

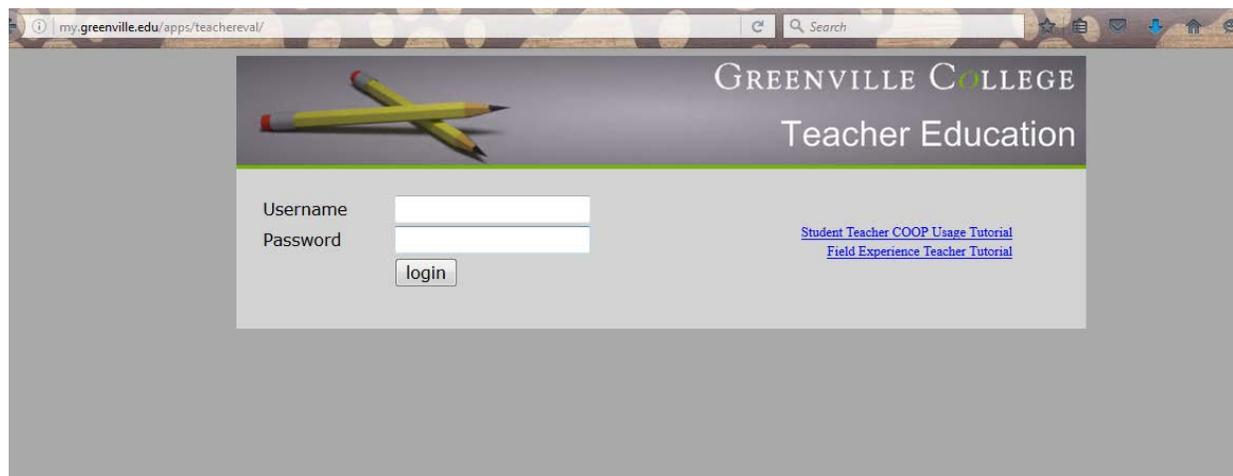
# Field Experience Teacher Tutorial - Teacher Education Tracking

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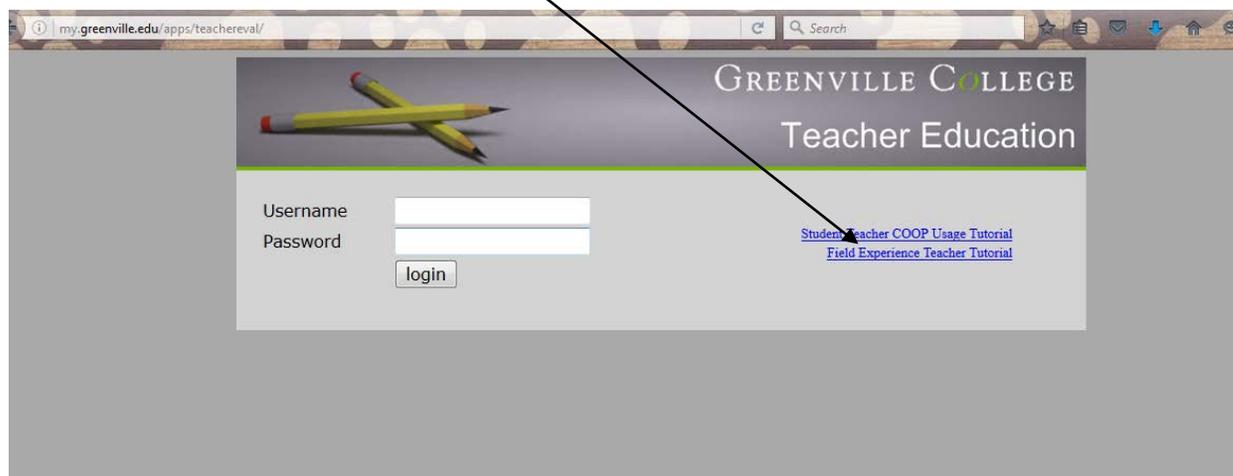
**Log on to your Internet Provider – Firefox or Internet Explorer**

