

## **Wrapping up the semester**

All students need all evaluations signed through the online portal in order to move forward in the program. The following outlines specific directions for Cooperating Teachers to complete the final evaluation and time card. Students and Faculty Mentors do not complete online final evaluations.

Final Evaluations: Every co-op on the team will have an evaluation for every student on the team within his or her portal. However, we only need one fully-completed evaluation per student, with descriptive ratings for each indicator and any evidence/ comments you'd like to include (please feel free to copy and paste information from observation forms you completed into these boxes to make this quicker). You can decide who, among your group of co-ops, will complete the evaluation for which student. For the other students in your portal for whom you are not completing a full evaluation, you only need to complete the final drop-down summary box (you select one of four choices), click the signature box and click save. (This final step is easily overlooked. Please don't skip it.)

Time Cards: Students will complete their time cards online through the portal. Once they are complete, they are routed to you for your approval. You should click on the link called Time Cards (EFE). You will scroll down to the bottom, click the co-op teacher signature box, and submit, assuming you approve the hours they recorded. As a general guide, they should have 3 hours a week for the first 9 weeks, 0 for week 10 (spring break) and about 40 hours for weeks 11-14. Just as with the evaluation, only one co-op needs to approve these time cards. It may be easiest to be in charge of the time card(s) of the student(s) for whom you completed the full evaluation(s).