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Work Habit Skills Evaluation

for Instructors and Class Managers

Immersive Engineering, Inc.
Version 3.01

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Introduction

The Online Work Habit Skills Evaluation System is designed to replace the paper-based Work Habit Skills Evaluation process and to improve the efficiency of the evaluation process for instructors, administrators, and students.

The Work Habit Skills System automates the process of monitoring, recording, and reporting student professionalism, focus, and overall goal achievement. It provides a collaborative environment in which Peer Group Instructors may score and provide reinforcing comments to guide students and help them achieve success. Students may view their personal Work Habit Skills Report on a regular basis to view ongoing evaluation scores and constructive feedback.

Procedures necessary to become familiar with and use the system consist of: [**1**] **System Setup**; and [**2**] **Daily Use**.

Setting up the system and preparing it for daily use involves:

1. Registering Students
2. Creating and Managing Sessions
3. Managing Students

Steps necessary for interacting with the system on a daily basis include:

1. Selecting an Active Session
2. Selecting Student Evaluation Forms
3. Interacting with Student Evaluation Forms

System Setup

Registering Students

The Work Habits System is accessed through the Immersive Learning Management System (LMS). Before students can view learning material through the LMS or be evaluated within the Work Habit Skills System, they must be registered. Registration can take place in one of two ways: students may use the self-registration interface, or instructors may register multiple students at one time.

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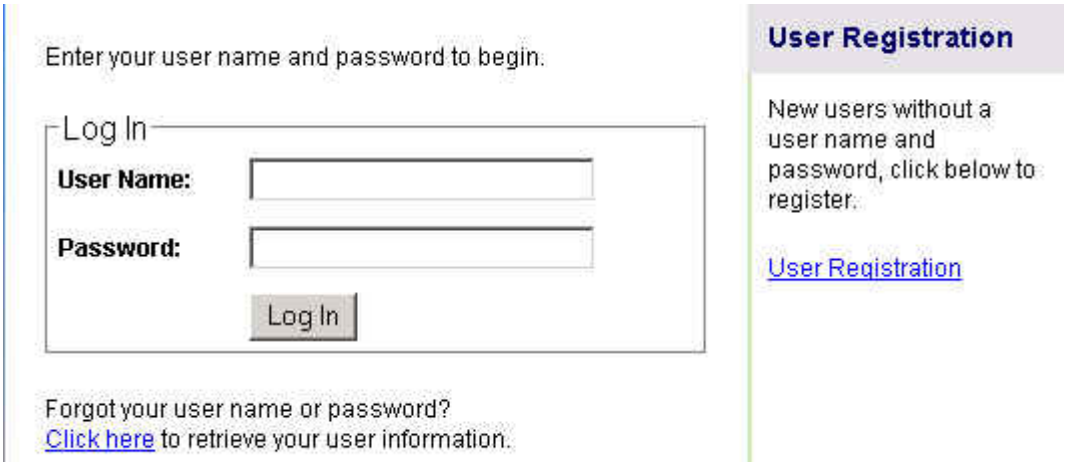
Student Self-Registration

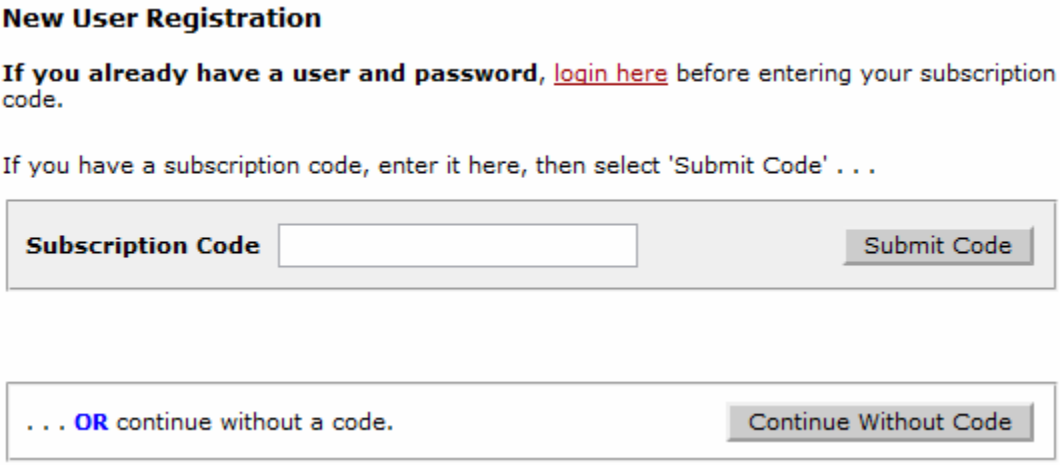
[**1**] Students without a user name and password can self-register by browsing to http://www.immerse2learn.com/lms/login. The self-registration process should take only a few minutes. From the Log In screen, new users click the 'User Registration' link on the right side of the screen.



