



Build. Align. Validate. Generate.

Assessor User Guide

Assessors and Staff Assessors

Step-by-step guide with annotated screens • October 2026 edition

Contents

1. Welcome to RubricPort	3
2. Signing in	4
3. The Submit & Assess workspace	5
3.1 Your landing summary	5
3.2 Elective approval requests	5
3.3 Programs & Student Assessment Reference	6
4. Scoring a submission	7
4.1 Document Only, Split View, and Rubric Only	7
4.2 Rate each criterion	8
4.3 Complete the assessment	9
4.4 Duplicate or incorrect submissions	11
5. Professional Dispositions Assessments	12
6. RubricPort Mobile Companion and shared video evidence	13
6.1 Teacher Candidates on the phone	14
6.2 Counselor Trainees on the phone	15
6.3 Reviewing shared video evidence	16
7. Interrater Reliability — independent second scoring	18
8. Shared RubricPortfolios	18
9. Training & Certification	20
10. Email links that open the wrong account	20
11. Getting help	21
12. Staff Assessors — Field Experiences	22
12.1 Teacher Candidate forms library	22
12.2 Teacher Candidate placements and Clinical Evaluations	22
12.3 Forms and surveys for Clinical Educators	23
12.4 Forms and surveys for Teacher Candidates	24
12.5 Praxis scores (read-only)	25
12.6 Counselor Trainee placements and Weekly Hour Logs	25
12.7 Professional Counseling evaluations and surveys	27

1. Welcome to RubricPort

As an Assessor you review student work, score it against your institution's rubric, and return feedback. RubricPort loads the right rubric and performance scale for each submission, so you can focus on the evidence and your professional judgment.

Your account shows only the areas you need:

Area	What you do there
Submit & Assess	A landing summary of pending assessments and shared video evidence, elective approvals, scoring in Split View, Professional Dispositions Assessments, independent second scoring, and shared portfolios.
RubricPortfolio™	Build your own professional RubricPortfolio™ with the same tools Students use. Portfolios Students share with you appear in Submit & Assess (Section 8).
Field Experiences	Staff Assessors only, and only when an Administrator authorizes Teacher Candidate or Counselor Trainee access (Section 12).
Training & Certification	Watch the Assessor Training video, then pass the 10-question scenario assessment.
Support Center	Open your guide or send a help ticket.



The Assessor header and menu.

- 1 Your menu — only the areas assigned to your role.
- 2 Your name and role.

GOOD TO KNOW **People & Access** and **Analyze & Report** are Administrator-only workspaces. They do not appear for Assessors or Staff Assessors. Rosters, logins, SIS settings, and institutional reporting are managed by your Administrator.

WHY THIS MATTERS A **Staff Assessor** is an Assessor whose Employment Type is Staff Assessor. Field Experiences access is granted separately for the **Teacher Candidate** area and the **Counselor Trainee** area. Everything in Sections 2–11 applies to both Assessors and Staff Assessors; Section 12 covers the extra Field Experience tools.

2. Signing in

Your Administrator creates your account and sends a secure account-setup email. Follow the link to set your password, then sign in.

- 1 Open RubricPort and enter your **Email** and **Password**.
- 2 Select **Sign In**. Your institution is assigned automatically.
- 3 If you forget your password, choose **Forgot Password?** and use the emailed link.

The RubricPort sign-in window.

- 1 Institutional email.
- 2 Password.
- 3 Forgot Password?
- 4 Sign In.

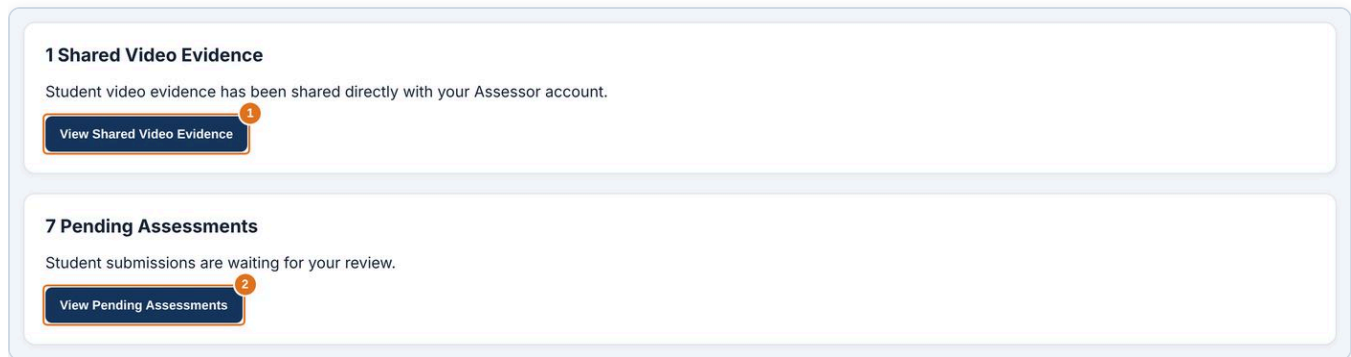
GOOD TO KNOW Complete Training & Certification early: watch the Assessor Training video, then take the 10-question scenario assessment before you begin scoring.

3. The Submit & Assess workspace

Submit & Assess is the home of your scoring work. From top to bottom it contains your landing summary, Elective Assessment Access, the Programs & Student Assessment Reference, Assessment & Rubric Scoring, Interrater Reliability, Shared Video Evidence, and Shared RubricPortfolios.

