

Program Directors:

IMPORTANT NOTE: the Final edTPA assignment is where you will submit your final assessment. This is where the student has uploaded their portfolio. If you are also an evaluator, you will have a **separate assignment** on your dashboard that is strictly for you to submit your evaluation. In this assignment, evaluate ONLY the students you are assigned to evaluate. This assignment is not visible to the student. There will be nothing uploaded by the student.

Viewing and reconciling assessments on your students by other evaluators:

Log in to LiveText and navigate the assignment. Open the submissions and grades screen for that assignment.

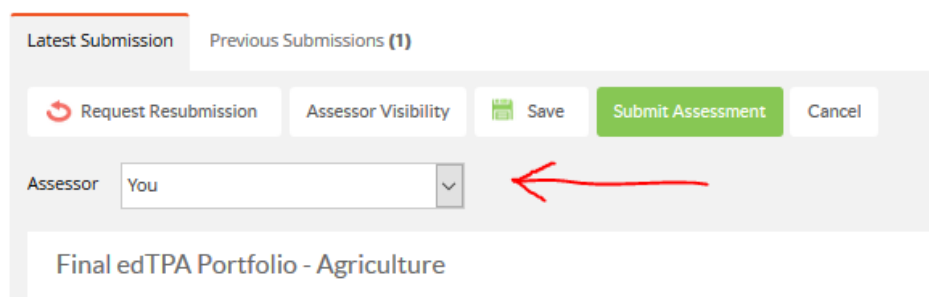
In the illustration below, each student has one alternate evaluator. The evaluator for Mary Ellen Lorow has submitted their assessment. The evaluator for Jane Jones has not. This is evident by the numbers after the students' names. (0/1 and 1/1)




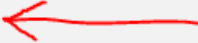
Awaiting Assessment (2)	
<input type="checkbox"/> Assess	
<input type="checkbox"/> Name (Completed)	
<input type="checkbox"/> Jones, Jane (0/1)	
<input type="checkbox"/> Lorow, Mary Ellen (1/1)	

Double click on the student's name to view the evaluator's assessment and use the assessor drop down menu and choose which assessment you want to view.

Final edTPA Portfolio - Agriculture



Latest Submission Previous Submissions (1)

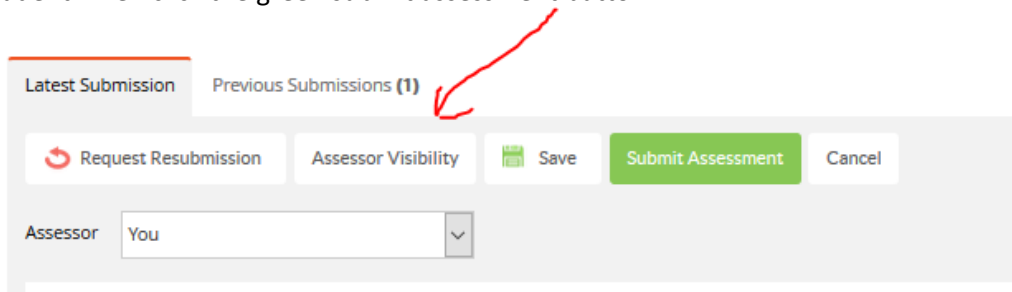
Assessor:  

Final edTPA Portfolio - Agriculture

Consider these outside assessments when completing your final assessment on the students. YOUR EVALUATION ON THIS ASSIGNMENT WILL BE THE FINAL EVALUATION. Reports run and posted on the [LiveText Unit Assessment Report](#) will be data from the program director's assessment.

HELPFUL TIP: Hold down the Ctrl key while clicking to open the link in a new tab. This will allow you to click between tabs to view the alternate assessments while completing your own.

Before submitting your evaluation, you must set the visibility by clicking the visibility button. Select which evaluations you want the students to be able to view. The student will not see the name of the alternate evaluators. By using this button, you are choosing which assessment is viewable to the student. Then click the green submit assessment button.



The screenshot shows a user interface for submitting an assessment. At the top, there are two tabs: "Latest Submission" and "Previous Submissions (1)". Below the tabs is a row of five buttons: "Request Resubmission" (with a red circular arrow icon), "Assessor Visibility" (with a green icon of a person), "Save" (with a green floppy disk icon), "Submit Assessment" (a solid green button), and "Cancel". Below the buttons is a label "Assessor" followed by a dropdown menu currently showing "You". A red arrow points from the top right towards the "Assessor Visibility" button.

If you have any questions or need assistance, please call Mary Ellen Lorow at X2586.