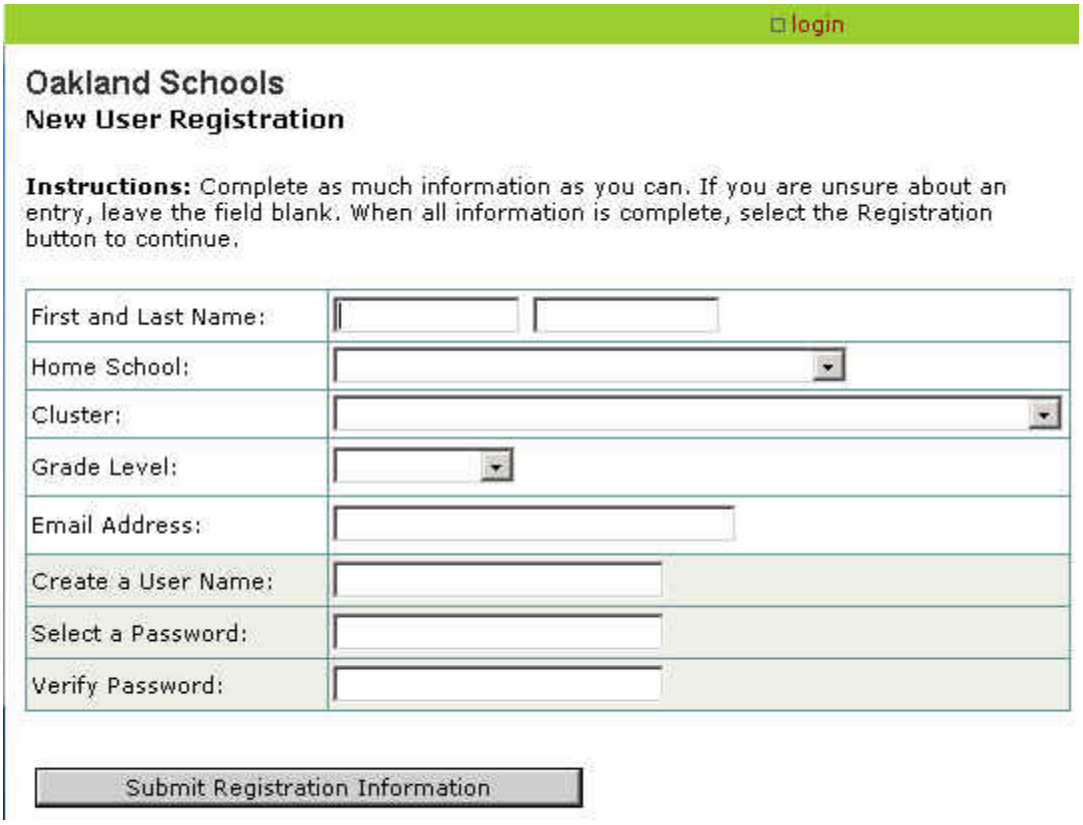
[**2**] On the next page, enter your organization's **Subscription Code** in the appropriate field. Code entries are case sensitive. Click the 'Go' button to continue.

For example, the registration code used for all Oakland Schools students is:

EOAK2100



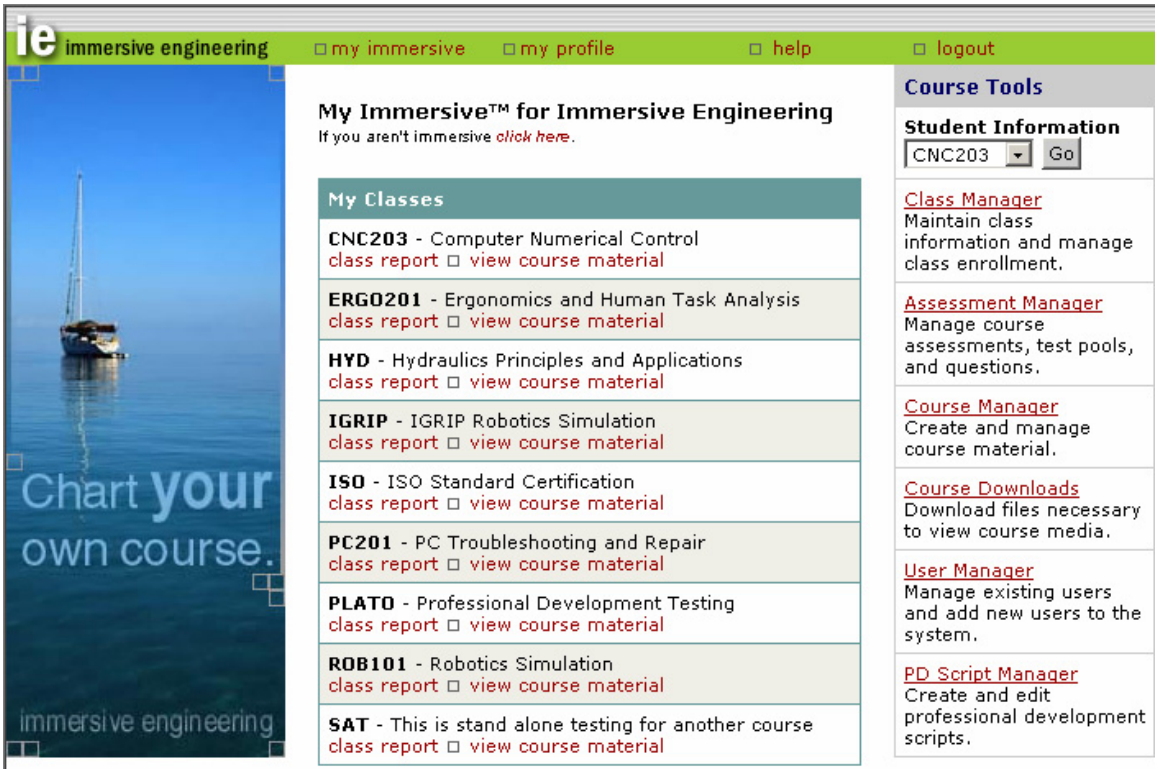
[**3**] All the information on the Registration Form should be completed. Click the 'Submit' button to continue.