3.1 Your landing summary

Submit & Assess opens with two summary cards so you never have to hunt for new work: how many shared video evidence items you have, and how many assessments are pending.



Your landing summary.

- 1 View Shared Video Evidence.
- 2 View Pending Assessments.

3.2 Elective approval requests

Students request electives — assessments outside their required Program — from an Assessor. Approving a request adds only that assessment to the student's Elective Access. It does not change the student's Program, and no additional administrator approval is needed.

- 1 Select **Refresh Requests** to load requests assigned to you.
- 2 Review the student, assessment, course, and the student's note.
- 3 Select **Approve Elective** or **Deny**.

Elective Approval Requests

Review elective requests assigned to an assessor. Approval immediately adds the specific assessment to the student's Elective Access; it does not add the student to the elective assessment's Program, and no additional RubricPort administrator approval is required.

Refresh Requests

Ava Morales — Instructional Planning Case Study

Course: BIOE 4110 · Request: ERQ-0001 · Requested: 10/08/2026, 6:07:47 PM

Student Note: I am adding a biology content endorsement and would like feedback on a secondary planning case study.

Approve Elective

Deny

Elective Approval Requests.

- 1 Refresh Requests.
- 2 Pending requests assigned to you.
- 3 Approve Elective.
- 4 Deny.

3.3 Programs & Student Assessment Reference

This read-only reference lists the Programs from which you have received submissions. Pick a Program to see the assessments students in that Program see — handy when you need to direct a student to the right assessment.

Programs & Student Assessment Reference

Read-only reference for Programs from which you have received student submissions. Select a Program to see the assessments currently listed for students in that Program so you can better direct students when needed.

Program

Northstar Elementary Education

Northstar Elementary Education: 6 submission(s) received from 2 student(s).

Assessment Code	Assessment	Course ID
A1	Instructional Planning Case Study	EDU 4100
A2	Clinical Practice Observation	EDU 4900

Programs & Student Assessment Reference.

- 1 Program selector — only Programs with submissions assigned to you appear.
- 2 The assessments and Course IDs students see in that Program.

4. Scoring a submission

Submissions assigned to you appear in **Assessment & Rubric Scoring**. RubricPort loads the institutional rubric and the performance scale that belong to that student's Program and assessment automatically.

- 1 Optionally narrow the list with **Program**.
- 2 Choose an **Assigned Submission**. Each entry shows the submission ID, student, assessment, course, and status.
- 3 Select **Load Submission & Rubric**.

Assessment & Rubric Scoring

Select a Program and one of your assigned student submissions. RubricPort automatically loads the correct institutional rubric and performance scale.

Program: All assigned Programs 1

Assigned Submission: SUB-0001 — Noah Patel — Instructional Planning Case Study — EDU 4100 [Submitted] 2

Load Submission & Rubric 3 Remove Duplicate / Incorrect Submission 4

7 assigned submission(s) available.

No submission loaded.

Choosing a submission to score.

- 1 Program filter.
- 2 Assigned Submission.
- 3 Load Submission & Rubric.
- 4 Remove Duplicate / Incorrect Submission.

4.1 Document Only, Split View, and Rubric Only

The workspace header confirms the submission ID, student, Program, assessment, Course ID, assigned Assessor, the performance scale, the submission stage (Draft or Final), and the submission type.

Choose how you want to work:

SUB-0001 · Noah Patel · Northstar Elementary Education
A1 — Instructional Planning Case Study · EDU 4100
Assigned Assessor: Priya Shah · Access Type: Program · Scale: Novice · 1 | Developing · 2 | Proficient · 3 | Advanced · 4
Submission Stage: **FINAL**
Submission Type: File Upload

1 Document Only 2 Split View 3 Rubric Only

4 Student Submission

5 Splitter

6 Performance Rating

Instructional Planning Case Study
Noah Patel · EDU 4100 · Northstar Elementary Education

Context
This case study follows a third-grade literacy block of 24 learners, including five multilingual learners and three students with IEP reading goals. Pre-assessment data from a running record and a short vocabulary probe guided the plan.

Planning for Learners
Learners were grouped flexibly by decoding and comprehension needs. Each group received a differentiated text set and a shared anchor chart so all students could access the same grade-level standard.

Assessment and Evidence
Exit tickets, a vocabulary sort, and teacher conference notes were used each day. Results showed 19 of 24 students meeting the comprehension target by day three; the remaining five received a targeted reteach.

Reflection
Next time I will add explicit vocabulary supports earlier and schedule a mid-week checkpoint so adjustments happen sooner.

[Open / download original PDF](#)

Planning for Learners
Plans instruction using learner needs, prior knowledge, and appropriate learning goals.

Standards: InTASC 7

Novice · 1
Plan is incomplete or minimally connected to learner needs.

Developing · 2
Plan addresses some learner needs and goals.

Proficient · 3
Plan clearly aligns learner needs, goals, and instruction.

Advanced · 4
Plan demonstrates sophisticated alignment and responsive instructional design.

Performance Rating: Select rating Criterion Comments (optional)

B / • List 1. List

Assessment and Evidence
Uses assessment evidence to monitor learning and guide instructional decisions.

Split View — student evidence on the left, rubric on the right.

- 1 Document Only — show just the student's work.
- 2 Split View — both side by side (the default).
- 3 Rubric Only — show just the rubric.
- 4 Student evidence — documents, images, text, or journal entries; use Open / download original for the full file.
- 5 Splitter — drag to give more room to either side.
- 6 Performance Rating — choose a level for each criterion.

