

**Procedure for University Supervisors to Review & Print Apprentice/Practicum  
Midterm & Final Evaluations completed by Master/Mentor teachers**

1. Go to LIVE TEXT
2. Log in: USER: asulab
3. Password: \*This will change each semester. Contact Bill Gray at [wgray@aug.edu](mailto:wgray@aug.edu) if you don't have the new password
4. Look on the right side of screen and click on course under COURSE SECTION
5. Click on Assignment Tab at top of page
6. Click on the color bar for the midterm evaluation
7. Click on individual student
8. Click Assessment Rubrics
9. There are 3 sections here: (Click to open them up)
  - a. Evaluation
  - b. Dispositions
  - c. Midterm Status

**.10a. Print in Internet Explorer:**

\*Make sure all 3 sections (Evaluation, Dispositions, Midterm Status) are open *before* printing.

- Go to Tools at the top of the screen
- Click Internet Options
- Advanced Tab
- Scroll down to Printing
- Put a check in the box marked Print Background Colors & Images
- Click OK
- Click File
- Print Preview (to make sure blue boxes are showing up)
- Print

## 10b. Print in Firefox:

- Go to File at the top of the screen
- Click Print Preview
- Click Page Setup button at very top of page
- Click Format & Options Tab
- Put a check in the Print Background Box
- Click OK
- Click Print button at very top of page
- Click OK

*(You can just hit the Print button (if the print Background Box stays checked) after the first time you do the above steps.)*

\*The page will then print out with the colored boxes highlighted so you know which boxes the teacher chose.

\*\*It is important to let your Building Coordinators know that the teachers need to open up and complete all 3 sections (*Evaluation, Dispositions, Midterm Status*). They also need the directions for printing in Internet Explorer.

\*\*\*The password will change each semester.