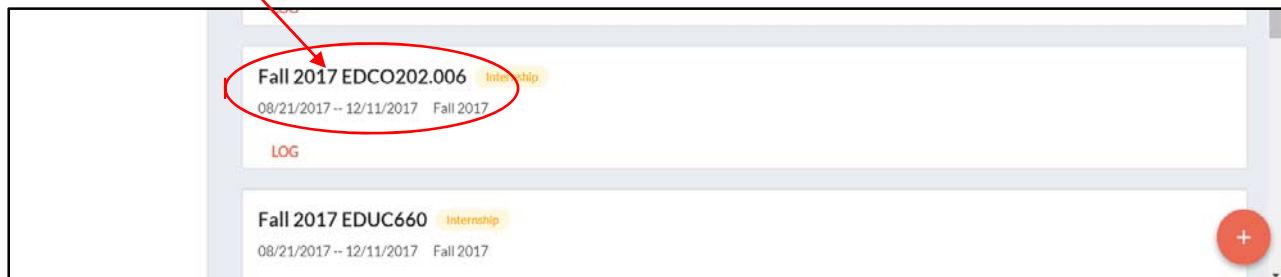
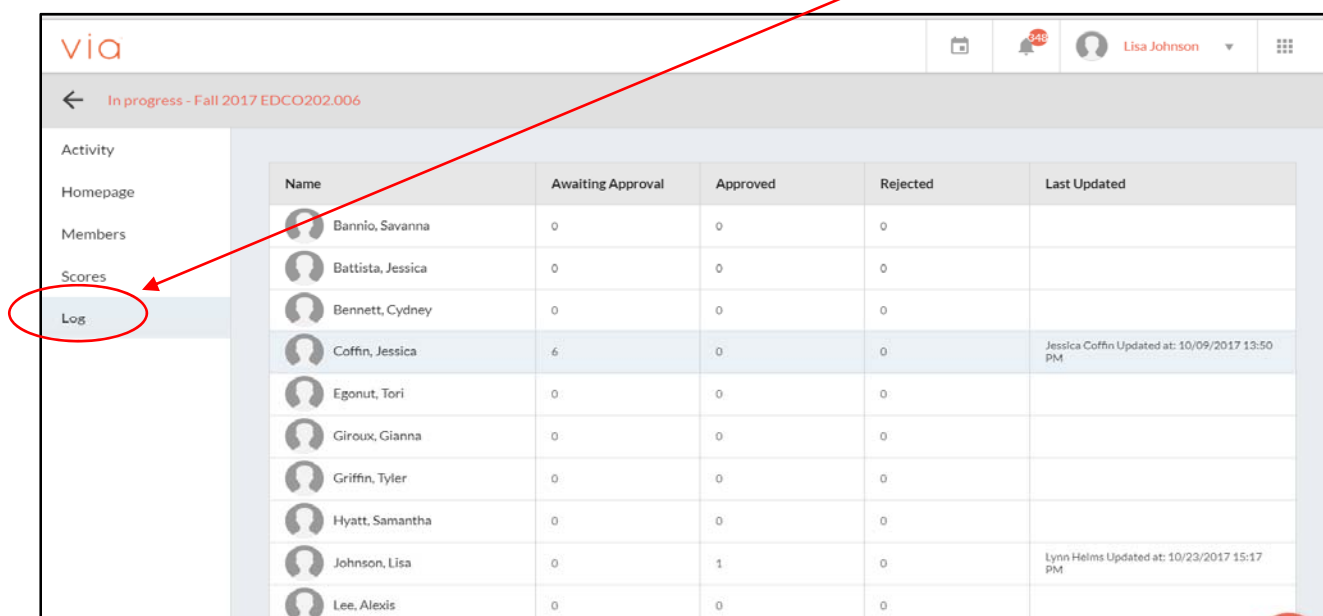


