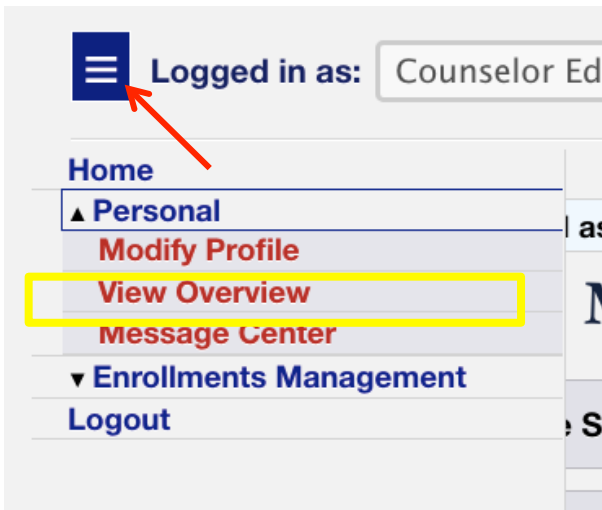


# Counselor Ed Site Supervisors: Accessing Submitted Instrument Reports

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:



Click the Navigation Menu button (the blue square) after logging in.

Then, click “Personal.”

Next, click “View Overview” from the drop down menu.

Assessment Instrument Reports

Show Current Term Submissions Only.

Standard Instrument Reports

Instrument	Evaluatee	Evaluatee Role	Term	Course	Date	View
Counselor Education Skills Practice Evaluation	Anna Clay	Counselor Ed. M.Ed. Student	Spring 2020	COUN 664	03/30/2020	View
Counselor Education Skills Practice Evaluation	Christopher Oliver	Counselor Ed. M.Ed. Student	Spring 2020	COUN 664	03/30/2020	View
Counselor Education Skills Practice Evaluation	Jessica Watson	Counselor Ed. M.Ed. Student	Spring 2020	COUN 664	03/30/2020	View

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.

# Counselor Education Skills Practice Evaluation

Candidate Evaluated:	
Candidate Role:	Counselor Ed. M.Ed. Student
Evaluator Name:	
Evaluator Role:	Counselor Ed. Site Supervisor
Submitted On:	2020-03-30

## Midterm

Attending skills	
Overall Attending Skills Score	2
Body Language and Appearance	Satisfactory
Eye Contact	Satisfactory
Use of Encouragers	Satisfactory
Vocal Tone	Satisfactory
Verbal Tracking	Satisfactory
Narrative Feedback Comments	
I Would Like To Hear More Direct Feeling Statements "You Feel _____"	
Basic listening	
Overall Basic Listening Score	2
Paraphrasing	Satisfactory
Empathy	Satisfactory

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."