**Enter: [my.greenville.edu/apps/teachereval](http://my.greenville.edu/apps/teachereval)**

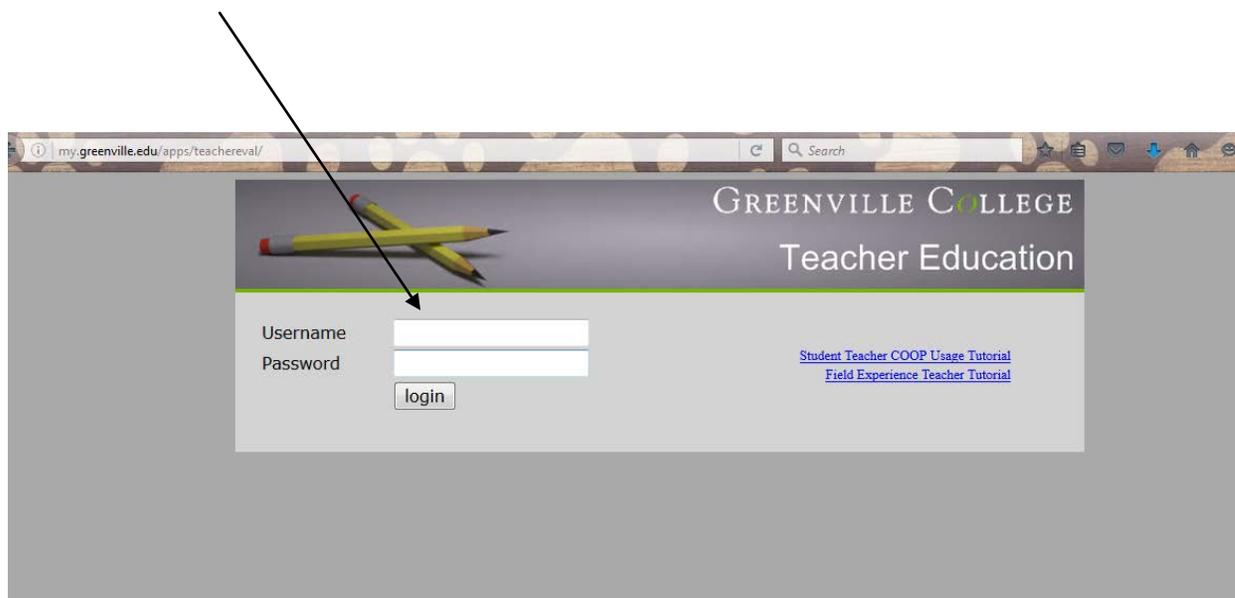
**The following screen will appear.**



## Choose the Tutorial for Field Experience Teacher



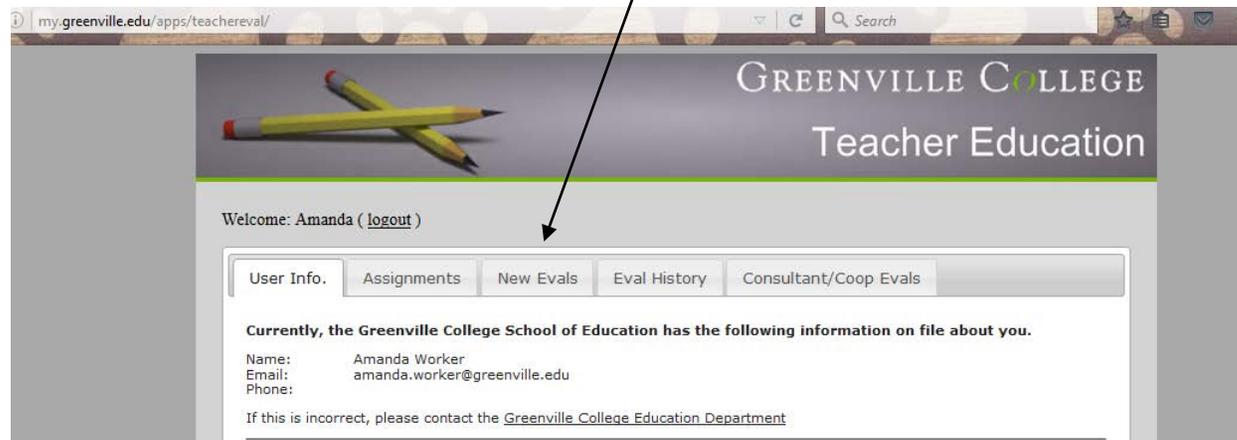
**Or enter your Username and Password:**