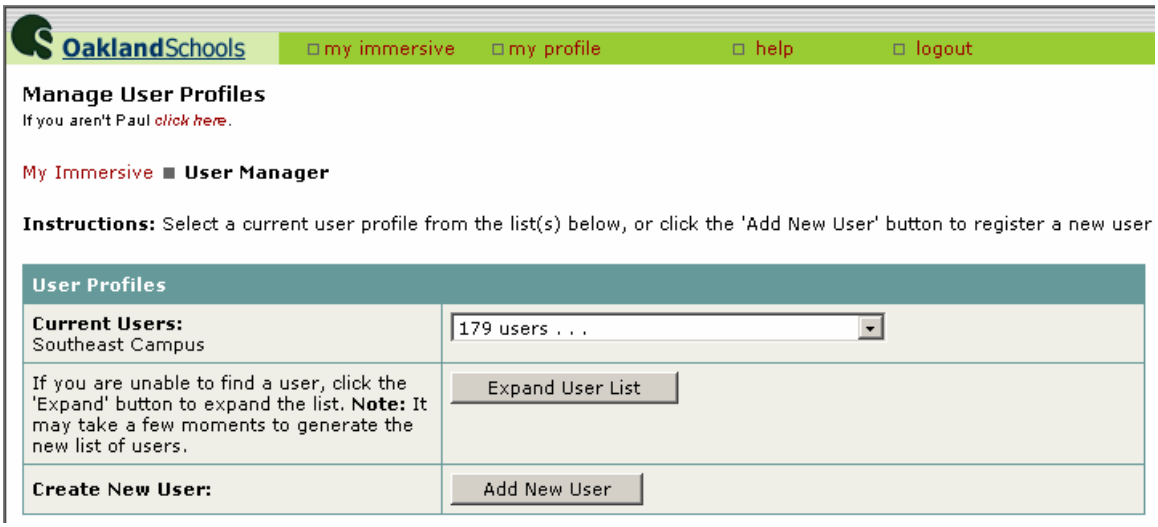
[**4**] After the student information is processed successfully, the user is returned to the Log In screen. A message confirms that the registration process was successful.

Registering Multiple Students

Instructors can register multiple students at one time using the User Manager. The User Manager can be accessed using the appropriate link in the 'Course Tools' section of the My Immersive screen.

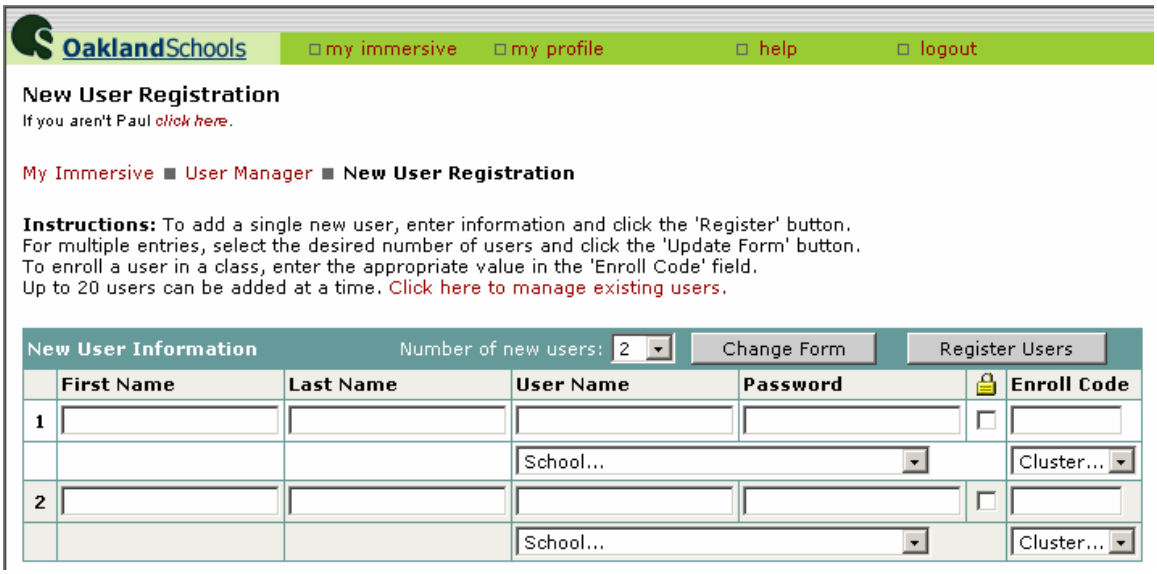


[**1**] Select the 'Add New User' button to register new students. Students should only be registered one time. Registered students appear on the 'Current Users' list.



[**2**] To register multiple new students, select the number of students and click the 'Change Form' button to refresh the screen. Not all students need to be registered at the same time. Additional user rows can be added to the form by selecting the 'Change Form' button at any time. However, **if the form is reduced in size, user information may be lost**.

All required user information should be complete before continuing. The 'Lock Password' checkbox and Enroll Code entry are optional. Rows can be left blank, but partial entries will be rejected.

