TEACHERS EDUCATION ASSESSMENT PORTAL

STUDENTS — HOW-TO:

How to log into the Assessment Portal

1. Go to https://discover.education.purdue.edu/eval and log in with your Purdue username and password.

2. If you are prompted for a sign-up keycode, email EdIT@purdue.edu and we will send you the keycode.

How to enroll in a program

1. At the bottom of the main dashboard which appears when you log in, there is a dropdown list that contains the list of all programs / courses in the system.

2. Select a program/course and then click the “Enroll” button. Check with your professor or instructor if you have any questions about which program / course to select.

1. Repeat this step if you need to be enrolled in multiple programs/courses.
3. If you enroll in the wrong program by mistake, you can simply click the “Un-enroll” link to remove the program from your list.

![Image of program list]

**How to perform a self-assessment**

- Once you are enrolled in one or more programs, **click a program / course name to enter the program**.

![Image of program list]

- If the program provides self-assessments for you to complete, you will see them listed. Then:

  1. Click the “EVALUATE” link next to an assessment to begin the self-assessment.

![Image of choice a self-assessment]
2. An Evaluation Form will appear with fields to complete and a rubric containing criteria and standards.

3. On the Evaluation Form, select the correct: semester, year, course and instructor.

4. Scroll down and read the Rubric carefully.

5. Then, for each criteria in the rubric, click on a radio button corresponding to the score you want to give yourself.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exceeds Expectations (3)</th>
<th>Meets Expectations (2)</th>
<th>Emerging (1)</th>
<th>Does Not Meet Expectations (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports on time or early for class and, as relevant to the course, the field experience/practicum AND Reports on time or early for additional teacher engagements (e.g. IEPs, teacher committees), as relevant to the course</td>
<td>(3 points)</td>
<td>(2 points)</td>
<td>(1 point)</td>
<td>(0 points)</td>
</tr>
<tr>
<td>2. Meets Deadlines and Obligations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets deadlines and obligations established by the cooperating teacher, instructor, and/or supervisor AND Informs all stakeholders (cooperating teacher, supervisor, instructor, and/or faculty members) of absences prior to the absence</td>
<td>(3 points)</td>
<td>(2 points)</td>
<td>(1 point)</td>
<td>(0 points)</td>
</tr>
</tbody>
</table>

6. When you have finished scoring the rubric, click the “Save” button at the bottom of the page to submit your self-assessment.
NOTE: You will get a confirmation email after saving the assessment stating that you have submitted the assessment.

How to view My Assessments

1. Click a program name to enter the program.

2. Scroll to the bottom of the program page and all of your self-assessments and instructor-initiated assessments will be listed there.