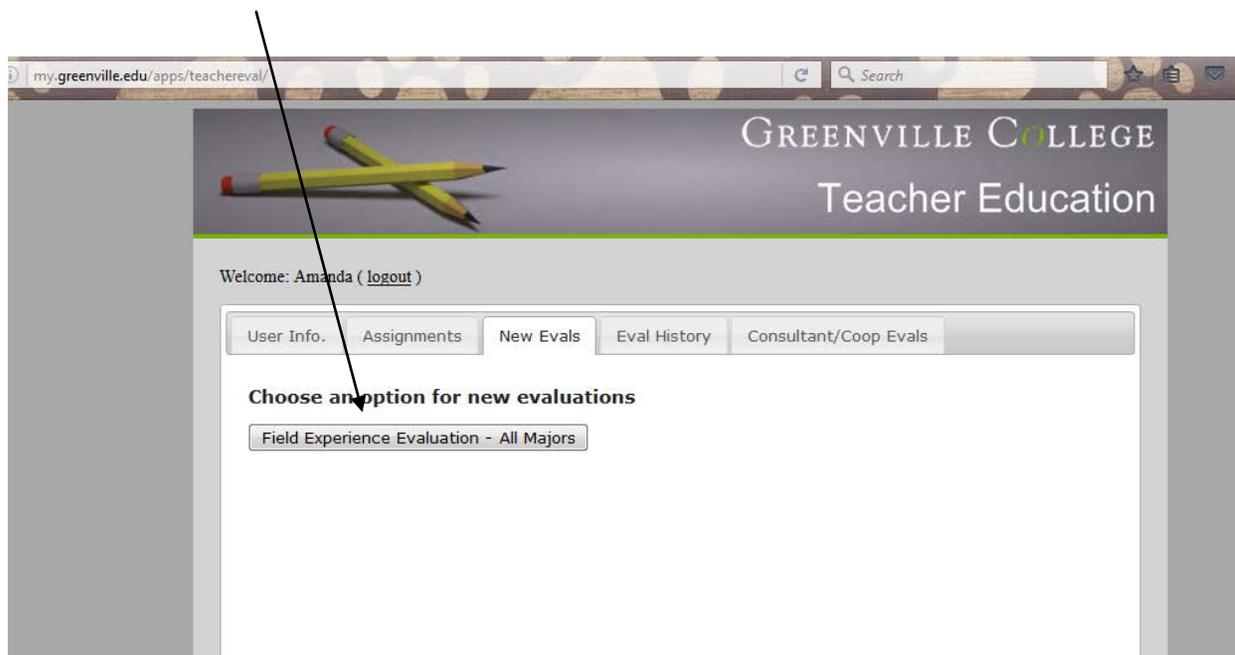
**Then left click “login”**

**You may now enter new Evaluations (left click on “New Evals”) or Review previously submitted evaluations (left click on “Evaluation History”).**

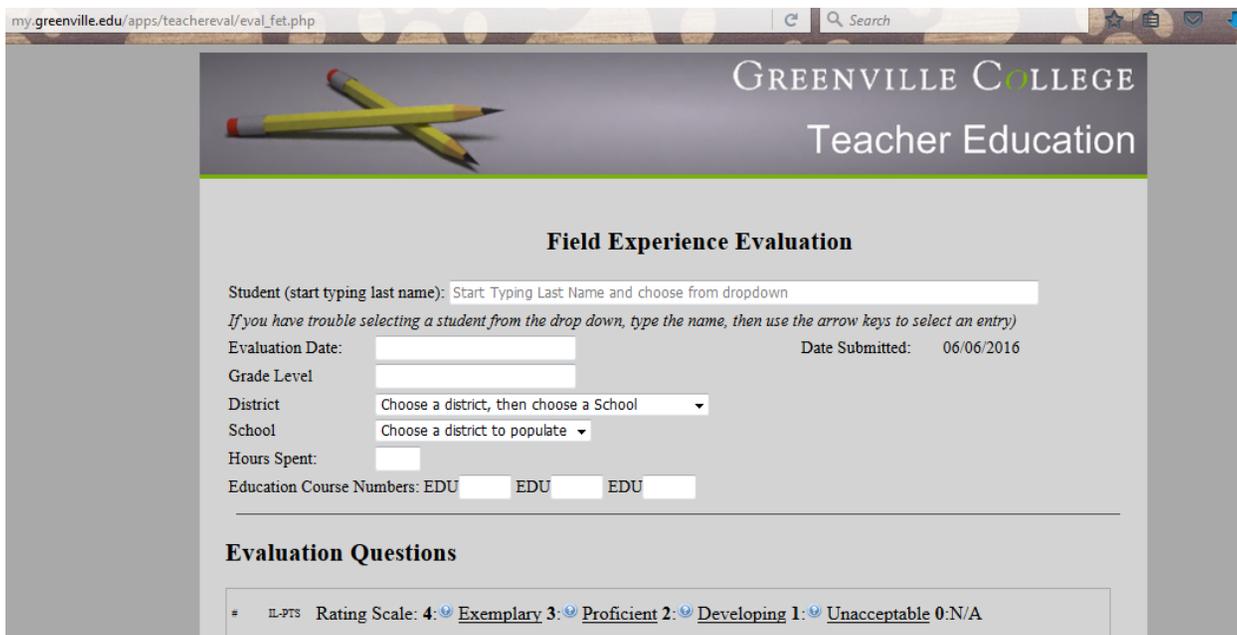
**Please move the cursor and **Left Click** on **New Evals****



