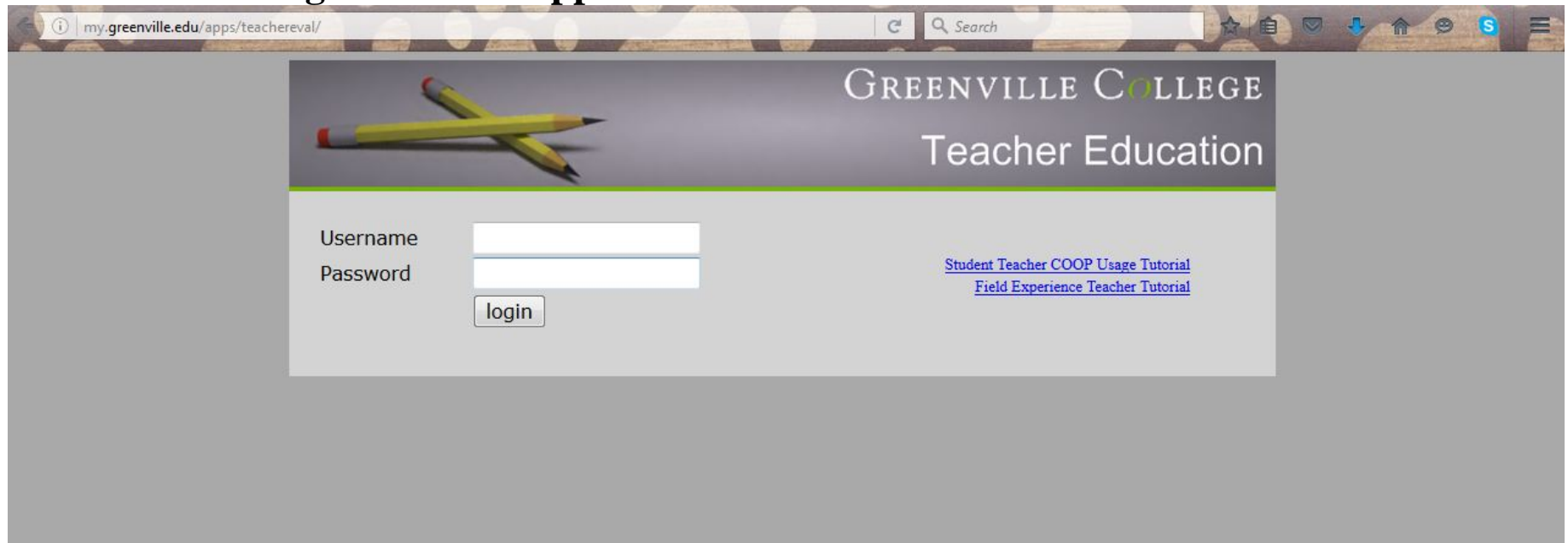


Student Teacher Tutorial - Teacher Education Tracking

Log on to your Internet Provider – Firefox or Internet Explorer

Enter: my.greenville.edu/apps/teachereval

The following screen will appear.



The screenshot shows a web browser window with the address bar displaying "my.greenville.edu/apps/teachereval/". The page features a header with a background image of two crossed yellow pencils and the text "GREENVILLE COLLEGE Teacher Education". Below the header, there is a login section with labels "Username" and "Password" next to input fields, and a "login" button. To the right of the login fields, there are two links: "Student Teacher COOP Usage Tutorial" and "Field Experience Teacher Tutorial".

my.greenville.edu/apps/teachereval/

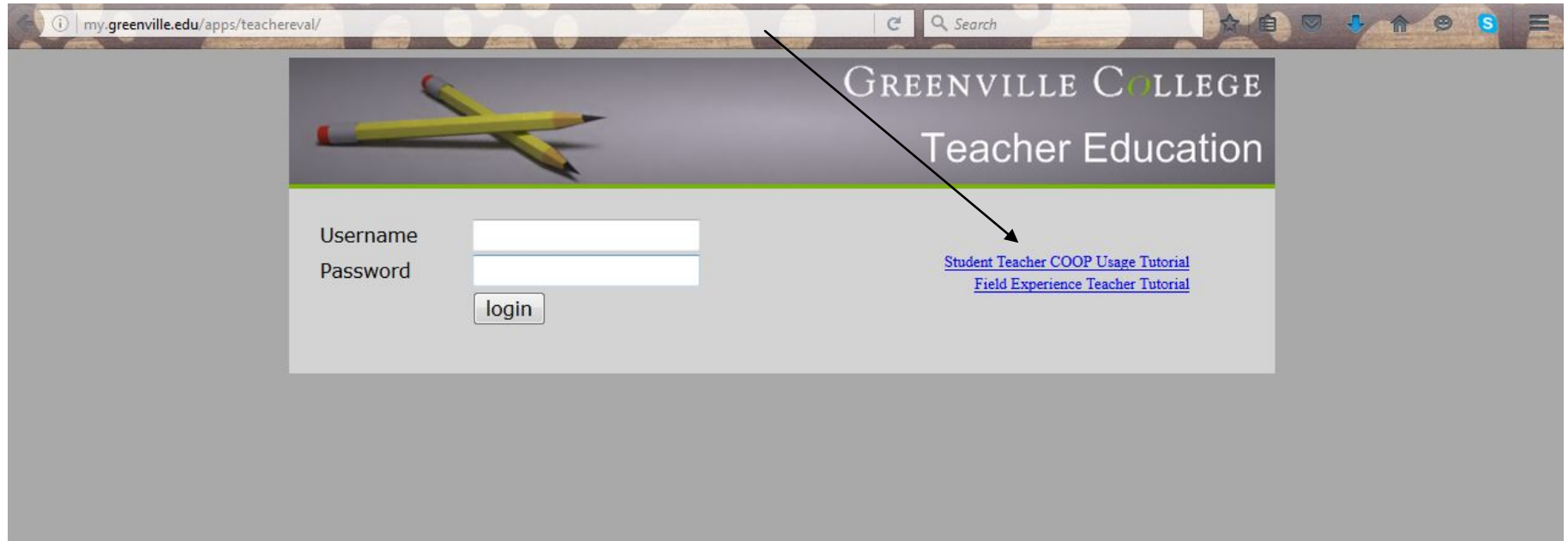
GREENVILLE COLLEGE
Teacher Education

Username

Password

[Student Teacher COOP Usage Tutorial](#)
[Field Experience Teacher Tutorial](#)

