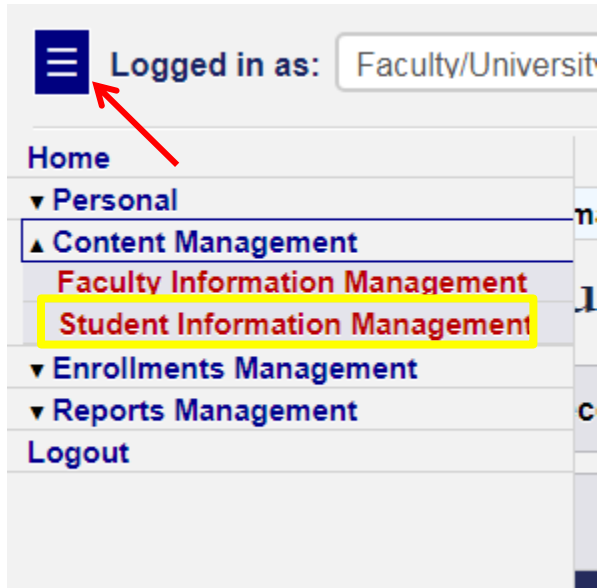


Counselor Ed: Accessing Individual Instrument Reports

In the School of Education's Assessment System, faculty have access to individual instrument reports on a candidate.

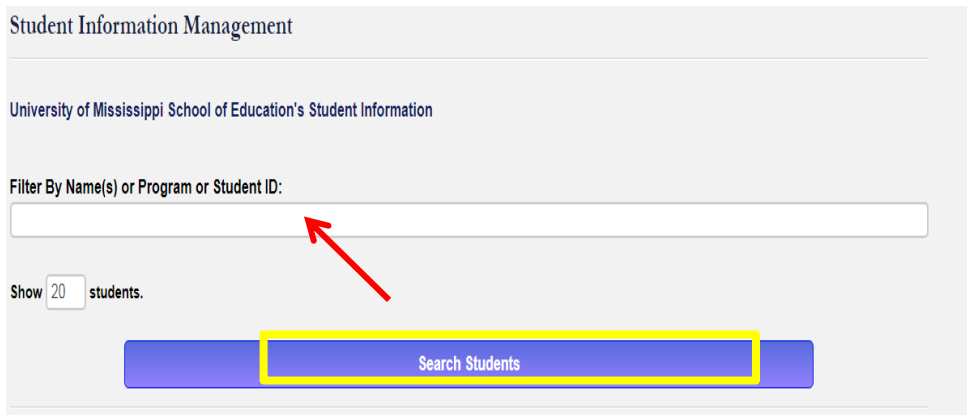
Follow the steps below to successfully access individual instrument reports:



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

Then, click "Content Management."

Next, click "Student Information Management" from the drop down menu.



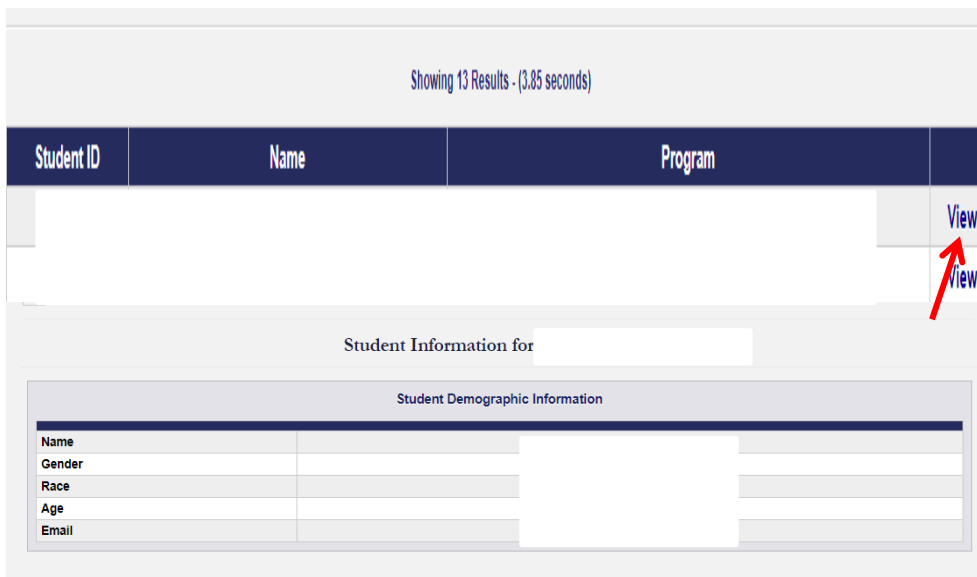
The "Student Information Management" page will open.

To search for a candidate, type their name or student ID number into the white bar.

Next, click the purple "Search Students" button.

The results will generate below the "Search Students" button.

After finding the candidate's name, click "View" on the right.



The "Student Information" overview page will open.

Assessment Instrument Reports	
Standard Instrument Reports	
Instrument	
CE Skills Practice Evaluation	View

Evaluator(s):

Joshua Magruder - Counselor Ed. Faculty
 Marcus Showalter - Counselor Ed. Faculty

[Generate Report](#)

Generated Report! - (18.08 seconds)

Submissions	
Submitted by Joshua Magruder (Counselor Ed. Faculty) On 2018-10-11 15:32:20	View Report

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

Scroll down the page until the heading "Assessment Instrument Reports." Any previously submitted instruments will be listed.

Next, click the blue "View" button to the instrument.

On the next page you may select filters to narrow your choice, but you do not have to.

Click "Generate Report."

The "Submissions" box will appear on the same page after the report generates.

Click "View Report" next to the submission you want.

The report will open on a new page and list the scores for each indicator on the instrument. Any written comments will also be listed.

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."