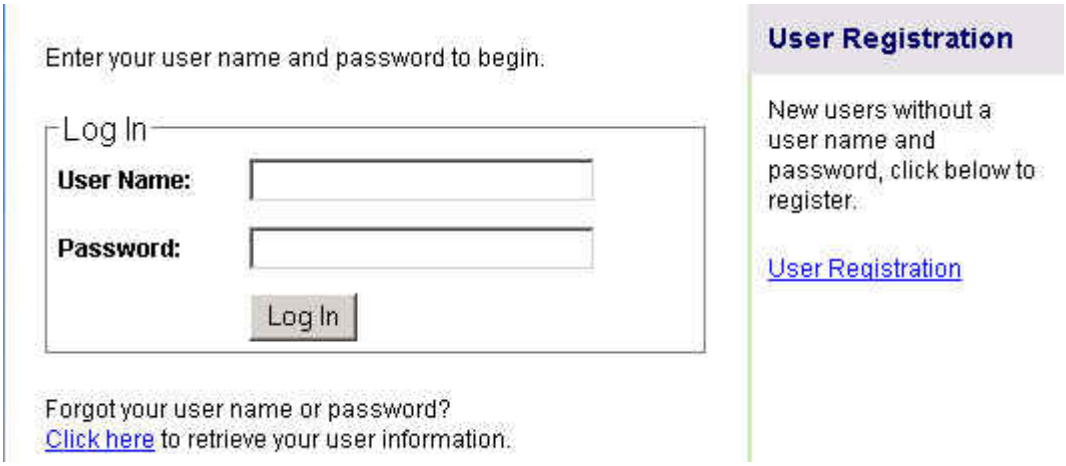


[**3**] After all the desired user information is entered, select the 'Register Users' button to continue. If any information is missing, or some other error occurs, a message will appear with instructions to resolve the problem. If the registration process was successful, a confirmation screen appears. Additional users can be registered by selecting the 'Start Over' button.

Logging In

Students and instructors launch Work Habits from the appropriate desktop icon, by inserting a program disc, or by logging in at http://www.immerse2learn.com. From the Log In screen, enter your user name and password. User name and password entries are case sensitive.

Note: Instructors that do not have a user name and password, or have forgotten their log in information, may contact their system administrator or Immersive Engineering for assistance. Immersive representatives may be contacted at (248) 865-2001, option 1, or by email at support@immerse2learn.com.