## Via Instructions for GROUP OWNERS (aka, Supervisors)

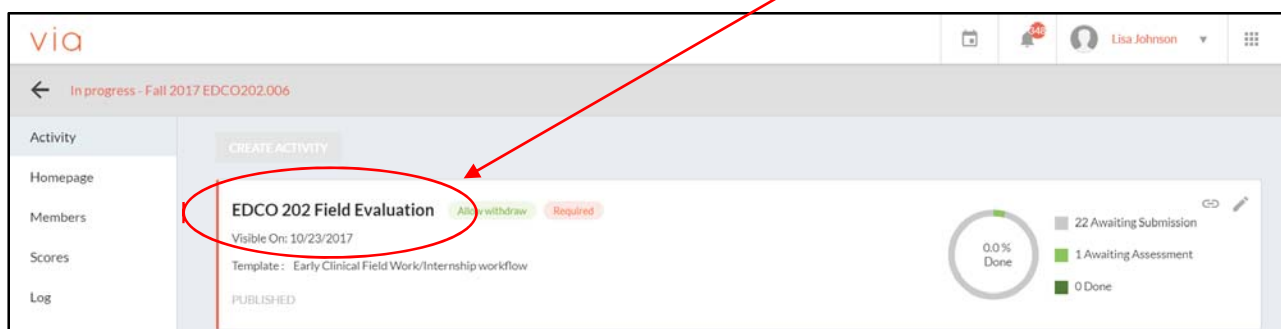
1. Login to Via with your WU email and password. You will see your courses – find the **course** that is associated with the applicable field (*you may have a content assessment as well for the same course – we're working on how things are named in Via for improved organization in the future*).



From here you can access the time logs by simply clicking on “**Log**” on the left side. Give the system a few seconds to load.

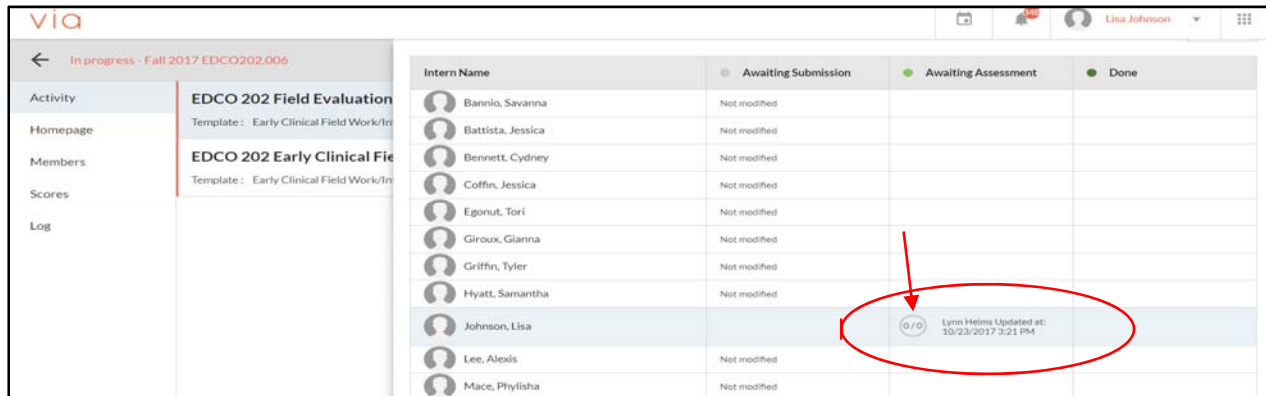


To access the actual assessment, click on the name of the field **activity** (typically there is just one unless there are multiple field assessments for a course).



2. After candidates submit their short reflection they move to the “Awaiting Assessment” column (*a submission of some kind is required from the candidate to move them to the next stage of the process – at this time, candidates just include two learnings and one goal*).

