

# Unit Assessment System – Documentation

## Student Courses & Assessment Details

This screen allows the student to select a Term/Semester and view their list of classes, and their class assessment details.

### Unit Assessment System - Student Courses

[Home](#) >

#### My Enrolled Classes: Summer 2010

Semester:

<b>My Class List:</b> <ul style="list-style-type: none"><li><b><a href="#">INST 3133.04</a></b></li><li><a href="#">SOC1 4132.12</a></li></ul>	<b>Course:</b> INST 3133.04 <b>Instructor:</b> Reeves, Laura <b>Field Experience:</b> <input type="button" value="Manage Field Experience"/>										
	<b>Assignment:</b> <a href="#">Portfolio</a> <input type="button" value="File Manager"/> <b>Product Home Page:</b> <a href="#">build.bat</a> <b>Assessed:</b> Yes <b>Product Scores:</b> NCTE-2.3 Excellent UHCL-F.2 Acceptable										
	<b>Disposition Scores:</b> <table><tr><td><a href="#">I - Demonstrate Professional Responsibility</a></td><td>Acceptable</td></tr><tr><td><a href="#">II - Foster Collegiality</a></td><td>Needs Improvement</td></tr><tr><td><a href="#">III - Embrace Diversity</a></td><td>Unsatisfactory</td></tr><tr><td><a href="#">IV - Demonstrate Commitment to Learning</a></td><td>Not Applicable</td></tr><tr><td><a href="#">V - Maintain Professional and Personal Integrity</a></td><td>Acceptable</td></tr></table>	<a href="#">I - Demonstrate Professional Responsibility</a>	Acceptable	<a href="#">II - Foster Collegiality</a>	Needs Improvement	<a href="#">III - Embrace Diversity</a>	Unsatisfactory	<a href="#">IV - Demonstrate Commitment to Learning</a>	Not Applicable	<a href="#">V - Maintain Professional and Personal Integrity</a>	Acceptable
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The currently selected term is shown in the Semester drop down at the top of the page.

The currently selected class is highlighted in **bold** on the left-hand side of the screen.

The selected assessment details will be presented to the right of the Class List.

At the top will be course/instructor information, and a button for managing Field Experience details.

**Note:** The Manage Field Experience button will be disabled if the current term has passed or if the course does not require Field Experience details.

Following the course details is a list of Assignments and Product standards and scores. Each **Assignment** will have a **File Manager** associated with it, which can be accessed by clicking the File Manager button to the right of the assignment name.

At the bottom is a list of the course disposition standards and scores.

## Assignment/Product File Manager

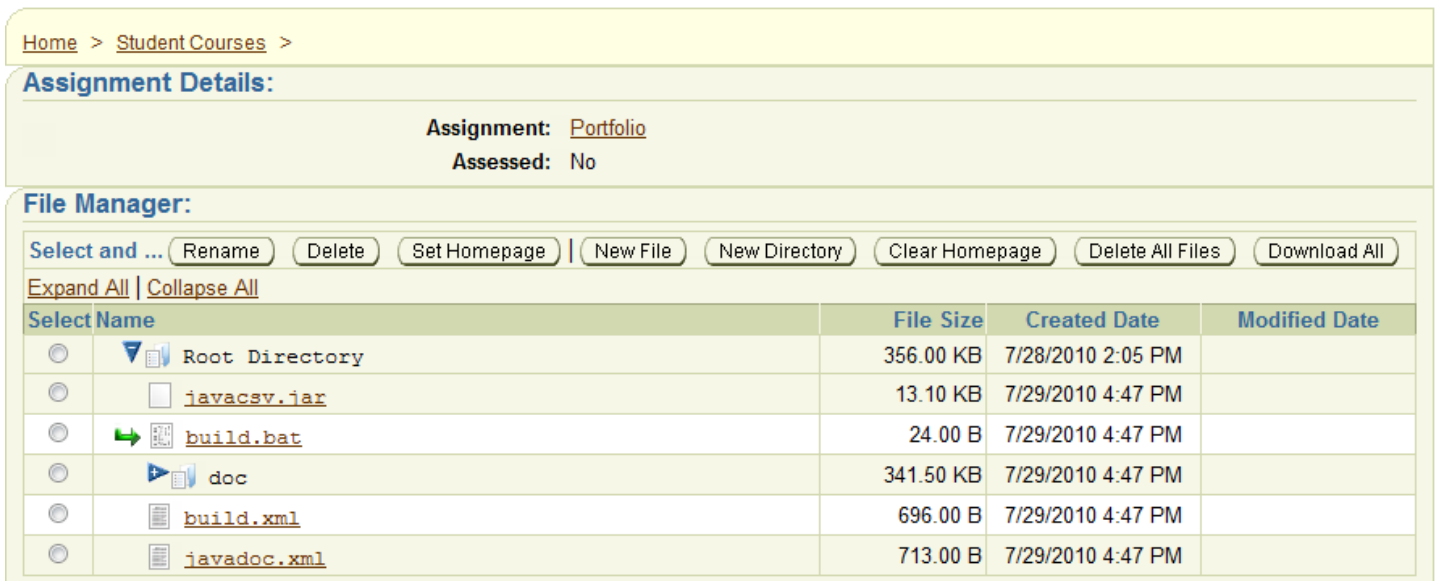
By clicking the “File Manager” button on the Student Courses & Assessment Details page, you will access the File Manager.