4.2 Rate each criterion

- Each criterion shows its description, any Standards aligned to it, and the performance-level descriptors (here Novice · 1, Developing · 2, Proficient · 3, Advanced · 4).
- Choose a **Performance Rating** for every criterion. Add a **Criterion Comment** whenever it will help the student — specific, evidence-based comments are the most useful.
- Judge each criterion independently, using the institution's scale exactly as displayed. A value such as N/A is not automatically the lowest rating.

Planning for Learners

Plans instruction using learner needs, prior knowledge, and appropriate learning goals.

Standards: InTASC 7

Novice · 1

Plan is incomplete or minimally connected to learner needs.

Developing · 2

Plan addresses some learner needs and goals.

Proficient · 3

Plan clearly aligns learner needs, goals, and instruction.

Advanced · 4

Plan demonstrates sophisticated alignment and responsive instructional design.

Performance Rating

Proficient · 3
▼

Criterion Comments (optional)

B

/

• List

1. List

Exit-ticket evidence is used well to adjust next-day instruction.

Rating a criterion — the performance-level descriptors appear above the rating.

- 1 Performance Rating.
- 2 Criterion Comments (optional).

4.3 Complete the assessment

- 1 Write **Overall Assessor Comments** — strengths first, then one clear next step.
- 2 Select **Complete Assessment** to save the score and finalize the result, or **Request Resubmission** if the student should revise.

Novice · 1
Evidence use is limited or unclear.

Developing · 2
Uses some evidence to inform decisions.

Proficient · 3
Uses relevant evidence consistently to guide instruction.

Advanced · 4
Integrates multiple evidence sources to refine instruction strategically.

Performance Rating Advanced · 4 Criterion Comments (optional)

B / • List 1. List

1 Overall Assessor Comments (required when requesting resubmission)

B / • List 1. List

Thoughtful, well-organized case study. Next step: add explicit vocabulary supports and a mid-week checkpoint, as you noted in your reflection.

2 3

Complete Assessment

Request Resubmission

Ready to complete the assessment or request a resubmission.

RubricPort calculates the overall score from included/scored criterion ratings and preserves excluded/non-scored scale levels.

Overall comments and the two ways to finish.

- 1 Overall Assessor Comments — required when you request a resubmission.
- 2 Complete Assessment — saves ratings and the overall score.
- 3 Request Resubmission.

When you choose...	What happens
Complete Assessment	The overall score is calculated from your criterion ratings, the status becomes Assessed, and the student sees the rubric ratings, score, and your comments in My Submissions & Results.
Request Resubmission	The student is notified with your overall comment and submits a revised version as a new attempt. No final result is issued for the returned attempt.

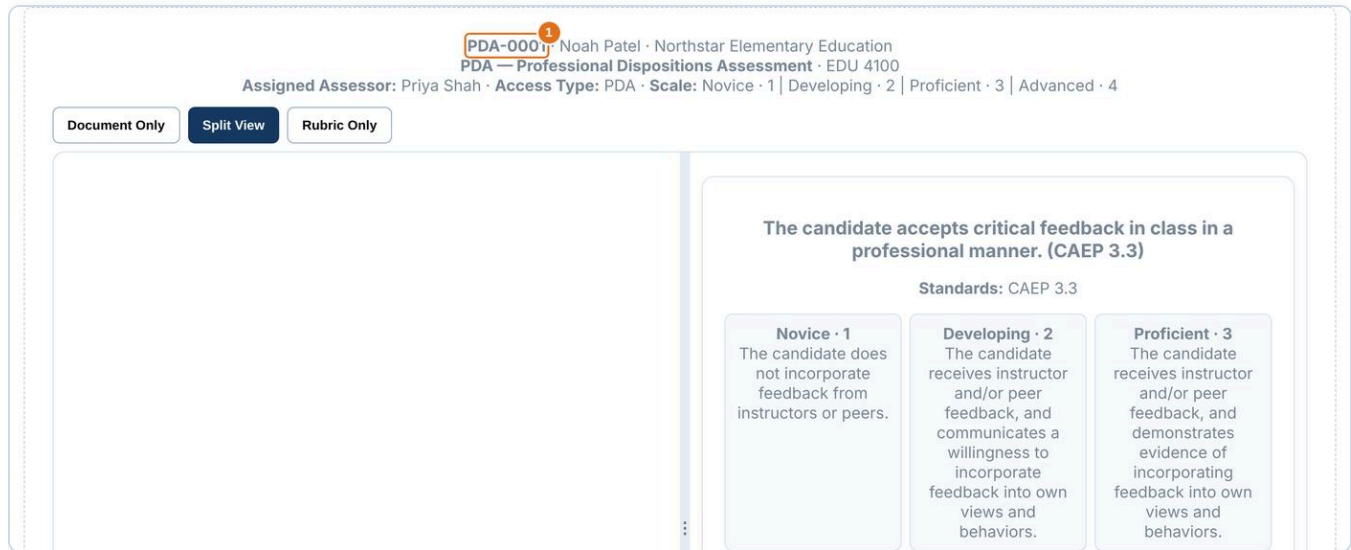
4.4 Duplicate or incorrect submissions

If an unassessed submission is a duplicate or was sent by mistake, do not score it. Select it in the queue and use **Remove Duplicate / Incorrect Submission** through the authorized workflow.

IMPORTANT Check the assessment, student, and Course ID in the workspace header before you finalize. Never complete an inaccurate assessment just to clear your queue.

