

Log into LiveText as msumsupervisor  
Use the password you have been provided.

Once you are in LiveText – click on “Reviews”

You will now see ALL of the students who have submitted their Capstone Portfolio for Review to their MSUM supervisor. Click on one of YOUR teacher candidates.

Title	From	Received
Ryan Radish	admin, mnstf	01:47PM
Sam Strawberry (2)	admin, mnstf	01:47PM
Thomas Tomato	admin, mnstf	01:46PM
Debra Demo	admin, mnstf	01:45PM
Ursula Upsidedown-Cake	admin, mnstf	01:45PM
Velma Veggie	admin, mnstf	01:45PM
Wanda Watermelon	admin, mnstf	01:44PM
Yolinda Yam	admin, mnstf	01:43PM
Zach Zucchini	admin, mnstf	01:42PM

**Legend:**  
 Assessment completed       Review completed  
 Assessment started / not submitted       Review started / not submitted

Click on “Capstone Unit”

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MyDesk Hi, Supervisor MSUM | Tuesday, October 14, 2008

Reviews > next page > Assess | Submit | Exit | Print

### Debra Demo

by mnstl admin Version 2 (10/14/08 01:45 PM) Reviewer: Supervisor MSUM Reviewed on: pending

Text Level Comment: [Show All](#) | [Hide All](#)

#### Overview

add comment

PORTFOLIO DEVELOPMENT

add comment

This portfolio will be assessed at several intervals throughout your educational experience at MSUM. Each time it is submitted for review, it will be scored with a specific rubric which will be shared with you by your instructor. It begins in ED 205 with the Learning Project, Parent Communication, and Student Communication pages; followed by completion of the Assessment page during your assessment course; and finally submissions of the remaining items during your final year. This portfolio is your internet space to keep your documents safe throughout your education, use it freely even when it is not specified by course instructors. (Review the "Evidence of Standards" and "History" sections.)

**Portfolio Assessment:** refers to a purposeful, continuous, varied collection of authentic student work across a range of content areas that exhibit the student's efforts, achievements, and progress over a period of time.

**Portfolio:** an organized, goal-driven documentation of your professional growth and achieved competence in the complex act called teaching.

- ED 205 Learning Project/Unit
- Student Communication
- Parent Communication
- Assessment
- Evidence of Standards
- Capstone Unit
- History - Dispositions
- History - Demographics
- History - Evaluations
- Professional Information
- Assignment Storage

Now you can click on “add comment” for each section.  
Please write substantial comments for the student in each section.

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### Debra Demo

by mnstl admin Version 2 (10/14/08 01:45 PM) Reviewer: Supervisor MSUM Reviewed on: pending

Text Level Comment: [Show All](#) | [Hide All](#)


#### Capstone Unit

add comment

OVERVIEW OF UNIT

add comment

This is a nutrition unit created for second grade students. The unit uses several engaging stories to help students learn the basics of good nutrition and the importance of physical activity. The children will be transported back in time with The Royal Food Family, where they will enjoy learning about the Five Food Groups. This 8-activity program incorporates hands-on learning, and is designed to supplement both health and language arts objectives. This unit is based off of Little D's Nutrition Expedition, created by the National Dairy Council in 2005. This unit has been modified and expanded upon. Several engaging activities have been added to this unit, including Nutrition Learning Centers, The Nutrition Wall of Knowledge, Pizza Fractions, a field trip to Lakeview Greenhouses of Detroit Lakes, a visit from the Becker County Dairy Princess, and a special salsa-making lesson.



You can click on “edit” again to add more comments later.

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### Debra Demo

by mnstl admin Version 2 (10/14/08 01:45 PM) Reviewer: Supervisor MSUM Reviewed on: pending

Text Level Comment: [Show All](#) | [Hide All](#)

