Cooperating Teacher

**HOW TO SUBMIT AN ONLINE ASSESSMENT FOR YOUR PREPROFESSIONAL STUDENT OR PROFESSIONAL INTERN**

Assessments for Professional Interns and Preprofessional Field Experience students should be submitted online. These include:

- For Professional Interns
  - Professional Internship Performance Competency Assessments – Mid term and Final
  - Supplemental Program Assessments (end of semester)
- For Preprofessional Students
  - Preprofessional Field Experience Competency Assessments - Final

If you are unable to access the online submission site, paper forms are still available. Contact the Teaching Performance Center (TPC) to have a paper form mailed to you or download one from the TPC website at [www.kean.edu/~tpc](http://www.kean.edu/~tpc). You can also ask the university supervisor to submit the assessment online for you.

It is suggested to utilize an assessment worksheet to gather the information necessary to complete an online assessment (i.e., names, email addresses, etc.). Worksheets are enclosed with this orientation packet and can also be found on the TPC website at [www.kean.edu/~tpc](http://www.kean.edu/~tpc) by clicking on the Submit Online Assessment link.

To be completed at the end of the semester

1. Log onto the internet and enter [www.kean.edu/~tpc](http://www.kean.edu/~tpc) into your browser window.
2. Click on “Submit Online Assessment” on the left-hand side of the TPC homepage, located under the Main heading.
3. The Online Assessment Submission page will open.
4. Find the column for Cooperating Teacher and click on the assessment you wish to complete and submit. This will bring you to a site where you will enter your information and assessment scores.
5. **THE PASSWORD TO SUBMIT AN ASSESSMENT is the word:** Assessment (Be sure to type a capital A at the beginning of the word.) Click on the Next button to begin the submission process.
6. Complete the information in each box of the assessment either by selecting from the drop down menu or typing in the information as required.
   a. **Enter the email addresses of all parties.** A copy of the completed assessment will be emailed automatically to each individual. *If you are in a Professional Development School and your student has a content area supervisor AND a PDS clinical instructor, please enter the content area supervisor’s email address in the supervisor area and forward the email you receive to the PDS instructor.*
   b. Click the Next button to continue the assessment.
7. Click on the circle that corresponds to the preprofessional field/intern student’s score in each competency. For the competency assessments, the indicators for each competency are listed below each statement. **If the student has a weakness in any of these areas, please check the box next to the indicator(s) and detail your concerns in the comments box below.** Click the Next button to continue the assessment.

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8. For the competency assessments: Enter the student’s final score from the information at the top of the next page.

9. For the competency assessments: Choose the correct Recommendation based on the student’s final score.

10. Enter comments. Click next to preview your assessment. If any changes need to be made, use the back button to return to the correct page.

11. Once you have reviewed your responses and are satisfied, Click on the “Next” button to submit the assessment. **Once you submit your assessment, you cannot make any changes. Please review your responses carefully before submitting.**

Once the assessment is submitted, the data and a copy of the assessment will be sent automatically to the TPC. If the requested email addresses were included, then a copy of the assessment will automatically be sent to all parties. If you do not include the email addresses, you will need to print out and mail a copy to each party.

Assistance in this process is available through the Teaching Performance Center at 908-737-3790.