If you choose to use the Tutorial, select Student Teacher COOP



my.greenville.edu/apps/teachereval/

Search

GREENVILLE COLLEGE
Teacher Education

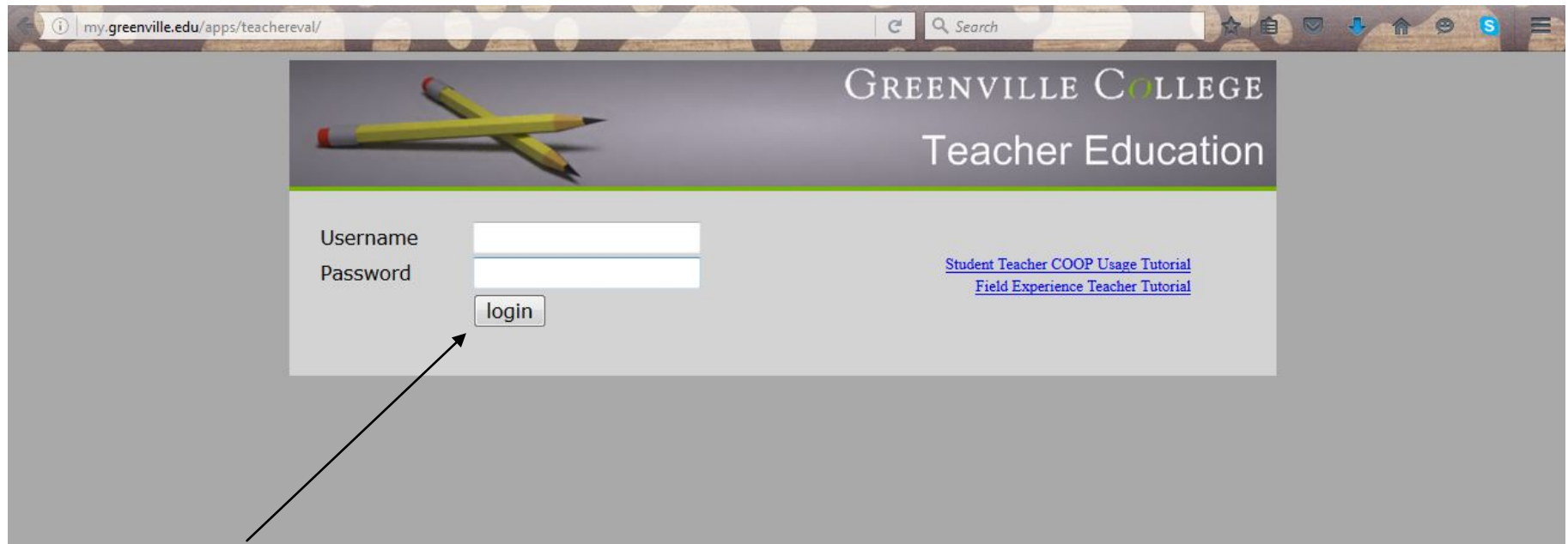
Username

Password

login

[Student Teacher COOP Usage Tutorial](#)
[Field Experience Teacher Tutorial](#)

Or Enter your Username (first initial last name) and Password



my.greenville.edu/apps/teachereval/

Search

GREENVILLE COLLEGE
Teacher Education

Username

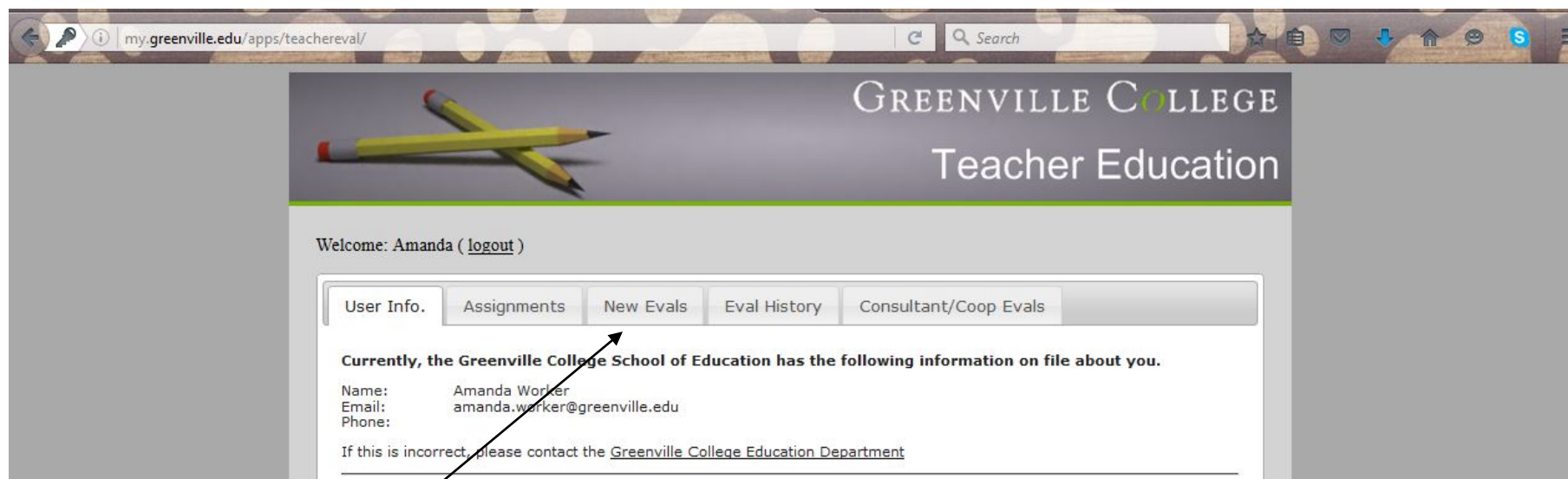
Password

login

[Student Teacher COOP Usage Tutorial](#)
[Field Experience Teacher Tutorial](#)

