## How to Submit Field Evaluations for Your Clinical Practice Candidate(s)

How to: Log into your Clinical Practice Placement and Access Requirements 1. From the VSU Homepage, click on the MyVSU link at the top of the page.

**2.** Log into your MyVSU account.



**3.** Under the Portals section of your MyVSU dashboard, select **Candidate Evaluations and Forms**. If you do not see this portal, go to step 4.

**4.** If you do not see this portal, select "View All" to the top-right of the portals. Scroll down and select the portal called "Candidate Evaluations and Forms".





5. Optional: To add it to your list of portals you view each time in your MyVSU account, select "Set Default Portals" and adjust your selected default portals to include this portal.

Links	SEP PERFORM	
ALL PORTALS Select items from the list on the left (hold dow Use the "Move" or "Move All" buttons to move preferred list of items using the Up and Down Click Save	SET DEFAULT PORTALS on the Ctrl ey on your keyboard to select multiplitems). e selected items to the net on the right order your arrows on the right side.	
NOTE: The first six (6) portals will display on the Navigation Menu will display all of your prefer	he main Dashboard in the order you selerted. The Side	Portals Banner View All
1Card Online Card Office ADP/Shared Services Academic Support Center Scheduler Access OneUSG Connect Advising Appointment Scheduler Behavior Intervention Teams report form Blazer Briefcase Blazer Insights	Sanner     Image: Constraint of the second se	<ul> <li>Teacher Candidate Application and Evaluation Portal</li> <li>Technology Services Portal</li> </ul>
BlazerLink Bookstore Online	Save	BlazeVIEW D2L

## How to: Submit and View Others' Evaluations

**1.** Once you are in the system after clicking on the MyVSU portal, you can find your upcoming assessments listed under the "Pending Assessments" tab.

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WALKTHROUGH USER GUIDE SEE WULL	
Overview Pending Assessments Performance Upcoming	Surveys
Pending Assessments, Past 2 Years PENDING ASSESSMENTS INCOMPLETE ASSESSMENTS I I I I I I I I I I I I I I I I I I I	
Student 🔶	Instrument 🔶 :
test student	EPP Initial Formative Intern Keys/Candidate Assessment on Performance Standards (CAPS) (Supervisor)
← Previous 1 Next → <u>Excel Viewer</u> / CSV Viewer	

2. To submit your evaluation, left-click on the candidate's name and select Assess.

Pending Assessments, Pa	st 2 Years
PENDING ASSESSMENTS INCO	APLETE ASSESSMENTS
15 v records per page	View Assessment In View Summary
test student	EPP Init X Assesse Intern Keys/C didate
← Previous 1 Next → Excel Viewer / CSV Viewer	View Student Info View Assessor Info

**3.** To view evaluations completed by the mentor and/or teacher candidate and other placement information, click on the **MENU** text.

4. Next, click on Experiential Learning.



5. Left-click on the placement you want to view and select View.

	VALDO	JIA SIALE UNIVERSITY					
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Placements	Advisee Proposals Ad	risees Knowledge Areas Diversity Reporting Pending Sign-Offs					
	> SEARCH PLACEMENTS						
	Placement Name	Candidate     View					
	16	Valdosta State Clinical Practice Placente Download Roll-up					
	← Previous 1	Next →					
	Excel Viewer / CSV Vi	wer					

**6.** On this page, you can left-click on the instrument name under the Assessment section to view submissions by you, the teacher candidate, or the mentor teacher. You can see when assessments open and are due on this page and you can access submissions by your mentor and VSU supervisor by left-clicking on the applicable row.

Valdosta State Clinical Practice Placement		PREASSIGNED IN PROGRE
Candidate	Department/Group	Duration
test student	Educator Preparation	2021-08-16 2021-12-03 0 Hours
<sup>L</sup> Paired Institutional Advisor	Subject/Field	Journal Template
None	Mathematics	Teacher Candidate Clinical Practice Placement Form
Stakeholders Test Mentor (Mentor Teacher) test assessor (VSU Supervisor)	Grade/Level	Notes

## **Completed Hours**

Journals							
Name	Template	Entries	Hours				
Valdosta State Clinical Practice Placement	Teacher Candidate Clinical Practice Placement Form	0	0				

0 / 0 HRS

## Assessments

15 v records per page Show / hide columns Print				CSV Clear	Sort Search:		
Assessee	Assessor 🔶	Instrument	Description	Available 🗘	Due ÷	Assessed On	core <sup>\$</sup>
Candidate	Mentor Teacher	EPP Initial Formative Intern Keys/Candidate Assessment on Performance Standards (CAPS) (Mentor)	Initial Formative Intern Keys/Candidate Assessment on Performance Standards (CAPS)	2021-09-03	2021-09-24	2021-09-10	8
Candidate	Candidate	EPP Initial Formative Intern Keys/Candidate Assessment on Performance Standards (CAPS) (Self)	Initial Formative Intern Keys/Candidate Assessment on Performance Standards (CAPS)	2021-09-03	2021-09-24	2021-09-10	9
Candidate	VSU Supervisor	EPP Initia Perform de Standards (CAVS) (Supervisor)	Initial Formative Intern Keys/Candidate Assessme on Performance Standards (CAPS)	2021-09-03	2021-09-24	2021-09-10	6
Candidate	Mentor	EPP Mid Formative Intern Keys/Candidate Assessment on	Mid Formative Intern Keys/Candidate Assessment on	2021-10-01	2021-10-22		