

**Eastern Illinois University
LiveText: Student Teaching Self-Evaluation**



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College of Education and Professional Studies

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Section 1: Introduction

The student teaching self-evaluation is required of ALL student teachers. Student teachers with a split placement must submit two Self-Evaluations, one per placement. The Student Teaching Self-Evaluation will be assessed using the Student Teaching Final Evaluation. The Self-Evaluation provides student teachers an opportunity to examine their own progress. With the easy-to-use tools that LiveText provides, student teachers are able to create these self-evaluations in the same way that they have created lesson plans, projects, and letters of intent.

Figure 1.1

The screenshot displays the collegeLiveTextedu interface. At the top left, the logo 'collegeLiveTextedu solutions' is visible. The top right corner shows a user profile 'Hi, Kairsten Jack | Monday, September 18, 2006' and buttons for 'help' and 'logout'. A navigation menu on the left includes 'MyDesk', 'Materials', 'Collaboration', 'Tools', and 'References'. The 'Materials' section is expanded, showing a list of documents under the label 'Materials: My Work'. The list includes items like 'CTE ex lesson', 'CTE Prof Port', 'CTE singing', 'CTE Unit Plan', 'CTE2', 'ELE 3000 Lesson Plan Ex', 'Journal Refl', 'K CTE EX', 'K's Student letter of Intent', 'Kairsten Jack's Portfolio', 'KJack CTE Prof Port', 'letter ex', 'Letter of Intent', and 'Letter of Intent CTE'. The table has columns for 'Title', 'Type', 'Created', and 'Modified'. Annotations with red arrows and yellow boxes highlight the 'MyDesk' button, the 'Create' button, and the left navigation menu.

Annotations:

- Click on MyDesk to be taken back to your main page
- Click on Create to create new documents
- Here is where you can view your work, inbox, sent, etc. and any labels you have created

Title	Type	Created	Modified
CTE ex lesson	Lesson Plan	Aug 29	Sep 05
CTE Prof Port	Portfolio	Aug 29	Sep 11
CTE singing	Lesson Plan	Sep 11	Sep 11
CTE Unit Plan	Lesson Plan	Aug 29	Aug 29
CTE2	Portfolio	Sep 11	Sep 11
ELE 3000 Lesson Plan Ex	Lesson Plan	Sep 15	Sep 15
Journal Refl	Project	Sep 05	Sep 05
K CTE EX	Portfolio	Sep 11	Sep 11
K CTE EX	Portfolio	Sep 11	Sep 11
K CTE EX	Portfolio	Sep 11	Sep 11
K's Student letter of Intent	Project	Sep 05	Sep 05
Kairsten Jack's Portfolio	Portfolio	Aug 21	Sep 12
KJack CTE Prof Port	Portfolio	Aug 29	Aug 29
letter ex	Project	Sep 11	Sep 11
Letter of Intent	Project	Aug 15	Sep 05
Letter of Intent CTE	Project	Sep 11	Sep 11

