

## EVALUATOR INSTRUCTIONS


1. First login to your evaluator account from this link: <https://fpsonline.org/evaluators/logon.php>
  - a. Your evaluator login information was sent to your email from mail@fpsonline.org
  - b. Before evaluating, you can access references, such as the Evaluation Guidelines, by clicking, “FPS Resources” in the left menu.
  - c. You will evaluate sections I, II, and III for Pre-IC. Leave sections IV, V, and VI incomplete until IC evaluations begin.
  - d. Once IC evaluations begin, you will log back in to your evaluator account and complete evaluating sections IV, V, and IV.

2. Next from the dashboard, click the “Start Evaluation” button or click the “Evaluation Session” menu item from the left hand menu.
3. To begin evaluating click “Select Packet” from the drop-down menu to choose the appropriate packet. You do not need to do anything for “Show booklets for the following problem.” Leave it as, “Show All.”

4. **BEFORE you evaluate**, view the student work by clicking the file name in the [Uploaded Files] column (it will open as a separate file, tab, or be listed as download depending on your browser preferences).

View the cover sheet info and project presentation via a YouTube link by clicking “CmPS Info” listed just under each uploaded file link.

**This must be done before you begin to evaluate.**

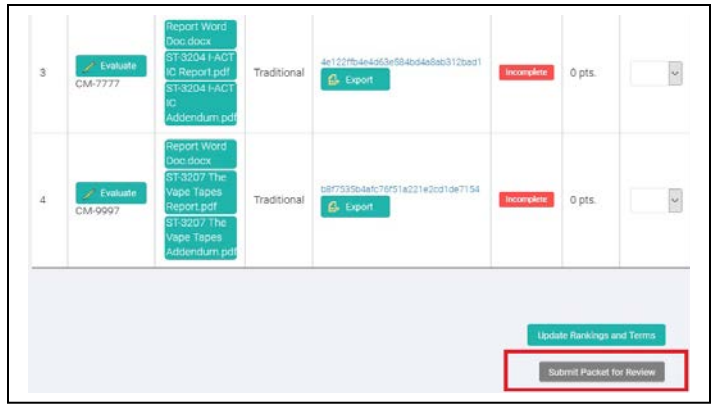
5. After opening the student work, click, “ Evaluate” for the corresponding project in the [Booklet Code] column.
  - a. The evaluation screen will display.
  - b. Select your score for each element of the scoring rubric.
  - c. Add your feedback in the Comments section for each element of the scoring rubric.
6. Click, “**Save Evaluation**” at the bottom of the page (this is VITAL to save after completing each section).
  - a. If you click “Clear Selections,” it will delete everything you have entered on this page.
7. Click the next step in the left menu. For example, if you just finished scoring, “Step: I – Project Overview,” click, “Step: II – Implementation.” Remember to click, “Save Evaluation” at the bottom of each page.
8. Click “Evaluation Session” from the left-hand menu to return to your assigned projects.
  - a. Select your next CmPS Project to evaluate until packet is complete.

3

4

9. When you have scored all your projects in a packet, return to the “Evaluation Session” page and press the “Submit Packet for Review” button located at the lower right of the screen.

If you do not see this button, please be sure to select your packet from the “Show booklets for the selected packet” drop down menu located at the top of the page and press the “Choose” button. Then look below the listings and the button should then appear.



10. **PLEASE NOTE:** Ignore the “Ranking” and “Quality Terms” columns as they do not apply to CmPS evaluation scoring.

