



Faculty Assessment: Student Teaching Self-Evaluation

Created by: Gina Paladino
©2005
Eastern Illinois University
College of Education and Professional Studies

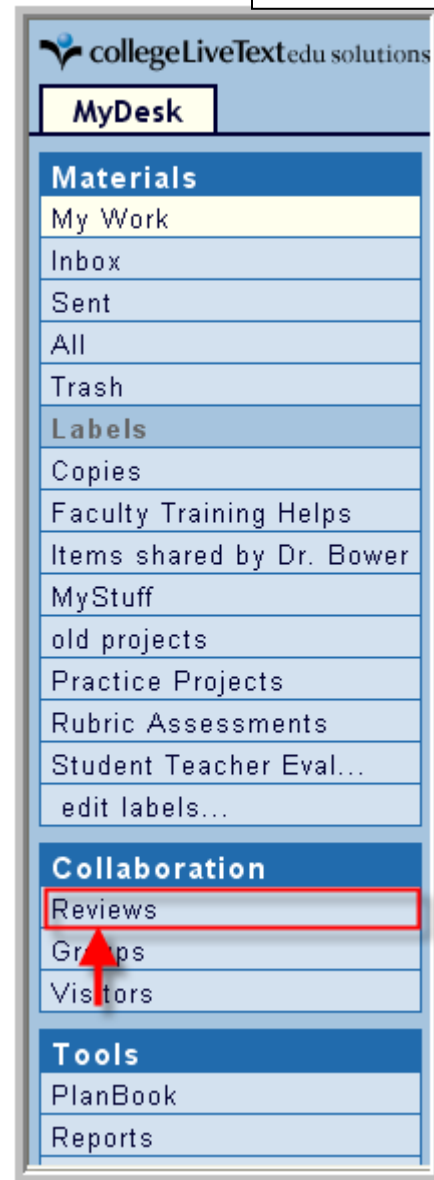
Table of Contents

| | |
|--|----------|
| Section 1: Introduction | 3 |
| Section 2: Creating a Self-Evaluation | 4 |

Introduction

This tutorial is to assist you in assessing your student teachers' self-evaluations. These will be sent to you via LiveText and can be found in the **Reviews** section. After you login to LiveText, you will be taken to your main page (MyDesk). In order to access the items that have been sent to you for review, click the **Reviews** link located at the left-hand side of the page (figure 1.1).

Figure 1.1



Section 1: Choosing an Assessment Tool

In this section, you will learn how to access a document for review and what the options are concerning choosing an assessment tool. As we saw in the first section, you can find the documents that have been sent to you for reviewing by clicking the **Reviews** link at the left-hand side of the **MyDesk** page.

Exercise 1-1 Selecting an Item for Review

1. Click the **Reviews** link at the left-hand side of the **MyDesk** page. You will be taken to a new page that shows you all the articles that have been sent to you for review (figure 1.2).
2. Find the article that you wish to review (*Note that if the article has not been reviewed, the word **no** will appear under the **Reviewed** column*). Under **Actions**, select **Review**.

Figure 1.2

| Received for Review | | | | | | items that others have asked you to review | |
|-----------------------------------|----------------|-----------|-----------|---------|---------------------|--|--|
| Title | From | Received | Reviewed | Asmt | Actions | | |
| Tutorial_Self_Evaluation | Gina Paladino | 02-Sep-05 | no | | review | <input type="checkbox"/> | |
| ⊕ Copy of Coping with stress | Barbara Walker | 03-May-05 | no | | review | <input type="checkbox"/> | |
| ⊕ HST 3400 Individual Lesson Plan | Barbara Walker | 07-Apr-05 | no | started | review | <input type="checkbox"/> | |
| fake | Gina Paladino | 31-Mar-05 | no | started | review | <input type="checkbox"/> | |
| 4/49/05-training assessment | Gina Paladino | 09-May-05 | 11-Jul-05 | | view review again | <input type="checkbox"/> | |

The document that you chose will now appear and is ready to be reviewed.

Exercise 1-2 Choosing an Assessment tool



1. Now that the document is ready to be reviewed, click **Assess** (figure 1.3). An **Assessment Chooser** will appear (figure 1.4).

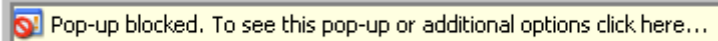
2. In the **Assessment Chooser**, you have the option to either view or use a selected assessment. Once you have chosen the desired assessment, click **Use**.