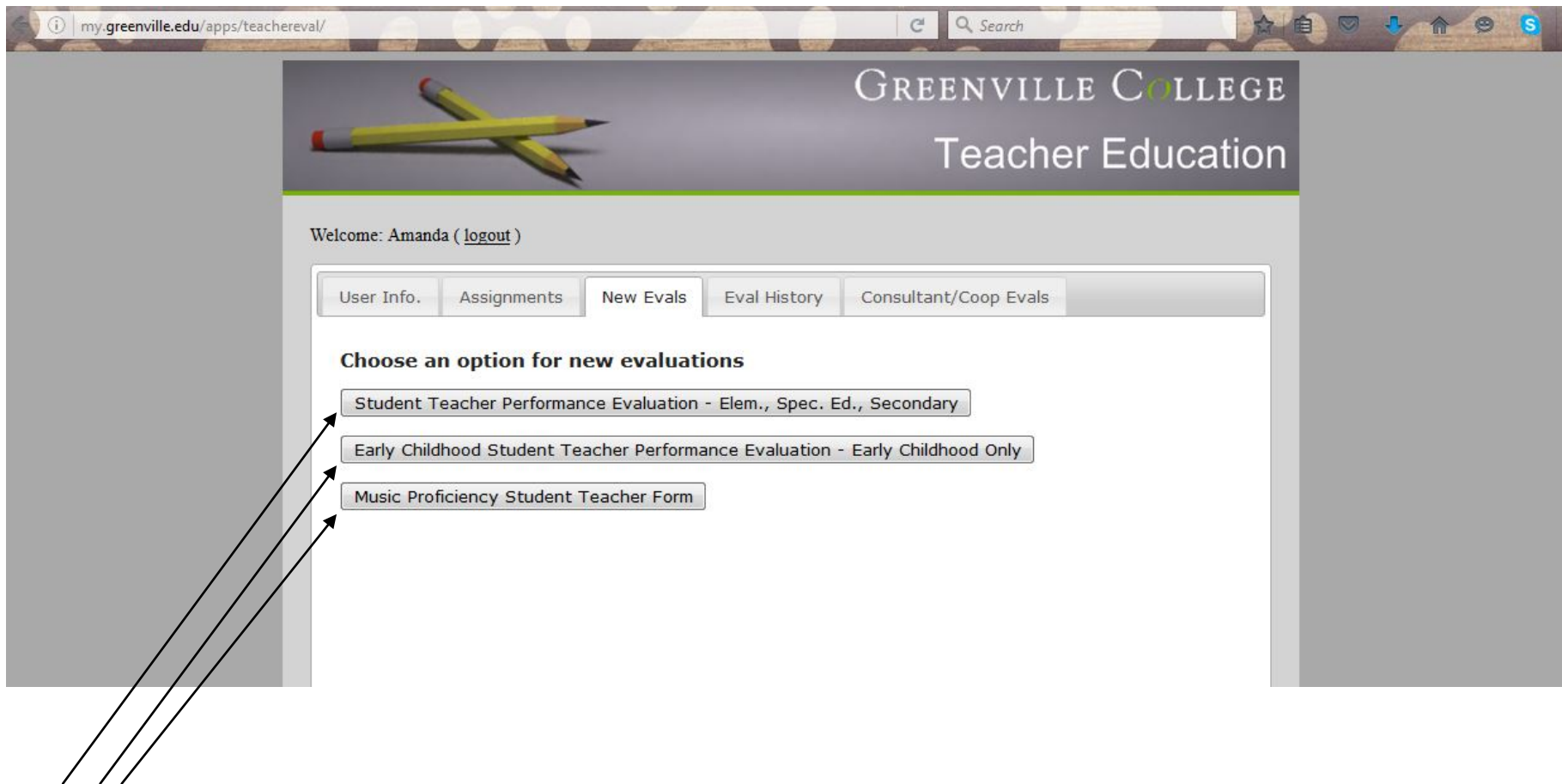
Then left click “login”

The following screen will appear.



