Student Assessment Help Document for Advisors & Instructors

Student Assessment: Instructor Disposition

Please complete by the Tuesday following the end of a term. Faculty access to term graduate’s student accounts may not be available for after this date.

It is recommended that you have your class list available while you complete the Instructor Disposition of students. Please keep in mind that undergraduate menus and graduate menus are now separated into their own respective areas.

1. Choose either Undergraduate or Graduate.

2. Find the candidate. You may search by first or last name. 
   It is advisable to print your class list or to have a second screen available to view the names of the students in your class.

3. On the Undergraduate Forms or Graduate Forms menu, choose Disposition:
4. Choose an option for Smart Entry, either **On** or **Off**.

*Smart Entry allows you to set a preset for the Area and Semester. This preset is only valid during the current session in Student Assessment. Smart Entry will not auto-complete for previously entered records.*

**Off:** This will require the manual entry for each student record for Area and Semester.

**On:** This will enable auto-completion of the Area and Semester for each student record.

5. Select the appropriate course. If the course you are teaching does not appear, please contact Al Olson at al.olson@vcsu.edu

6. Select the appropriate semester.
7. Complete the Disposition form.

3 = Acceptable: Teacher Candidate dispositions were appropriate.
2 = Improvement Needed: Disposition concern should be brought to the attention of the candidate during the course or field experience.
1 = Unacceptable: Disposition concern should be written up formally and a Professional Disposition Growth Plan (SEGS 14-11) will be developed.
0 = Not Applicable: Evaluation of the disposition was not relevant during the specific experience.

8. Click Search to find the next candidate.