

HOW TO GUIDE for Supervising Teachers (ST/Mentor): Completing Intern Observations in Via™ by Watermark™

1. Logging in and setting up your account.

- Using the Firefox browser (www.mozilla.com), go to www.vialivetext.com.
- Click on the “Forgot Your Password?” link. Enter your email address and click “Next”.
 - An email will be sent to your email with a link to reset your password. Click on the link in the email, in the new browser tab that opens, create a password for your Via account and click “Save”. On the next screen, click on “Return to Homepage”.
- From the Via™ landing page, enter your email address and password. Click “Sign In”.

2. Locating activities awaiting assessment.

- Your landing page will display any courses to which you are attached (see below; course: “Su18 FLVS Internship II_Pilot”), as well as any activities in that course which require action on your part as an assessor (see below: activity: “Obs #1 (Mentors)” and “1 Awaiting assessment”).
 - Note: if no lesson plans have been submitted by interns, you will not see any activities listed for the course).
 - Additionally, you will not be able to complete the observation until the student has submitted the lesson plans.
- Either click on the course, or on the name of the activity to access the activity page.

Su18 FLVS Internship II_Pilot

Internship

05/08/2018 -- 08/03/2018

LOG

Obs #1 (Mentors)1 Awaiting assessment

3. Completing Assessments of Student Submissions.

- By clicking on the name of the activity (from the previous step), you will be taken to the assessment page (see below). Click on the name of any intern who has submitted the activity (noted in the “Awaiting Assessment” column).

via

← In progress - Su18 FLVS Internship II_Pilot

Activity

Homepage

Log

Obs #4 (Mentor) Allow withdraw Require

Template: Internship II/Graduate Observations (Men

Obs #5 (Mentor) Allow withdraw Require

Template: Internship II/Graduate Observations (Men

Obs #2 (Mentor) Allow withdraw Require

Template: Internship II/Graduate Observations (Men

Obs #3 (Mentor) Allow withdraw Require

Template: Internship II/Graduate Observations (Men

Obs #1 (Mentors) Allow withdraw Require

Template: Internship II/Graduate Observations (Men

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Obs #1 (Mentors)

Visible On: 05/08/2018 Open for Submission On: 05/08/2018 Due On: 08/04/2018

Template: Internship II/Graduate Observations (Mentor)/Internship workflow

Rubrics: Int. II Obs: Instructional Design & Lesson Planning (1/6), Int. II Obs: Learning Environment (2/6), Int. II Obs: Instructional Delivery & Facilitation (3/6), Int. II Obs: Assessment (4/6), Int. II Obs: Continuous Professional Improvement (5/6), Int. II Obs: Prof Responsibility & Ethical Conduct (6/6)

1

1

All

Intern Name	Awaiting Submission	Awaiting Assessment	Done
Not modified			
Smith, Orin		0/1 Submitted at: 05/08/2018 9:46 AM	

- b. After clicking on the intern's name, the activity page for the intern will display. From there, you will see any attachments submitted by the intern, directions for scoring the activity's rubrics, and the actual rubrics (see below).

Obs #1 (Mentors)

ASSESSMENTS HISTORY ▾

SUBMIT

SAVE

CANCEL

OBS #1 (MENTORS)

* INTERN: Attach Lesson Plan for Observation

 LiveText Student Support Page 1.docx

Use the following scale to rate each observed indicator:

4: Advanced Proficient/Exceeds expectations

3: Proficient/Meets expectations

2: Developing/Developing expectations

1: Not Demonstrated/Does not meet expectations

Note: All scored FEAPs must be at least Proficient (P) by Final Evaluation to pass Internship II

Assessment Panel

Comments List

- c. To download the attachments, hover over the box at the top of the activity page, under the heading "INTERN: Attach Lesson Plan for Observation". A button will display allowing you to download the attachment (see below). (Note: in FireFox, downloads (once completed) can be opened by first clicking on the Down Arrow in the upper right-hand corner of the window and then clicking on the name of the download).

OBS #1 (MENTORS)

* INTERN: Attach Lesson Plan for Observation

LiveText Student Support Page 1.docx
(16 Kb)



- d. Further down on the activity page, the rubric is available to be completed (see below). Note: the rubric for intern observations includes 6 parts that evaluate the different areas of the Florida Educator Accomplished Practices (FEAPs). Each area is a separate rubric, so you may have to scroll down the page to score a particular area of the observation instrument.

Obs #1 (Mentors)

ASSESSMENTS HISTORY

SUBMIT

SAVE

CANCEL

OBS #1 (MENTORS)

4: Advanced Proficient/Exceeds expectations

2: Developing/Developing expectations

3: Proficient/Meets expectations

1: Not Demonstrated/Does not meet expectations

Note: All scored FEAPs must be at least Proficient (P) by Final Evaluation to pass Internship II

Instructional Design & Lesson Planning

FEAPs a.1(a-f)
Total Score 0/0 - 0.00% - Mean 0.00

CLEAR DATA

Elements	4.	3.	2.	1.	N/A
Prepares lesson plans aligned to Florida-adopted standards. (A.1.a.)	4 Points	3 Points	2 Points	1 Point	N/A
Comment					

Assessment Panel

Comments List

- Score the rubric by clicking on the appropriate cell for the desired performance level.
 - If you need to clear the selections made in a particular rubric, click the "CLEAR DATA" button above the top right-hand corner of the rubric. Note: each rubric has a separate "CLEAR DATA" button; as such, clicking one will only clear selections within that rubric.
- e. Once you are done assessing the intern click "Submit" in the upper right-hand corner of the screen. You will be returned to the activity's assessment page where the intern you assessed will have moved to the "Done" column (see below).

Intern Name	Awaiting Submission	Awaiting Assessment	Done
	Not modified		
 Smith, Orin			 Orin Smith Submitted at: 05/08/2018 9:32 AM