5. Professional Dispositions Assessments

Some course assessments are paired with a Professional Dispositions Assessment (**PDA** for Initial Programs) or an Advanced Professional Dispositions Assessment (**APDA** for Advanced Programs). When your institution's disposition workflow is triggered, RubricPort creates the PDA or APDA as a separate linked record and lists it in your queue beside the course assessment. It uses its own rubric and scale.

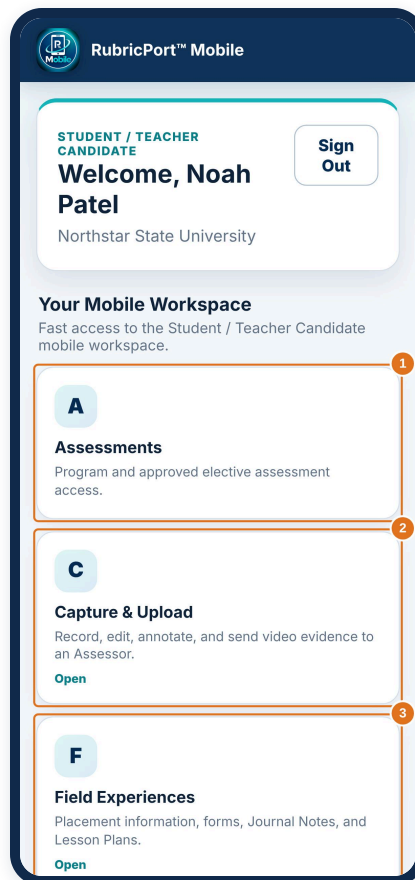


A Professional Dispositions Assessment in the same workspace.

- 1 The PDA record, linked to the student, Program, course, and Assessor.
- Score a PDA or APDA exactly as you score any other assessment.
 - A linked PDA or APDA is not graded until the linked course assessment has been assessed.
 - Students see PDA and APDA feedback in My Submissions & Results, the same as other results.

6. RubricPort Mobile Companion and shared video evidence

RubricPort Mobile Companion is the phone-friendly Student workspace. Teacher Candidates and Counselor Trainees open it from the Student Portal or by scanning the QR code, and sign in with their usual RubricPort account — there is nothing to install. Knowing what your students see on their phones helps you guide them and recognize what arrives in your queue.



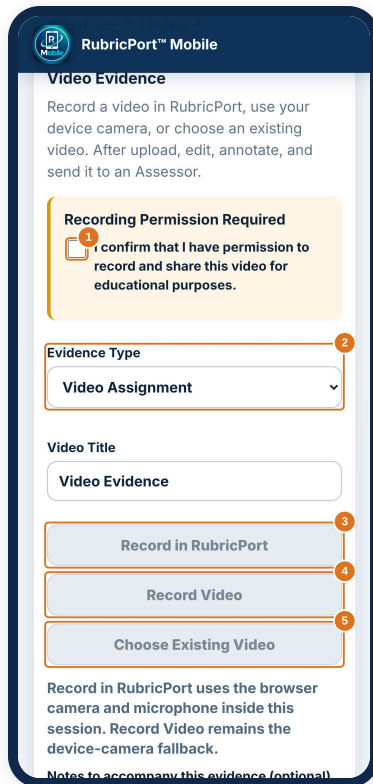
A Teacher Candidate's Mobile Workspace.

- 1 Assessments — Program and approved elective assessments.
- 2 Capture & Upload — record, edit, annotate, and send video evidence to an Assessor.
- 3 Field Experiences — the tools for the Student's own Field Experience area.

GOOD TO KNOW Each Student sees only the tools for their own area. Teacher Candidates see Teacher Candidate tools; Counselor Trainees see Counselor Trainee tools. The area comes from the Student's Primary Program.

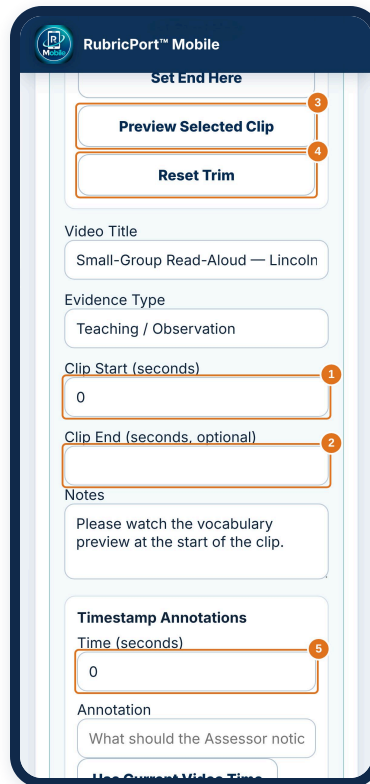
6.1 Teacher Candidates on the phone

Mobile tool	What the Teacher Candidate does	Where it reaches you
Capture & Upload / Record Field Evidence	Records a video in RubricPort, uses the device camera, or chooses an existing video (if the institution allows it); trims the clip and adds timestamp annotations without changing the original; then selects an Assessor and sends it.	Submit & Assess → View Shared Video Evidence (Section 6.3).
Journal Notes	Writes reflective notes during the placement.	Routed to the Clinical Supervisor; authorized Staff Assessors review them in Field Experiences (Section 12).
Lesson Plans	Submits lesson plans from the placement.	Routed to the Clinical Supervisor; authorized Staff Assessors review them in Field Experiences.
Placement & Forms	Checks placement details and completes assigned forms, surveys, and Self-Assessments.	Results are tracked in Field Experiences.



