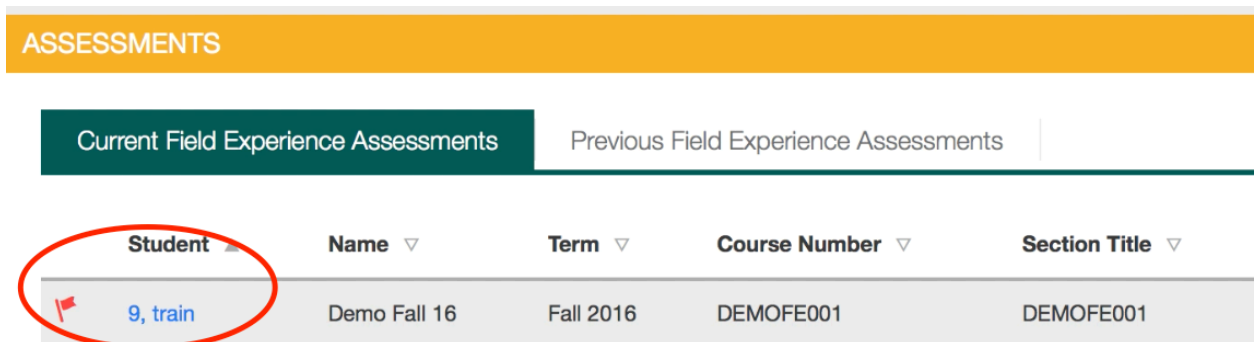
Getting Started

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



The screenshot shows the Tk20 NJCU interface. On the left sidebar, under the 'FIELD EXPERIENCE' section, the 'Assessments' option is circled in red. The main content area shows a breadcrumb trail 'Field Experience > Field Experience > Field Experience' and a search bar for 'Field Experience Binders'. Below the search bar is a table with columns for Name, Start Date, Due Date, and Sent By. The table currently displays 'There is no data to display.'

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



The screenshot shows the 'ASSESSMENTS' section. There are two tabs: 'Current Field Experience Assessments' (selected) and 'Previous Field Experience Assessments'. Below the tabs is a table with the following data:

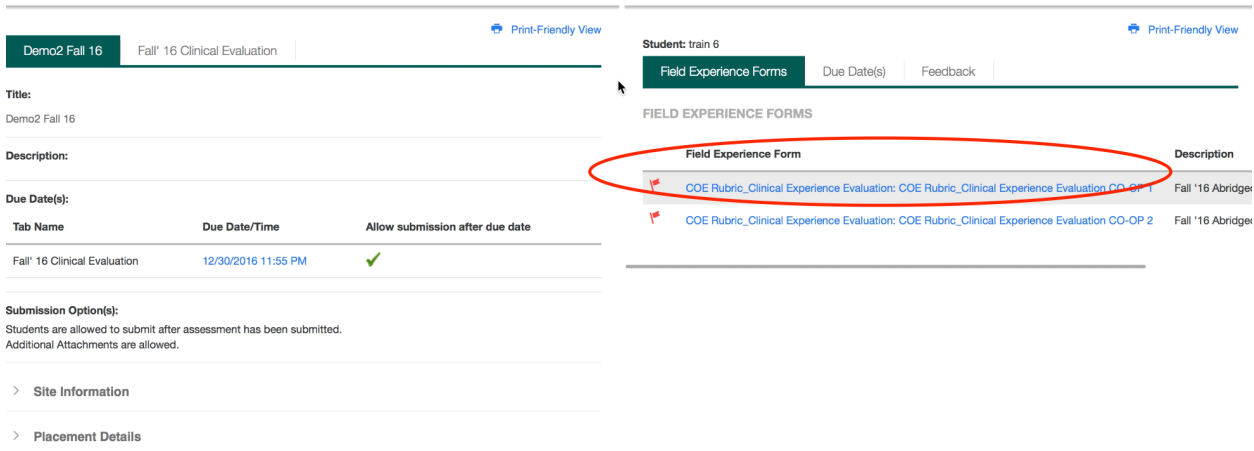
Student	Name	Term	Course Number	Section Title
9, train	Demo Fall 16	Fall 2016	DEMOFE001	DEMOFE001

The 'Student' column header and the first row of data are circled in red.

Binder List

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Left Pane (Binder Details):

Title: Demo2 Fall 16

Description: Demo2 Fall 16

Due Date(s):

Tab Name	Due Date/Time	Allow submission after due date
Fall '16 Clinical Evaluation	12/30/2016 11:55 PM	✓

Submission Option(s):
Students are allowed to submit after assessment has been submitted.
Additional Attachments are allowed.

