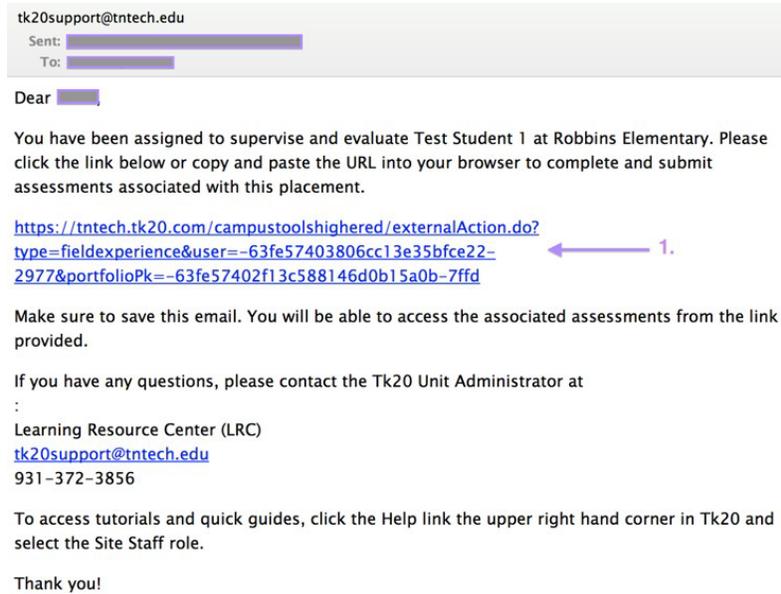




### Mentor Teacher Click-by-Click -Using the Emailed Link-

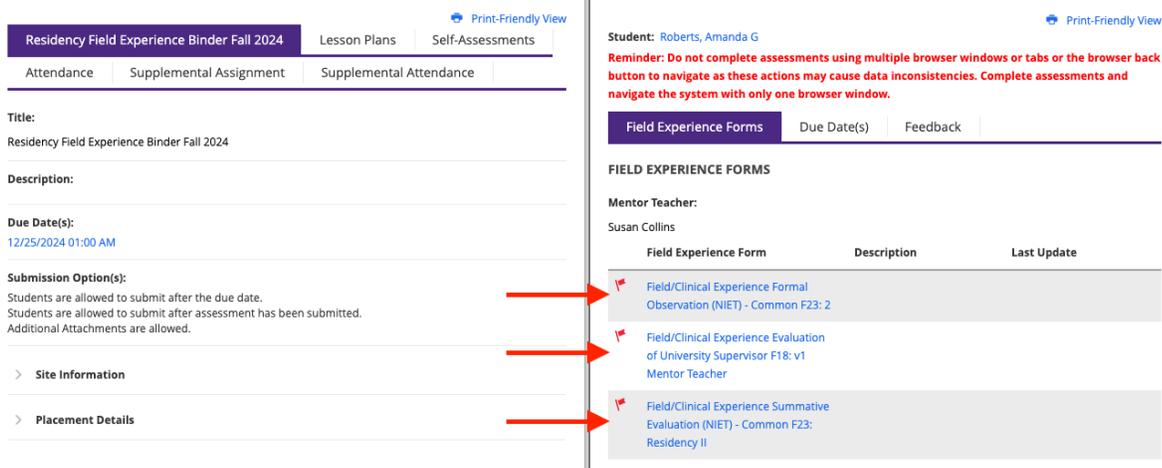
You will receive an email from [tk20support@tntech.edu](mailto:tk20support@tntech.edu) when the evaluation forms open for editing. The email will contain a link to your candidate's field experience binder that contains the supervisor evaluation and candidate summative evaluation forms.

Click the link in the email.



The field experience binder's split screen will open and appear in your web browser.

Links to the evaluation forms will be on the right side of the split screen.



**NOTE:** You may also click on the Clinical Supervisor's observation form links to view the candidate's scores and feedback.

After clicking a form’s link, it will open in the right side of the split screen. Click on and drag the center gray bar to the left for more room to work.

Complete the form.

Residency | Binder F23 - Order Test
Lesson Plans [Print-Friendly View](#)

Self-Assessments
Attendance
Supplemental Assignment

Supplemental Attendance

**Title:**  
Residency | Binder F23 - Order Test

**Description:**

**Due Date(s):**  
12/31/2023 11:55 PM

**Submission Option(s):**  
Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are allowed.

> Site Information

> Placement Details

NIET ASPIRING TEACHER RUBRIC

	<b>Level 5: Exemplary</b>	<b>Level 4: Distinguished</b>	<b>Level 3: P</b>
	<i>Consistent Evidence of Student Ownership of Learning - Teacher Facilitates the Learning</i>	<i>Some Evidence of Student Ownership of Learning - Teacher Facilitates the Learning</i>	<i>Toward Student-Centered Learning - Split Emphasis between Teacher Facilitation and Student Direction</i>

**1. Instructional Plans**

5       4       3

The instructional plan includes:

- goals that are **all** measurable, explicit, and aligned to state content standards and adopted site curriculum, when available, or other high-quality
- goals that are **nearly all** measurable, explicit, and aligned to state content standards and adopted site curriculum, when available, or other
- goals that are **mostly** measurable, explicit, and aligned to state content standards and adopted site curriculum, when available,

When finished, click the “Save and Close” button at the bottom right of the page. NOTE: please click the “Save” button frequently to prevent being timed-out.

---

**GRADE**

**Total Score:**

0

---

**Total Mean:**

---

**Grade:**

---

Save & Close

Save



Click "Close" in the top right corner.

**NOTE:** You will not click "Submit" until the end of the semester and the evaluations have been completed.

The screenshot shows a web interface with a top navigation bar containing 'TEST Residency I Binder TI!', 'Lesson Plans', and 'Self-Assessments'. Below this is a sub-navigation bar with 'Attendance', 'Supplemental Assignment', and 'Supplemental Attendance'. The main content area has a 'Title:' field with the value 'TEST Residency I Binder TI!' and a 'Description:' field. On the right side, there is a 'Student: Test Student 1' label, a 'Print-Friendly View' link, and a red reminder: 'Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.' Below the reminder are tabs for 'Field Experience Forms', 'Due Date(s)', and 'Feedback'. At the bottom, a table titled 'FIELD EXPERIENCE FORMS' has columns for 'Field Experience Form', 'Description', and 'Last Update'.

Click your name at the top right of the page and then "Sign Out" to end the session.

The screenshot shows a web interface with a sidebar menu on the left containing 'HOME', 'FIELD EXPERIENCE', and 'Assessments'. The top navigation bar includes 'Field Experience > Field Experience > Assessments'. On the right, there is a user profile for 'Nikki Christen' with a dropdown menu showing 'Cooperating Teacher' and a 'SIGN OUT >>' button. Below the navigation is a section titled 'ASSESSMENTS' with tabs for 'Current Field Experience Assessments' and 'Previous Field Experience Assessments'. A table below this section has columns for 'Student', 'Name', 'Term', 'Course Number', and 'Section Title'. The table contains one row with the following data:

Student	Name	Term	Course Number	Section Title
Student 1, Test	Residency II Binder TEST	Fall Term 2017	TEST 1000	Testing and Training