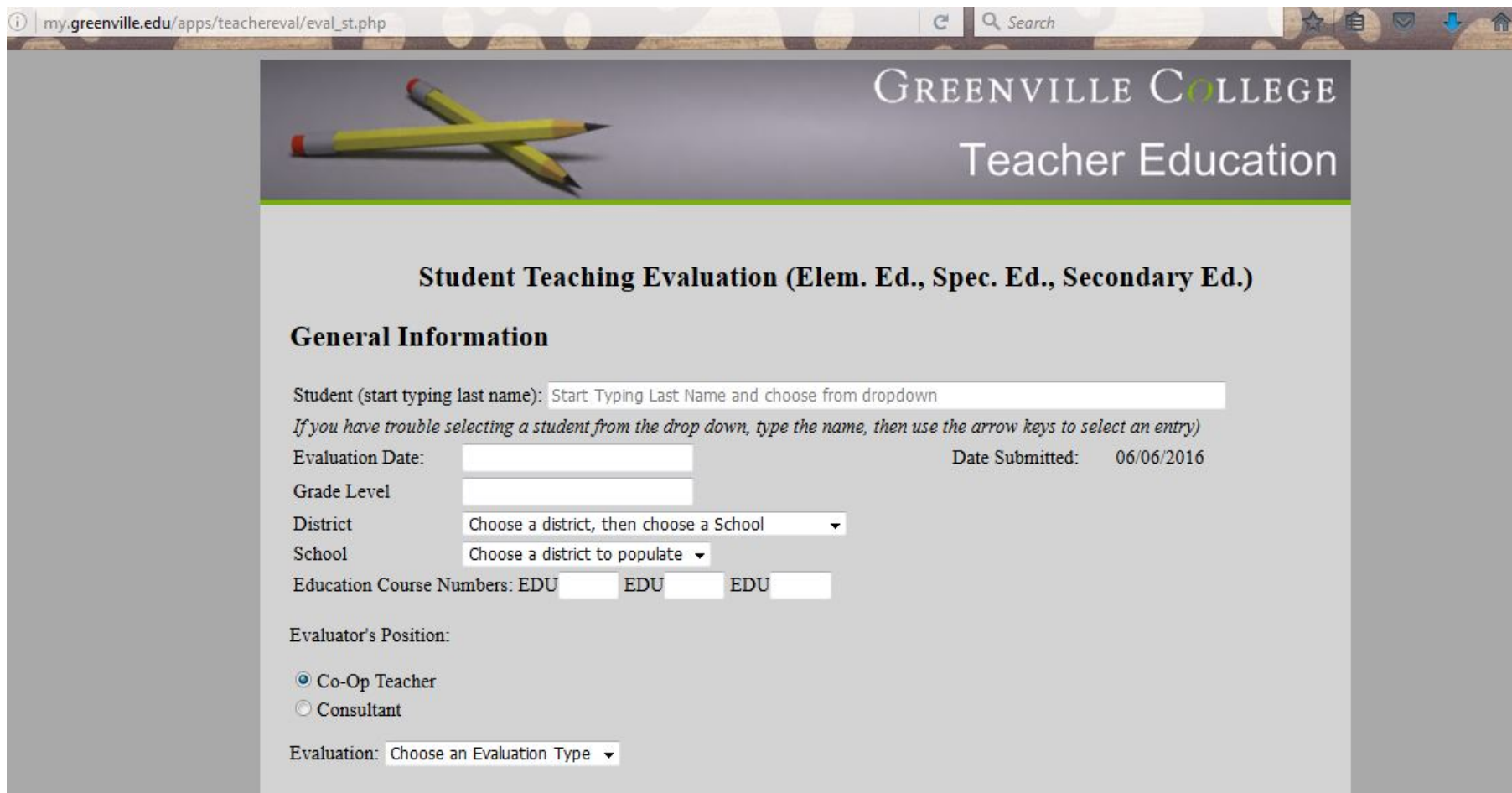
Please move the cursor and **Left Click** on **New Evals**

The following screen will appear:



You will now make your selection of the appropriate Form in which you wish to add the student evaluation. Move the mouse to the form you wish to use and **Left Click on your choice.**

The following screen represents a snapshot of the Student Teaching Evaluation form.



The screenshot shows a web browser window with the URL `my.greenville.edu/apps/teachereval/eval_st.php`. The page header features the Greenville College logo and the text "Teacher Education". The main content area is titled "Student Teaching Evaluation (Elem. Ed., Spec. Ed., Secondary Ed.)" and contains a "General Information" section. This section includes a text input for the student's last name, a date field, a grade level dropdown, district and school dropdowns, three education course number (EDU) input fields, evaluator position radio buttons (Co-Op Teacher and Consultant), and an evaluation type dropdown. The date submitted is shown as 06/06/2016.

my.greenville.edu/apps/teachereval/eval_st.php

GREENVILLE COLLEGE
Teacher Education

Student Teaching Evaluation (Elem. Ed., Spec. Ed., Secondary Ed.)

General Information

Student (start typing last name): Start Typing Last Name and choose from dropdown
If you have trouble selecting a student from the drop down, type the name, then use the arrow keys to select an entry)

Evaluation Date: Date Submitted: 06/06/2016

Grade Level:

District: Choose a district, then choose a School

School: Choose a district to populate

Education Course Numbers: EDU EDU EDU

Evaluator's Position:

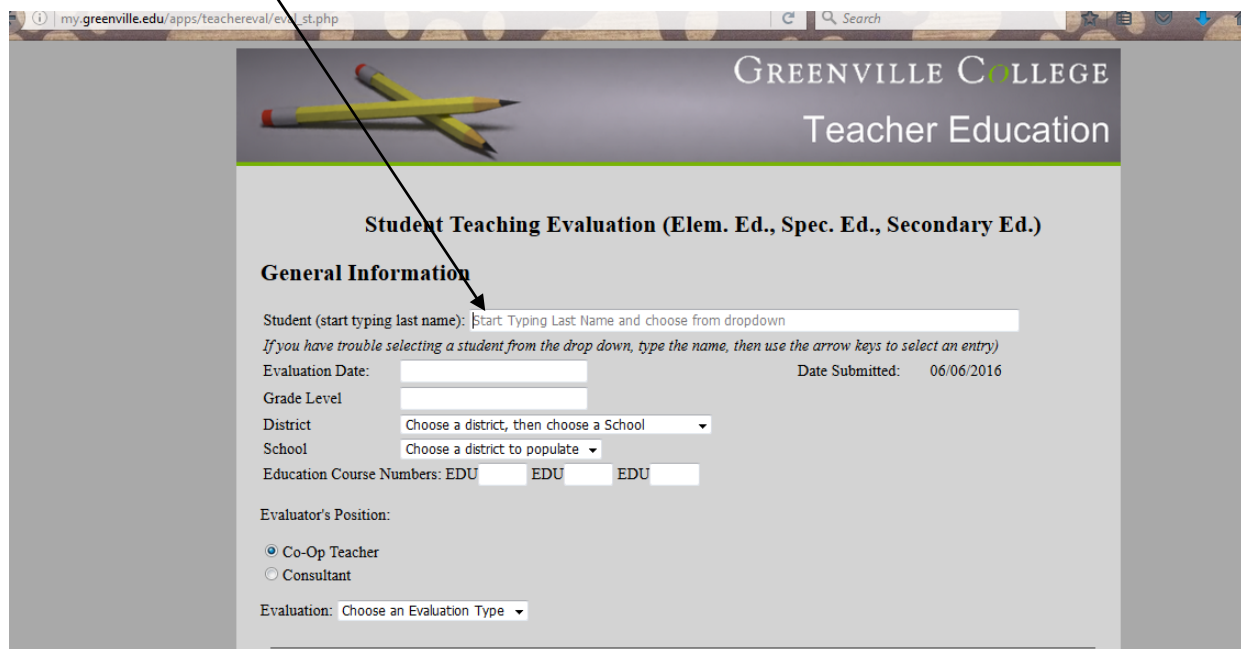
☒ Co-Op Teacher
☐ Consultant

Evaluation: Choose an Evaluation Type

You are now ready to enter the student evaluation

ALL seven (7) of the beginning questions must be answered and at least the 1st of the EDU blanks must be completed.