### About the File Manager:

The file manager is an online file system that consists of user-created directories (folders) and files. The purpose of the file manager is to provide the student with the ability to upload their files and create a virtual portfolio that satisfies the assignment’s requirements.

### Default File Manager:

The default file manager should show Assignment details and a Yes/No as to whether or not the Assignment has been assessed by the Instructor.



The screenshot displays the File Manager interface. At the top, there is a breadcrumb trail: [Home](#) > [Student Courses](#) >. Below this, the section is titled "Assignment Details:". It shows "Assignment: [Portfolio](#)" and "Assessed: No".

The "File Manager:" section contains a toolbar with buttons: "Select and ...", "Rename", "Delete", "Set Homepage", "New File", "New Directory", "Clear Homepage", "Delete All Files", and "Download All". Below the toolbar are links for "Expand All" and "Collapse All".

The main area is a table with the following columns: "Select", "Name", "File Size", "Created Date", and "Modified Date".

Select	Name	File Size	Created Date	Modified Date
<input type="radio"/>	Root Directory	356.00 KB	7/28/2010 2:05 PM	
<input type="radio"/>	javacsv.jar	13.10 KB	7/29/2010 4:47 PM	
<input type="radio"/>	build.bat	24.00 B	7/29/2010 4:47 PM	
<input type="radio"/>	doc	341.50 KB	7/29/2010 4:47 PM	
<input type="radio"/>	build.xml	696.00 B	7/29/2010 4:47 PM	
<input type="radio"/>	javadoc.xml	713.00 B	7/29/2010 4:47 PM	

The file manager allows you to Rename, Delete, Set file as Homepage, Upload New files, Create new Directories, Clear the Homepage file, Delete All Files, and Download All Files as a ZIP.

## Assessed File Manager

When your product has been assessed against the assignment, you will see the following message above your file manager's contents:

**This product has been assessed by your instructor. You may not modify your file manager at this time.**

The only actions you will be allowed to do is set/clear the Homepage file, and download your product files.

**File Manager:**

Select and ...    |

[Expand All](#) | [Collapse All](#)

**This product has been assessed by your instructor. You may not modify your file manager at this time.**

Select Name	File Size	Created Date	Modified Date
<input type="radio"/> Root Directory	1.86 MB	7/28/2010 2:05 PM	
<input type="radio"/> javacsv.jar	13.10 KB	8/5/2010 1:51 PM	
<input type="radio"/> build.bat	24.00 B	8/5/2010 1:51 PM	
<input type="radio"/> javadoc.bat	26.00 B	8/5/2010 1:51 PM	
<input type="radio"/> 02010_PPT_ch13.ppt	1.38 MB	8/5/2010 1:50 PM	
<input type="radio"/> doc	341.50 KB	8/5/2010 1:51 PM	

## File Manager Actions

### Adding/Uploading Files

#### Adding/Uploading Individual Files

**Upload File:**

\* Directory:    
This is where your file will be uploaded.

\* File:  02010\_PPT\_ch13.ppt  
The file to be uploaded. Files must be 10 MB or less in size.