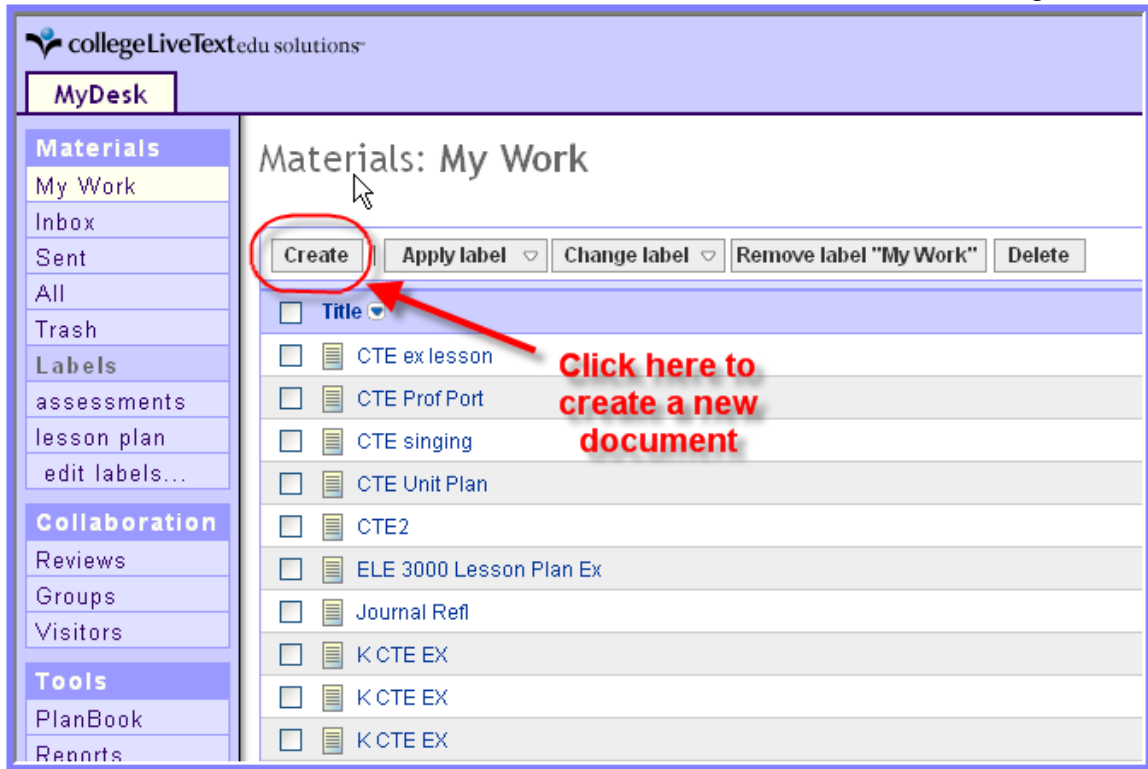
Section 2: Creating a Self-Evaluation

In this section, you will learn how to create your own self-evaluation.

Exercise 2-1 Creating a Self-Evaluation

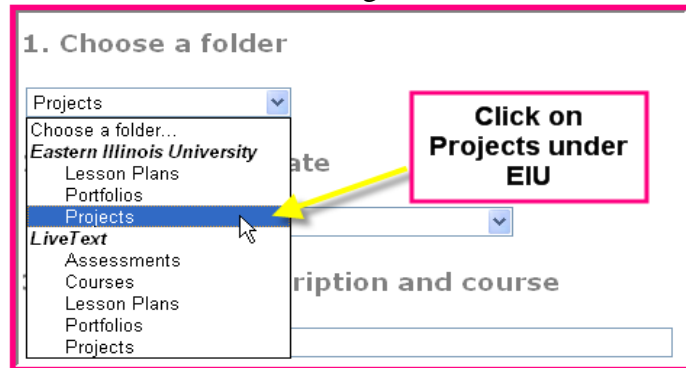
1. Login to LiveText.
2. Click the MyWork link at the left-hand side of the screen.
3. Once on MyWork, click on Create to create a new document (Figure 2.1).

Figure 2.1



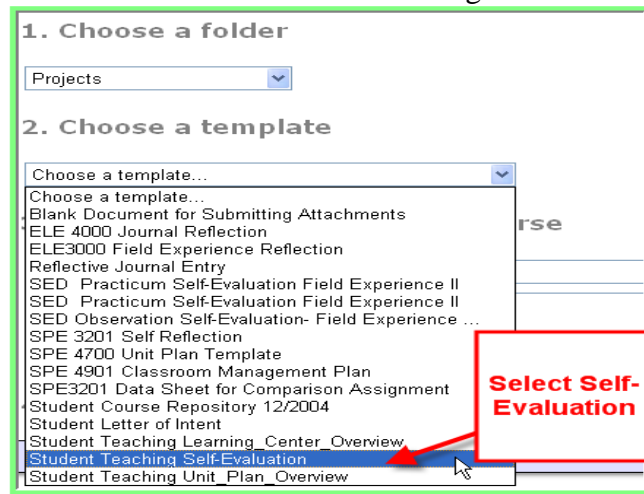
5. You will be taken to a new page. Next to each of the following categories, select the appropriate option:
 - a. Document: Eastern Illinois University: Project (Figure 2.2)

Figure 2.2



b. Template: Student Teaching Self-Evaluation (Figure 2.3)