**From the Top: Click in the box “Student” and then:
Start typing the first few letters of the student Last Name**



my.greenville.edu/apps/teachereval/eval.st.php

GREENVILLE COLLEGE
Teacher Education

Student Teaching Evaluation (Elem. Ed., Spec. Ed., Secondary Ed.)

General Information

Student (start typing last name):

If you have trouble selecting a student from the drop down, type the name, then use the arrow keys to select an entry

Evaluation Date: Date Submitted: 06/06/2016

Grade Level:

District:

School:

Education Course Numbers: EDU EDU EDU

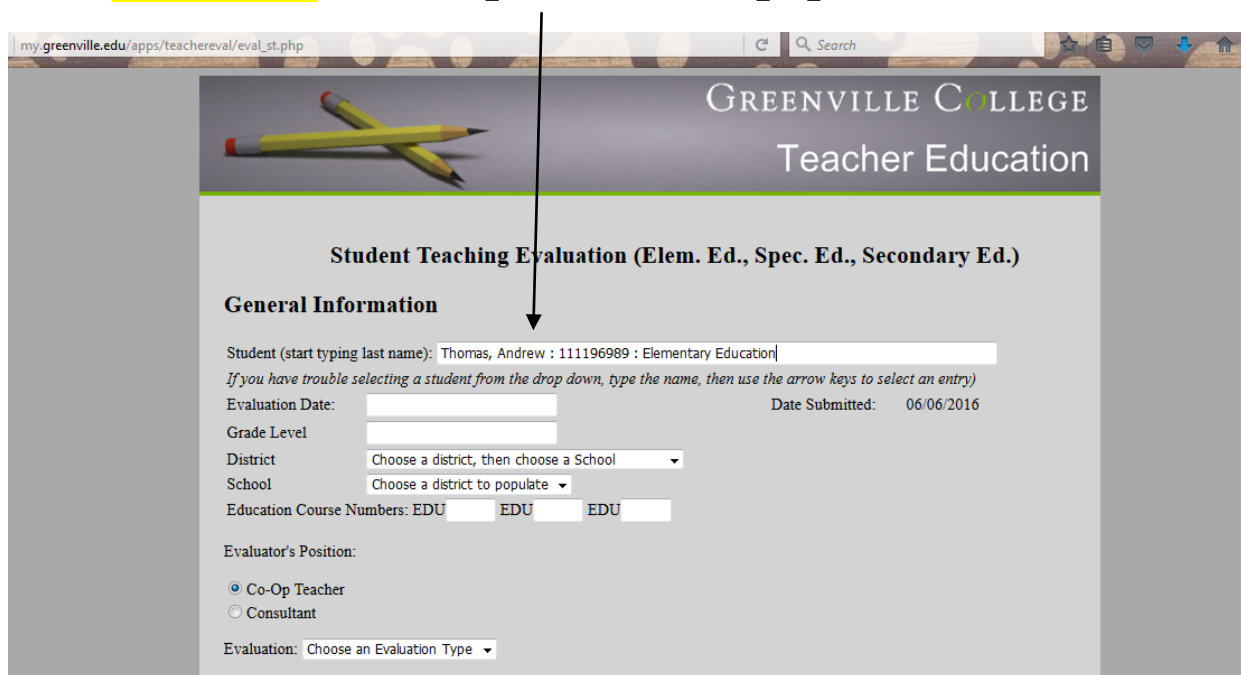
Evaluator's Position:

☒ Co-Op Teacher
☐ Consultant

Evaluation:

A table will drop down of the students that meet your typed entry.

When you see the name of the desired student, move the mouse to that student's name and **Left Click**. The top line will be populated as seen below.



my.greenville.edu/apps/teachereval/eval_st.php

GREENVILLE COLLEGE
Teacher Education

Student Teaching Evaluation (Elem. Ed., Spec. Ed., Secondary Ed.)

General Information

Student (start typing last name): Thomas, Andrew : 111196989 : Elementary Education

If you have trouble selecting a student from the drop down, type the name, then use the arrow keys to select an entry)

Evaluation Date: Date Submitted: 06/06/2016

Grade Level:

