

**Eastern Illinois University
LiveText:
Faculty Assessment
Student Teaching Final Evaluation**



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College of Education and Professional Studies**

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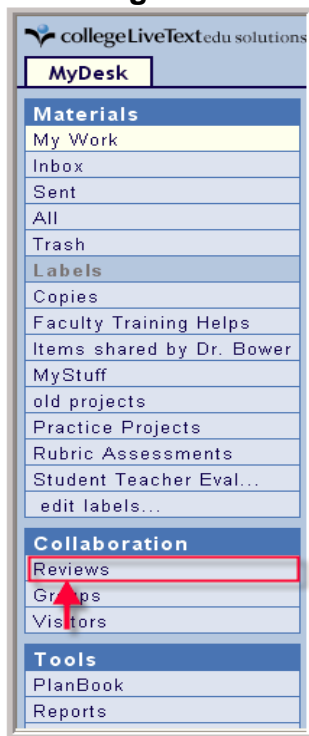
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Section 1: Introduction

This tutorial will assist you in using your student teachers' self-evaluation in order to submit the Final Student Teaching Evaluation. Students send their Self-Evaluation to you for REVIEW via LiveText. When you login to LiveText, you are taken to your main page (MyDesk). Click the Reviews link, located at the left-hand side of the page, to access the items that have been sent to you for review (Figure 1.1).

Figure 1.1



Section 2: Choosing an Assessment Tool

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 items that have been sent to you for review (Figure 1.2).

Figure 1.2

collegeLiveTextedu solutions- help | logout

MyDesk Hi, Kairsten Jack | Tuesday, November 28, 2006

Materials
My Work
Inbox
Sent
All
Trash
Labels
assessments
Kairsten
lesson plan
Letter of Intent
edit labels...
Collaboration
Reviews
Groups
Visitors

Received for Review Sent for Review **This is your Received for Review Folder**

Filter by Label: My Reviews (Not Labeled) (showing 1-20 of 20)

<input type="checkbox"/>	Title	From	Received	Reviewed	Asmt	Actions
<input type="checkbox"/>	art ex	Jack, Kairsten	Nov 13	no		review
<input type="checkbox"/>	Letter of Intent	Jennison, Paul	Oct 31	no		review
<input type="checkbox"/>	+ Letter of Intent	Jack, Kairsten	Oct 31	no	started	review
<input type="checkbox"/>	Unit Plan 103106	Jack, Kairsten	Oct 31	no		review
<input type="checkbox"/>	letter ex1025	Jack, Kairsten	Oct 25	no		review
<input type="checkbox"/>	ex1023	Jack, Kairsten	Oct 24			review
<input type="checkbox"/>	Letter of Intent example	Johnson, Jody	Oct 20			review
<input type="checkbox"/>	Letter of intent	Doggett, Suzann...	Oct 17			review

Title of submitted work

Click on Review to "assess" students work

2. Find the item that you wish to review (Note that if the item has not been reviewed, the word **no** will appear under the Reviewed column).

3. Under Actions, select Review (Figure 1.2)

4. The document that you chose will now appear and is ready to be reviewed (Figure 1.3).

5. You now have the option of adding comments to any/all sections of the document by clicking on Add Comment under each section (Figure 1.3).

Figure 1.3

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MyDesk Hi, Kairsten Jack | Tuesday, November 28, 2006

Reviews > next page > Assess | Submit | Exit | Print

self eval ex
by Kairsten Jack Reviewer: Kairsten Jack Reviewed on: pending

add comment

Introduction

Instructions
Please complete the information in the following section.

