

Apprentice & Practicum Teacher Candidates,  
Mr. Gray has created a port where you can go in and see the midterm and final evaluations that your **Master/Mentor Teacher** completed. It is more user friendly as you can print off the evaluations in a two page format. See directions below on how to view, print, and scan the midterm/final evaluations into your e-portfolio.

### **Directions to VIEW Midterm/Final and Field Experience Evaluations:**

1. Log into: <http://www.aug.edu/~tedwmg/>
2. Click the Student Login Link
3. The students' JagId is the username, for example mine would be wgray
4. The students' 927# is the password

### **PRINT:**

- All evaluations are two pages long
- At this time you have to print one page then go to page 2 to print the 2<sup>nd</sup> page.  
(Sorry for the inconvenience, but that's the way it will be for a while.)
- Students may have multiple evaluations so they will need to pay attention to the **Evaluation title** to make sure they print the one they need.
- Apprentice/Practicum Evaluations** are titled Midterm Evaluation and Final Evaluation
- Area F, Blocks 1-3**, etc... are titled Field Experience Evaluation

### **Adding Master/Mentor Teacher Evaluation to Electronic Portfolio**

1. Scan Evaluation - Before you scan your images change the scan resolution to the lowest setting. This is usually either 72 or 96dpi.
2. Save as images - jpeg (.jpg) format e.g. Midterm\_page1.jpg and Midterm\_page2.jpg
3. Open Word
4. Click the Insert tab
5. Click the Picture Icon
6. Find and select your images then click the Insert button. Save your Word Document as Midterm\_MT\_Evaluation.doc or Midterm\_MT\_Evaluation.docx
7. Open your portfolio
8. Click on the Additional Artifacts page
9. Click the edit link for Master/Mentor Teacher Midterm Evaluation of Student
10. Click on the File attachment tab
11. Click the Upload new file link
12. Click Browse
13. Find your Word Document and Click the Open button
14. Click the Save Changes button
15. Delete instructions from the textbox
16. Click the Save & Finish button

If you have problems viewing or printing the information, please contact: **Bill Gray, ASU, Manager of Educational Technology, College of Education, 706.729.2481, [wgray@aug.edu](mailto:wgray@aug.edu)**