District: Choose a district, then choose a School

School: Choose a district to populate

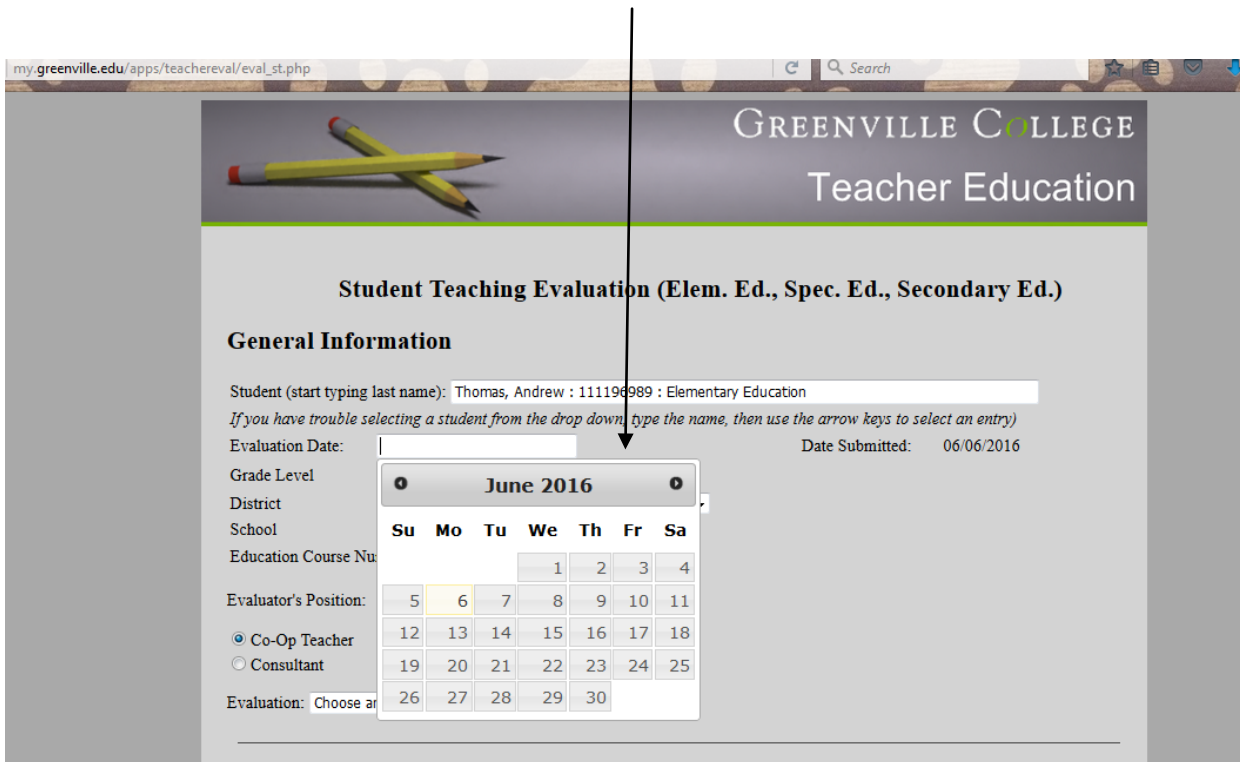
Education Course Numbers: EDU EDU EDU

Evaluator's Position:

☒ Co-Op Teacher
☐ Consultant

Evaluation: Choose an Evaluation Type

To enter the date of the evaluation, **left click** in the box and a calendar will appear. **Left** Click on the date and it will populate the field. The Eval. date is when you completed the evaluation and is selectable. The Date Submitted is not changeable and reflects the date you submit the evaluation.



my.greenville.edu/apps/teachereval/eval_st.php

GREENVILLE COLLEGE
Teacher Education

Student Teaching Evaluation (Elem. Ed., Spec. Ed., Secondary Ed.)

General Information

Student (start typing last name): Thomas, Andrew : 111196989 : Elementary Education
If you have trouble selecting a student from the drop down, type the name, then use the arrow keys to select an entry)

Evaluation Date: Date Submitted: 06/06/2016

Grade Level
District
School
Education Course Number

Evaluator's Position:
☒ Co-Op Teacher
☐ Consultant

Evaluation: Choose a

June 2016

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Enter the Subject/Grade. **Left Click** in the District and scroll down to your District and **left click** on your selection.

Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

greenville.edu https://reporting.greenville.edu/teachereval/eval_st.php

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Search Web Mail Shopping Personals My Yahoo! News Games Travel Finance Answers

https://reporting.g...ereval/eval_st.php

Teacher Education

General Information

Student (start typing last name): Lindell, Theresa : 200606007 : Mathematics Education

Evaluation Date: 09/10/2009 Date Submitted: 09/19/2009

Subject/Grade

District

School

Education Course

Evaluator's Position

☒ Co-Op Teacher ☐ Consultant

Evaluation: Choose

Days Absent

Bond County CUSD # 2

Belleville School Dist. # 201

Benton Cons. Comm. Sch. Dist. # 47

Benton High School Dist # 103

Bethalto CUSD # 8

Bethel School Dist. 82

Bluford CCSD 114

Bond County CUSD # 1

Bond County CUSD # 2

Breese - Central CHSD 71

Breese Elem. Sch. District # 12

Brooklyn SD # 188

Brownstown CUSD # 201

Brussels CUSD # 42

Bunker Hill CUSD # 8

Cahokia CUSD # 187

Calhoun CUSD 40

Carbondale Elem. Sch. Dist. # 95

Carlinville CUSD # 1

Carlyle CUSD # 1

Carrollton - St. John's Catholic School

Done

Tutorial

2:09 PM

Left Click in the School box. A list of the schools in that District will appear; **left click** on your school to populate this field

Mozilla Firefox

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greenville.edu https://reporting.greenville.edu/teachereval/eval_st.php

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webshots Search the web

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https://reporting.g...ereval/eval_st.php

Teacher Education

General Information

Student (start typing last name): Lindell, Theresa : 200606007 : Mathematics Education

Evaluation Date: 09/10/2009 Date Submitted: 09/19/2009

Subject/Grade

District Bond County CUSD #2

School Greenville Elementary School | Greenville

Education Course Greenville Elementary School | Greenville
Greenville Pocahontas Elementary School | Pocahontas
Greenville Sorento Elementary School | Sorento
Greenville KRP | Greenville
Greenville Jr. High | Greenville
Greenville High School | Greenville

Evaluator's Position

☒ Co-Op Teacher ☐ Consultant

Evaluation: Choose an Evaluation Type

Days Absent

Done

Tutorial - Teacher E... Mozilla Firefox 2:13 PM

Enter the Course Number (at least one (1)) and then select your Evaluator Position

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greenville.edu https://reporting.greenville.edu/teachereval/eval_st.php

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Search Web Mail Shopping Personals My Yahoo! News Games Travel Finance Answers

https://reporting.g...ereval/eval_st.php

Teacher Education

General Information

Student (start typing last name): Lindell, Theresa : 200606007 : Mathematics Education

Evaluation Date: 09/10/2009 Date Submitted: 09/19/2009

Subject/Grade

District Bond County CUSD #2

School Greenville Elementary School | Greenville

Education Course Numbers: EDU EDU EDU

Evaluator's Position:

☒ Co-Op Teacher

☐ Consultant

Evaluation: Choose an Evaluation Type

Days Absent

Done

Tutorial - Teacher E... Mozilla Firefox

2:19 PM

Left Click on the Evaluation Type and select appropriately.

