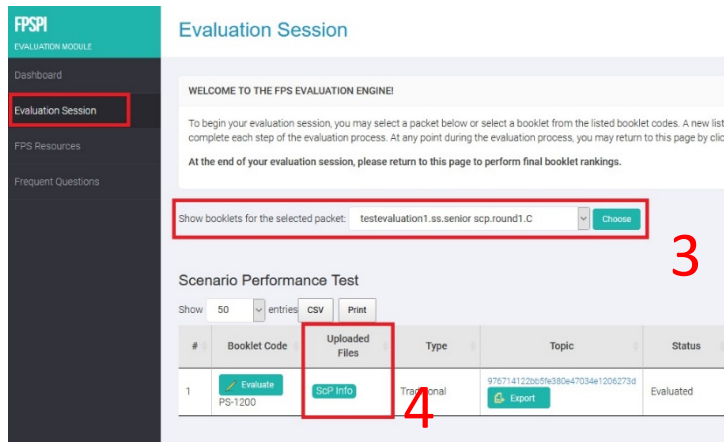


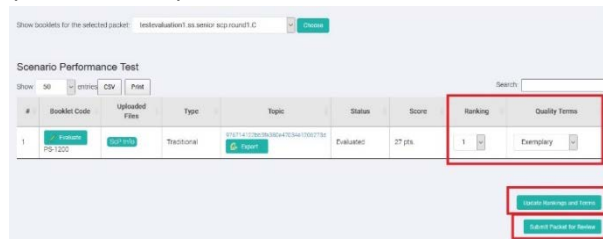
## EVALUATOR INSTRUCTIONS

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.
2. Next from the dashboard, click, “Start Evaluation,” or click, “Evaluation Session” in the left menu.
3. To begin evaluating, click, “Select Packet” from the dropdown menu to choose the appropriate packet.
4. **BEFORE evaluating**, view the student work by clicking the “ScP Info” link in the [Uploaded Files] column for each code. This will open a small window with the division, competitor code, 100-word summary, and the link to view the YouTube video of the performance. The video link should be clickable, it can also be copied and pasted into a browser address bar.



*Note: Student work must be viewed before evaluation begins.*

5. To begin evaluating, click, “ Evaluate” for the corresponding project in the [Booklet Code] column.
  - a. The evaluation screen will display.
  - b.
  - c. Select your score for each element of the scoring rubric and add your feedback in the Comments section.
6. Click, “**Save Evaluation**” at the bottom of the page (this is VITAL to save your evaluation).
  - a. If you click “Clear Selections,” it will delete everything you have entered on this page.
7. Click “Evaluation Session” in the left menu to return to your assigned codes.
  - a. Select the next Scenario Performance to evaluate until the packet is complete.
8. When you have scored all your projects in a packet, return to the “Evaluation Session” page, select the rank and Quality terms for each performance evaluated, and press the “Update Rankings and Terms” button located at the lower right of the screen. Lastly press the “Submit Packet for Review” button located directly underneath.



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.

**PLEASE NOTE:** Ignore the “Topic” column as it only applies to virtual work and does not apply to ScP evaluation scoring.