

## Payment Registration and Evaluation ONLINE via WebAdvisor!

The Schulich School of Education, Brantford Campus is pleased to announce that Associate Teachers can now complete and submit their Payment Registration and Practicum Evaluations online via WebAdvisor.

### Step 1: Completing Your Payment Registration

**\*\*Payment Registration must be completed prior to accessing evaluation(s). \*\***

- If the Payment Registration has already been completed, Associate Teachers are ready to login to WebAdvisor. Please skip to “Logging in to WebAdvisor” instructions on the next page.
- If you have not completed the Payment Registration please go to:  
<https://webadvisor.nipissingu.ca/WebAdvisor/WebAdvisor?CONSTITUENCY=WBCE&type=P&pid=ST-XPMS038>  
and fill in the required information as detailed below.

**Payment Registration**

\* = Required

**Personal Information**  
Enter your personal information below.

First Name: \*  
Last Name: \*

Birth Date: \*  
MM/DD/YYYY

OCT Registry #: \* [Find my OCT number](#)

Email Address: \*  
Home Address: \*  
City: \*  
Province: \*  
Postal Code: \*

**Please enter Teacher Candidate information, if known.**

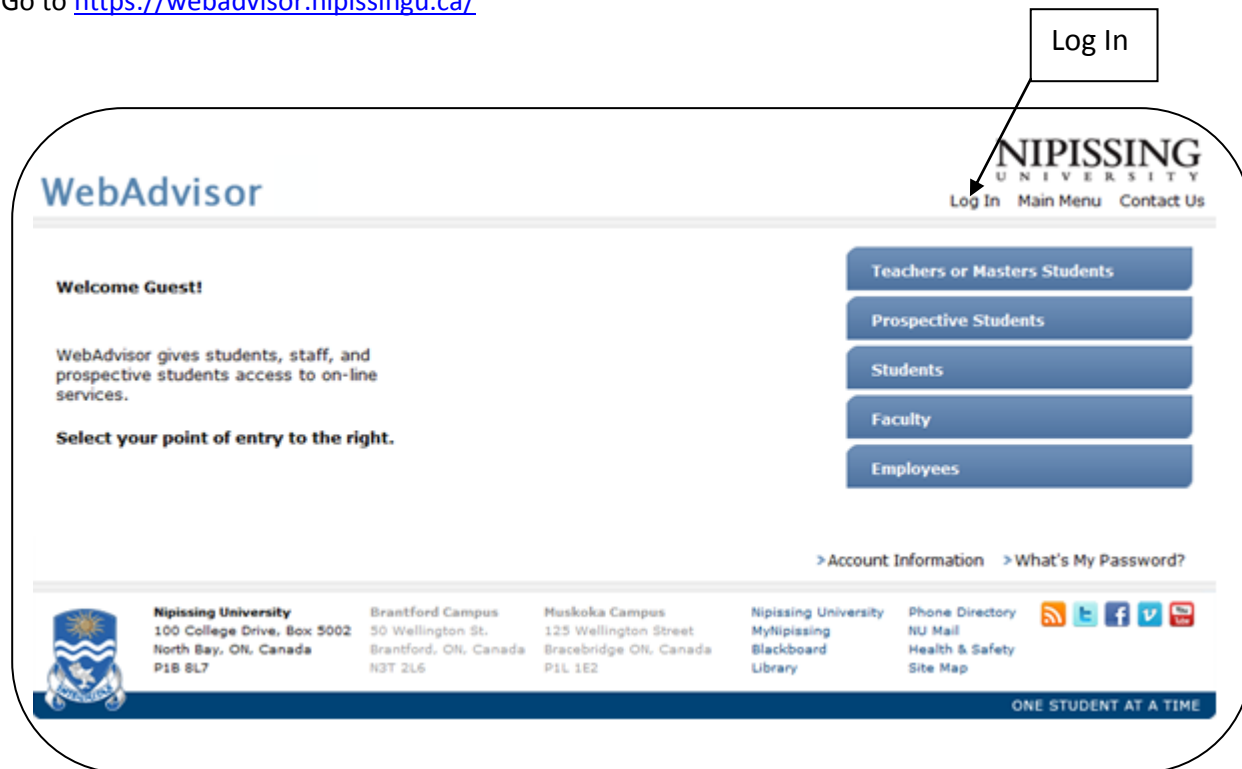
Candidate First Name:  
Candidate Last Name:  
School:  
School Board:  
Campus: \*

For assistance with OCT #, please visit [www.oct.ca](http://www.oct.ca) and click on “Find A Teacher”.