Teacher Education

General Information

Student (start typing last name): Lindell, Theresa : 200606007 : Mathematics Education

Evaluation Date: 09/10/2009 Date Submitted: 09/19/2009

Subject/Grade

District Choose an Evaluation Type

School Weekly Midterm Final school | Greenville

Education Final EDU EDU

Evaluator's

Visit 1 (Consultant)

Visit 2 (Consultant)

Visit 3 (Consultant)

Visit 4 (Consultant)

Visit 5 (Consultant)

Visit 6 (Consultant)

Visit 7 (Consultant)

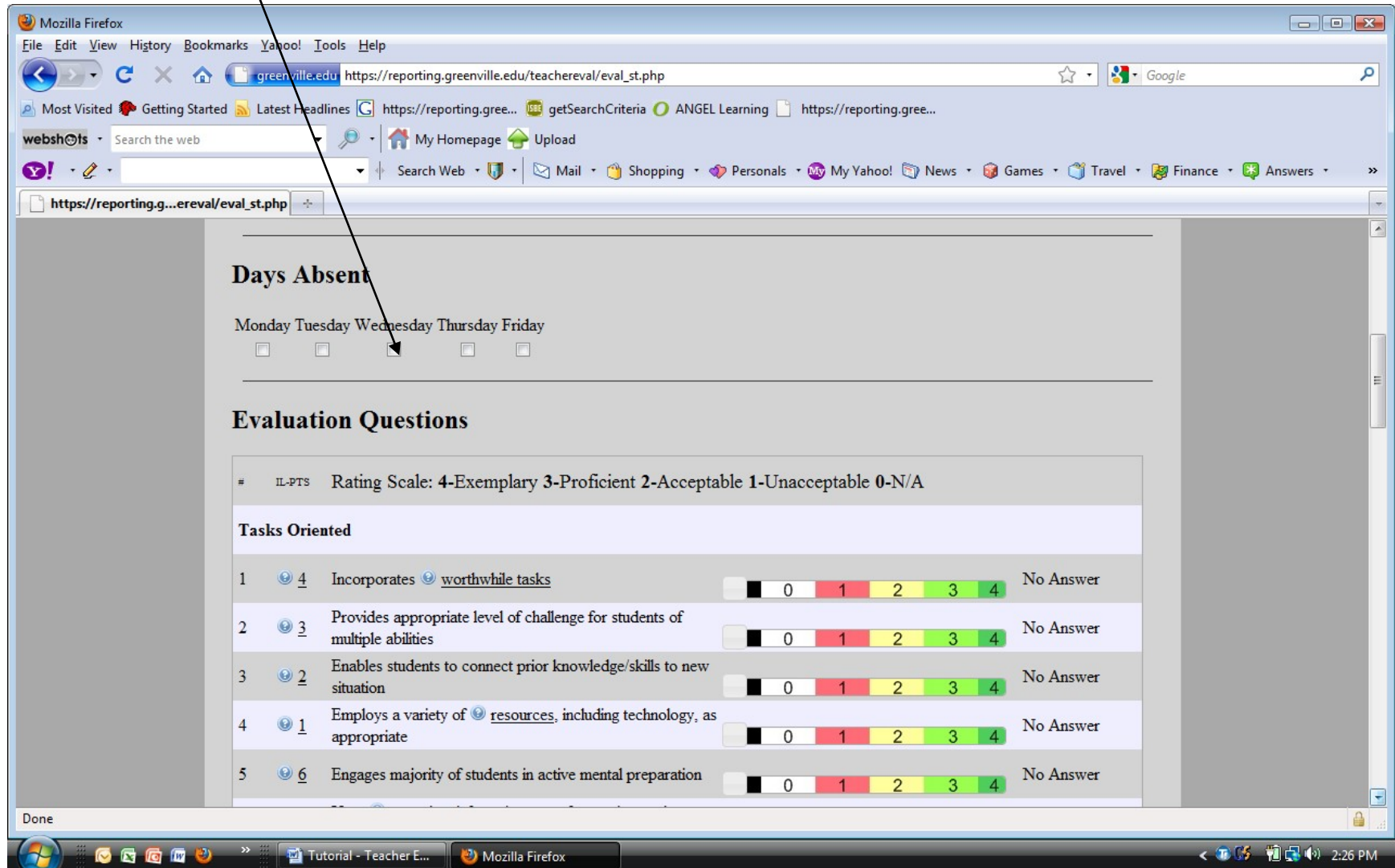
Co-Op

Consult

Evaluation: Choose an Evaluation Type

Days Absent

Record Days Absent by **left clicking** in the box(es) or leave blank if not absent.



The screenshot shows a Mozilla Firefox browser window with the address bar displaying `https://reporting.greenville.edu/teachereval/eval_st.php`. The page content includes a section titled "Days Absent" with checkboxes for Monday, Tuesday, Wednesday, Thursday, and Friday. Below this is the "Evaluation Questions" section, which contains a table of tasks with a rating scale from 0 to 4. The table has five rows, each with a task description and a corresponding rating scale. The first row is "Incorporates worthwhile tasks" with a rating of 4. The second row is "Provides appropriate level of challenge for students of multiple abilities" with a rating of 3. The third row is "Enables students to connect prior knowledge/skills to new situation" with a rating of 2. The fourth row is "Employs a variety of resources, including technology, as appropriate" with a rating of 1. The fifth row is "Engages majority of students in active mental preparation" with a rating of 6. The rating scale for each row is represented by a horizontal bar with segments for 0, 1, 2, 3, and 4. The status "No Answer" is displayed to the right of each rating scale.