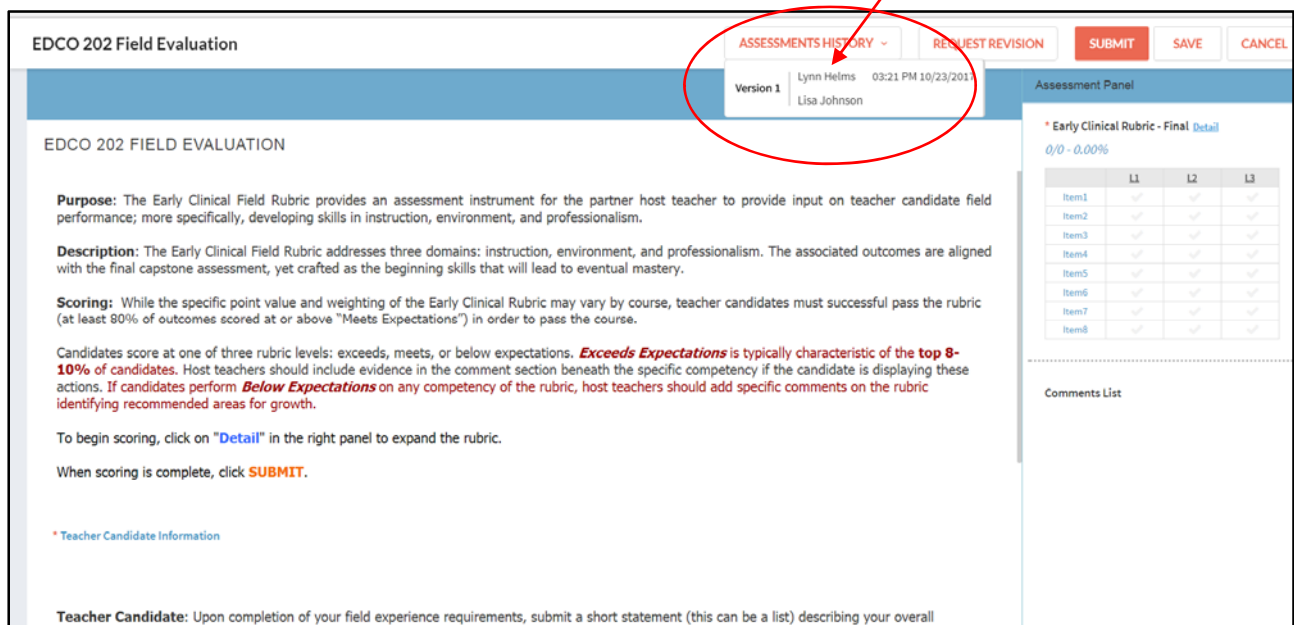
The screen shot below is the host teacher view as well, except the “0/0” for them is “0/1” until they do the evaluation. When you see “0/0,” it is your turn to view the host teacher evaluation (the system is not waiting on anything further from the candidate or host teacher). Click in the box for the activity submission to open.



Activity	EDCO 202 Field Evaluation
Homepage	Template: Early Clinical Field Work/In
Members	EDCO 202 Early Clinical Fie
Scores	Template: Early Clinical Field Work/In
Log	

Intern Name	Awaiting Submission	Awaiting Assessment	Done
Bannio, Savanna	Not modified		
Battista, Jessica	Not modified		
Bennett, Cydney	Not modified		
Coffin, Jessica	Not modified		
Egonut, Tori	Not modified		
Giroux, Glanna	Not modified		
Griffin, Tyler	Not modified		
Hyatt, Samantha	Not modified		
Johnson, Lisa	0/0	Lynn Helms Updated at: 10/23/2017 3:21 PM	
Lee, Alexis	Not modified		
Mace, Phylsha	Not modified		

3. You will not automatically see the results of the host teacher evaluation. Go to “Assessment History” at the top, click, and chose the host teacher’s name.



EDCO 202 Field Evaluation

ASSESSMENTS HISTORY ~ REQUEST REVISION SUBMIT SAVE CANCEL

Version 1 Lynn Helms 03:21 PM 10/23/2017  
Lisa Johnson

EDCO 202 FIELD EVALUATION

**Purpose:** The Early Clinical Field Rubric provides an assessment instrument for the partner host teacher to provide input on teacher candidate field performance; more specifically, developing skills in instruction, environment, and professionalism.