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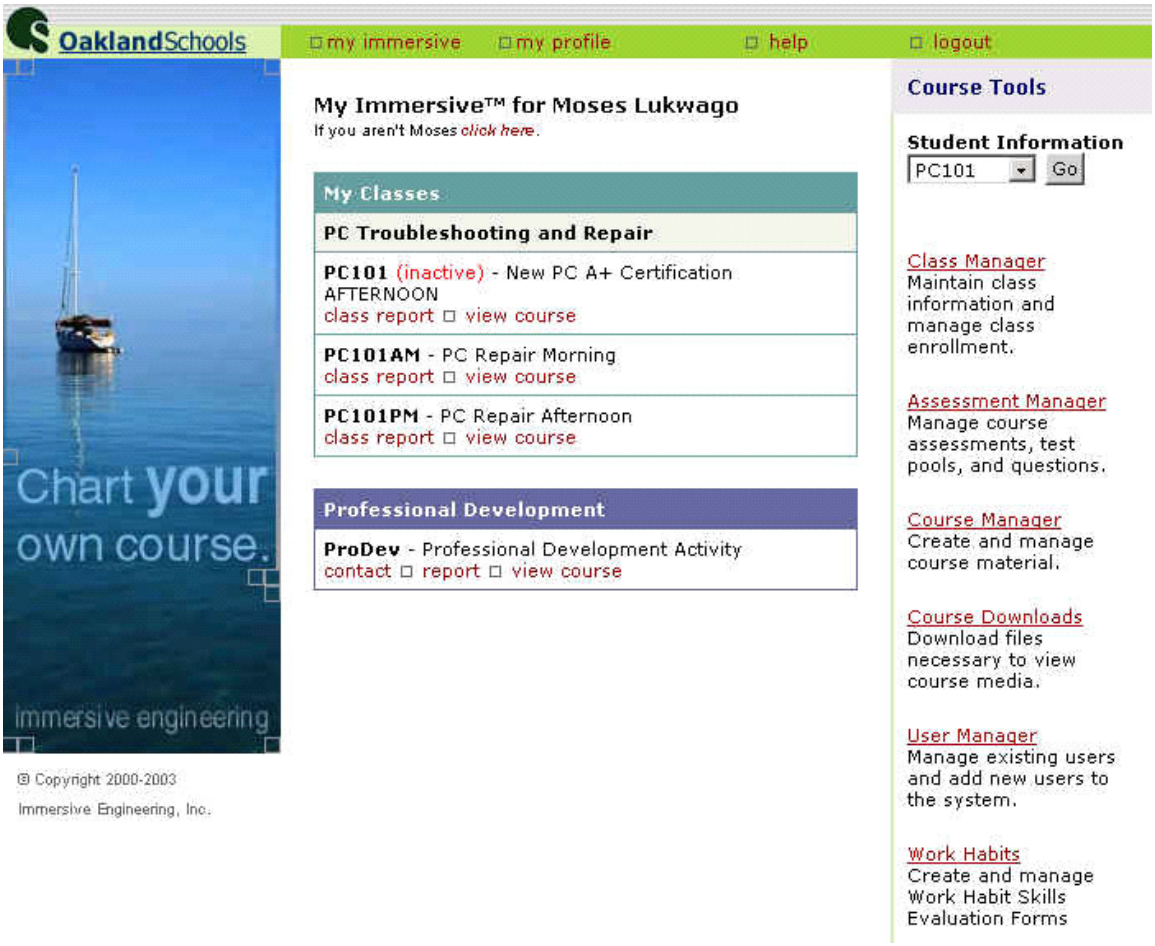
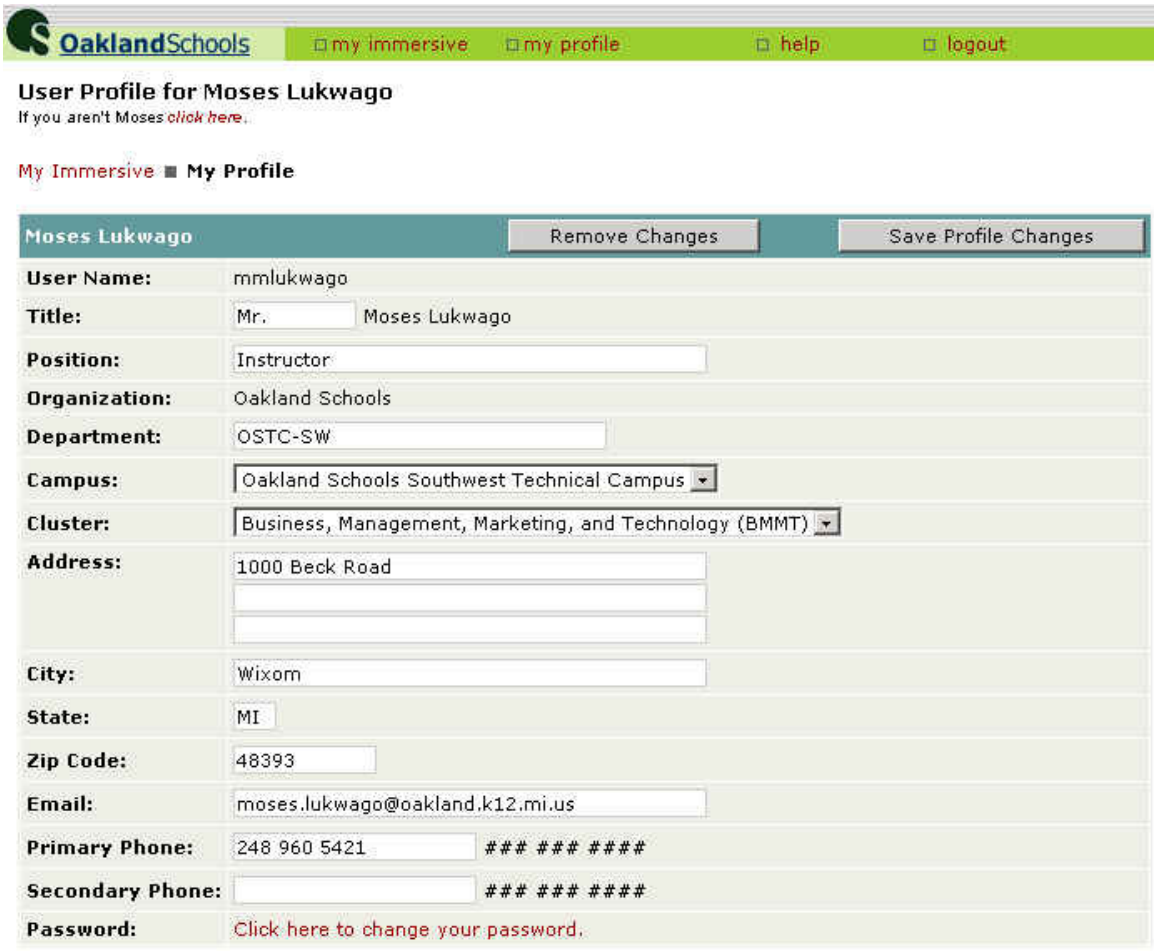
My Immersive

After logging in, the My Immersive page is displayed. My Immersive provides access to profile settings, learning material, various course, class, and student management tools, and the Work Habits System. Instructors and students select the 'Work Habits' link from the list of available Course Tools on the right side of the screen.



Verify Profile Information

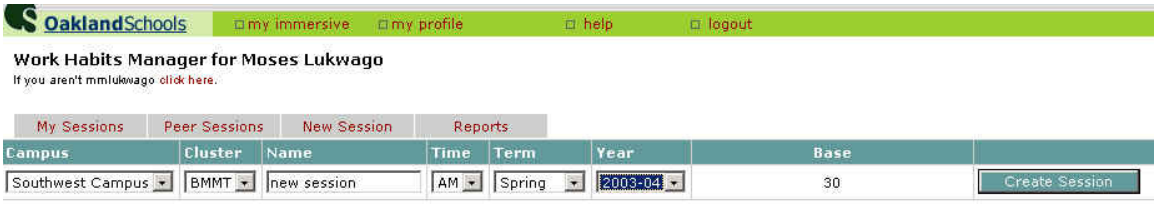
Immediately after logging in for the first time, all users should verify their profile information. Select the 'My Profile' link at the top of the page to view profile information. If necessary, correct the information and click the 'Save' button to continue. When finished, return to 'My Immersive'.



