Instructions for STAR online

URL: [https://worker.soe.ku.edu/fmi/webd/STAR](https://worker.soe.ku.edu/fmi/webd/STAR)

Please note!
- The Firefox browser does not work with this online form.
- You may be timed-out after 30 minutes of idle time.
- Click outside of the text box or click on any button to save your work as you go.

Login with the 4-digit passcode emailed to you by the Field Experience Coordinator.

The Candidate(s) tab lists the assigned Teacher Candidate (TC). University supervisors have several, clinical supervisors will (typically) only see one.

To begin an evaluation, click the “Go to Summative” button. You will be taken to the Learner and Learning tab, the first of the Summative sections.
Here is a comparison of the instrument original paper form and the new online form.

**STAR Ratings – Learner Development (1.1)**

1.1 Learner Development – Planned instruction based on learning and development of all students

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**Figure 1** Screen shot of the first Construct from the STAR training material

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**Figure 2** Screen shot of the first Construct from the STAR application

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The **Learner and Learning** tab is typical of all the evaluation tabs.

Teacher Candidate (TC) name is displayed at the top left corner throughout the assessment.
Clicking on attribute will load the associated rubric text into the boxes above. Once scored, the value will appear just to the right of its attribute. A yellow score box indicates that a score has yet to be selected.

**Figure 3 Attribute 1.1a has been scored N (Not observed)**

To score each of the attributes you must click on one of the buttons at the top of the rubric.

**Figure 4 Buttons representing the 4 rubric levels plus an option for Not Observed**

The button will enter a score ranging from “Ineffective = 0” to “Highly Effective = 2.” If the attribute was not witnessed, select “Not Observed = N.” Text boxes are provided below each attribute to enter suggestions or comments.
The **Summary** tab provides an overview of the scores for the Teacher Candidate (TC). Again, university supervisors will see multiple candidates, clinical supervisors will typically see only one. The yellow boxes indicate that no score has been submitted for that attribute.

You can easily jump back to any attribute rubric, whether the attribute has a score or not, by clicking on its score box. The selected attribute will be active and ready for your input.

When there are multiple students, supervisors can navigate between student assessments by selecting at attribute box from the Summary tab.

The Recommended Grade is a drop down of possible letter grades situated above the array of scores for each attribute. This field is not available for the Early Childhood version of the STAR.

Check Done only when you have completed your evaluation, and entered a Recommended Grade.

The **Log Out** tab is the last tab before actually logging out. To end your session please remember to Log Out for security. You may return at any time to continue your evaluations by entering your PIN at the **Login** screen.