

TEACHER EDUCATION ASSESSMENT PORTAL

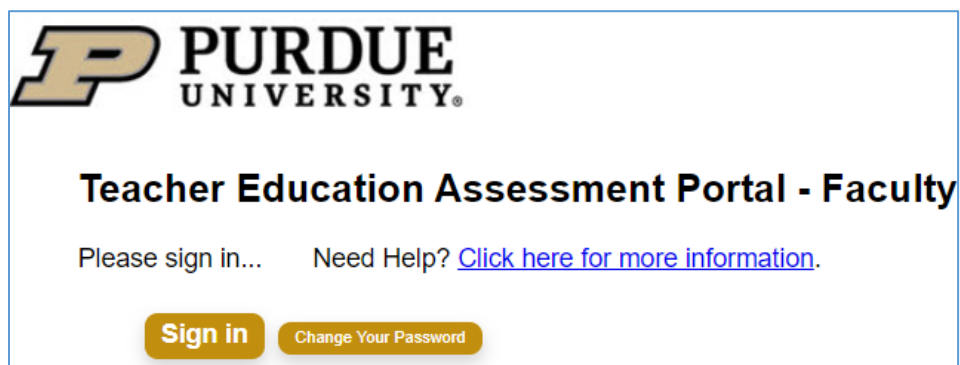
Jump to:

1. How to log into the Assessment Portal
2. How to enroll in a program
3. How to locate a student and perform an assessment
4. How to view assessments in my program

FACULTY — HOW-TO:

• **How to log into the Assessment Portal**

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



- Navigate to either the **Instructor Portal** or the **Faculty Portal**. You will find links to one or both of these portals (depending on your role in the system) at the top of the main dashboard.

For security purposes, this session will time out after 2 hours

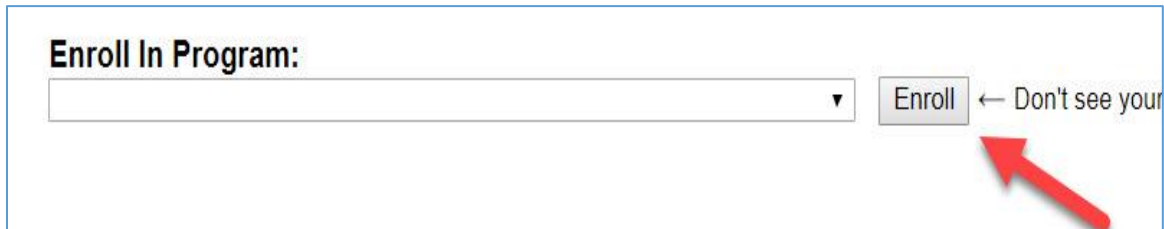
→ [Click here to go to the Instructor Portal](#)

→ [Click here to go to the Faculty Portal](#)

- If the system does not allow you to log in, please email EdIT@purdue.edu and we will add you to the system. Please let us know if you need an instructor role or faculty role.

How to enroll in a program

1. First, make sure that you have navigated to the **Faculty Portal**. You will find links to one or both of these portals (depending on your role in the system) at the top of the main dashboard noted in the previous question about logging in. Once you are in logged into the needed Instructor/Faculty portal, then continue with step #2:
2. 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 in the system.



3. Select a program/course and then click the **“Enroll”** button.
 - Repeat this step if you need to be enrolled in multiple programs/courses.
4. If you enroll in the wrong program by mistake, you can simply click the **“Un-enroll”** link to remove the program from your list.