Setting Up and Using the Work Habit Skills System

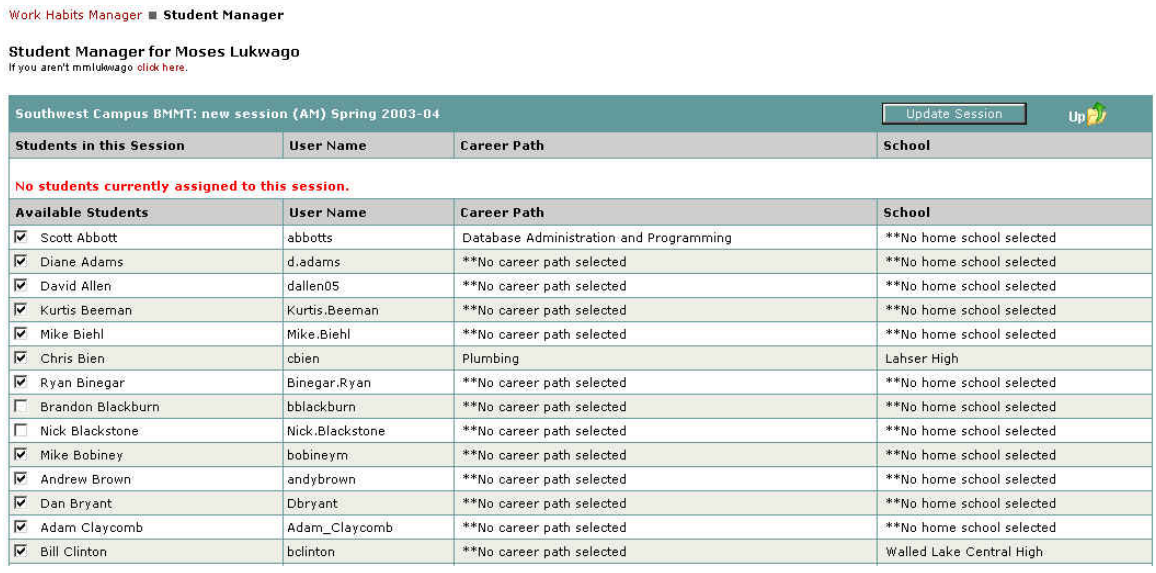
[**1**] To access the **Work Habits Manager**, select the 'Work Habits' link from the Course Tools on the right side of the My Immersive screen. If this link does not appear, make sure the Campus and Cluster selections are entered correctly in your Profile. If you are still unable to access the Work Habits Manager, you may contact Immersive Engineering at (248) 865-2001, option 1, or support@immerse2learn.com.

[**2**] **Work Habit Sessions** are created by clicking the 'New Session' tab. Registered students may be assigned to a session after it is created. Complete all the information on the new session form. Multiple sessions may be created for different groups of students.



The instructor that creates a session becomes the Peer Leader for that session. The Peer Leader is responsible for maintaining session parameters, including adding and removing students from the session. A regular Peer (instructor) may modify the scores and comments on the Work Habit Skills Forms for all students assigned to the session. Generally, regular peers include instructors that share the same campus and cluster as the Peer Leader.

[**3**] To **add or remove students in a session**, click on the 'Manage Students' link. A list of available students will appear. Check or uncheck the box next to each student that will be added or removed from the session. Click 'Update Session' to save the selections.

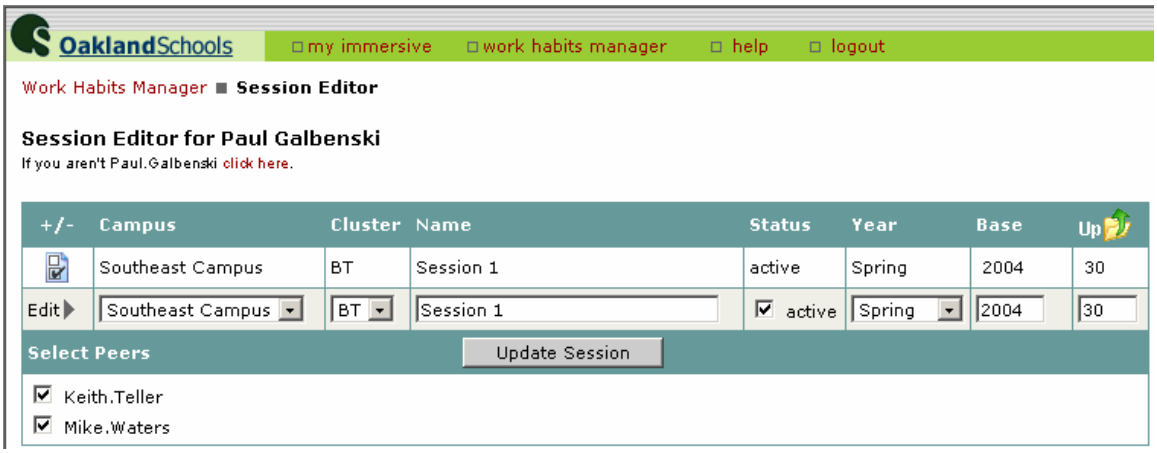


Note: School and Career Path information may be managed for students after they are added to a session.

[**4**] When a student is added to a session, a **Work Habit Skills Evaluation Form** is automatically created for the student. To view the students assigned to a session and to access their forms, click the appropriate session name under the 'My Sessions' tab from the Work Habits Manager.

Managing Sessions

The Peer Leader can modify session parameters by selecting the 'Edit Session' link represented by the icon next to the session name. Session parameters that can be modified include session status, marking period, and the Peer list.