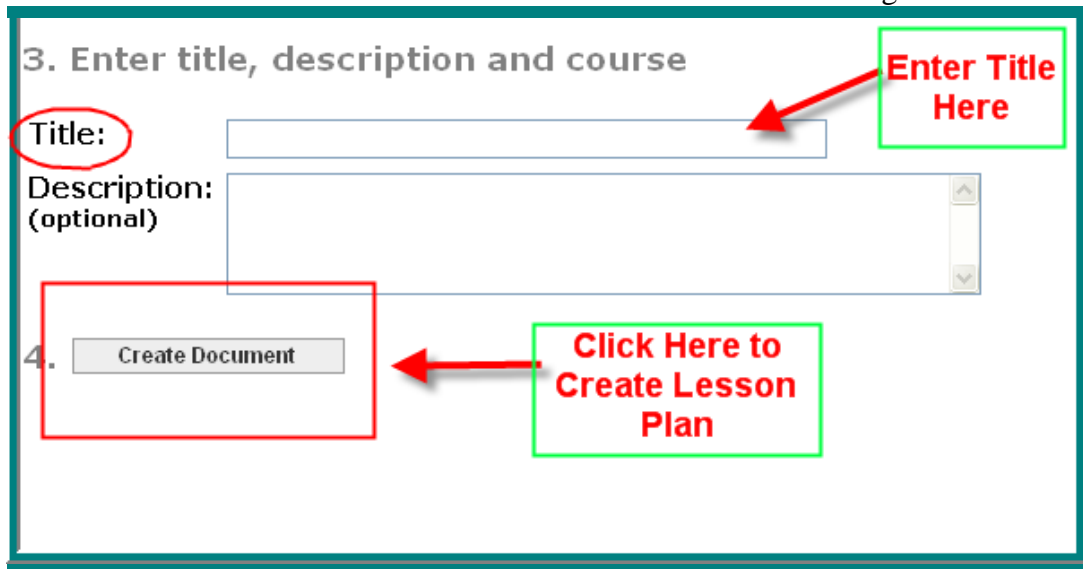
Figure 2.3



c. Title: Type in the desired title (Figure 2.4)

6. Click Create Document (Figure 2.4)

Figure 2.4



You have successfully created your student teacher self-evaluation.

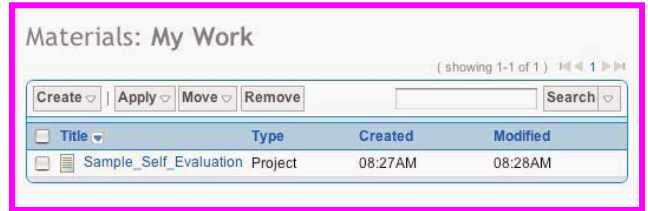
Section 3: Editing a Self-Evaluation

In the previous section, you learned how to create a self-evaluation. In this section, you will learn how to edit sections of your self-evaluation.

Exercise 3-1 Editing a Self-Evaluation

1. Login to Livetext and navigate to MyWork.
2. Locate the title of your self-evaluation (which should be located under Materials: MyWork (Figure 3.1).
3. Hover your mouse over the title (which is a link) of your project.
4. Click the title of your project.

Figure 3.1



5. You will be immediately directed to your self-evaluation project (Figure 3.2)
*Notice that the sections each have an edit option located to the right and above each section of your document. These allow you to edit your document section by section (Figure 3.2).

6. Next to the section titled General Information, click the edit link (Figure 3.2).

Figure 3.2

collegeLiveText.edu solutions

MyDesk

Hi, Kairsten Jack | Tuesday, October 3, 2006

Materials > next page ▶ Edit Document | Submit for Review | Share | More...

Student Teaching Evaluation

by Kairsten Jack

show properties

Introduction Introduction edit page edit

Self Evaluation

Instructions Please complete the information in the following section.