#### Capstone Unit

add comment


OVERVIEW OF UNIT

edit

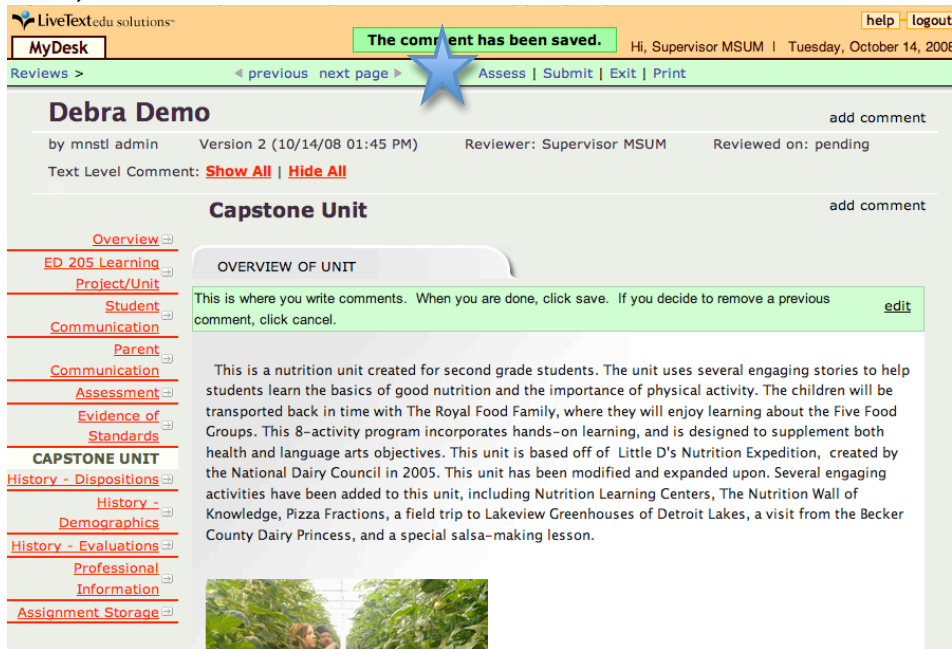
This is where you write comments. When you are done, click save. If you decide to remove a previous comment, click cancel.

save cancel

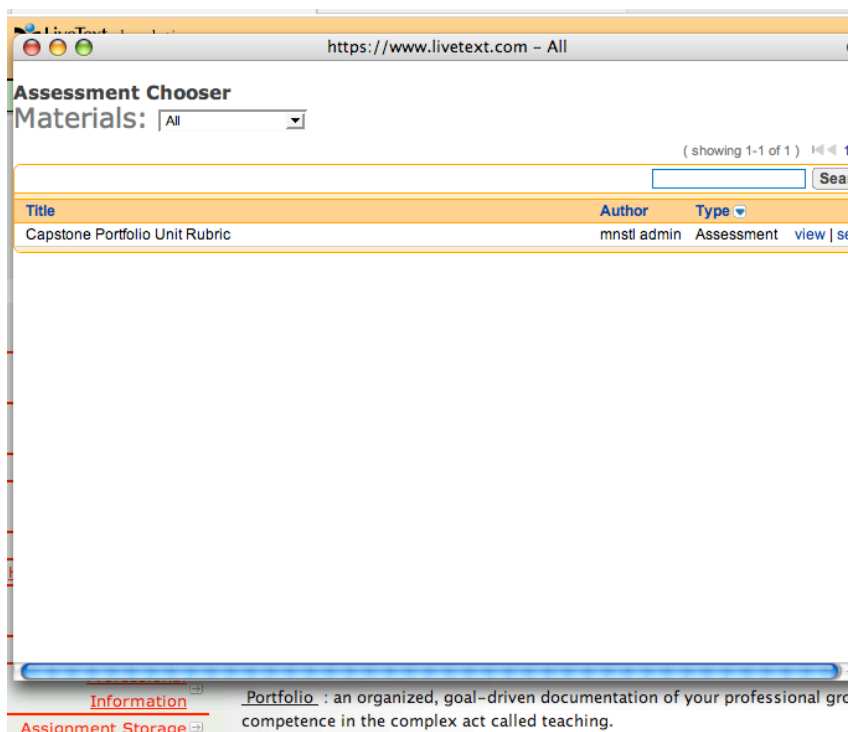
This is a nutrition unit created for second grade students. The unit uses several engaging stories to help students learn the basics of good nutrition and the importance of physical activity. The children will be transported back in time with The Royal Food Family, where they will enjoy learning about the Five Food Groups. This 8-activity program incorporates hands-on learning, and is designed to supplement both health and language arts objectives. This unit is based off of Little D's Nutrition Expedition, created by the National Dairy Council in 2005. This unit has been modified and expanded upon. Several engaging activities have been added to this unit, including Nutrition Learning Centers, The Nutrition Wall of Knowledge, Pizza Fractions, a field trip to Lakeview Greenhouses of Detroit Lakes, a visit from the Becker County Dairy Princess, and a special salsa-making lesson.



## Now, Click on “Assess”



The screenshot shows the LiveText interface. At the top, there is a navigation bar with "MyDesk", "The comment has been saved.", and user information. Below this is a "Reviews" section for "Debra Demo" with options to "Assess", "Submit", "Exit", and "Print". A blue star is placed over the "Assess" button. The main content area is titled "Capstone Unit" and includes an "OVERVIEW OF UNIT" section with a text editor and a description of the nutrition unit. A blue star is also placed over the "Assess" button in the navigation bar.



The screenshot shows the "Assessment Chooser" interface. It features a search bar and a table of materials. A blue star is placed over the "select" button in the table row for "Capstone Portfolio Unit Rubric".

Title	Author	Type	view	select
Capstone Portfolio Unit Rubric	mnstl admin	Assessment	view	select

Once you click on “Assess” a new window will pop up.

If this is the first time you have assessed this student, Click on “select” on the far right to choose the Capstone Portfolio Unit Rubric.