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Using Work Habits On A Daily Basis

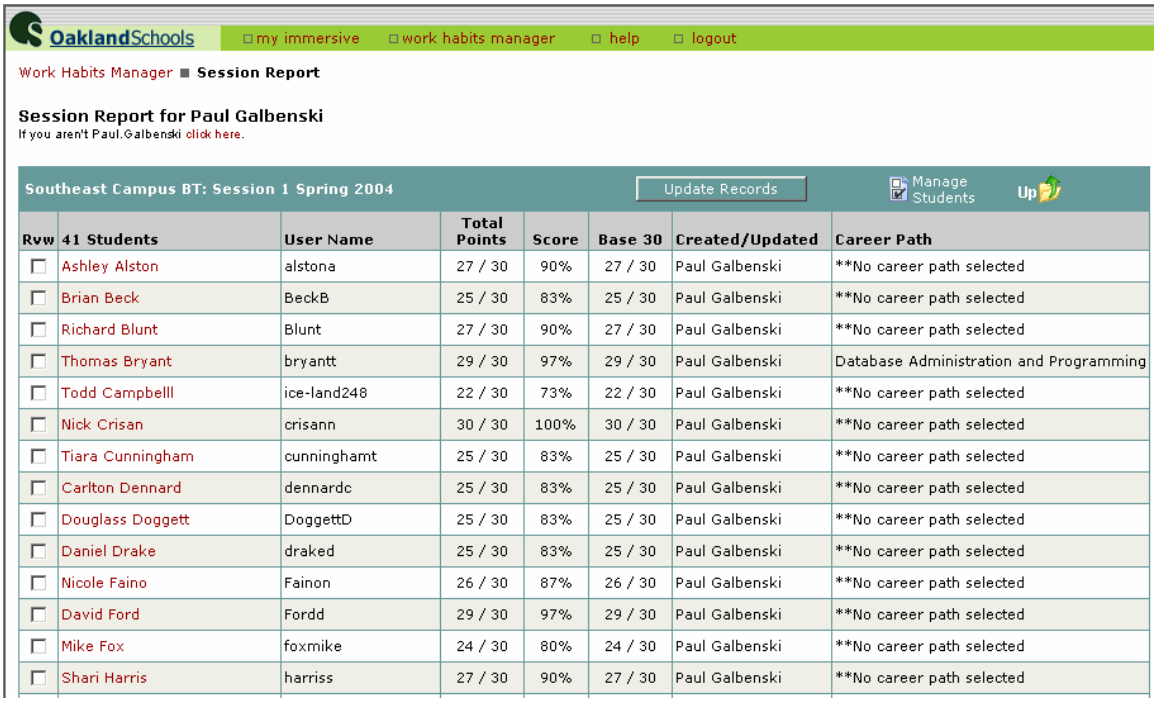
At this point you should have one or more Work Habits sessions created, with a number of students assigned to each of these sessions. Once your sessions are set up, the Work Habit Skills Evaluation System is ready for routine reporting and communication.

The Session Report

[**1**] **Log in** to the system and select the 'Work Habits' link as described above.

[**2**] From the **Work Habits Manager**, select the 'My Sessions' tab, if not already selected. To access the Session Report, select the desired **Session name**.

[**3**] The **Session Report** screen displays a summary of the current Work Habit Skills Evaluations for each student in the session. To **edit, view, or add comments** to an existing form for a student, click the student's name.



