
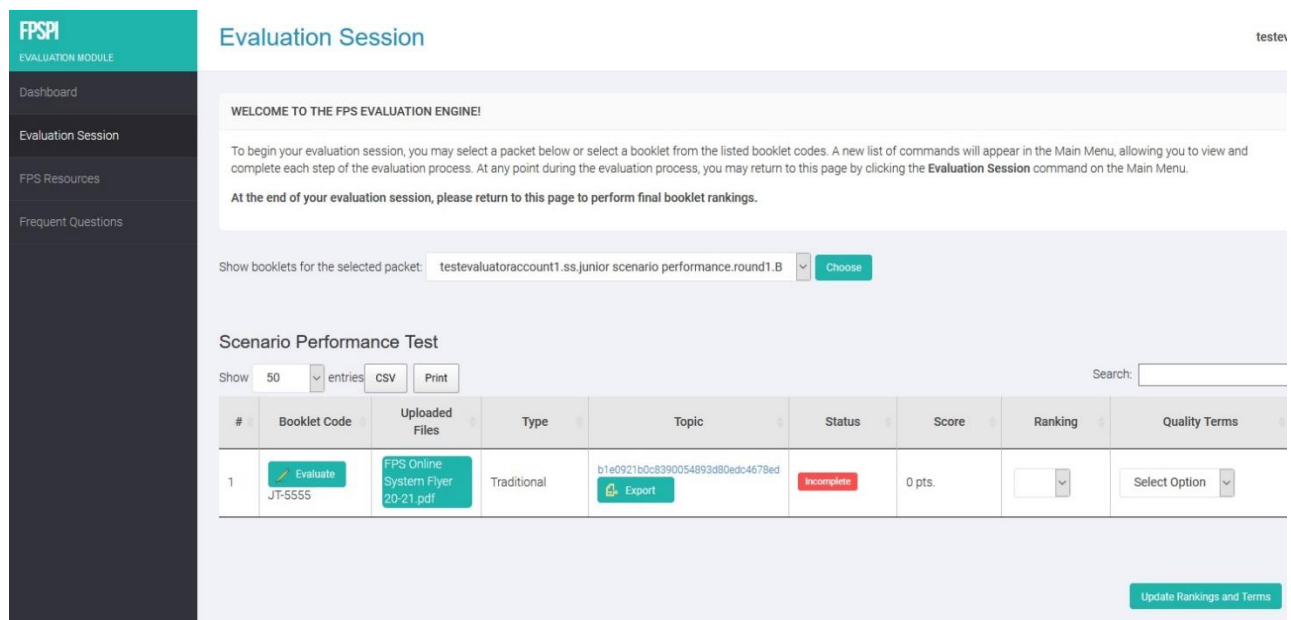


# Evaluating Scenario Writing

1. Login to your evaluator account on [www.fpsonline.org](http://www.fpsonline.org)
  - a. Your evaluator login information was sent to your email from mail@fpsonline.org
  - b. If you evaluate for multiple Affiliates and/or the International Office, please make sure you are using the correct account.
2. Before you begin evaluating, you can access references such as the Evaluation Guidelines and Topic information by clicking the “FPS Resources” option from the left-hand menu.
3. To view your assigned Scenarios, click the “Start Evaluation” button from the dashboard screen or click on “Evaluation Session” from the left-hand menu. All of your assigned Scenarios will display. To select a specific packet to work on, “Select Packet” from the drop-down menu. Division and evaluation type are indicated by packet names. Press the “Choose” button to display a single packet.
4. To view the student work (it will open as a separate file, tab, or be listed as download depending on your browser preferences) click the file name in the [Uploaded Files] column. This must be done **before you begin** to evaluate. You may view the file as a Word or PDF file – whichever you prefer.
  - a. To view Scenario information such as the title and summary, click the “SW Info” link in the [Uploaded Files] column.
5. After opening the student work, click “ Evaluate” for the corresponding scenario 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 at the bottom of the screen.
6. Click “Save Evaluation” to complete your scoring of the current Scenario.
7. Click “Evaluation Session” from the left-hand menu to return to your assigned Scenarios.
  - a. Select your next Scenario to evaluate until packet is complete.
8. When you have scored all your Scenarios in a packet, from the “Evaluation Session” select one packet to display.
  - a. Select a ranking value as well as a Quality Term from the drop down provided for each Scenario.
  - b. Click “Update Rankings and Terms” to save your selections.
  - c. Click “Submit” to notify the admin that you have completed scoring your packet.



**FPSPI**  
EVALUATION MODULE

Dashboard  
Evaluation Session  
FPS Resources  
Frequent Questions

## Evaluation Session

testev

WELCOME TO THE FPS EVALUATION ENGINE!

To begin your evaluation session, you may select a packet below or select a booklet from the listed booklet codes. A new list of commands will appear in the Main Menu, allowing you to view and complete each step of the evaluation process. At any point during the evaluation process, you may return to this page by clicking the **Evaluation Session** command on the Main Menu.

At the end of your evaluation session, please return to [this page](#) to perform final booklet rankings.

Show booklets for the selected packet:

### Scenario Performance Test

Show  entries   Search:

#	Booklet Code	Uploaded Files	Type	Topic	Status	Score	Ranking	Quality Terms
1	<input type="button" value="Evaluate"/> JT-5555	<input type="button" value="Download"/> FPS Online System Flyer 20-21.pdf	Traditional	<input type="button" value="Export"/> b1e0921b0c8390054893d80edc4678ed	<input type="button" value="Incomplete"/> Incomplete	0 pts.	<input type="text"/>	<input type="button" value="Select Option"/> Select Option