How to locate a student and perform an assessment

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

17 Program(s) found.

	Program Name
Un-Enroll	Agricultural Education
Un-Enroll	Early Childhood Education & Exceptional Needs
Un-Enroll	EDCI 205 -- Teacher Education Foundation Course
Un-Enroll	EDCI 285 -- Teacher Education Foundation Course
Un-Enroll	EDCI 496 -- Elementary Education Student Teaching
Un-Enroll	EDPS 265 -- Teacher Education Foundation Course
Un-Enroll	Education IT
Un-Enroll	Elementary Education
Un-Enroll	English Education

2. Click the “View / Evaluate Students” button.

Locate Students To Evaluate In This Program:

[View / Evaluate Students \(29\)](#)

[View Missing Evaluations](#) [View Missing Evaluations In Columns](#)

3. Locate a student and then click the “View/ Evaluate” link

Active Students In This Program:

Can't find someone in the list below? Add them using the "Bulk Enroll" or "Locate Additional Students" buttons above. Deactivating a student causes them to disappear from the list below. This helps you maintain a list of students enrolled this semester. Inactive students can continue to access their assessments in the student portal, and you can view inactive students in the "Inactive Students" checkbox below. You can use the enrollment buttons above to add and activate (or reactivate) students in this program. And you can also click the "True" or "False" checkboxes to deactivate or activate students.

42 Active Student(s) found. Filter By Course: EDPS 51500 - Spec Ed Grad ABA for Teachers Section: Last Name: Filter List Reset Show Inactive

PUID	LName	FName	Email	Username	EnrolledOn	# Evals	Active	
					2/12/2019 3:09:31 PM	3	True	>> View / Evaluate <<
					4/23/2019 8:44:42 AM	1	True	>> View / Evaluate <<

- The link will lead directly to the assessments available in the program. Please click the “EVALUATE” link to perform the evaluation for the student

Select An Assessment To Complete For [redacted]

6 Assessment(s) found. Filter By Course: [dropdown] select "blank" to see all Associate Assessments Back

Assessments	# Evals	
Professional Dispositions - Instructor Evaluation <small>Multiple Instructor Assessments Are Allowed Per Student</small>	0	>> EVALUATE <<
Purdue Consensus - Midterm <small>A Single Instructor Assessment Is Allowed Per Student</small>	0	>> EVALUATE <<
Purdue Consensus - Final <small>A Single Instructor Assessment Is Allowed Per Student</small>	0	>> EVALUATE <<
Specific [redacted] Items - Midterm <small>A Single Instructor Assessment Is Allowed Per Student</small>	0	>> EVALUATE <<
Specific [redacted] Items - Final <small>A Single Instructor Assessment Is Allowed Per Student</small>	0	>> EVALUATE <<
[redacted] <small>A Single Instructor Assessment Is Allowed Per Student</small>	0	>> EVALUATE <<

(Scroll up for student details.)

If you do not see one or more of your students, you can enroll them using the tools found above the student list. For more help with these tools, contact Education IT or consult additional documentation found in the Assessment Portal.

Program: [redacted]
 Faculty Member: [redacted]
 Student Sign-up Keycode: [redacted]

[Bulk Enroll Students](#)
[Add A Student](#)
[Match Students To Courses](#)
[Email Students](#)
[Deactivate Students](#)
[Missing Evals](#)

How to view assessments in my program

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

18 Program(s) found.

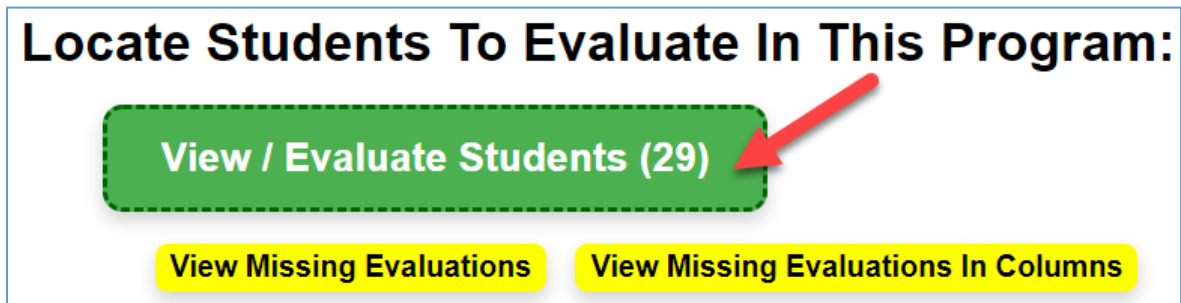
	Program Name
Un-Enroll	Agricultural Education
Un-Enroll	Early Childhood Education & Exceptional Needs
Un-Enroll	EDCI 205 -- Teacher Education Foundation Course
Un-Enroll	EDCI 496 -- Elementary Education Student Teaching
Un-Enroll	EDPS 265 -- Teacher Education Foundation Course
Un-Enroll	Education IT
Un-Enroll	Elementary Education
Un-Enroll	English Education
Un-Enroll	Family & Consumer Sciences Education

Then...

