Counselor Ed Site Supervisors: Accessing Submitted Instrument Reports

In the School of Education’s Assessment System, site supervisors have access to submitted instrument reports on a candidate that can be printed for their records.

Follow the steps below to successfully access individual instrument reports:

1. Click the Navigation Menu button (the blue square) after logging in.
2. Then, click “Personal.”
3. Next, click “View Overview” from the drop down menu.

The “Clinical Instructor Information” page will open. Your demographic information will be listed at the top of the page.

Scroll down the page until you see the heading “Assessment Instrument Reports.”

Any instrument scores that you have submitted for the current term will be listed.

To view an instrument report for a student click “View” to the right of the listing.

The “Report Statistics” page will open.

Click, “View Report” under the “Submissions” heading at the top of the page.
The Instrument Report will open.

All completed items will be listed with their ratings and Narrative Feedback Comments will also appear.

Any items that were not completed will be listed as “no response.”

If you wish to print a copy of the report, you may do so by hitting “Command” and “C” on your keyboard for Mac users. If you are using a PC, you may right click and then, click “Print.”