STEP#1] To log in Use Credentials Provided by CAPE staff.
STEP#2) Select Evaluations from the menus at the top of the page
STEP#3) Select the search Tab
STEP 4) Select the session name from the drop down menu.
STEP#5) Select the session date range From x To x
STEP#6) Select which type of evaluation you want to review.

Learner Encounter Note = Student Post Encounters
Learner Assessment = SP Checklist
You also can narrow your search by Evaluator, Learner or by case if you choose to.

Please keep in mind you do not have to be this specific searching by date and evaluation type will show your data!
STEP#7) once you have the desired search criteria select search
STEP#7) Select Score to grade a student’s data.
Please be aware that there may be a Pre and post encounter for each learner. Make sure to select the correct evaluation.
For a performance Assessment there will just be one choice for each learner.
You can simply search for the students name in the search Bar.

Or

You can see all the students by expanding the View tab to show all records.

If you can’t find a student’s name please double check step #5, double check your date range. If you still can’t find a student please contact the CAPE.
Once you are finished grading select finish.
You will have to go back and repeat steps 3-8 to grade another student’s assessment.