



GIPS Evaluator Instructions

1. Login to your evaluator on www.fpsonline.org. This login information was sent to your email. If you evaluate for multiple Affiliates and/or the International Office, please make sure that you are using the correct account that is specific to that Affiliate.
2. To access the Future Scene, Evaluation Notes, and other reference before evaluating, click, “FPS Resources” in the left menu.
3. To view your assigned booklets, click, “Start Evaluation” on your Dashboard, or click, “Evaluation Session” in the left menu. All assigned booklets will display. To select a specific packet to evaluate, click the “Select Packet” dropdown menu. Division and booklet type are indicated by packet names. Click, “Choose” to display a single packet.
4. Booklets will be listed as either traditional or virtual.
 - a. Traditional booklets:
 - i. To view the student work, click the file name in the “Uploaded Files” column. It will open as a separate file, tab, or be listed as a download depending on your browser preferences. This must be done before you begin to evaluate.
 - ii. After opening the student work, click “ Evaluate” for the corresponding booklet in the “Booklet Code” column.
 - b. Virtual booklets
 - i. Click “ Evaluate” for the desired booklet in the “Booklet Code” column. Student work will display for each item to be evaluated; if none was submitted, “Not submitted online” displays.
5. The evaluation screen will begin at Step 1, Challenge 1.
 - a. After you have selected the appropriate Fluency, Flexibility, and added comments, click, “Submit” to save and move to the next Challenge.
 - b. You can jump to other Challenges by clicking the numbers listed at the top of the screen.
 - c. General Step comments are recorded on the “Summary” screen.
 - d. After evaluating Step 1, review your comments and scores by clicking, “Scoresheet” on the right.
 - e. To finalize the Step 1 evaluation, click “Save Evaluation.” The screen will refresh indicating the save was successful. Move to Step 2 by clicking the option from in the left menu.
6. Step 2 (Underlying Problem), enter the Key Verb Phrase and Purpose at the top of the Step 2 scoring page so that they display as a reference during the evaluation of subsequent steps.
7. During the evaluation of a booklet, click, “Scoring Details” on the top-left to view how much of the booklet has been scored, and a summary of the scoring for the current step.
8. At the completion of the booklet evaluation, click, “Check Evaluation” at the bottom of the “Overall Scoring” section to check your evaluation for completeness. If finished, click, “Save Evaluation.”
9. Click “Evaluation Session” in the left menu to return to your assigned booklets.
 - a. Select your next booklet to evaluate and complete the above steps until the packet is complete.
10. When you have scored all assigned booklets, select one packet to display on the “Evaluation Session” screen.
 - a. Select a ranking value as well as a Quality Term from the menu provided for each booklet (these are not released to students).
 - b. Click, “Update Rankings and Terms” to save your selections.
 - c. Click, “Submit” to notify the Evaluation Coordinator that you have completed scoring your packet.