- **View Evaluations by Student**

1. Click the “View / Evaluate Students” button.

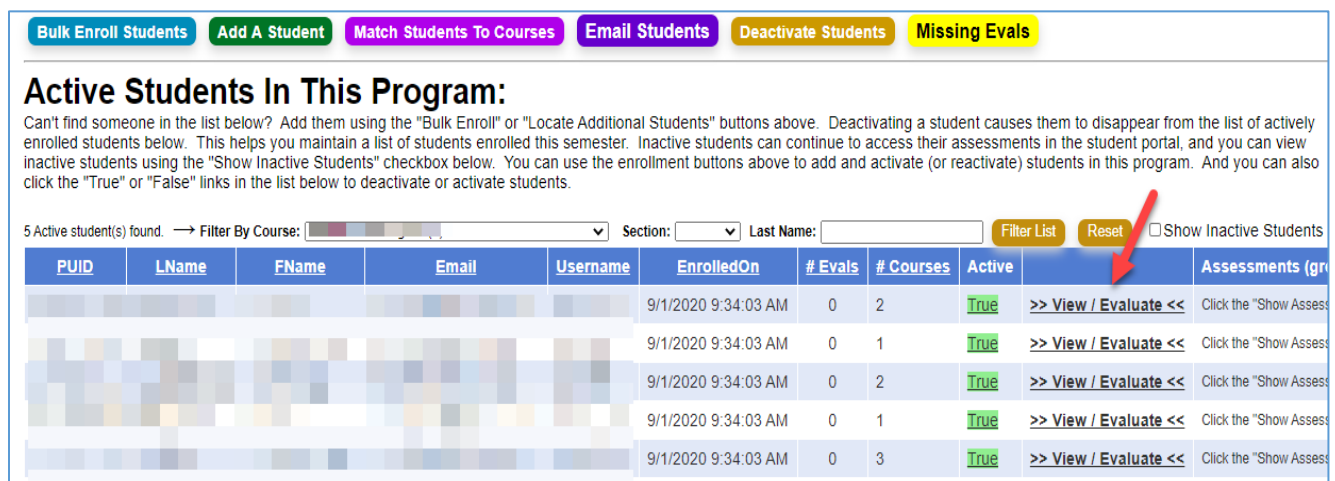
Locate Students To Evaluate In This Program:



View / Evaluate Students (29)

View Missing Evaluations **View Missing Evaluations In Columns**

2. Locate a student and then click the “View / Evaluate” link.



Bulk Enroll Students **Add A Student** **Match Students To Courses** **Email Students** **Deactivate Students** **Missing Evals**

Active Students In This Program:

Can't find someone in the list below? Add them using the "Bulk Enroll" or "Locate Additional Students" buttons above. Deactivating a student causes them to disappear from the list of actively enrolled students below. This helps you maintain a list of students enrolled this semester. Inactive students can continue to access their assessments in the student portal, and you can view inactive students using the "Show Inactive Students" checkbox below. You can use the enrollment buttons above to add and activate (or reactivate) students in this program. And you can also click the "True" or "False" links in the list below to deactivate or activate students.