General Information

EASTERN ILLINOIS UNIVERSITY
STUDENT TEACHER SELF-EVALUATION

_____ Mid-term _____ Final

Name _____ Kairsten _____
Social Security Number _____

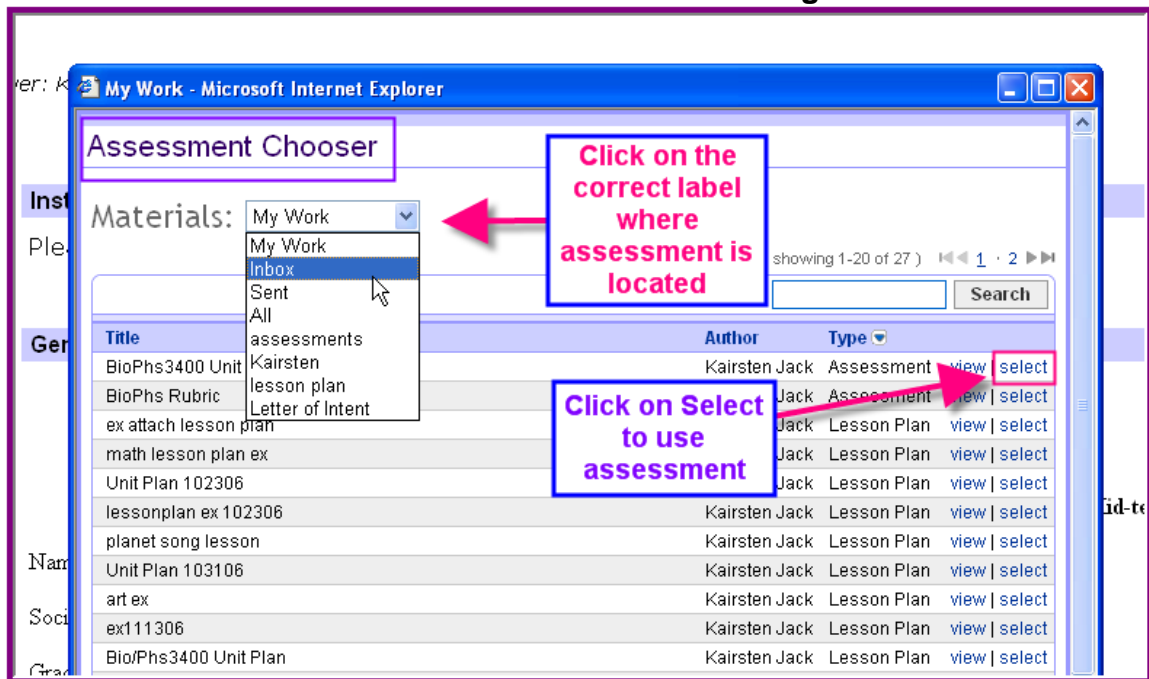
Click here to Assess this document

Click on Add Comment to make comments about each section

Exercise 1-2
Choosing an Assessment tool

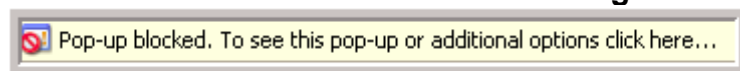
1. When ready to review, click **Assess** (Figure 1.3).
2. The Assessment Chooser will appear (Figure 1.4). Assessments will appear in your INBOX unless you have labeled them otherwise. Select Inbox.

Figure 1.4



3. Locate Student Teaching Final Evaluation: click **Select** (Figure 1.4).
4. If a new window does not appear, your internet browser pop-up blocker is on. Click on pop-up blocker link on top of browser page and follow directions to disable pop-up blocker (Figure 1.5) (Sometimes may have to repeat).