Select this option for Field Experience evaluations. Move the mouse to the form you wish to use and **Left Click** on your choice.



The following screen represents a snapshot of the Field Experience Evaluation form.



The screenshot shows a web browser window with the URL `my.greenville.edu/apps/teachereval/eval_fet.php`. The page header features the Greenville College logo and the text "Teacher Education". The main content area is titled "Field Experience Evaluation" and contains the following fields:

- Student (start typing last name): Start Typing Last Name and choose from dropdown
- Evaluation Date:
- Grade Level:
- District: Choose a district, then choose a School
- School: Choose a district to populate
- Hours Spent:
- Education Course Numbers: EDU  EDU  EDU

Below the form fields is a section titled "Evaluation Questions" with a legend for the rating scale:

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

You are now ready to enter the student evaluation.

**ALL** questions must be answered with at least the 1<sup>st</sup> of the EDU blanks being completed.

**From the Top: Click in the box “Student” and then:  
 Start typing the first few letters of the student’s Last Name  
 A table will drop down of the students that meet your typed entry  
 See below**

The screenshot shows a web browser window with the URL `https://reporting.greenville.edu/teachereval/eval_fet.php`. The page title is "GREENVILLE COLLEGE Teacher Education". The main heading is "Field Experience Evaluation".

The form includes the following fields:

- Student (start typing last name):  (Dropdown menu is open)
- Evaluation Date:
- Subject:
- District:
- School:
- Hours Spent:
- Education Course Numbers: EDU  EDU  EDU

The dropdown menu for the Student field contains the following entries:

Lindell, Theresa : 200606007 : Mathematics Education
Lindsey, Sarah : 200806632 : Elementary Education Certificate
Lingle, Katie : 200902257 : Elementary Education
Linneman, Miranda : 200906314 : Elementary Education
Lira, David : 200902061 : History Education
Lisk, Curtis : 200606238 : Physical Education / Mathematics Education
Little, Jennifer : 200706616 : Secondary Education Certificate

Below the form is a section titled "Evaluation Questions".

**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.**

Mozilla Firefox  
File Edit View History Bookmarks Yahoo! Tools Help  
greenville.edu https://reporting.greenville.edu/teachereval/eval\_fet.php  
Most Visited Getting Started Latest Headlines https://reporting.gree... getSearchCriteria ANGEL Learning https://reporting.gree...  
webshots Search the web My Homepage Upload  
Search Web Mail Shopping Personals My My Yahoo! News Games Travel Finance Answers  
Greenville College Web Reporting 2.0 x https://reporting...val/eval\_fet.php x



# GREENVILLE COLLEGE Teacher Education

## Field Experience Evaluation

Student (start typing last name):

Evaluation Date:  Date Submitted: 12/17/2009

Subject:

District:

School:

Hours Spent:

Education Course Numbers: EDU  EDU  EDU

### Evaluation Questions

#	IL-PTS	Rating Scale: 4: Exemplary 3: Proficient 2: Acceptable 1: Unacceptable 0:N/A
1	11	Punctuality and faithfulness in meeting time schedule

0 1 2 3 4 No Answer

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 reflect the date you submit the evaluation.

