

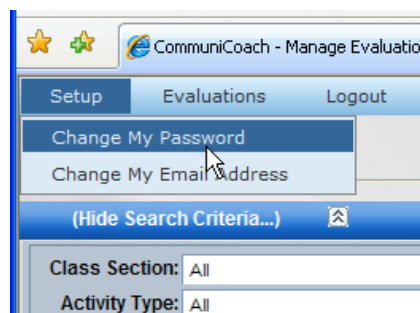
# CommuniCoach Evaluations [DRAFT]

## Managing Evaluations and Uploading Video

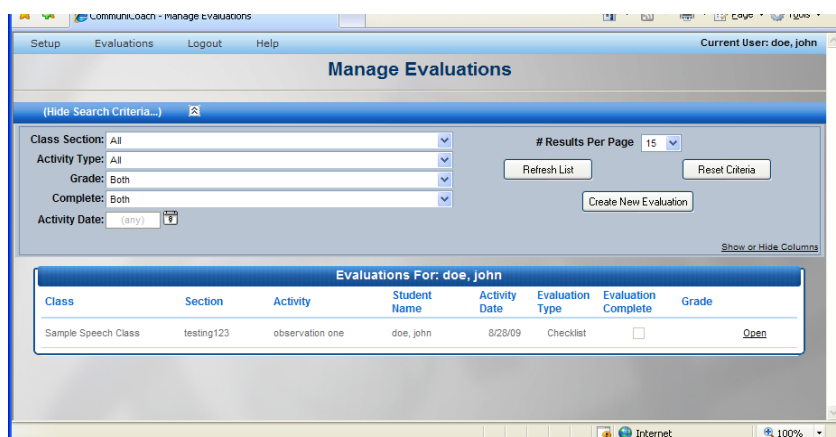
- 1) Your credentials for CommuniCoach start out as your **VSU PID** for both the user ID and password (the first part of your VSU email address). You should **use Windows Explorer** on a PC. Safari works on a Mac, but you will need an add-on application like Flip4Mac to play WMV files. Login to CommuniCoach at:

<http://communicoach.valdosta.edu>

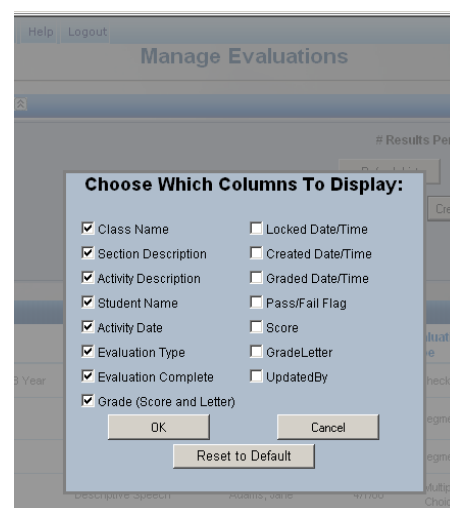
- 2) Right away the software should prompt you to change your password. Later, to change your password, go to the Setup menu and select Change My Password.



- 3) You will see your evaluations listed upon login. Otherwise, you can access the list (Manage Evaluations) by selecting Evaluations > Edit/View. This screen lists all of the evaluations that have been created by (or for) the instructor.



- 4) There are many options for filtering and sorting the list. Also, there is a lot of information associated with an evaluation – more than can fit on one line. So, you have the option to configure which fields will be displayed for each evaluation. To do this, click the Show or Hide Columns link in the lower right corner of the Search Criteria box. A screen with a series of checkboxes will open.



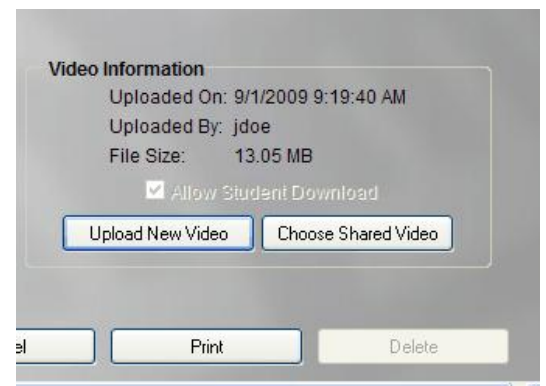
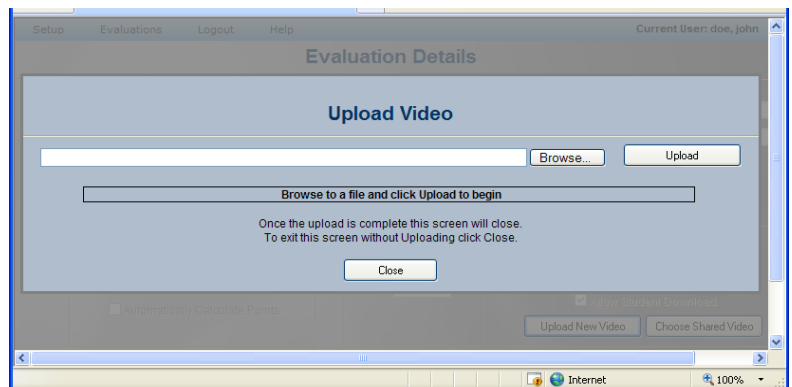
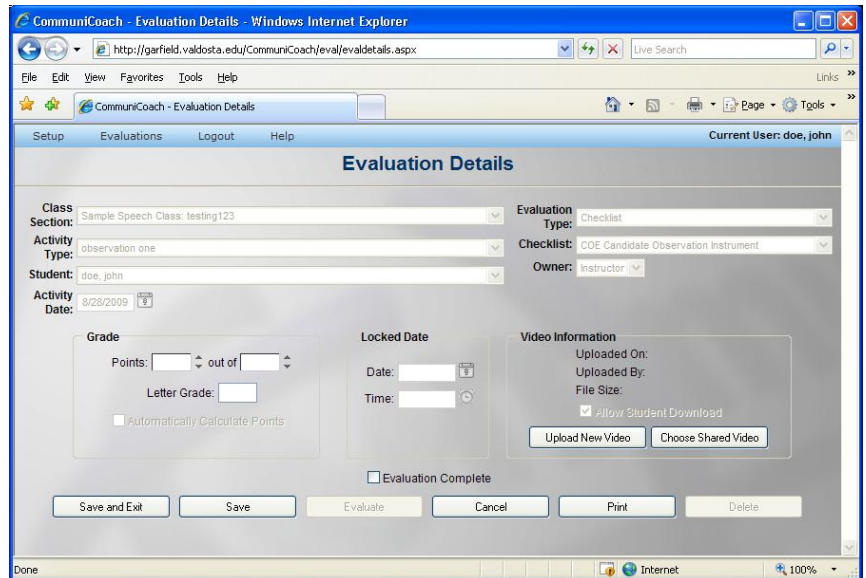
- 5) Find the evaluation for which you need to upload a video; then select Open, to the far right of the listing.