5 Active student(s) found. → Filter By Course: [dropdown] Section: [dropdown] Last Name: [input] **Filter List** **Reset** Show Inactive Students

PUID	LName	FName	Email	Username	EnrolledOn	# Evals	# Courses	Active	Assessments (gr)
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	9/1/2020 9:34:03 AM	0	2	True >> View / Evaluate <<	Click the "Show Assessments" link
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	9/1/2020 9:34:03 AM	0	1	True >> View / Evaluate <<	Click the "Show Assessments" link
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	9/1/2020 9:34:03 AM	0	2	True >> View / Evaluate <<	Click the "Show Assessments" link
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	9/1/2020 9:34:03 AM	0	1	True >> View / Evaluate <<	Click the "Show Assessments" link
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	9/1/2020 9:34:03 AM	0	3	True >> View / Evaluate <<	Click the "Show Assessments" link

3. Scroll to the bottom of the student page to see all completed evaluations for this student.

View Completed Evaluations In This Program:



View Program Evaluations **Evaluation Overview (Columnar Format)**

Completed Evaluations In This Program:

Filter By Course: Section: Semester: Year: Last Name:

8 Evaluation(s) Found. Show Max Score:

EvalID	Assessment	Stu LName	Stu FName	Course	Section	Instructor	Evaluated By	Eval Date	Total Score	Ave Score	
View 3790	EdIT - Four Level With Rationale Standalone Textbox	Evans	Robert F	EDIT 10300	This is a very long section name - #2	Evans, Robert F	Robert F Evans	4/30/2019 9:51:19 AM	11	3.67	Delete
View 3263	EdIT - Four Level Rubric Low To High - With Standard Textboxes	Evans	Robert F	EDIT 10100	Section #1 - Bob	Evans, Robert F	Robert F Evans	4/19/2019 5:39:44 PM	9	3	Delete
View 3003	EdIT - Four Level Rubric Low To High - With Standard Textboxes	Evans	Robert F	EDIT 10100	Section #1 - Bob	Evans, Robert F	Robert F Evans	4/11/2019 9:40:59 AM	8	2.67	Delete
View 2671	EdIT - Program Specific Items - Midterm	Evans	Robert F	EDIT 10100		Evans, Robert F	Robert Evans	3/18/2019 11:49:39 AM	10	3.33	Delete
View 2482	EdIT - Program Specific Items - Final	Evans	Robert F	EDIT 10200		O'Evans, O'Bob	Robert Evans	3/6/2019 3:11:46 PM	11	3.67	Delete
View 2477	EdIT - 8 Point Form Instructor Assessment	Evans	Robert F	EDIT 10300	This is a very long section name - #1	Evans, Robert F	Robert Evans	3/6/2019 2:44:21 PM	20	6.67	Delete
View 2251	EdIT - 8 Point Form Instructor Assessment	Evans	Robert F	EDIT 10300	This is a very long section name - #1	Evans, Robert F	Robert F Evans	2/28/2019 9:09:53 AM	16	8	Delete
View 2097	EdIT - Test Weighted Scores	Evans	Robert F	EDIT 10100		Evans, Robert F	Robert F Evans	1/17/2019 4:09:00 PM	47	15.67	Delete

- **View Evaluations By Assessment Form**

1. On the main program page, scroll to the list of assessments, locate an assessment by semester and year and click the **“View / Export Evaluations”** link to see all completed evaluations for that assessment form.

Assessments Available In This Program (View/Export Evaluations):

8 Active Assessment(s) found. Semester: Year: Show External Form Keycodes

Assessments	# Evals	Reports		
EdIT - Self-Assessment #1 <small>A Single Student Self-Assessment Is Allowed Per Student</small>	0	View / Export Evals	Preview Form	External Form Keycode:*****
EdIT - 8 Point Form Instructor Assessment <small>Multiple Instructor Assessments Are Allowed Per Student</small>	2	View / Export Evals	Preview Form	External Form Keycode:*****
EdIT - Program Specific Items - Midterm <small>A Single Instructor Assessment Is Allowed Per Student</small>	1	View / Export Evals	Preview Form	External Form Keycode:*****
EdIT - Program Specific Items - Final <small>A Single Instructor Assessment Is Allowed Per Student</small>	1	View / Export Evals	Preview Form	External Form Keycode:*****

- Completed evaluations can be exported in CSV format in the Faculty Portal. CSV files can be opened in Excel.