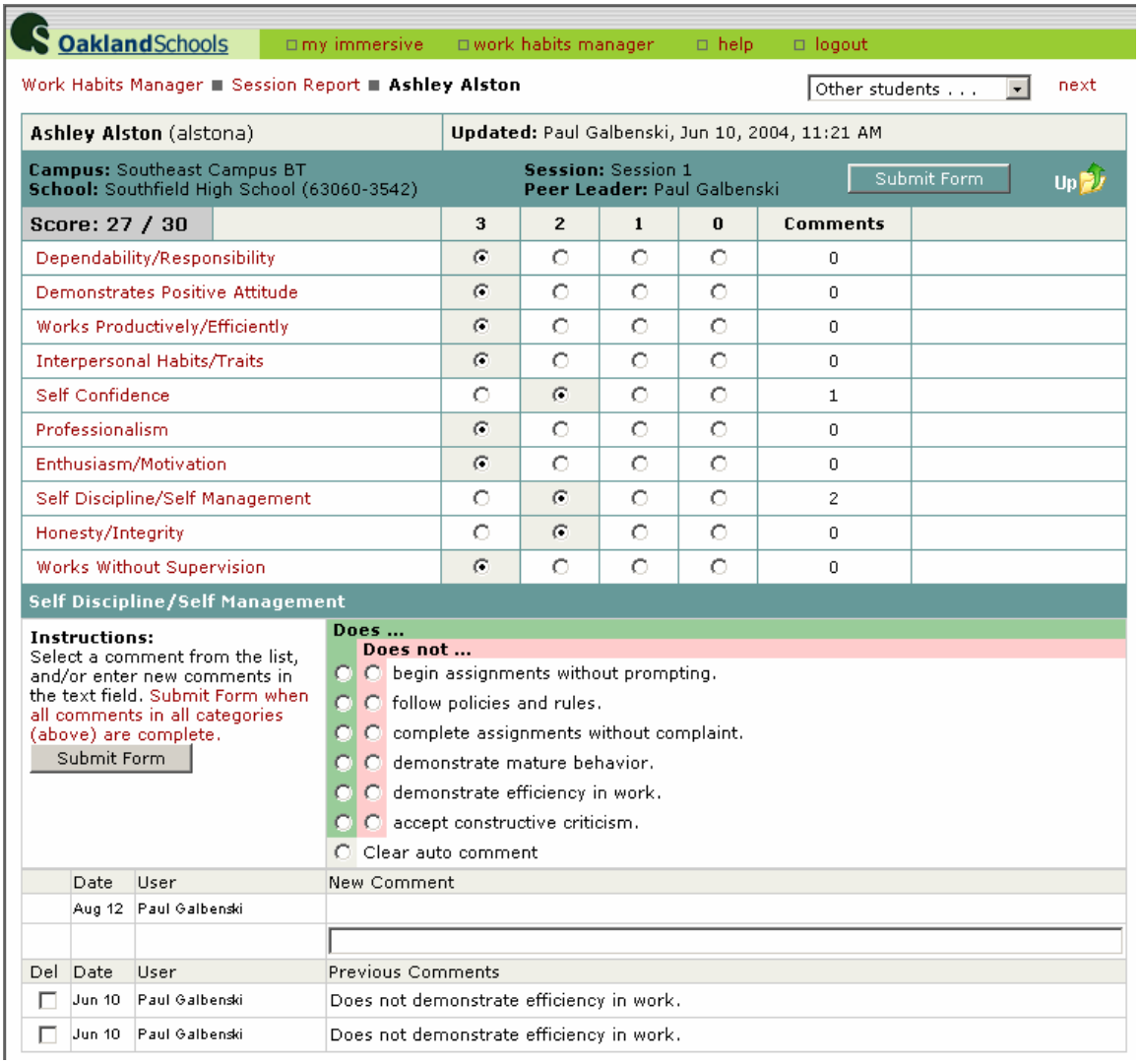
Rvw	41 Students	User Name	Total Points	Score	Base 30	Created/Updated	Career Path
☐	Ashley Alston	alstona	27 / 30	90%	27 / 30	Paul Galbenski	**No career path selected
☐	Brian Beck	BeckB	25 / 30	83%	25 / 30	Paul Galbenski	**No career path selected
☐	Richard Blunt	Blunt	27 / 30	90%	27 / 30	Paul Galbenski	**No career path selected
☐	Thomas Bryant	bryantt	29 / 30	97%	29 / 30	Paul Galbenski	Database Administration and Programming
☐	Todd Campbelll	ice-land248	22 / 30	73%	22 / 30	Paul Galbenski	**No career path selected
☐	Nick Crisan	crisann	30 / 30	100%	30 / 30	Paul Galbenski	**No career path selected
☐	Tiara Cunningham	cunninghamt	25 / 30	83%	25 / 30	Paul Galbenski	**No career path selected
☐	Carlton Dennard	dennardc	25 / 30	83%	25 / 30	Paul Galbenski	**No career path selected
☐	Douglass Doggett	DoggettD	25 / 30	83%	25 / 30	Paul Galbenski	**No career path selected
☐	Daniel Drake	draked	25 / 30	83%	25 / 30	Paul Galbenski	**No career path selected
☐	Nicole Faino	Fainon	26 / 30	87%	26 / 30	Paul Galbenski	**No career path selected
☐	David Ford	Fordd	29 / 30	97%	29 / 30	Paul Galbenski	**No career path selected
☐	Mike Fox	foxmike	24 / 30	80%	24 / 30	Paul Galbenski	**No career path selected
☐	Shari Harris	harriss	27 / 30	90%	27 / 30	Paul Galbenski	**No career path selected

Work Habit Skills Evaluation Form

[**1**] Each student starts with a **maximum score** (3) for each of the primary 10 Work Habit Skills categories. Each score may be changed by selecting the appropriate radio button.

[**2**] Comments may be provided for each of the **Work Habit Skills Evaluation categories**. Categories are selected by clicking the desired category name. When a category is selected, the appropriate sub-categories and comment selections are displayed in the comment section of the form. By selecting the "Does" or Does not" prefix of a sub-category, a **pre-defined comment** will automatically be added to the report. Unique comments also may be entered into the comment field provided.

[**3**] Select the 'Submit Form' button when the desired scores and comments are completed **for each category**. The input will be stored and may be reviewed by others, including students. Forms can be modified at any time by the Peer Leader, peer instructors, or students until the form is 'closed' for review.



OaklandSchools | my immersive | work habits manager | help | logout

Work Habits Manager ■ Session Report ■ **Ashley Alston** — Other students . . . — next

Ashley Alston (alstona) — **Updated:** Paul Galbenski, Jun 10, 2004, 11:21 AM

Campus: Southeast Campus BT
School: Southfield High School (63060-3542)
Session: Session 1
Peer Leader: Paul Galbenski
Submit Form — Up

Score: 27 / 30	3	2	1	0	Comments
Dependability/Responsibility	●	○	○	○	0
Demonstrates Positive Attitude	●	○	○	○	0
Works Productively/Efficiently	●	○	○	○	0
Interpersonal Habits/Traits	●	○	○	○	0
Self Confidence	○	●	○	○	1
Professionalism	●	○	○	○	0
Enthusiasm/Motivation	●	○	○	○	0
Self Discipline/Self Management	○	●	○	○	2
Honesty/Integrity	○	●	○	○	0
Works Without Supervision	●	○	○	○	0

Self Discipline/Self Management

Instructions:
Select a comment from the list, and/or enter new comments in the text field. Submit Form when all comments in all categories (above) are complete.
Submit Form

Does ...	Does not ...
○	○ begin assignments without prompting.
○	○ follow policies and rules.
○	○ complete assignments without complaint.
○	○ demonstrate mature behavior.
○	○ demonstrate efficiency in work.
○	○ accept constructive criticism.
○ Clear auto comment	

	Date	User	New Comment
	Aug 12	Paul Galbenski	

Del	Date	User	Previous Comments
☐	Jun 10	Paul Galbenski	Does not demonstrate efficiency in work.
☐	Jun 10	Paul Galbenski	Does not demonstrate efficiency in work.