Unzip:  Yes  
Select if you are uploading a zip file and wish to unpack the contents after uploading

### Information

Successfully added new file: /02010\_PPT\_ch13.ppt

## Adding/Uploading Zip Files (Unzipping)

**Upload File:**

\* Directory:  

This is where your file will be uploaded.

\* File:  javacsv2.0.zip

The file to be uploaded. Files must be 10 MB or less in size.

Unzip:  Yes

Select if you are uploading a zip file and wish to unpack the contents after uploading

### Information

1. Successfully added new file: /javadoc.bat
2. Successfully added new file: /build.xml
3. Successfully added new file: /javadoc.xml
4. Successfully added new file: /doc/
5. Successfully added new file: /doc/allclasses-frame.html
6. Successfully added new file: /doc/allclasses-noframe.html
7. Successfully added new file: /doc/com/
8. Successfully added new file: /doc/com/csvreader/
9. Successfully added new file: /doc/com/csvreader/class-use/
10. Successfully added new file: /doc/com/csvreader/class-use/CsvReader.CatastrophicException.html
11. Successfully added new file: /doc/com/csvreader/class-use/CsvReader.html
12. Successfully added new file: /doc/com/csvreader/class-use/CsvWriter.html
13. Successfully added new file: /doc/com/csvreader/CsvReader.CatastrophicException.html
14. Successfully added new file: /doc/com/csvreader/CsvReader.html
15. Successfully added new file: /doc/com/csvreader/CsvWriter.html

## Removing/Deleting Files & Directories

### Delete File or Directory:

Warning: Deleting a file or folder is permanent, and your content cannot be recovered.  
If you are deleting a folder, all of its contents will be permanently deleted.

File: /build.xml

\* Confirmation:  Confirm Delete

### Information

Successfully deleted the file: "/build.xml".

## Adding/Creating Directories

**+ Create New Directory:**

\* Directory  ▼  
This is where your directory will be created.

\* New Directory Name:   
This is the name of the directory to be created.

### **i** Information

Successfully created the directory: /test/

## Renaming Files or Directories

**↗ Rename:**

Directory: /

Current Name: build.bat

\* New Name:

### **i** Information

Successfully renamed the file /build.bat to /build2.bat.

## Removing/Deleting All Files and Directories

**Confirmation: Delete All Files**

Warning: Continuing with this action will permanently delete all of your files for this assignment. Please note that this action cannot be reversed and your content cannot be recovered.

\* Confirmation  Confirm Delete All

### **i** Information

Successfully removed 49 objects from the repository.

## Setting the Homepage

****i** Information**

Successfully set the homepage to: /build.bat

## Clearing the Homepage

### Information

Successfully cleared the file manager homepage.

## Field Experience

The Field Experience form is only available for courses that are flagged as requiring field experience. The Field Experience form collects information about the student's field placement at a school. This can include information such as the grade level, ethnic diversity, gender diversity, and other assessment details.

### My Enrolled Classes: Fall 2010

Semester:

#### My Class List:

- [ECED 4031.01](#)
- [ECED 4134.02](#)
- [MATH 3032.05](#)

**Class:** ECED 4031.01 - Hst & Recnt Trnds - E C Prgms

**Instructor:** Morrison, Penny

**Field Experience:**

#### Disposition Scores:

<a href="#">I - Demonstrate Professional Responsibility</a>	Pending
<a href="#">II - Foster Collegiality</a>	Pending
<a href="#">III - Embrace Diversity</a>	Pending
<a href="#">IV - Demonstrate Commitment to Learning</a>	Pending
<a href="#">V - Maintain Professional and Personal Integrity</a>	Pending

## Managing Field Experience

Click the Manage Field Experience button when active to create, update, and delete your field experience details.

### Field Experiences:

Select Form Type	District	School	Graduate Program	Certification	Level	Free/Reduced Lunch	Enrollment	Male Students	Female Students	IEP	LEP	GT ID'd
No items were found												

## New Field Experience

Click the New Field Experience button to begin creating a new field experience record.

**New Field Experience:**

**Field Experience:** Please select the type of field experience you're submitting.  
If your experience is in the classroom (teacher), please select Class Level Field Experience.  
If your experience is on the school level (principle, administrator, etc.) then please select School Level Field Experience.