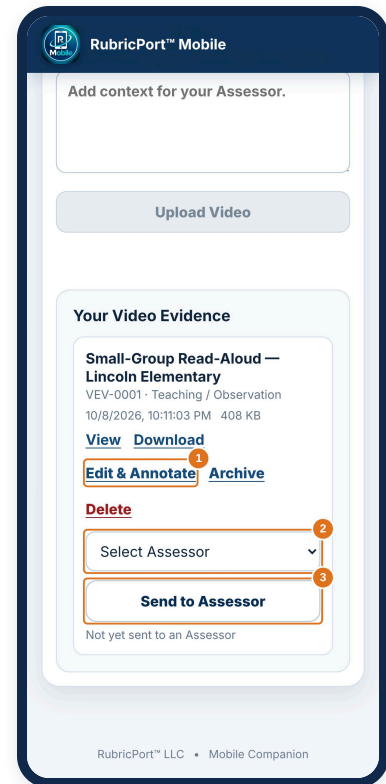
Capture & Upload on the Teacher Candidate's phone.

- 1 Recording permission confirmation.
- 2 Evidence Type.
- 3 Record in RubricPort.
- 4 Record Video.
- 5 Choose Existing Video (when allowed).



Trimming and timestamp annotations — the original video is never changed.

- 1 Clip Start.
- 2 Clip End.
- 3 Preview Selected Clip.
- 4 Reset Trim.
- 5 Timestamp annotation time.



The Teacher Candidate chooses you and sends the video.

- 1 Edit & Annotate.
- 2 Select Assessor.
- 3 Send to Assessor.

IMPORTANT Recording permission. Before recording, the Teacher Candidate must confirm they have permission to record and share the video for educational purposes. Remind candidates to follow their placement school's media policy. Your Administrator controls whether existing videos may be uploaded and downloaded.

6.2 Counselor Trainees on the phone

Counselor Trainees see **Professional Counseling Hours** and **Placement & Forms**. They enter the Weekly Hour Log on the phone — placement, week number, dates, experience stage, and Direct, Indirect, and Supervision hours — then select **Save Draft** or **Submit to Site Supervisor**.

A Counselor Trainee starting a Weekly Hour Log on the phone.

- 1 Placement.
- 2 Week number.
- 3 Date range.
- 4 Experience stage.

Totals update as hours are entered; the log is then sent to the Site Supervisor.

- 1 Direct, Indirect, and total hours.
- 2 Save Draft.
- 3 Submit to Site Supervisor.

- 1 The Counselor Trainee submits the week's log from RubricPort Mobile Companion (or the desktop).
- 2 The Site Supervisor approves it — or returns it with required comments — through a secure no-login link.
- 3 After approval, the log appears for the assigned Instructor/Assessor. Staff Assessors with Counselor Trainee access review and complete it in Field Experiences (Section 12.6).
- 4 Approved hours roll into the Semester Summary Hour Log.

6.3 Reviewing shared video evidence

Video evidence a Teacher Candidate sends from RubricPort Mobile Companion comes straight to you. It is separate from formal assessment scoring — a fast way for a Student to show you something specific.

- 1 Select **View Shared Video Evidence** from your landing summary.

- 2 Find the Student and video in the list — each row shows the Student, video title and type, when it was shared, its status, and how many annotations it has.
- 3 Select **View Video** to watch it with the Student's timestamp annotations.

Shared Video Evidence
Assessor

Videos that Students / Teacher Candidates specifically shared with your institutional Assessor account. Secure viewing follows the same recipient-only access rules as the emailed video link.

Refresh Shared Video Evidence

Student	Video Evidence	Shared	Status	Annotations	Action
Noah Patel	Small-Group Read-Aloud — Lincoln Elementary VEV-0001 · Teaching / Observation	10/08/2026, 10:17:39 PM	Sent 10/08/2026, 10:17:39 PM	0 annotations	View Video

Shared Video Evidence.

- 1 Refresh Shared Video Evidence.
- 2 Videos shared with you.
- 3 View Video.

GOOD TO KNOW A shared video is a snapshot of that Student's edited clip and annotations at the moment they sent it. If the Student edits and re-sends, you will see the newest version they chose to share.

7. Interrater Reliability — independent second scoring

Your institution may ask a second Assessor to score a completed submission independently so it can measure how consistently the rubric is applied. The second rater sees the student's evidence and the same rubric, but does not see the primary Assessor's ratings or comments.

- 1 Select **Refresh Eligible Submissions**.
- 2 Choose a completed submission you have been asked to review.
- 3 Select **Load Independent Rubric**, rate every criterion, and save.

Interrater Reliability — Independent Second Scoring Assessment Quality

Use this workspace when a completed assessment has been selected for an independent reliability review. The second rater sees the student evidence and the same institutional rubric, but **does not see the primary Assessor's ratings or comments**.

Completed Submission for Reliability Review

Ava Morales — Instructional Planning Case Study — Northstar Elementary Education

Refresh Eligible Submissions Load Independent Rubric

1 completed assessment(s) available for independent reliability review.

No reliability review loaded.

Independent second scoring.

- 1 Completed Submission for Reliability Review.
- 2 Refresh Eligible Submissions.
- 3 Load Independent Rubric.

WHY THIS MATTERS Independent scoring only works if the second rater is not influenced by the first. That is why the primary scores are hidden — score what you see in the evidence, and resist checking with the other Assessor first.

8. Shared RubricPortfolios

Students can share a whole portfolio or a single page with you. Shared items appear in Submit & Assess under **Shared RubricPortfolios**, and you also receive an email with a secure link. You must be signed in to open them.