General Information EASTERN ILLINOIS UNIVERSITY STUDENT TEACHER SELF-EVALUATION edit

Name _Kairsten Jack _____

Social Security Number _____

Grade level/Subject _____ Grade 5/Special Education _____

School _____

District _____

School Address _____

City/State/Zip _____

Cooperating Teacher _____

University Student Teaching Coordinator _____

Final

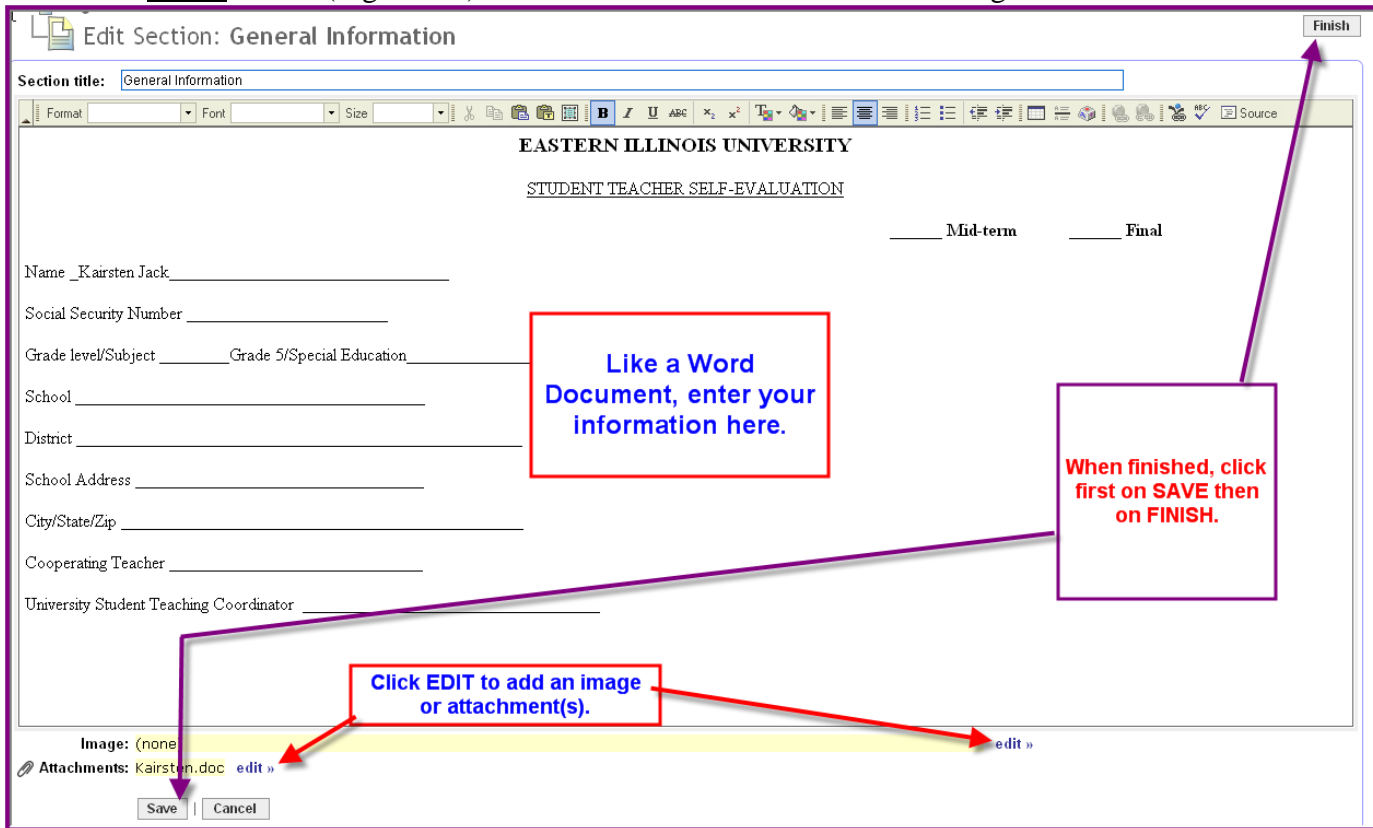
There are 2 parts to the Self-Evaluation, click on Self-Evaluation to go to the next part.

Click on the EDIT link to enter information into this section.

This will take you to an HTML editor of your text. It will look similar to when you work on a Microsoft Word document (Figure 3.3).

