

APPENDIX E

NCATE ASSESSMENTS FOR STUDENT TEACHERS/UNIVERSITY SUPERVISORS

NCATE Assessments For Student Teachers/University Supervisors

NCATE Assessments to be completed:

Instructional Assessment Plan

Student Teachers: Use Template in LiveText and submit to University Supervisors

How to Access the Template:

1. Logon to your LiveText account.
2. Locate the create pull-down menu at the top of the My Work area.
3. Click on the create pull-down menu and select document. A new window should appear that says choose a document.
4. Click on the document type pull-down menu and select project.
5. Click on choose a template and you will see the templates.
6. Choose the Student Teaching Instructions for the Instructional Assessment Plan template. The template outline should appear on the right-hand side of the screen in yellow.
7. Click in the box that is labeled title and give it a name. Example: Brightman's Observation.
8. Click on the Create Document and the template will appear. From this point on it will be found in you're My Work area as you created it. Please Note: Do not press enter instead of clicking on the Create Document button. If you do this the LiveText program interprets this as a canceling action and you will have to repeat the process over again.

University Supervisors: Use Rubric in LiveText to assess the Instructional Assessment Plan

How to Access the Rubric for the Instructional Assessment Plan:

1. Logon to your LiveText account.
2. Scroll down the window and locate the Review area located in the Collaboration section (left-hand side). A window will appear listing all of the student work submitted to you.
3. To review student work, click on the review link located to the right of the document sent to you. The document should appear
4. Click on the Assess link located at the top, right-hand side of the window. This should pop-up a window called Assessment Chooser.
5. Choose the Inbox from the pull-down menu located next to the word Materials.
6. Locate this rubric: **Rubric for Student Teaching Instructional Assessment Plan**
7. Once you have located this rubric, move the mouse across to the **select** link and click on it.
8. Click on the link that says Student Teaching Instructional Assessment Plan Performance Assessment. The rubric should now appear.
9. Choose the corresponding level for each section (e.g. Target, Acceptable...) using the pull-down menu. You may add a comment if you like by clicking on the add comment link. Continue this process for the entire rubric. You may add general comments at the bottom of the rubric if you choose to do so.
10. When you are finished with the rubric, be sure to change the reporting to Official from the pull-down menu. This is located at the bottom of the rubric.
11. When finished, click on the button that says **save and submit assessment** in order for student to view your assessment of the project.

Observation

Student Teachers: Use Template in LiveText and submit to University Supervisors

How to Access the Template:

1. Logon to your LiveText account.
2. Locate the create pull-down menu at the top of the My Work area.
3. Click on the create pull-down menu and select document. A new window should appear that says choose a document.
4. Click on the document type pull-down menu and select project.
5. Click on choose a template and you will see the templates.
6. Choose the Student Teaching Observation template. The template outline should appear on the right-hand side of the screen in yellow.

7. Click in the box that is labeled title and give it a name. Example: Brightman's Observation.
8. Click on the Create Document and the template will appear. From this point on it will be found in you're My Work area as you created it. Please Note: Do not press enter instead of clicking on the Create Document button. If you do this the LiveText program interprets this as a canceling action and you will have to repeat the process over again.

University Supervisors: Use Rubric in LiveText to assess the Student Teaching Observation

How to Access the Rubric for the Student Teaching Observation:

1. Logon to your LiveText account.
2. Scroll down the window and locate the Review area located in the Collaboration section (left-hand side). A window will appear listing all of the student work submitted to you.
3. To review student work, click on the review link located to the right of the document sent to you. The document should appear
4. Click on the Assess link located at the top, right-hand side of the window. This should pop-up a window called Assessment Chooser.
5. Choose the Inbox from the pull-down menu located next to the word Materials.
6. Locate this rubric: **Rubric for Observation**.
7. Once you have located this rubric, move the mouse across to the **select** link and click on it.
8. Click on the link that says Student Teaching Instructional Assessment Plan Performance Assessment. The rubric should now appear.
9. Choose the corresponding level for each section (e.g. Target, Acceptable...) using the pull-down menu. You may add a comment if you like by clicking on the add comment link. Continue this process for the entire rubric. You may add general comments at the bottom of the rubric if you choose to do so.
10. When you are finished with the rubric, be sure to change the reporting to Official from the pull-down menu. This is located at the bottom of the rubric.
11. When finished, click on the button that says **save and submit assessment** in order for student to view your assessment of the project.

Diversity Survey Form

Student Teachers: Access the form in LiveText by following these instructions:

Access a Form in LiveText

1. Logon to your LiveText account.
2. Click on the Forms button located in the Tool area of your account. The Tool area is located on the left-hand side of the window. You will need to scroll down the window to locate it.
3. A window should appear listing the forms for your account. Locate the Diversity Form and click on the link "Take Form" located to the right of the listing for this form.
4. Complete each field of the form. Once complete click on the Save Form button if you would like to save the completed form. When you are sure that all information is accurate, click on the Submit button.
5. Repeat this same process for to complete the Dispositions Survey.
6. You do **NOT** share forms, you simply submit them by clicking on the submit button.

University Supervisors: Inform student teachers that they need to complete the form in LiveText.

Disposition Survey Form

Student Teachers: Access the form in LiveText by following these instructions:

Access a Form in LiveText

7. Logon to your LiveText account.
8. Click on the Forms button located in the Tool area of your account. The Tool area is located on the left-hand side of the window. You will need to scroll down the window to locate it.
9. A window should appear listing the forms for your account. Locate the Diversity Form and click on the link "Take Form" located to the right of the listing for this form.
10. Complete each field of the form. Once complete click on the Save Form button if you would like to save the completed form. When you are sure that all information is accurate, click on the Submit button.
11. Repeat this same process for to complete the Dispositions Survey.
12. You do **NOT** share forms, you simply submit them by clicking on the submit button.

University Supervisors: Inform student teachers that they need to complete the form in LiveText.

Teacher Candidacy Profile Form

Student Teachers: Complete by clicking on the URL listed below.

University Supervisors: Complete by clicking on the URL listed below.

Cooperating Teachers: Complete by clicking on the URL listed below.

<http://college.livetext.com/misk5/formz/public/25445/n7dEvyRjU3>

PDE 430 Scoring Form

Student Teachers: Do not complete

University Supervisors: Click on the URL listed below to access the form. You no longer need to access via LiveText.

<http://college.livetext.com/misk5/formz/public/25446/rwG9GTQT2F>