GREENVILLE COLLEGE  
Teacher Education

### Field Experience Evaluation

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

Evaluation Date:  Date Submitted: 12/17/2009

Subject  
District  
School  
Hours Spent:  
Education Course N

**Evaluation**

#	IL-PTS	Rating Scale	No Answer
1	11	Punctuality and faithfulness in meeting time schedule	No Answer

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

**Field Experience Evaluation**

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

Evaluation Date: 12/17/2009 Date Submitted: 12/17/2009

Subject: [Text Field]

District: Choose a district, then choose a School

- 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

**Evaluation C**

#	IL-PTS	Ratio	Rating
1	11	Punct	
2	1	Uses	
3	10	W/...	

Acceptable 1: Unacceptable 0:N/A

0 1 2 3 4 No Answer

0 1 2 3 4 No Answer

0 1 2 3 4 No Answer

**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

Greenville College  
Teacher Education

### Field Experience Evaluation

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

Evaluation Date: 12/17/2009 Date Submitted: 12/17/2009

Subject: Jr. High Math

District: Bond County CUSD # 2

School: Greenville Elementary School | Greenville  
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

Hours Spent:

Education Course

Evaluation Questions

**Enter the Number of Hours spent in attendance up to the date of this evaluation or since the last evaluation.**      **Enter the Course Number (at least one (1))**

**GREENVILLE COLLEGE**  
**Teacher Education**

### Field Experience Evaluation

Student (start typing last name): Lindell, Theresa : 200605007 : Mathematics Education  
Evaluation Date: 12/17/2009      Date Submitted: 12/17/2009  
Subject: Jr. High Math  
District: Bond County CUSD # 2  
School: Greenville Jr. High | Greenville  
Hours Spent:   
Education Course Numbers: EDU  EDU  EDU

#### Evaluation Questions

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

1	<input type="radio"/> 11	Punctuality and faithfulness in meeting time schedule	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	No Answer
2	<input type="radio"/> 1	Uses concepts and inquiry to stimulate learning		No Answer

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

**Evaluation Questions**

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

1	11	Punctuality and faithfulness in meeting time schedule								
2	1	Uses concepts and inquiry to stimulate learning								
3	10	Willingness to participate								
4	1	Appropriateness of dress and grooming								
5	2	Understands development and role of culture and social settings on learning								
6	7	Voice projection and articulation								
7	9	Professional relations with teachers and students								
8	1	Knowledge of concepts, outcomes, and learner strategies	0	1	2	3	4			No Answer
9	6	Uses instructional strategies to produce meaningful experiences	0	1	2	3	4			No Answer
10	10	Be a model of hope	0	1	2	3	4			No Answer
11	2	Able to identify characteristics of learners and implement appropriate strategies	0	1	2	3	4			No Answer
12	7	Uses appropriate communication skills								No Answer

**More Information** ✕

**Illinois Professional Teaching Standard (IL-PTS) #1**

Content Knowledge: The teacher understands the central concepts, methods of inquiry, and structures of discipline(s) and creates learning experiences that make the content meaningful to all students.

To select the appropriate “Rating Scale” **left click** on the value in the question row represented by the Rating Scale (number) you wish to select. The corresponding name will appear at the right.

Student (start typing last name): Lindell, Theresa : 200606007 : Mathematics Education  
 Evaluation Date: 12/17/2009 Date Submitted: 12/17/2009  
 Subject: Jr. High Math  
 District: Bond County CUSD # 2  
 School: Greenville Jr. High | Greenville  
 Hours Spent: 15  
 Education Course Numbers: EDU 316 EDU EDU

### Evaluation Questions

#	IL-PTS	Rating Scale: 4: Exemplary 3: Proficient 2: Acceptable 1: Unacceptable 0:N/A	
1	11	Punctuality and faithfulness in meeting time schedule	Exemplary
2	1	Uses concepts and inquiry to stimulate learning	Proficient
3	10	Willingness to participate	Unacceptable
4	11	Appropriateness of dress and grooming	N/A
5	2	Understands development and role of culture and social settings on learning	No Answer
6	7	Voice projection and articulation	No Answer

Done

Inbox - Microsoft O... FESC FET Master LIS... Summary OL-501 S... Field Experience Tea... Mozilla Firefox 2:34

**EVERY** question **MUST** to be answered, even if it is “Not Applicable”

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 form with six rows of questions. Each row has a question number in a blue circle, a trait name, and a 5-point Likert scale. The scales for questions 24-28 are fully completed, while question 29 is not. Below the questions is a 'Comments' text area with a pre-filled comment. At the bottom, there is a dropdown menu for 'Would you recommend this student continue in Teacher Education?' and a 'SUBMIT EVALUATION' button. Arrows from the text above point to the question numbers, the comment text, and the dropdown menu.

Question #	Trait	0	1	2	3	4	5
24	Enthusiastic	█	█	█	█	█	█
25	Accepting	█	█	█	█	█	█
26	Compassionate	█	█	█	█	█	█
27	Confident	█	█	█	█	█	█
28	Creative	█	█	█	█	█	█
29	Professional	█	█	█	█	█	█

Comments

This student is exceptional. #7 - Teacher Candidate has great rapport with colleagues and students. She is very passionate about her chosen profession and loves working with Jr. High students.

