

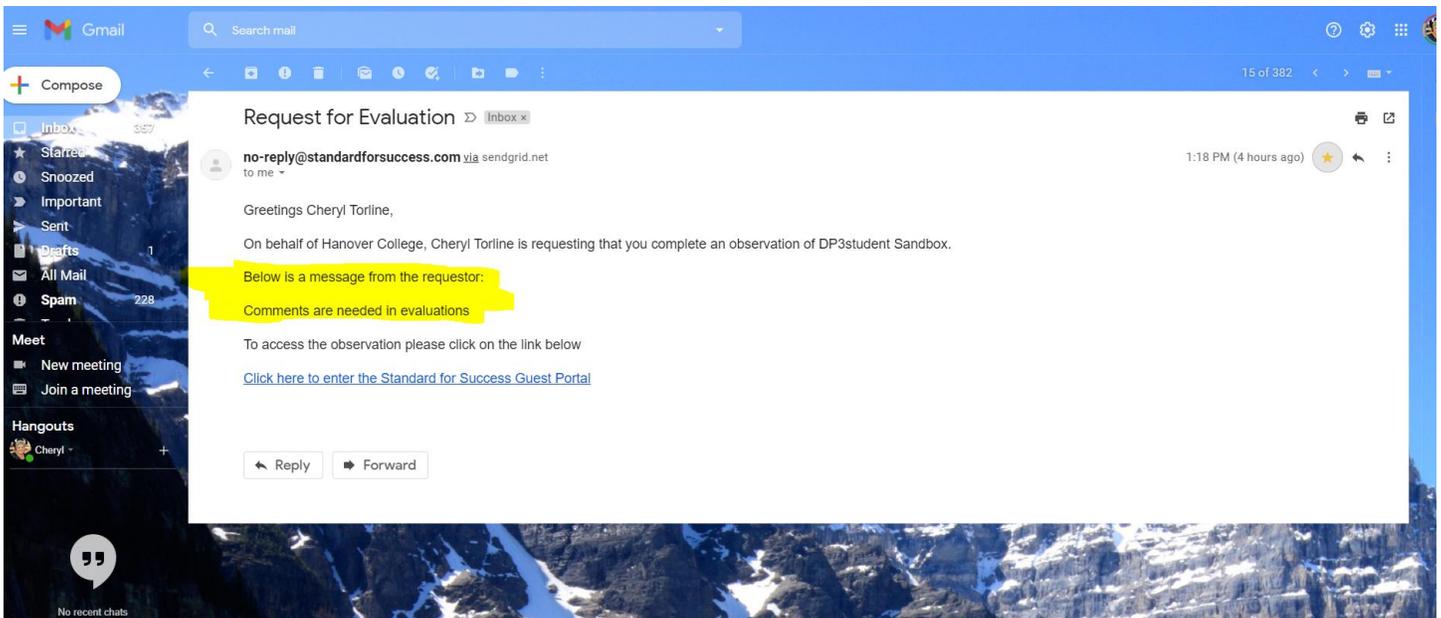


Notes for Student Teacher Mentors

July 8, 2021

Evaluations/Rubrics/Observations

1. Mentor teachers will receive an email from *Standard for Success* that looks like the screenshot below.
 - a. Please note the message from the requestor (which is the student teacher's faculty supervisor). **The Education Department requires COMMENTS for every item evaluated.** Evaluations submitted without comments will not be accepted by the Supervisor, because we need this information to help the student teacher.
 - b. Click on the blue link to enter the SFS Portal



2. On the next screen you will begin by confirming your Evaluator Information – please note the items listed on this page before clicking the SUBMIT TO BEGIN OBSERVATION button

Welcome!

Cheryl Torline of Hanover College requested that you evaluate DP3student Sandbox.

- Please begin by filling out the form below
- Upon submitting the form you will be given access to the observation.
- Within the observation there is a 'tutorial' link available that will allow you to familiarize yourself with the observation process and allow you to experiment with a 'test' observation.
- Once you complete the observation you will no longer be able to access it.
- The evaluatee and administrators will have immediate access to this observation when it is complete.
- The evaluatee and administrators will be notified by email in their early morning daily email.

Message From Cheryl Torline:
Comments are needed in evaluations

Evaluator Information

First Name

Last Name

Position

Organization

Contact Email

Submit to Begin Observation

3. On this page be sure to click the button marked TUTORIAL (circled in RED in the screenshot) as this is an interactive sample observation document that allows you to get familiar with the system. You can also use the email button to get help from *Standard for Success*.

The screenshot below shows an actual evaluation rubric. Simply click on the desired score box to select it and that item becomes highlighted as well as being pinned to the comments section. REMEMBER THAT COMMENTS ARE NEEDED FOR EACH SCORE GIVEN!

There is an area at the bottom to allow the evaluator to upload a document, etc. However, the Evaluation/Observation MUST be scored within the SFS portal. The upload could be a copy of an email or other documentation of conversation you have had with the student teacher.

The screenshot displays the 'Standard for Success - Guest Evaluator Portal' interface. At the top, there is a navigation bar with 'HOME' and 'LOGOUT' links. Below this, the page title is 'DP3student Sandbox - Hanover College'. A message from Cheryl Fortin is visible. The main content area shows a rubric for 'Communication Ability of Candidate' and 'Competence: Elementary Education Content Knowledge for Instruction'. The 'Development' score box is highlighted in yellow. A red circle highlights the 'Tutorial' and 'Email Us' buttons in the top right corner. The bottom of the page features an 'Attachments & Links' section with an 'Upload Attachment' button.

4. To save your work to return to later, click the green **SAVE OBSERVATION** button. Once you hit the SUBMIT button, the Observation form is sent to the Supervisor and no additional changes can be made to it although the evaluator may request a new Observation/Evaluation rubric to complete/correct.