**Description:** The Early Clinical Field Rubric addresses three domains: instruction, environment, and professionalism. The associated outcomes are aligned with the final capstone assessment, yet crafted as the beginning skills that will lead to eventual mastery.

**Scoring:** While the specific point value and weighting of the Early Clinical Rubric may vary by course, teacher candidates must successful pass the rubric (at least 80% of outcomes scored at or above “Meets Expectations”) in order to pass the course.

Candidates score at one of three rubric levels: exceeds, meets, or below expectations. **Exceeds Expectations** is typically characteristic of the **top 8-10% of candidates**. Host teachers should include evidence in the comment section beneath the specific competency if the candidate is displaying these actions. If candidates perform **Below Expectations** on any competency of the rubric, host teachers should add specific comments on the rubric identifying recommended areas for growth.

To begin scoring, click on “Detail” in the right panel to expand the rubric.

When scoring is complete, click **SUBMIT**.

\* Teacher Candidate Information

**Teacher Candidate:** Upon completion of your field experience requirements, submit a short statement (this can be a list) describing your overall

Assessment Panel

\* Early Clinical Rubric - Final [Detail](#)

0/0 - 0.00%

	L1	L2	L3
Item1	✓	✓	✓
Item2	✓	✓	✓
Item3	✓	✓	✓
Item4	✓	✓	✓
Item5	✓	✓	✓
Item6	✓	✓	✓
Item7	✓	✓	✓
Item8	✓	✓	✓

Comments List

- 

Assessment Panel

\* Early Clinical Rubric - Final [Detail](#)

17/24 - 70.83%

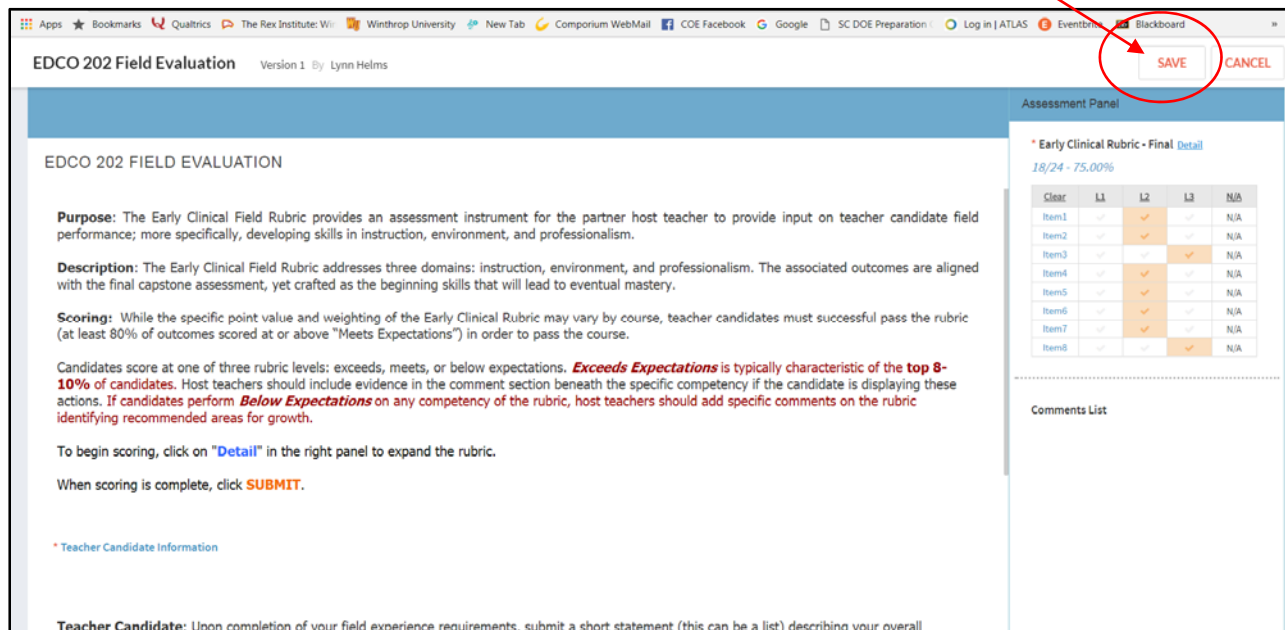
Clear	L1	L2	L3	N/A
Item1	✓	✓	✓	N/A
Item2	✓	✓	✓	N/A
Item3	✓	✓	✓	N/A
Item4	✓	✓	✓	N/A
Item5	✓	✓	✓	N/A
Item6	✓	✓	✓	N/A
Item7	✓	✓	✓	N/A
Item8	✓	✓	✓	N/A