Shared RubricPortfolios Assessor

Portfolio pages and complete portfolios that Students securely shared with your institutional Assessor account.

Refresh Shared Portfolios

1 RubricPortfolio share(s) received. Showing 1-1 of 1.

Student	Portfolio	Scope	Shared	Action
Noah Patel	My Professional Portfolio	Complete portfolio	10/08/2026, 6:17:59 PM	Open Portfolio Delete

Previous

Page 1 of 1

Next

Shared RubricPortfolios.

- Refresh Shared Portfolios.
- Open Portfolio.

Verified RubricPort assessment evidence in a portfolio is a snapshot of finished, assessed work.

9. Training & Certification

Assessor training has two steps: watch the **Assessor Training** video, then take the **10-question scenario assessment**.

The Assessor Training video covers	What you learn
Your workspace and access	Submit & Assess, your landing summary, elective approvals, the Programs reference, email handoff, and Staff Assessor Field Experience access.
Finding and reviewing work	Assigned submissions, verifying the context, Split View, reviewing every item, and duplicate or incorrect submissions.
Scoring	Rating each criterion on the institution's scale, Professional Dispositions Assessments, and independent second scoring.
Finishing	Completing an assessment or requesting resubmission, and what the student sees.

- 1 Open **Training & Certification**.
- 2 Watch the complete Assessor Training video.
- 3 Take the 10-question scenario assessment. You have **60 minutes** to finish.
- 4 Score **80% (8 of 10)** or higher to pass.

TIP Each question presents an assessment scenario. Answer using what the video shows about verifying context, applying the scale, and completing or returning work.

10. Email links that open the wrong account

RubricPort email links go to an exact record — for example a Professional Counseling Weekly Hour Log assigned to you. If the link opens while a Student or a different account is signed in, RubricPort stops and offers to sign out. The exact destination is preserved, so after the correct Assessor signs in, RubricPort returns to that same record.

RubricPort™ Professional Counseling Hour Log

Assigned Instructor/Assessor sign-in required.

This email link must be opened with the RubricPort Assessor account assigned to this Professional Counseling record.

You are currently signed in as **srivera@northstar.demo**.

Signing out here preserves the Professional Counseling record destination and returns you to it after the correct Assessor signs in.

[Sign Out and Continue to Assessor Sign In](#)

Role-aware email handoff.

11. Getting help

User Guides

Download the RubricPort guide for your role.

[Download Assessor / Staff Assessor User Guide \(PDF\)](#)

Support Center

Submit a RubricPort help ticket. The ticket is saved with the current institution and signed-in user account.

Subject

Brief description of the issue

Category

General

Priority

Normal

Description

Describe what happened, what you expected, and any error message.

Attachment (optional, up to 10 MB)

[Choose File](#)

No file chosen

[Submit Help Ticket](#)

[Refresh Tickets](#)

Ready.

Ticket History

No help tickets have been submitted from this installation.

Support Center.

- 1 Your Assessor / Staff Assessor User Guide.
- 2 Submit Help Ticket.

12. Staff Assessors — Field Experiences

Field Experiences appears only for Staff Assessors whom an Administrator has authorized. The two areas are separate permissions:

Access	What you can do
Teacher Candidate Field Experiences access	Manage Teacher Candidate placements, schedule and send Clinical Evaluations, send forms and surveys to Clinical Educators and Teacher Candidates, review journals and lesson plans, and view Praxis scores (read-only).
Counselor Trainee Field Experiences access	Import Counselor Trainee placements, review and complete Weekly Hour Logs after Site Supervisor approval, and schedule Professional Counseling evaluations and surveys.

GOOD TO KNOW Form and survey content is maintained by Administrators in each area's Forms & Surveys Library. Staff Assessors see approved forms read-only and use them in the sending workflows.

12.1 Teacher Candidate forms library

Teacher Candidate Forms & Surveys Library

This is the central Teacher Candidate Field Experience form library. **Only Administrators can create or edit library-managed form/survey content.** Workflow-linked instruments remain tied to their dedicated evaluation workflow. Authorized Staff Assessors can view approved forms and use them in the appropriate sending workflow, but cannot alter institutional wording or questions.

Refresh Library

Read-only approved library. Only an Administrator can create or edit institutional form/survey content.

Clinical Evaluations

Recipient: Clinical Supervisor · Status: Workflow-linked · Configuration required · Criteria / prompts: 0

Preview

Evaluation of Clinical Supervisor (CAEP 2.2)

Recipient: Clinical Educator · Status: Workflow-linked · Criteria / prompts: 14

Please evaluate the Clinical Supervisor based on your experience working with the Teacher Candidate and supervisor.

Preview

Clinical Educator Survey (Clinical Experience)

Recipient: Clinical Educator · Status: Workflow-linked · Criteria / prompts: 18

Please complete this Clinical Educator Survey based on your current Clinical Experience placement.

Preview

Teacher Candidate Forms & Surveys Library (read-only for Staff Assessors).

- 1 Refresh Library.
- 2 Preview a form.

12.2 Teacher Candidate placements and Clinical Evaluations

A Clinical Supervisor evaluates each Teacher Candidate in three separate Clinical Evaluations (Clinical Evaluation 1, 2, and 3) at scheduled points during the placement. Supervisors do not sign in to

RubricPort; each evaluation is sent by its own secure link.

- 1 Select **Download Clinical Supervisor Import Template** and complete it.
- 2 Choose the file and select **Import Clinical Supervisor Placements**.
- 3 Use **Refresh** to see the placements, then **Manage Evaluations** to schedule or send each Clinical Evaluation.