Days Absent

Monday Tuesday Wednesday Thursday Friday

☐ ☐ ☐ ☐ ☐

Evaluation Questions

IL-PTS Rating Scale: 4-Exemplary 3-Proficient 2-Acceptable 1-Unacceptable 0-N/A

Tasks Oriented

1	4	Incorporates worthwhile tasks	0 1 2 3 4	No Answer
2	3	Provides appropriate level of challenge for students of multiple abilities	0 1 2 3 4	No Answer
3	2	Enables students to connect prior knowledge/skills to new situation	0 1 2 3 4	No Answer
4	1	Employs a variety of resources, including technology, as appropriate	0 1 2 3 4	No Answer
5	6	Engages majority of students in active mental preparation	0 1 2 3 4	No Answer

Any time you see a “?” and left click on it, a dialogue box will open to provide addition information. To remove the box left click on the “X.”

The screenshot displays the 'Greenville College Web Reporting 2.0' interface. At the top, there's a navigation bar with links like Search Web, Mail, Shopping, etc. Below this, a section titled 'Days Absent' shows checkboxes for Monday through Friday. The main section is 'Evaluation Questions', which includes a 'Rating Scale' with options: 4: Exemplary, 3: Proficient, 2: Acceptable, 1: Unacceptable, and 0: N/A. A table of tasks is listed, each with a rating and a description. A 'More Information' dialog box is open, showing details for 'Worthwhile tasks'.

Days Absent

Monday Tuesday Wednesday Thursday Friday

☐ ☐ ☐ ☐ ☐

Evaluation Questions

Rating Scale: 4: [Exemplary](#) 3: [Proficient](#) 2: [Acceptable](#) 1: [Unacceptable](#) 0: N/A

Tasks Oriented

#	IL-PTS	Description
1	4	Incorporates worthwhile tasks
2	3	Provides appropriate level of challenge for multiple abilities
3	2	Enables students to connect prior knowledge situation
4	1	Employs a variety of resources , including appropriate
5	6	Engages majority of students in active ment
6	8	Uses on-going, informal means of assess understanding or skill level
7	8	Uses appropriate assessments (written or performance-based tasks)

More Information

Worthwhile tasks

learning experiences that are meaningful and relevant to the everyday lives of individual students.

0 1 2 3 4 No Answer

To select the appropriate “Rating Scale” left click on the value in the question row. The corresponding name will appear at the right.

The screenshot shows a Mozilla Firefox browser window with the URL https://reporting.greenville.edu/teachereval/eval_st.php. The page displays a teacher evaluation form with two main sections: "Tasks Oriented" and "Professionalism". Each section contains a list of questions with a rating scale from 0 to 4. The rating scales are represented by colored bars (black, red, yellow, green) with numbers 0, 1, 2, 3, and 4. The corresponding names for the ratings are listed on the right: Exemplary, Acceptable, Proficient, N/A, and No Answer.

Question Number	Question Description	Rating Scale (0-4)	Rating Name
1	Incorporates <u>worthwhile tasks</u>	0 1 2 3 4	Exemplary
2	Provides appropriate level of challenge for students of multiple abilities	0 1 2 3 4	Acceptable
3	Enables students to connect prior knowledge/skills to new situation	0 1 2 3 4	Proficient
4	Employs a variety of <u>resources</u> , including technology, as appropriate	0 1 2 3 4	N/A
5	Engages majority of students in active mental preparation	0 1 2 3 4	No Answer
6	Uses <u>on-going, informal means of assessing</u> student understanding or skill level	0 1 2 3 4	No Answer
7	Uses appropriate assessments (written or performance-based tasks)	0 1 2 3 4	No Answer
8	Sequences learning for maximum conceptual or skill development	0 1 2 3 4	No Answer
Professionalism			
9	Uses assessment results to inform instructional decisions	0 1 2 3 4	No Answer
10	Exhibits self-evaluative behaviors	0 1 2 3 4	No Answer

EVERY question needs to be answered, even if it is “No Answer”

Proceed to the end making your evaluations as explained above.

At the end, there is a dialogue box for your written “Comments,” please add those in this area. Please reference your comments by typing the question # if you choose.

The screenshot shows an evaluation interface with a list of questions and their corresponding evaluation scales. Arrows from the text above point to specific parts of the interface:

- An arrow points from the text "Please reference your comments by typing the question # if you choose." to the question number "35" in the list.
- An arrow points from the text "At the end, there is a dialogue box for your written 'Comments,' please add those in this area." to the "Comments" text area.
- An arrow points from the text "When you have completed all responses, left click on 'Submit Evaluation.'" to the "SUBMIT EVALUATION" button.
- An arrow points from the text "If you have omitted a response, the submission will not proceed and give a RED 'This field is required' response by each unanswered request." to the "No Answer" label next to question 39.

The evaluation list includes:

Question	Rating	Category
35	0 1 2 3 4	Exemplary
36	0 1 2 3 4	Proficient
37	0 1 2 3 4	Proficient
38	0 1 2 3 4	Exemplary
39	0 1 2 3 4	No Answer

The "Comments" section contains the following text:

Student is doing a great job with involving the student in an interactive manner.
 #22 - Is a little to quick to help with the answers. Should wait a few second longer and give them more time to think and respond.

The "SUBMIT EVALUATION" button is located at the bottom of the form.

When you have completed all responses, **left click** on “Submit Evaluation. If you have omitted a response, the submission will not proceed and give a **RED “This field is required”** response by each unanswered request. You will need to answer the questions so marked and then left click the Submit Button again.

The process for completing ALL Evaluations will follow the same procedure as stated above.

If you have questions or difficulty with entering information you may Call, Print the screen and Fax, or email me.

Contact:

School of Education (618)664-6800

Fax: (618)664-6884