If you’ve begun an assessment before, it will automatically pop up. Now you can see the Capstone Portfolio Unit Rubric.

You can set each specific area to the appropriate level and add comments to each.

Show: All | Rubrics | Rubric names

### Assessment

+ Performance Assessment

	TARGET	ACCEPTABLE	UNACCEPTABLE	ATTAINED SET ALL TO... ▾
OVERVIEW OF UNIT (1, 14%)	Overview clearly describes the topic of the unit. The number of lessons and timeline for teaching are described in detail.	Overview adequately describes the topic of the unit. The number of lessons is included. The timeline for teaching is included.	Overview leaves the reader wondering what the topic is. The number of lessons and/or timeline is sketchy at best.	<div style="border: 1px solid black; padding: 2px;"><input type="text" value=""/> Target Acceptable Unacceptable N/A</div>

At the bottom of the rubric, click on “Practice” if the student has not met the criteria for ALL of the rubric areas. Click on “Official” if they have met ALL criteria.

REFLECT (1, 14%)	All questions are thoughtfully answered, in detail. It is obvious that the student teacher learned from teaching this unit.	All questions are thoughtfully answered.	The questions are briefly answered.	<input type="text" value=""/> add comment
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Other comments:

Reporting Type:

If you want a copy, print from your browser now (Ctrl+P) before submitting.

[Choose Another Assessment...](#)

Other comments:

Reporting Type:

If you want a copy, print from your browser now (Ctrl+P) before submitting.

[Choose Another Assessment...](#)

Click Save & Submit Assessment.

If you are in the middle of an assessment and you need to take a break, you can utilize the “Save Assessment” button. This WILL NOT send comments to the student, you must click “Save & Submit Assessment” in order for that to happen.

The student will receive a copy of your comments.

You will see the student record in the “Reviews” folder. It will be coded based on the type of assessment you’ve completed.

Here Debra Demo is NOT complete and she’s at the same place on the list.

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Reviews: Inbox (showing 1-20 of 26) | 1 | 2 |

Apply label | Change label | Remove label "Inbox" | Delete | Search

Title	From	Received
Debra Demo (2)	admin, mnstl	02:10PM
Ivan Incomplete	admin, mnstl	02:10PM
Amanda Apple	admin, mnstl	02:09PM
Brittany Banana	admin, mnstl	02:09PM
Chelsea Carrot	admin, mnstl	02:09PM
Darcy Donut	admin, mnstl	02:08PM
Edna Eggplant (2)	admin, mnstl	02:08PM
Franklin Fig	admin, mnstl	02:06PM
Greta Grape	admin, mnstl	02:06PM
Hannah Huckleberry	admin, mnstl	02:06PM
Ian Icecream	admin, mnstl	02:05PM
Jesse Jalapeno	admin, mnstl	02:05PM
Kari Kiwi	admin, mnstl	02:05PM
Lucy Lemon (2)	admin, mnstl	02:04PM

Here Debra Demo IS complete and at the bottom of the list, which may be several pages.

Exhibit Center | Field Experiences in Education ... | Reviews: Inbox

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Reviews: Inbox (showing 21-26 of 26) | 1 | 2 |

Apply label | Change label | Remove label "Inbox" | Delete | Search

Title	From	Received
Ursula Upsidedown-Cake	admin, mnstl	01:45PM
Veima Veggie	admin, mnstl	01:45PM
Wanda Watermelon	admin, mnstl	01:44PM
Yolinda Yam	admin, mnstl	01:43PM
Zach Zucchini	admin, mnstl	01:42PM
Debra Demo (2)	admin, mnstl	02:10PM

Legend:  
 Assessment completed     Review completed  
 Assessment started / not submitted     Review started / not submitted

If she needs to make changes, her icon will switch back to a blinking blank clipboard once she completes it and resubmits!

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Reviews: Inbox (showing 1-20 of 26) | 1 | 2 |

Apply label | Change label | Remove label "Inbox" | Delete | Search

Title	From	Received
Debra Demo (3)	admin, mnstl	04:16PM
Ivan Incomplete	admin, mnstl	02:10PM
Amanda Apple	admin, mnstl	02:09PM
Brittany Banana	admin, mnstl	02:09PM
Chelsea Carrot	admin, mnstl	02:09PM
Darcy Donut	admin, mnstl	02:08PM
Edna Eggplant (2)	admin, mnstl	02:08PM
Franklin Fig	admin, mnstl	02:06PM
Greta Grape	admin, mnstl	02:06PM
Hannah Huckleberry	admin, mnstl	02:06PM
Ian Icecream	admin, mnstl	02:05PM

Each of your students should show two check marks and an “official” assessment when you are done.

If students need to make revisions, please contact them and make them aware they need to check the comments in their LiveText account.

The successful completion of the Capstone Unit in the Portfolio will be a question on your final evaluation for each student so this MUST be completed first.