Teacher Candidate Placements

Import Clinical Supervisors with the Teacher Candidate they evaluate. Clinical Supervisors do not log into RubricPort. Each Clinical Supervisor/Teacher Candidate placement can receive three separate Clinical Evaluations at scheduled points during student teaching.

Teacher Candidate Placement Import

[Download Clinical Supervisor Import Template](#)

No file chosen

Import one row per Clinical Supervisor + Teacher Candidate placement. No Clinical Supervisor login account is created.

Clinical Evaluations

Review each placement and independently schedule or immediately send Clinical Evaluation 1, 2, and 3. Each evaluation has its own send date/time, due date, status, and secure no-login link.

Search

Program

Group

Evaluation Status

Showing 1–2 of 2 matching placement(s) · 2 total

Clinical Supervisor	Clinical Educator	Teacher Candidate	Program	Group	Placement School	Clinical Evaluation 1	Clinical Evaluation 2	Clinical Evaluation 3	Actions
Dr. Helen Brooks hbrooks@northstar.demo	Ms. Rachel Turner rturner@lincolnelem.demo	Noah Patel NS1001	Northstar Elementary Education	Fall 2026 Cohort A	Lincoln Elementary School	Not Scheduled	Not Scheduled	Not Scheduled	Manage Evaluations Edit Placement Archive
Dr. Helen Brooks hbrooks@northstar.demo	Mr. David Park dpark@lincolnelem.demo	Ava Morales NS1002	Northstar Elementary Education	Fall 2026 Cohort A	Lincoln Elementary School	Not Scheduled	Not Scheduled	Not Scheduled	Manage Evaluations Edit Placement

Teacher Candidate Placements and Clinical Evaluations.

- 1 Import file.
- 2 Import Clinical Supervisor Placements.
- 3 Refresh.
- 4 Manage Evaluations.

12.3 Forms and surveys for Clinical Educators

Send an approved form or survey to the Clinical Educator (the classroom teacher hosting the placement). The recipient's name and email fill in from the placement record.

Clinical Educators & Clinical Supervisor Evaluations

Clinical Educators are the classroom teachers hosting Teacher Candidates. Clinical Educators do not need RubricPort logins; they receive secure links to evaluate the Clinical Supervisor assigned to the placement.

Send Form / Survey to Clinical Educator

Choose the Teacher Candidate. RubricPort automatically uses the Clinical Educator and placement information already stored on that candidate's active placement.

Teacher Candidate

Select Teacher Candidate

Clinical Educator

Auto-populates from placement

Clinical Educator Email

Auto-populates from placement

Form / Survey

Select form / survey

Send Date (for scheduling)

mm / dd / yyyy

Send Time (for scheduling)

Select time

Due Date (required)

mm / dd / yyyy

Select a Teacher Candidate to load the Clinical Educator, Placement School, Program, and Clinical Supervisor.

Add / Edit Clinical Educator on Placement

Clinical Educator name and email are stored on the Teacher Candidate placement. Use this button for an existing placement; the recipient fields above remain read-only so sent forms always use the saved placement record.

Schedule

Send Now

Send Form / Survey to Clinical Educator.

- 1 Teacher Candidate.
- 2 Form / Survey.
- 3 Send Date (for scheduling).
- 4 Send Time.
- 5 Due Date (required).
- 6 Schedule.
- 7 Send Now.

12.4 Forms and surveys for Teacher Candidates

Send approved forms to an individual Teacher Candidate or a group, schedule them, and set the due date. Teacher Candidates do not browse or start these forms themselves.

Forms & Surveys

All Field Experience forms, surveys, and Self-Assessments are sent by a Staff Assessor or Administrator. Teacher Candidates do not browse or initiate these forms themselves.

Teacher Candidate (individual send) 1

Select Teacher Candidate

Group (group send) 2

Select Group

Form / Survey

No Active Teacher Candidate forms available

Send Date (for scheduling)
mm/dd/yyyy

Send Time (for scheduling)
--:--:--

Due Date (required)
mm/dd/yyyy

3 Send to Selected Candidate Now
4 Schedule for Selected Candidate

4 Send Form / Survey to Group Now
Schedule Form / Survey for Group
Refresh

Select either one Teacher Candidate for an individual action or a Group for a group action. Form content is maintained in the Forms & Surveys Library.

No Teacher Candidate forms or Self-Assessments assigned yet.

Teacher Candidate Forms & Surveys.

- 1 Teacher Candidate (individual send).
- 2 Group (group send).
- 3 Send to Selected Candidate Now.
- 4 Send Form / Survey to Group Now.

12.5 Praxis scores (read-only)

Staff Assessors can view Praxis test names and scores. Praxis import, passing status, required scores, and Praxis Analysis are Administrator-only.

Praxis Scores

Read-only: Staff Assessors can view Praxis test names and scores. Import controls, passing status, required scores, and Praxis analysis are Administrator-only.

Search Praxis Scores

Name / Student ID / Test

Search

Program

All Programs

Praxis Test

Test

1 Search
Clear Filters
☐ Include students with no score on file

Student	Student ID	Program	Praxis Test	Score
Ava Morales	NS1002	Northstar Elementary Education	Elementary Education: Multiple Subjects	152
Liam Chen	NS1003	Northstar Secondary Biology	Biology: Content Knowledge	161
Noah Patel	NS1001	Northstar Elementary Education	Elementary Education: Multiple Subjects	168
Noah Patel	NS1001	Northstar Elementary Education	Teaching Reading: Elementary	171

Praxis Scores — search only.