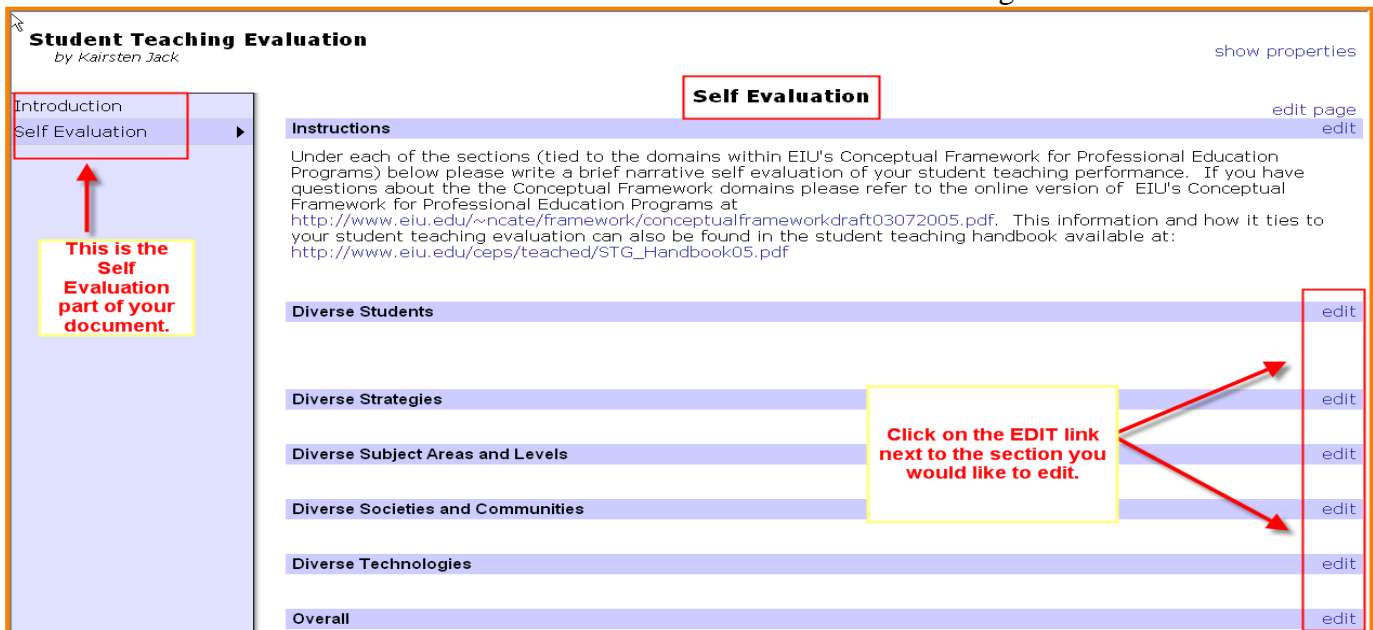
7. Enter the appropriate information next to the categories requested in the form (Figure 3.3).
8. When you have finished, find the Save button located at the bottom of the page and click it (Figure 3.3).
9. The page will be refreshed and when changes you have made are successful, click the Finish button (Figure 3.3)

Figure 3.3



Each section of your document will be similar to the General Information section of your self-evaluation. Eastern Illinois University has also provided some helpful links to help assist you if you need any assistance for your self-evaluation. These are located on the Self Evaluation page of your document (Figure 3.4).

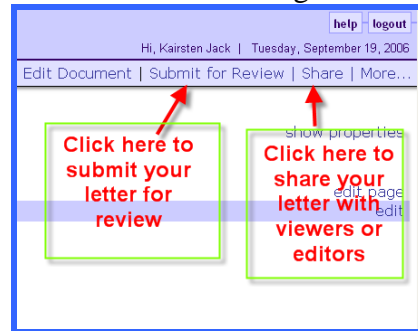
Figure 3.4



Section 4: Sharing a Self-Evaluation

Student Teachers MUST share the Self-Evaluation with their University Coordinator for review. Once you are finished with your Self-Evaluation you are ready to “submit for review” to your instructor and/or “share” with a viewer/editor (Figure 4.1).

Figure 4.1



For assistance with “submitting for review” and “sharing” see the tutorial titled “Submitting for reviewing and sharing” at this website:
<http://www.eiu.edu/ceps/eportfolio/support/index.php>

For additional support, you may contact support@livetext.com