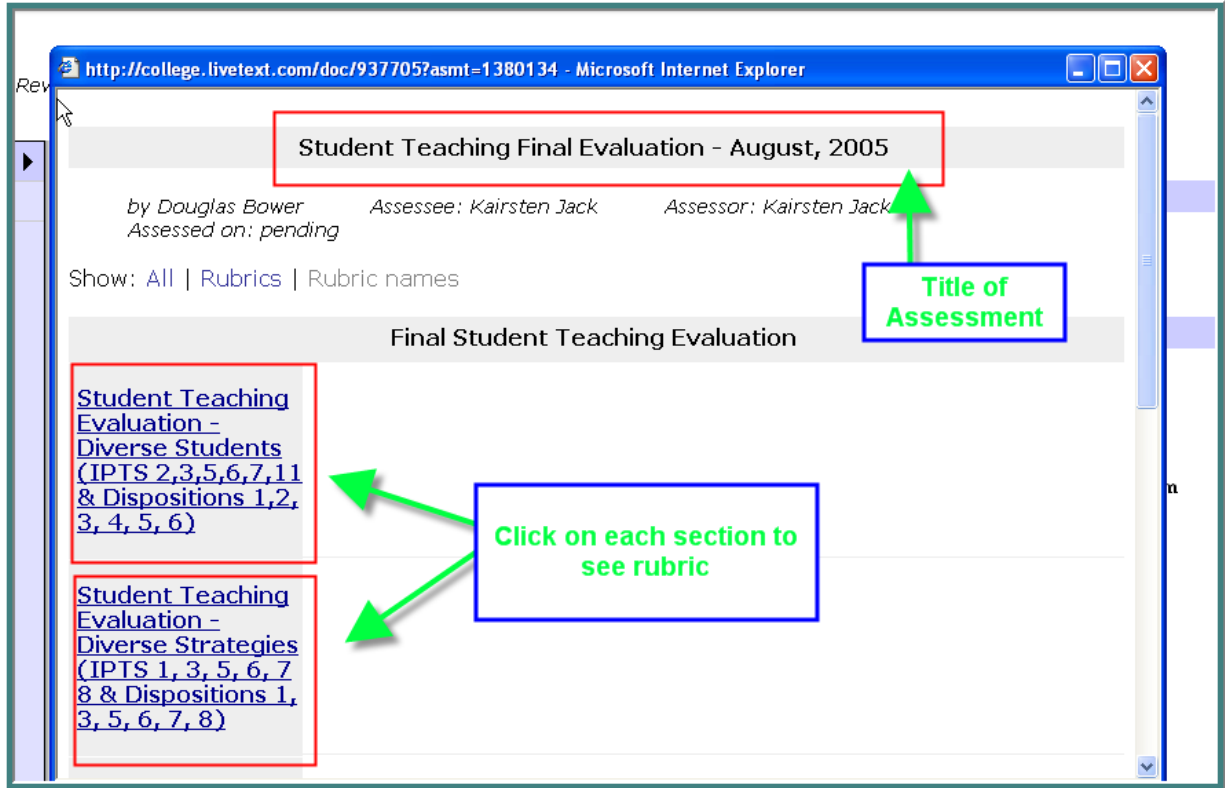
Figure 1.5



Exercise 1-3
Completing the Evaluation

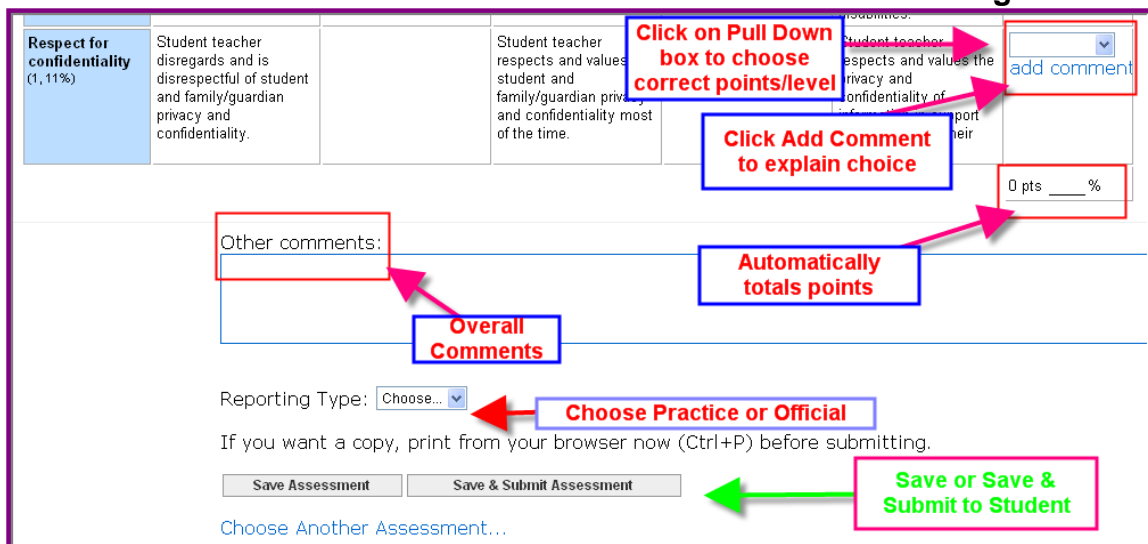
1. You are now able to use the **Student Teaching Final Evaluation** (Figure 1.6).

Figure 1.6



2. Click on each section on the left and a rubric will appear (Figure 1.7). If preferred click **Show All** to view entire rubric.

Figure 1.7



3. When finished with rubric, click on the pull down menu for Reporting Type. Click on Official if you plan to complete the assessment (Figure 1.7).

4. Click Save & Submit (if finished) or Click Save (to complete at a later time) (Figure 1.7).

Once you have submitted the document, your student will see that it has been assessed. In your Reviews area of MyDesk, it will appear that your document has been reviewed.

For further assistance contact support@livetext.com