- 1 Search.

12.6 Counselor Trainee placements and Weekly Hour Logs

Counselor Trainees enter Weekly Hour Logs on the desktop or in RubricPort Mobile Companion (Section 6.2). Logs route first to the Site Supervisor through a secure no-login link. After Site Supervisor

approval, the log appears for the assigned Instructor/Assessor to review and complete.

Counselor Trainee Placements

Restricted Counselor Trainee Field Experience workspace for Professional Counseling programs. Import placements by Student, Program, Placement / Site, Site Supervisor, Instructor/Assessor, Term, and Group. Site Supervisors are external participants and do not receive RubricPort login accounts.

Submission trigger courses: CSP 6300 · CSP 6320 · CSP 6860 · CSP 6870. Course ID comes from the student's assessment submission; it is not part of the placement record. Rubrics remain defined and aligned through the institutional Crosswalk.

Counselor Trainee Placement Import

[Download Counselor Trainee Placement Import Template](#)

Choose File No file chosen

Import Counselor Trainee Placements Refresh

1 active Counselor Trainee placement(s). Placement records are course-independent. Submission trigger courses: CSP 6300 · CSP 6320 · CSP 6860 · CSP 6870.

Student	Program	Placement / Site	Site Supervisor	Instructor / Assessor	Term	Group	Actions
Sofia Rivera NS1006	Northstar M.A. Clinical Mental Health Counseling	Riverside Community Counseling Center	Dr. Marcus Allen mallen@riversidecc.demo	Grace Kim gkim@northstar.demo	Fall 2026	Practicum A	Edit

Counselor Trainee Timesheets

Student Timesheets route first to the external Site Supervisor through a secure no-login link. After Site Supervisor approval, the Timesheet appears here for the assigned Instructor/Assessor to review and complete.

 **RubricPort Mobile Companion:** Counselor Trainees use the Mobile Companion for Weekly Hour Log / Timesheet entry. Approved logs continue through the existing Site Supervisor



Counselor Trainee Placements and Timesheets.

- 1 Download Counselor Trainee Placement Import Template.
 - 2 Import Counselor Trainee Placements.
 - 3 Refresh Timesheets.
- 1 Select **Refresh Timesheets**, then **Review / Complete** on a log ready for your review.
 - 2 Verify the student and placement, activity hours, Direct, Indirect, and Supervision totals, professional development and descriptions, and the Site Supervisor's comments.
 - 3 Add optional Instructor/Assessor comments, then select **Complete Weekly Hour Log**.

PCT-0001

Sofia Rivera (NS1006) · Northstar M.A. Clinical Mental Health Counseling ·

Riverside Community Counseling Center · Site Supervisor: Dr. Marcus Allen · Semester / Term: Fall 2026 · Group: Practicum A

Close

Week 5 · 2026-09-28 to 2026-10-02 · Practicum

Activity (Direct)	Number of Hours	Activity (Indirect)	Number of Hours	Activity (Supervision Indirect)	Number of Hours
1. Individual Counseling	4	8. Record Keeping & Report Writing	2	14. Individual Site Supervision	1
2. Group Counseling	1.5	9. Recording Review	1	15. Site Group Supervision	1.5
3. Family/Couples Counseling		10. Professional Development (list below)		16. University Group Supervision	
4. Consultation	1	11. Clinical Meetings/Other Meetings			
5. Prevention		12. Session Planning or Preparation			
6. Crisis Management		13. Other (describe below)			
7. Telehealth					
Weekly Total (Direct)	6.50	Weekly Total (Indirect)	3.00	Weekly Total (Indirect)	2.50

Total Weekly Hours: Direct 6.5 · Indirect 5.5 · Total 12

Descriptions:

Intake sessions and co-facilitated an anxiety skills group.

Site Supervisor Comments

1 hours verified with the site schedule.

Instructor/Assessor Comments (optional)

Complete Weekly Hour Log

2

Reviewing a Site-Supervisor-approved Weekly Hour Log.

- 1 Site Supervisor comments.
- 2 Complete Weekly Hour Log.

Completed records remain preserved and the Counselor Trainee is notified. If an email link to a log opens under the wrong account, see Section 10.

12.7 Professional Counseling evaluations and surveys

Use **Scheduled Evaluations and Surveys** to send approved Professional Counseling instruments to Counselor Trainees, placement Groups, Site Supervisors, or authorized Assessors, now or on a schedule. The instruments come from the Professional Counseling Forms & Surveys library.

Professional Counseling Forms & Surveys

This library supports Professional Counseling instruments for multiple recipient groups, including students/trainees, graduates/alumni, Site Supervisors, and employers. **Only Administrators can create or edit form/survey content.** Authorized Counseling Assessors can view approved instruments but cannot alter them.

Refresh Library

Search Forms & Surveys

Search title, recipient, status, or content

Read-only approved library. Only an Administrator can create or edit institutional form/survey content.

Showing 1–4 of 4

Student Evaluation of Site Supervisor

Recipient: Counselor Trainee · Status: Workflow-linked · Criteria / prompts: 15

Preview

University Supervisor Evaluation

Recipient: Assessor · Status: Workflow-linked · Criteria / prompts: 15

Preview

Site Supervisor Evaluation

Recipient: Site Supervisor · Status: Workflow-linked · Criteria / prompts: 15

Preview

Practicum and Internship Site Evaluation

Recipient: Counselor Trainee · Status: Workflow-linked · Criteria / prompts: 10

Preview

Professional Counseling Forms & Surveys (read-only for Staff Assessors).