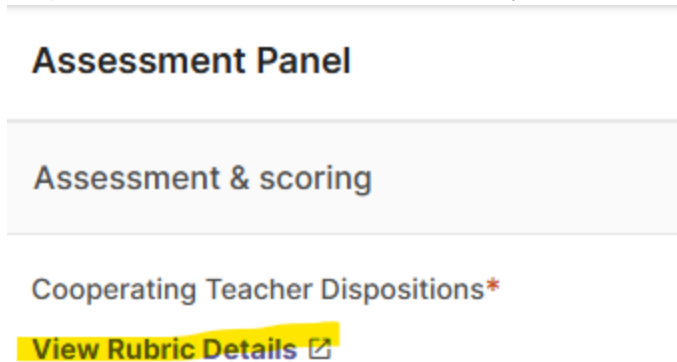


## Downloading Field Experience Evaluations in SLL

1. Open the Clinical Experience Evaluation activity within your course.
2. Click the dropdown arrow within the Assessments History tab and click on the Cooperating Teacher's name.



3. Select View Rubric Details for EACH of the rubrics within the assessment panel. (i.e. CT Dispositions AND CT Recommendation.)



4. Right click and "Print" to your computer. (MAC users CTRL+Click and Print). You will need to adjust the scale so the entire rubric fits on one page.
  - a. Destination: Save as PDF
  - b. More Settings:
    - i. Scale: Custom
    - ii. Set scale to about 60.
  - c. See video for more instructions; must be logged into SMSU Office 365 account to view. [Printing Evaluations.mov](#)