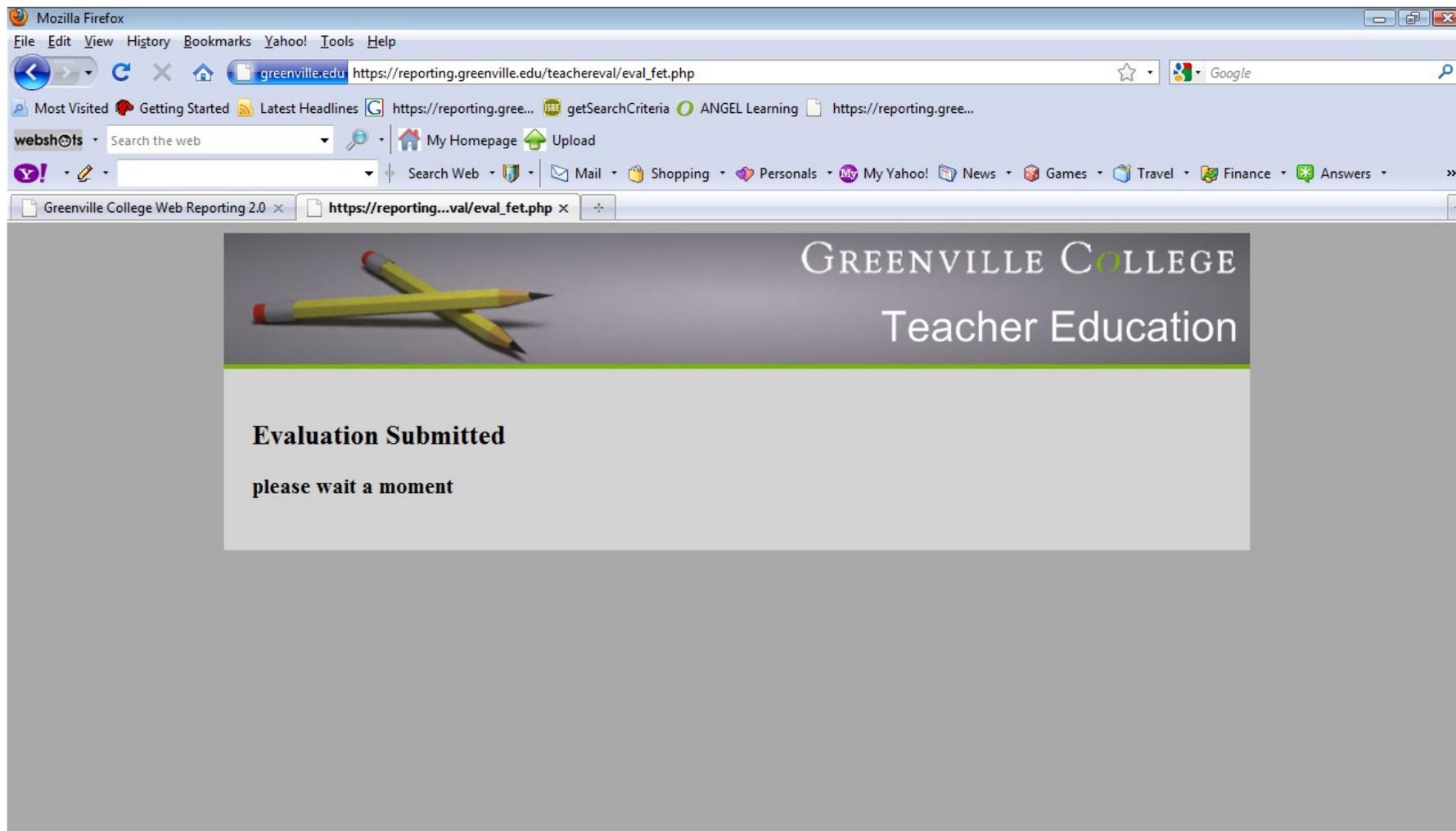
Would you recommend this student continue in Teacher Education?

Yes  
Please Choose an Answer  
Yes  
No

SUBMIT EVALUATION

Make your recommendation for the student and select your response. 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 question. You will need to answer the questions so marked and then left click the Submit Button again.

**A successful submission will result in a screen below.**



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

**School of Education: (618)664-6800**

**Fax: (618)664-6884**