ONLINE EVALUATION FORMS - INSTRUCTIONS

Dear Associate/Mentor Teachers,

Thank you for your feedback regarding the completion of the evaluation forms. With your comments, we have improved the system and have repaired the glitches that were brought to our attention. We hope you find the online evaluation system to be a user-friendly process while still being environmentally-friendly.

The system is fully compatible with Safari, Firefox, and Internet Explorer versions 7 and higher. Associates using Internet Explorer version 6 can still use the system, but you may experience some display issues.

INSTRUCTIONS

STEP 1: Open your Internet browser and go to web2.uwindsor.ca/education/evaluations

STEP 2: Before you can login to the system, you must first register using your Board email address. If you have already registered, please simply login.

ONE TIME ONLY REGISTRATION:

a. Click on the "Register" tab.

b. Enter your email address (School Board addresses only, please!)

c. Enter your first name and last name in the space provided.

d. Create your own unique password (one that you will remember!)

e. Click on the "Register" button.

COMPLETING/CONFIRMING YOUR REGISTRATION

a. You will receive an email message containing instructions to complete your registration to your School Board email address.
b. Follow the instructions in the email to complete/confirm your registration. This must be completed before you can proceed into the system.
 **This step is particularly important as it helps to secure the integrity of the Evaluation process. Once you've registered, you will not need to complete this step again, but rather, you can simply login to begin completing the reports.

STEP 3: Login to the system using your School Board email address and the password you've created. If you've forgotten your password, click the "Reset Password" link. A new password will be sent to you.

NEW You may change the new password after you log in. Look for the "Change your Password" link on the left-hand side of the page.
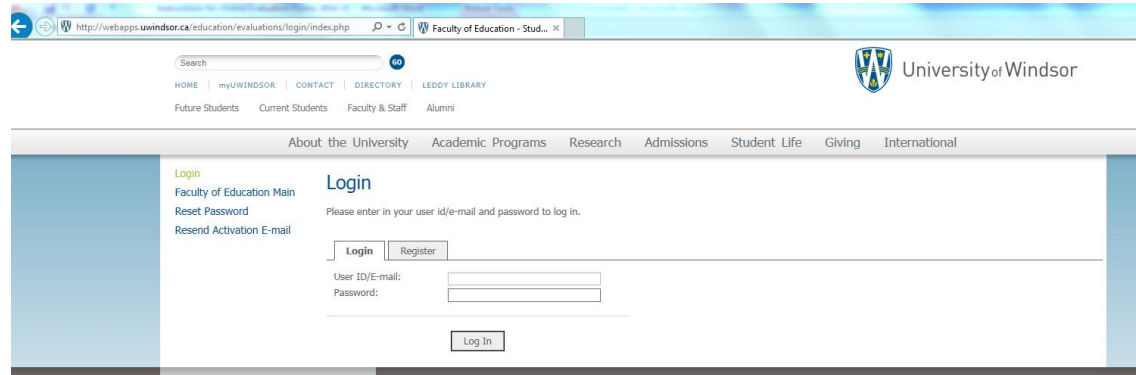
STEP 4: Click on "Create New Report"

STEP 5: Choose the report to complete, i.e. Associate/Mentor Teacher's Formative (mid-placement), Summative (end-of-placement) or the Supplemental page (additional info).
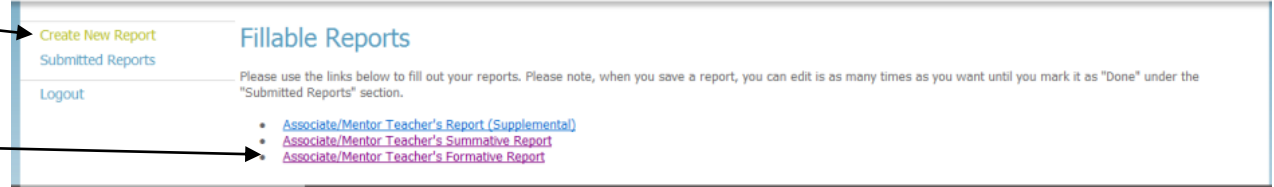
STEP 6: Begin the report! You can save it, then go back to complete it at a later time. **Be sure to click on the "SAVE" button at the bottom of the page periodically. The system can time-out, so it's important you continue to "SAVE" often!**
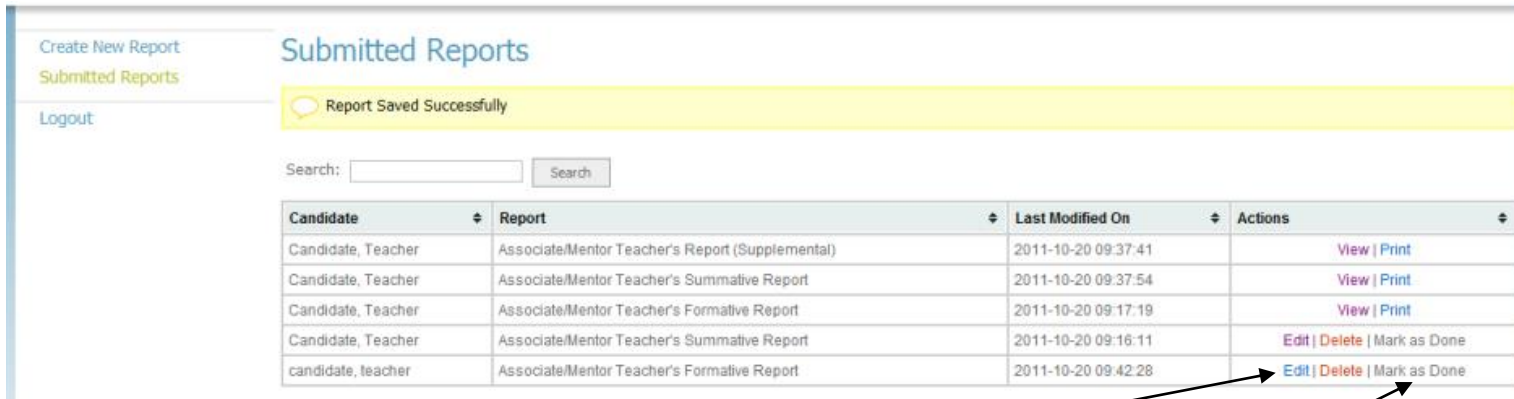
**PLEASE NOTE: It is extremely important that the Associate/Mentor Teacher complete the bottom section of the evaluation form, indicating whether the candidate has signed the report:

STEP 7: Once you click "Save", you'll be brought to a page that looks like this:

At this stage, you can still edit your report by clicking on the "Edit" link.

STEP 8: <u>**Once you have completed the report and it is ready for submission, click on "Mark as Done."**</u> This closes the report to further editing and submits it to the Faculty of Education. If you'd like to View or Print the report after you've marked it as "Done", simply click on the appropriate link.

Since you're logging in with your own unique email address and password, an unlimited number of reports will be saved on the system under your name. From this point forward, you will have access to all of the reports that you have completed for all candidates.

If you have any questions, or require assistance, please don't hesitate to contact the Field Experience Office at ext. 3807 or ext. 3827.

Thank you for your ongoing support!

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