Comments List

- It is not necessary to make changes. If you agree with the host teacher evaluation and sufficient comments are included, move to Step 6.

Changed host teacher evaluation from “Meets” to “Exceeds” and added comments.

## 6. Click “Save.”



EDCO 202 Field Evaluation Version 1 By Lynn Helms

Assessment Panel

\* Early Clinical Rubric - Final Detail  
18/24 - 75.00%

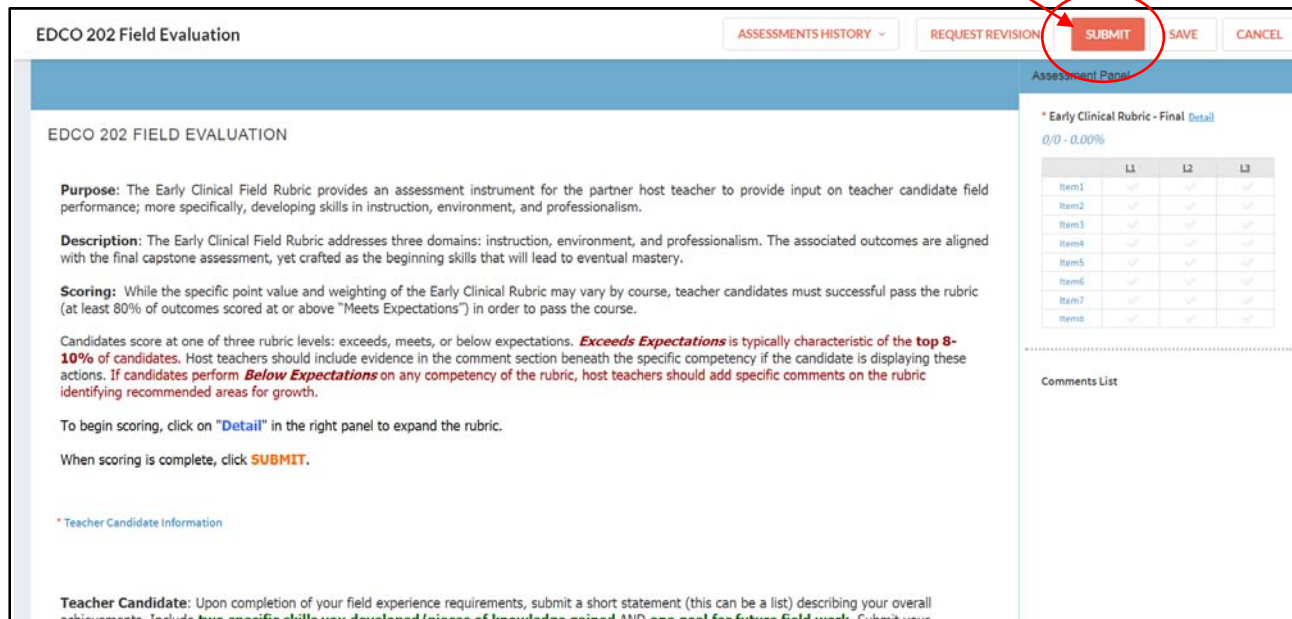
Clear	L1	L2	L3	N/A
Item1	✓	✓	✓	N/A
Item2	✓	✓	✓	N/A
Item3	✓	✓	✓	N/A
Item4	✓	✓	✓	N/A
Item5	✓	✓	✓	N/A
Item6	✓	✓	✓	N/A
Item7	✓	✓	✓	N/A
Item8	✓	✓	✓	N/A

