

## Performing Evaluations in CommuniCoach

1. In the **Evaluations Management** screen, **Open** the Evaluation with which you wish to work. Click the **Evaluate** button.
2. The Evaluation box in the upper left is where you enter tagged video and associated Comments. Depending on evaluation type, these may be organized by the video segments as you add them, or by Checklist criteria. Comments and their associated video segments cannot be moved around. Below the Evaluation box, the Comment Category dropdown list displays Categories of Standard Comments.
3. Then below the selected Category a table of Standard Comments associated with that Category is displayed, including any new Comments you compose along the way and add to this list.
4. All of the evaluation types allow the user to control playback of the video. The controls on the video player are similar to those on a VCR (Mac version will look slightly different). Some tips:
  - a. Use the slider bar directly under the video display to move quickly to a spot in the video.
  - b. Use the "Move 1 Second" buttons to move the video forward or backward in one second increments.
  - c. (Windows Only) Right click on the video display to control the playback speed of the video. The speed can be varied without affecting the pitch of the audio.
  - d. To pause the video in place, press the Pause button. On a Windows PC, to stop the video and reset to the beginning of the video, press the Stop button. On both the Windows and Mac PCs you can position the video to any spot, including the beginning, by using the slider bar.
5. Most of the evaluation screens allow you to **identify segments of the video** and mark, or tag, the segments for comment within the Evaluation window. Some tips on marking video segments:



- a. Segment Start and Segment End buttons are used for marking the start and end of segments to insert into evaluations. Click these while video plays to mark sections. Note that if you change your mind you can move back and forth along the video track and click segment start button a number of times to make adjustments. Then click the Insert button to add the segment to the Evaluation.
  - b. If Auto Capture feature checked, and a particular comment highlighted, you can click the Capture button to automatically mark a spot in the video where the evidence occurs; this is more of a bookmark that does not necessarily include an entire segment of video evidence. For example, if the segment length is 10 seconds and you click the capture button at the 1:22 point of the video, a segment from 1:12 to 1:22 will be inserted into your evaluation. This saves you the trouble of identifying the exact start and stop times. You can change the segment length to be any number of seconds in the Segment Length field.
  - c. Double click on a video segment that has been inserted into the evaluation window to play that segment of the video, or right click and select Play Segment.
  - d. To delete a video segment, right click and select Delete.
6. **Entering Comments. Click to highlight a video segment.** Then enter a Comment by selecting the Category from the drop down list and then a standard Comment from the list associated with the Category.
7. Use the “Include Comment Category With Insert” checkbox to indicate whether you want the comment Category inserted into the evaluation along with the Comment itself.
8. The “Used” column shows the number of times you have inserted that comment for an Activity (Comments can be sorted by amount of use).
9. Or click the **Compose Comment** button to write one from scratch (up to 1,000 characters of text). Thereafter you can right click the comment to make it a Standard Comment for a Category for future use.
10. Right click to Edit or Delete a Comment, either standard Comments or ones you’ve composed.
11. For collaborative Evaluations, instructor-entered comments are shown in black, and student-entered comments are shown in blue. Instructors cannot change or delete student comments and vice versa.

12. When you've finished the Evaluation, click Save and Exit to save your changes and return to the evaluation details screen. Click Save to save your changes, but remain in the evaluation screen. Click Cancel to return to the evaluation details screen, discarding any changes since your last save.

### CHECKLISTS: COE Observation Instrument for Example

As you view the video and observe a behavior that should be noted for a Checklist criterion, highlight it, enter an appropriate comment, then support the comment with a video segment. Or vice versa, enter a video segment and then provide feedback Comment. In the Evaluation screen below, you should recognize the criteria from the COE Observation Instrument.

The screenshot shows the 'Evaluation' software interface. On the left is a tree view of the 'COE Observation Instrument' checklist. The main area displays a video player with a 'Paused' status and a progress bar. Below the video player are controls for 'Move 1 Second' and 'Segment Length' (set to 10). At the bottom, there is a 'Comment Category' dropdown menu set to 'III-C. Rating - Classroom Management', a 'Compose Comment' button, and a table for entering comments.

| Comment Text   | Used |
|--|------|
| 1) Little or no evidence of a management plan; reactive classroom management style; behavior not monitored; inconsistent/inappropriate responses to student behavior     | 0    |
| 2) Little or no evidence of a management plan; reactive classroom management style; behavior not monitored; inconsistent/inappropriate responses to student behavior     | 0    |
| 3) Follows classroom management plan; aware of student behavior; appropriate responses to student behavior; corrects misbehavior with minimal loss of instructional time | 0    |
| 4) Follows classroom management plan; aware of student behavior; appropriate responses to student behavior; corrects misbehavior with minimal loss of instructional time | 0    |

Buttons at the bottom include 'Save and Exit', 'Save', 'Cancel', and 'Manage Comments'. The status bar shows 'Last Saved: 9/22/2009 6:18:37 PM' and 'Internet'.

- Select one of the criteria. Tag a segment of video as evidence and click the button to Insert it under the that criteria.
- Then select the like criterion from the Comment Category drop-down list. There is also a "Not Able to Rate" option.

- c. Then you can double click an appropriate Comment or rating for the criterion, or better yet...
- d. Click the Compose Comment button and create your own comment (which you can choose to add to your standard comments for later use).
- e. Also, crucial to the assessment is the indicator/rating. Every criterion also has a relevant rating Category. With the criterion selected in the Evaluation screen, select the appropriate rating Comment Category and choose the ONE appropriate rating Comment based on your assessment; they are numbered per the observation instrument.

**PRINTING/EXPORTING:** Click Print from the Evaluation menu to display a File Download screen. Click the Save button (Windows) and provide name and location for saving the file. For Mac users, the Evaluation will automatically be downloaded as a PDF and opened.