> Site Information

> Placement Details

Right Pane (Field Experience Forms):

Student: train 6

Field Experience Forms | Due Date(s) | Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description
COE Rubric_Clinical Experience Evaluation: COE Rubric_Clinical Experience Evaluation CO-OP 1	Fall '16 Abridged
COE Rubric_Clinical Experience Evaluation: COE Rubric_Clinical Experience Evaluation CO-OP 2	Fall '16 Abridged

Split Screen View

1. On the left you will be able to view the binder description, due dates, site placement information standards, and student submissions. You will be able to review and assess portions of the student's work .
2. You can click the arrow buttons to expand or contract either side while you work.
3. On the right, you will be able to view the binder's assessment tool(s) grant due date extensions and provide additional feedback.

Assessing Student Clinical Experience

1. Click on the **Field Experience Forms** available in the right side of the screen to complete assessments of your student.



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Student: train 9 [Print Friendly view](#)

Field Experience Forms | Due Date(s) | Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description
 COE Rubric_Clinical Experience Evaluation: COE Rubric_Clinical Experience Evaluation 1	Fall '16 Abridged edition
 COE Rubric_Clinical Experience Evaluation: COE Rubric_Clinical Experience Evaluation 2	Fall '16 Abridged edition

- Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions.

COE Rubric_Clinical Experience Evaluation: COE Rubric_Clinical Experience Evaluation CO-OP 1

COLLEGE OF EDUCATION INTERNSHIP PERFORMANCE ASSESSMENT RUBRIC FOR CLINICAL EXPERIENCE

1: Learner Development

(INTASC 1; NJ Professional Std. 1; CAEP 1.1, 1.2, 1.3, 1.4, 1.5)

The candidate understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

	Not Observed 0	Emerging Level 1	Developing Level 2	Proficient Level 3	Exceeding Level 4	Score
1.2 Implements lesson plans that are developmentally appropriate <input type="checkbox"/> NA	<input type="radio"/> 0	<input type="radio"/> 1 The candidate implements lesson plans that are not developmentally appropriate for all students. Instruction is	<input type="radio"/> 2 The candidate attempts to implement lesson plans that are developmentally appropriate for the majority of students, but the	<input type="radio"/> 3 The candidate implements lesson plans that are developmentally appropriate for the majority of the students. The	<input type="radio"/> 4 The candidate implements lesson plans that are developmentally appropriate for all students. The candidate	<input type="text" value="Score"/>

- After you have completed the form, choose on of the following actions:
 - Save:** save work and return at a later time,
 - Complete:** mark the assessment as complete and return to the previous screen.

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GRADE

Total Score:

Total Mean:

Grade:

Complete

Save

- Repeat this process until you have finished all assessments.
- 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.

Rubric with Comments Under Score

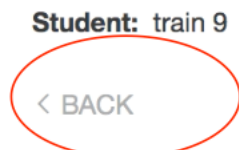
- A **Grade** made may be entered for the student based on the **Total Score**.
- You will not be allowed to submit your binder until you have completed all assessment tools.

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Extend the Due Date

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

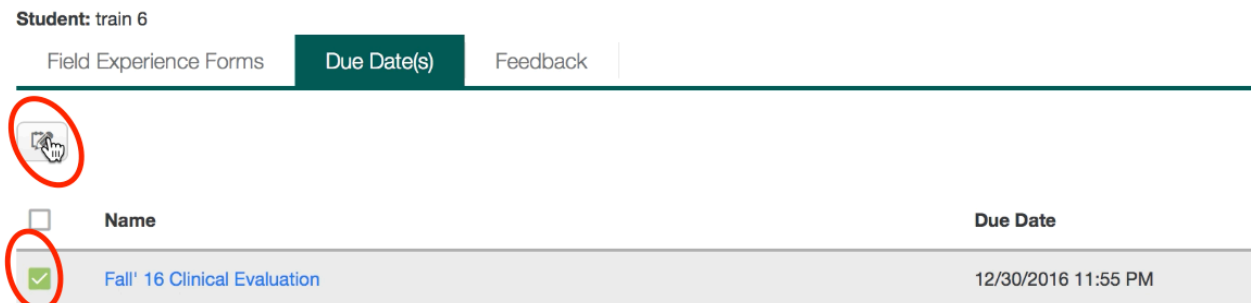


Editing the Due Date

2. Click **Edit Due Date**.

Student: train 6

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



<input type="checkbox"/>	Name	Due Date
<input checked="" type="checkbox"/>	Fall' 16 Clinical Evaluation	12/30/2016 11:55 PM

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3. Select a new due date and time.
4. Enter a **comment**.

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EDIT DUE DATE(S)

Current Due Date(s): Fall' 16 Clinical Evaluation: 12/30/2016 11:55 PM

New Due Date/Time:* MM / DD / YYYY 1 : 00 AM

Comments:

I

Update Cancel

5. Click **Update**.

Providing Feedback

1. Click on **Feedback**
2. Click on **Add** button


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[Submit](#) [Close](#)

Student: train 9 [Print-Friendly View](#)

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



Student: train 9
ADD NEW FEEDBACK

Comments:

3. Add Comments and provide Feedback as needed.
4. When finished click **Submit**