Figure 1.4

| Assessment Chooser | | | |
|---|----------------|------------|------------|
| Materials: All <input type="button" value="v"/> | | | |
| (showing 1-20 of 164) <input type="button" value="<<"/> 1 · 2 · 3 · 4 · 5 · 6 · 7 · 8 · 9 <input type="button" value=">>"/> | | | |
| <input type="text"/> <input type="button" value="Search"/> | | | |
| Title | Author | Type | |
| practiceassessment | Gina Paladino | Assessment | view use |
| Standards-Linked Performance Assessment | Gina Paladino | Assessment | view use |
| Standards-Linked Performance Assessment | Gina Paladino | Assessment | view use |
| assessment/feb1-05 | Gina Paladino | Assessment | view use |
| 4700 Rubric- Assessment of Curriculum Unit Plan | Gina Paladino | Assessment | view use |
| SPE 4700 Learning Standards/Benchmark Outline -Group | Gina Paladino | Assessment | view use |
| HST 3400 Lesson Plan Rubric | Barbara Walker | Assessment | view use |

3. If you have problems and your computer won't allow you to see pop-ups, click the pop-up blocker located at the top of your page (figure 1.5) and choose the option to allow pop-ups from the site then re-try the assessment chooser again.

Figure 1.5



4. Once the assessment has been chosen, then you may begin assessing your document. For an example of what an assessment may look like, you can look at figure 1.6.

Figure 1.6

Document: *practiceassessment*

Show: [All content](#) | [Rubrics only](#) | [Rubric titles](#)

Assessment

| Performance Assessment: | Target | Acceptable | Unacceptable | Attained |
|---|--|--|--|-------------------------------------|
| Skill1 (25%) Map here related standards | Targeted performance is evidenced by ... | Acceptable performance is evidenced by ... | Unacceptable performance is evidenced by ... | <input type="text"/> add comment |
| Disposition2 (25%) Map here related standards | Targeted performance is evidenced by ... | Acceptable performance is evidenced by ... | Unacceptable performance is evidenced by ... | <input type="text"/> add comment |
| Knowledge3 (25%) Map here related standards | Targeted performance is evidenced by ... | Acceptable performance is evidenced by ... | Unacceptable performance is evidenced by ... | <input type="text"/> add comment |
| Etc4 (25%) Map here related standards | Targeted performance is evidenced by ... | Acceptable performance is evidenced by ... | Unacceptable performance is evidenced by ... | <input type="text"/> add comment |
| Set all to: | | | | <input type="text"/> |
| Rubric score: | | | | <input type="text"/> % |

5. Fill out your assessment and at the bottom of the assessment, when you are finished, and click **Save Assessment**.

Figure 1.6

The assessment is now finished.

Other comments:

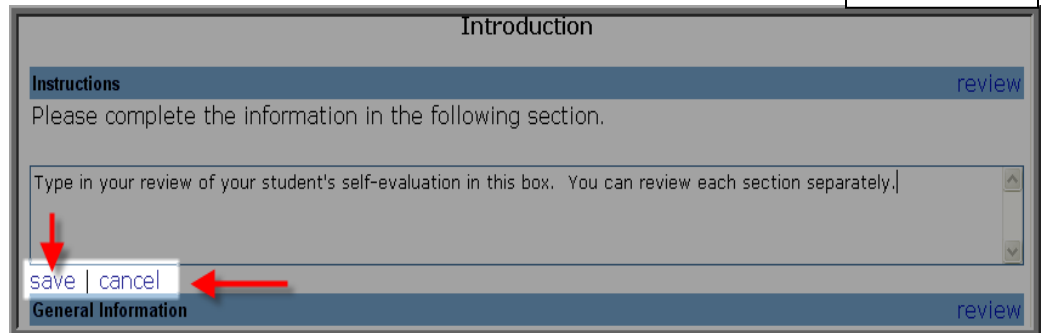
This is the best self evaluation I've ever seen.

Reporting:

If you want a copy, print from your browser now (Ctrl+P) before submitting.

You also have the option of reviewing sections within your document. This allows you to provide comments on each section in which your student has entered information (figure 1.7).

Figure 1.7



The screenshot shows a document review interface for a section titled "Introduction". At the top, there is a header "Introduction" with a "review" link on the right. Below this is a section titled "Instructions" with a "review" link on the right. The text under "Instructions" says "Please complete the information in the following section." Below the text is a text input area with the placeholder text "Type in your review of your student's self-evaluation in this box. You can review each section separately." At the bottom of the input area, there are two buttons: "save" and "cancel". A red arrow points to the "save" button, and another red arrow points to the "cancel" button. Below the input area is a section titled "General Information" with a "review" link on the right.

You can review sections by clicking the **Review** link provided at the right-hand side of each section. When you have finished reviewing a particular section, click **Save**.

By this time, you should have all of your assessing and reviewing completed. In order to finish, simply click the **Submit** link located at the upper, right-hand side of your screen (figure 1.8).

Figure 1.8



Now that you have submitted the document, your student will see that it has been submitted and in your **Reviews** area of **MyDesk**, it will appear that your document has been reviewed.