\* Form Type:

### Selecting the Form Type

Select the appropriate form type depending on your level of field experience: Class or School

Click the Submit button to continue to the appropriate Field Experience Form.

### Filling out the Field Experience Form

Answer the questions and provide your responses to the various fields.

Click the Submit button to save your field experience data.

Click the Exit or Cancel button to return to the Field Experience Table.

### Filling out the Demographic Details

In the Manage Demographics category, add, update, or delete class room or school demographic details.

Select a Demographic from the list available, and provide a whole number representing the number of students in the class room, or a rough percentage on the school level.

Click the Save button to save the demographic information, or the Cancel button to abort the current action.

You can also select a saved demographic from the demographics table, and update the record, or click the Delete button to delete the demographic information.

Click the Exit or Cancel buttons above Manage Demographics to return to the Field Experience Table.

## Class Room Field Experience Form

### New Field Experience:

#### **i** Information

Successfully added the field experience record.

#### UHCL System Data:

Class: ECED 4031.01

Student: Wilcox, Julie A

Grad Program:

This applies to Graduate students only! Select None if you are not a graduate student.

Certification Sought:

This applies to Certification seeking students only! Select None if you are not certificate seeking.

#### School Data:

District:

School:

Class Level:

Free/Reduced Lunch:

**Class Student Data:** The following fields are for classroom-based field experiences only.

Class Enrollment:

Whole numbers only.

Male Students Count:

Whole numbers only.

Female Students Count:

Whole numbers only.

IEP Count:

Whole numbers only.

LEP Count:

Whole numbers only.

GT Identified Count:

Whole numbers only.

### Manage Demographics:

Ethnicity Group:

Ethnicity Count:

Integer Values Only

Select	Field Experience Id	Ethnic Grp Cd	Ethnicity Count
No items were found			

## School Level Field Experience Form

### New Field Experience:

#### Information

Successfully updated the field experience record.

#### UHCL System Data:

Class: ECED 4031.01

Student: Wilcox, Julie A

Grad Program:

This applies to Graduate students only! Select None if you are not a graduate student.

Certification Sought:

This applies to Certification seeking students only! Select None if you are not certificate seeking.

#### School Data:

District:

School:

School Level:

Free/Reduced Lunch:

**School Student Data:** The following fields are for school-based field experiences only.

Number of Students:

Whole numbers only.

Male Students %:

Whole numbers only; Example: 25 = 25%.

Female Students %:

Whole numbers only; Example: 25 = 25%.

IEP %:

Whole numbers only; Example: 25 = 25%.

LEP %:

Whole numbers only; Example: 25 = 25%.

GT Identified %:

Whole numbers only; Example: 25 = 25%.

### Manage Demographics:

Ethnicity Group:

Ethnicity Count:

Integer Values Only

Select	Field Experience Id	Ethnic Grp Cd	Ethnicity Count
No items were found			

## Updating Field Experience

Select the Field Experience row you wish to update, and click the Update button

Field Experiences:

Exit

Update Delete New Field Experience

Select Form Type	District	School	Graduate Program	Certification Level	Free/Reduced Lunch	Enrollment	Male Students	Female Students	IEP	LEP	GT	ID'd
School Form	CLEAR CREEK ISD	CLEAR CREEK H S	English Language Arts & Reading	EC-4/6	Not in Class - High School	10-25%	2350	48	52	7	3	21

## Updating the Field Experience Form

Change your answers the questions and/or provide your responses to the various fields.

Click the Submit button to save your updates to the field experience data.

Click the Exit or Cancel button to return to the Field Experience Table.

## Updating the Demographic Details

In the Manage Demographics category, add, update, or delete class room or school demographic details.

Select a Demographic from the list available, and provide a whole number representing the number of students in the class room, or a rough percentage on the school level.

Click the Save button to save the demographic information, or the Cancel button to abort the current action.

You can also select a saved demographic from the demographics table, and update the record, or click the Delete button to delete the demographic information.

Click the Exit or Cancel buttons above Manage Demographics to return to the Field Experience Table.

## **Candidate Assessment Reports (CARS)**

The Candidate Assessment Reports, or CARS, is a set of assessment details that allows the student, as well as faculty and program advisors to quickly evaluate a student's assessment data.

Within CARS the student can review their Course Assessments for a given Academic Program, their Field Placement data, and Disposition Assessment information.