Completed Evaluations In This Program:

Filter By Course: Section: Semester: Year: Last Name:

16 Evaluation(s) Found. Show Max Score:

EvalID	Assessment	Stu LName	Stu FName	Course	Section	Instructor
View 3918	EdIT - Four Level With Rationale Standalone Textbox	Frisbie	Richard D	EDIT 10300	This is a very long section name - #3	Evans, Robert
View 3917	EdIT - Four Level Rubric Low To High - With Standard Textboxes	Account	Test	EDIT 10300	This is a very long section name - #1	Evans, Robert
View 3916	EdIT - Four Level With Rationale Standalone Textbox	Account	Test	EDIT 10300	This is a very long section name - #1	Evans, Robert

- **View Evaluations By Program**

1. On the main program page, **scroll to the bottom of the page** to see a list of the **most recent evaluations** that have been submitted by students + instructors + faculty anywhere in the program / course you are viewing. You can filter the list as needed (see filter options on the page).

Completed Evaluations In This Program:

Filter By Course: EDIT 10100 Section: Section #1 - Bob Semester: Spring Year: 2019 Last Name: [Filter List](#) [Reset](#)

4 Evaluation(s) Found. [Export to CSV](#) Show Max Score:

	EvalID	Assessment	Stu LName	Stu FName	Course	Section	Instructor	Evaluated By	Eval Date
View	3263	EdiT - Four Level Rubric Low To High - With Standard Textboxes	Evans	Robert F	EDIT 10100	Section #1 - Bob	Evans, Robert F	Robert F Evans	4/19/2019 5:39:44 PM
View	3131	EdiT - Four Level Rubric Low To High - With Standard Textboxes	Shi	Ye	EDIT 10100	Section #1 - Bob	Evans, Robert F	Robert F Evans	4/16/2019 4:16:08 PM

How to View System-Wide Evaluations

- On the main program page, **scroll to the bottom** to view all evaluations for a given student in a given program from anywhere in the Assessment Portal.

View System-Wide Evaluations For Students In This Program:

[View System Evaluations](#)

- Completed evaluation can be filtered by course, section, and the last name of the student.

Program: Agricultural Education
Faculty Member:

Evaluations For Active Students In This Program:
This report shows all evaluations anywhere in the Assessment Portal for students in this program.

39 Active Student(s) found. Filter By Course: Section: Last Name: [Filter List](#) [Reset](#) Show Inactive Students (86)

PUID	LName	FName	# Evals	Active	Evaluations (all Evals for this student anywhere in the AP)																																
			0	True	Anderson, Katelyn Elizabeth [student detail page] <table border="1"> <thead> <tr> <th>EvalID</th> <th>Eval Form</th> <th>Score</th> <th>Average</th> <th>Date</th> <th>Evaluator</th> <th>Course</th> <th>Section</th> </tr> </thead> <tbody> <tr> <td>2168</td> <td>Professional Dispositions Cooperating Teacher Evaluation - Mid Field Experience <small>EDPS 265 -- Teacher Education Foundation Course</small></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2450</td> <td>Professional Dispositions Student Self-Evaluation - Mid Field Experience <small>EDPS 265 -- Teacher Education Foundation Course</small></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2820</td> <td>Professional Dispositions Student Self-Evaluation - End Field Experience <small>EDPS 265 -- Teacher Education Foundation Course</small></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	EvalID	Eval Form	Score	Average	Date	Evaluator	Course	Section	2168	Professional Dispositions Cooperating Teacher Evaluation - Mid Field Experience <small>EDPS 265 -- Teacher Education Foundation Course</small>							2450	Professional Dispositions Student Self-Evaluation - Mid Field Experience <small>EDPS 265 -- Teacher Education Foundation Course</small>							2820	Professional Dispositions Student Self-Evaluation - End Field Experience <small>EDPS 265 -- Teacher Education Foundation Course</small>						
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			8	True	Chenoweth, Deanna S [student detail page]																																