- The information gathered on this form is used for identification purposes only. It is important that we have current school board email address, as all correspondence from our office will be sent to this address.
- \$7 per day has been allocated for each Teacher Candidate. The honorarium will be divided equally among Associate Teachers who share a Teacher Candidate. The cheque will be sent directly to the Associate Teacher’s home address.
- Payment will be processed once completed registration and evaluation(s) have been received.

## Step 2: Logging in to WebAdvisor

- Go to <https://webadvisor.nipissingu.ca/>



- Click the “Log In” tab in the top right corner.
- If you have an existing WebAdvisor account**, please login using the current username and password.
- If you are new to WebAdvisor**, the username and password will be sent to the email address provided upon successful completion of the payment form. After successfully logging in to WebAdvisor for the first time, Associate Teachers will be prompted to change their password. Please follow the instructions and remember to **save password information for future reference**.
- If Associates experience difficulty logging in to WebAdvisor, please contact the Practicum Office at [brant@nipissingu.ca](mailto:brant@nipissingu.ca) or (519) 752 1524 ext. 7504 or 7503.

### Step 3: Completing the Online Evaluation

- Go to <https://webadvisor.nipissingu.ca/> and login.
- Click on “Teachers or Masters Students”.
- Under the heading “Associate Teachers” click on “Practice Teaching Evaluations”. Associate Teachers will be directed to this page:

Practice Teaching Evaluation

\* = Required

Select Year:\*

SUBMIT

- Select the current year and click the “Submit” button.

The following page will be displayed:

- Select the appropriate Teacher Candidate and evaluation to be completed from the drop-down menu.
- Click the “submit” button
- For clarification on which evaluation to choose, please contact the Practicum Office at: [brant@nipissingu.ca](mailto:brant@nipissingu.ca) or (519) 752-1524 ext. 7503.

Practice Teaching Evaluation

Academic Year: 2011

Select Student:

SUBMIT

- Choose an overall rating for each category from the drop-down menu.
- Please refer to the Concurrent Program Handbook for Growth Descriptors.
- Please include strengths and areas for improvement in the comments section.

**1. Commitment to Students and Student Learning**

Shows care and commitment to students and to teaching,	
Treats pupils equitably and with respect	
Creates opportunities for problem-solving, decision making and critical thinking	
Makes adjustments to meet student needs (Identified, ELD, ELL,...)	

Enter Comments:

Save & Continue

- Once Associate Teacher are satisfied with the evaluation entries, click “save & continue”.
- If the following message appears: “Warning - Some ratings and/or comments are blank”.
- Associates may click “Save and Continue” to go to the next page, but will not be able to submit the final evaluation until all fields are completed.
- Evaluations do not need to be completed in one session.
- Associates will be able to retrieve the report and edit as needed until submitting the final version of the evaluation.

**Do not use the “Back” button on the web browser, or saved information will be lost.**

- Enter the dates the Teacher Candidate was late or absent (only two dates may be entered at a time). If the Teacher Candidate was absent or late more than two days, click on “Save & Continue” to enter additional days.

Add absent dates (MM/DD/YYYY)      Add late dates (MM/DD/YYYY)

Absent:  Absent:       Late:  Late:

Dates Absent/Late

Dates Absent	Delete
None Reported	<input type="checkbox"/>

Dates Late	Delete
None Reported	<input type="checkbox"/>

A list of dates absent/late will populate here once saved. If a date is added in error, it can be deleted from the list here.

- Click on “PDF Evaluation” to view and print a copy of the evaluation for your records.

Check this box to submit final evaluation.

Student: Deluce, Aimee

School: Glen Williams P.S.

Board: Halton District School Board

I am satisfied that this evaluation is complete and requires no additional changes.

[PDF Evaluation](#)     

PDF Evaluation

- Once Associate Teachers are satisfied that the evaluation is complete and does not require any additional changes:
- Check “I am satisfied that this evaluation is complete and requires no additional changes”
- Click “Submit Final”.
- If you receive this message: “Warning: Your evaluation has not been submitted. Some required fields are incomplete. Please return to the main menu to access your evaluation in order to complete the required fields”, please follow the instructions to complete the evaluation and resubmit.
- Once the final evaluation has been submitted, Associates will have view-only access to it.
- The evaluation will be made available to the Teacher Candidate and Faculty Advisor.

Thank you for completing the online evaluation through WebAdvisor!