CLASSROOM WALKTHROUGH FORM PORTAL AND DASHBOARDS

U.S. PREP

Central Data Center Help Guide
This is the primary navigation web page for the College of Education Graduate Dashboards and Portals in which scores are entered. The quickest way to get to this page is to go to this link:

http://educprime.educ.ttu.edu/forms/EDUCDataTeam/Homepage.aspx
CLASSROOM WALKTHROUGH FORM PORTAL – Screen Shots

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Instructions:

1. On clicking the ‘Classroom Walkthrough Form’ portal in the TechTeach portals page, you will be redirected to eRaider login page for authentication.

2. Login with your eraider username and password.
Instructions (Continued…):

3. After successful login, you’ll see a page as shown in the picture. Here, select the Candidate name from the dropdown by clicking on the drop-down button.

4. Then select the ‘Mentor Teacher’. Based on the selection of previous field (Candidate name), the allowed values for this field are auto-populated from toolbox.

5. Then select the ‘Subject’. Based on the selection of previous fields (Candidate name and Mentor Teacher), the allowed values for this field are auto-populated from toolbox.

Note: In this form, all the fields marked as ‘*’ are mandatory and other fields are optional.
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Instructions (Continued...):

6. Then select the ‘Grade Level’. Based on the selection of previous fields (Candidate name, Mentor Teacher, Subject), the allowed values for this field are auto-populated from toolbox.

7. Then select the ‘School Name’. Based on the selection of previous fields (Candidate name, Mentor Teacher, Subject and Grade Level), the allowed values for this field are auto-populated from toolbox.

8. Then select value for ‘Announced’ field. It’s a radio button. So, you can select either ‘Announced’ or ‘Unannounced’.

9. Then select the ‘Date’ and ‘Time’ fields based on the date and time at which this form is being filled and submitted.

Note: In this form, all the fields marked as ‘*’ are mandatory and other fields are optional.
10. Then select the ‘Co-teaching Approaches Observed’ field value using the drop-down (as shown in the picture).

11. Then select ‘Lead Role’ field. It’s a radio button. So, you can select either ‘Teacher Candidate’ or ‘Mentor Teacher’.

12. Then mention any comments applicable based on the ‘Lead Role’ selection. (Optional)

Note: In this form, all the fields marked as ‘*’ are mandatory and other fields are optional.
13. Then select the ‘Reinforcement (Area of Strength)’ from the drop-down list provided and mention any comments related to that in the ‘Reinforcement Comments’ text box (as shown in the picture).

14. Then select the ‘Refinement (Area of Weakness)’ from the drop-down list provided and mention any comments related to that in the ‘Refinement Comments’ text box (as shown in the picture).

Note: In this form, all the fields marked as ‘*’ are mandatory and other fields are optional.
15. Then select the value for the ‘Follow-up’ field (as shown in the picture).

16. Then click on ‘Submit’. After the Site coordinator has submitted the form, it’s automatically emailed to the student by copying the Site coordinator in that email.

Note: In this form, all the fields marked as ‘*’ are mandatory and other fields are optional.
CLASSROOM WALKTHROUGH FORM DASHBOARD

Instructions:

1. As shown in the picture, you have a couple of options- one with Evaluator and other with Admin. You can choose the one you need based on the following:

   a. ‘Classroom Walkthrough Report- Evaluator’ (numbered as ‘1’ in the above picture) is the dashboard for use by individual students. A security feature is added such that, each student can view only his/her corresponding information in the Dashboard. They cannot access/view other students dashboard.

   b. When’ Classroom Walkthrough Report- Admin’ (numbered as ‘2’ in the first picture) is the dashboard for use by Admins or the set of people who needs access to information to all the students. A security feature is added such that, the person who have Admin rights have access to the information of all the students and can see their data in this Dashboard.
CLASSROOM WALKTHROUGH FORM DASHBOARDS

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Instructions (Continued...):

2. This picture shows, the dashboard when accessed via ‘Classroom Walkthrough Report-Admin’ option. A couple of things to note about this dashboard are:

a. Filters (numbered as ‘1’ in the picture) can be used to filter out the data and get the required report. For instance the picture shows, ‘Lead roles’ filter is set to ‘Mentor Teachers’ so, only Lead roles with mentor teachers are shown in the report.

b. After the required filters are set, you can download the data you need just by clicking the ‘Download’ button (numbered as ‘2’ in the picture).

c. Similarly, you can access the ‘Classroom Walkthrough Report- Evaluator’ Dashboard to see individual student information.
How to reach us?

In case you have any reporting problems or more functionality is needed, please email the Director of Data Team at College Of Education: Alan Sukin - alan.sukin@ttu.edu
Thank You