Comments List

\* Teacher Candidate Information

Teacher Candidate: Upon completion of your field experience requirements, submit a short statement (this can be a list) describing your overall

## 7. Click “Submit” (you will not be able to “submit” without “saving” from Step 6).



EDCO 202 Field Evaluation

ASSESSMENTS HISTORY REQUEST REVISION **SUBMIT** SAVE CANCEL

Assessment Panel

\* Early Clinical Rubric - Final Detail  
0/0 - 0.00%

	L1	L2	L3
Item1	✓	✓	✓
Item2	✓	✓	✓
Item3	✓	✓	✓
Item4	✓	✓	✓
Item5	✓	✓	✓
Item6	✓	✓	✓
Item7	✓	✓	✓
Item8	✓	✓	✓

Comments List

\* Teacher Candidate Information

Teacher Candidate: Upon completion of your field experience requirements, submit a short statement (this can be a list) describing your overall achievements. Include **two specific skills you developed/pieces of knowledge gained AND one goal for future field work**. Submit your

## 8. The candidate’s progress now moves to the “Done” column.

via

In progress - Fall 2017 EDCO202.006

Activity: EDCO 202 Field Evaluation  
Template: Early Clinical Field Work/Int

Homepage: EDCO 202 Early Clinical Fie  
Template: Early Clinical Field Work/Int

Members

Scores

Log

Intern Name	Awaiting Submission	Awaiting Assessment	Done
Bannio, Savanna	Not modified		
Battista, Jessica	Not modified		
Bennett, Cydney	Not modified		
Coffin, Jessica	Not modified		
Egonut, Tori	Not modified		
Giroux, Glanna	Not modified		
Griffin, Tyler	Not modified		
Hyatt, Samantha	Not modified		
Johnson, Lisa			Lisa Johnson Submitted at: 10/23/2017 3:26 PM
Lee, Alexis	Not modified		
Mace, Phylisha	Not modified		
Maynor, Claire	Not modified		
Musselman, Lucy	Not modified		
Napoli, Robert	Not modified		
O'Donnell, Kathryn	Not modified		

9. Below is a screen shot of the host teacher's account showing how his/her rubric changed based upon your modifications; thus the need to discuss changes.

EDCO 202 Field Evaluation

ASSESSMENTS HISTORY CANCEL

Assessment Panel

\* Early Clinical Rubric - Final Detail  
18/24 - 75.00%

	L1	L2	L3
Item1	✓	✓	✓
Item2	✓	✓	✓
Item3	✓	✓	✓
Item4	✓	✓	✓
Item5	✓	✓	✓
Item6	✓	✓	✓
Item7	✓	✓	✓
Item8	✓	✓	✓

Comments List

EDCO 202 FIELD EVALUATION

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If you find you need to made additional changes, you as the Group Owner, can click "Undo" then resubmit.

LiveText Via

Secure | https://www.vialivetext.com/via#/GOA/59ee3d0d46c8c718ef000cf4/activity?\_k=1pubee

Apps | Bookmarks | Qualtrics | The Rex Institute: Wi | Winthrop University | New Tab | Comporium WebMail | COE Facebook | Google | SC DOE Preparation | Log in | ATLAS

EDCO 202 Field Evaluation

ASSESSMENTS HISTORY | UNDO | CANCEL

EDCO 202 FIELD EVALUATION

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Assessment Panel

\* Early Clinical Rubric - Final [Detail](#)

0/0 - 0.00%

	L1	L2	L3
Item1	✓	✓	✓
Item2	✓	✓	✓
Item3	✓	✓	✓
Item4	✓	✓	✓
Item5	✓	✓	✓
Item6	✓	✓	✓
Item7	✓	✓	✓
Item8	✓	✓	✓

Comments List