6) On the Evaluation Details Screen, in the Video Information area, click the **Upload New Video** button.

7) You will see a screen for the common function of browsing your computer for a file to upload. **Locate the video** on your computer where you saved it. Then click the **Upload** button.

8) You will see some green progress bars; the upload could take quite some time depending on the size of the file and your internet connection. When the upload is complete, the Video Information window associated with the evaluation will change and provide details on when the file was uploaded, by whom, and the file size.

9) Check to make sure your video was uploaded successfully by clicking the Evaluate button. Click the play button in the media player section. If it does not play, then it is likely not in the correct format, or the file has been corrupted somehow, likely due to an unusual preparation process. Click the Save and Exit button when finished.



Note: When your professor has finished assessing the video observation, a check mark should be displayed under the Evaluation Complete heading in the Manage Evaluations area.

## Working with Video

1. **Open** the Evaluation with which you wish to work. Click the **Evaluate** button.
2. Evaluations require video; an Evaluation cannot be performed without a video being uploaded for the Evaluation. 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.



3. 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. Then click the Insert button to add the segment to the Evaluation.
  - b. You have presumably already added comments for which you are adding video segments as evidence. Therefore, make sure the appropriate Comment is selected in the Evaluation screen. Then click the Insert button to add the video segment under the Comment.
  - c. 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 necessary 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.
  - d. Double click on a video segment that has been inserted into the evaluation window to play that segment of the video.

## Performing Evaluations

student, student - SPEC 50 10: Student Teaching - template, Observation Four, 09/22/09, Grade:

- ..... I. CONTENT AND CURRICULUM: Teachers demonstrate a strong knowledge of content area(s) appropriate for their certification levels.
  - ..... I-A. Subject-Specific Content/Concepts
  - ..... I-B. Pedagogical Content (Instructional Methods)
  - ..... I-D. Content Connections
- ..... II. KNOWLEDGE OF STUDENTS AND THEIR LEARNING: Teachers support the intellectual, social, physical, and personal development of all students.
  - ..... II-C. Students' Development
    - ..... II-C. Comments - Students' Development
      - ..... + Holds challenging expectations for all students
      - ..... Video Segment 00:25 to 00:27
      - ..... II-C. Rating - Students' Development
        - ..... 3) Responsive to the intellectual, social, physical, and personal developmental needs of all students
- ..... III. LEARNING ENVIRONMENTS: Teachers create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation.
  - ..... III-B. Classroom Environment
  - ..... III-C. Classroom Management
  - ..... III-Ga. Communication
  - ..... III-Gb. Communication

Comment Category: III-C. Rating - Classroom Management    Compose Comment

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

Include Comment Category With Insert    Manage Comments

Paused 00:20  
 << Move 1 Second >>  
 Segment Start    Auto Capture   
 Segment End    Segment Length 10  
 Insert    Capture  
 Save and Exit    Save    Cancel  
 Last Saved: 9/22/2009 6:18:37 PM

- The header indicates student name, activity type, activity date, and grade, if applicable.
- The Evaluation box in the upper left is where you enter Comments and associate video links/time codes with Comments. Depending on evaluation type, these may be organized by the video segments as they were configured or by Checklist criteria.
- **CHECKLISTS:** Video segments and comments can be inserted under a specific header or checklist item. 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.
  - Below the Evaluation box, the Comment Category dropdown list displays Categories of Standard Comments for each criterion, organized for COE Observation instrument by Comments and Ratings.
  - 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.

- The “Used” column shows the number of times you have inserted that comment for an Activity (Comments can be sorted by amount of use).
  - 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.
  - Double-click any comment to place it directly into the evaluation under the currently selected segment or Checklist item.
  - Right-click on any Comment to change it, delete it, or add it to your list of standard comments. Note that if you have added video evidence for the Comment, it will also be deleted.
- Comments and their associated video segments cannot be moved around.
  - Double-click on any video segment to play that segment, and only that segment.
  - 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.
  - The Compose Comment button opens a writing screen for up to 1,000 characters of text. This can be used to write a free-form comment that is not listed with your standard comments. First, select a criterion (if Checklist) to insert the comment under, then click Compose Comment. Enter your comment into the box, choose a Comment Category, and click OK to insert it into the evaluation. Once a composed Comment is added to the evaluation, you can right click it and select Add to Standard Comments. This will copy the new Comment to your list of selectable comments and make it available for future selection.
  - **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.
  - 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.

