

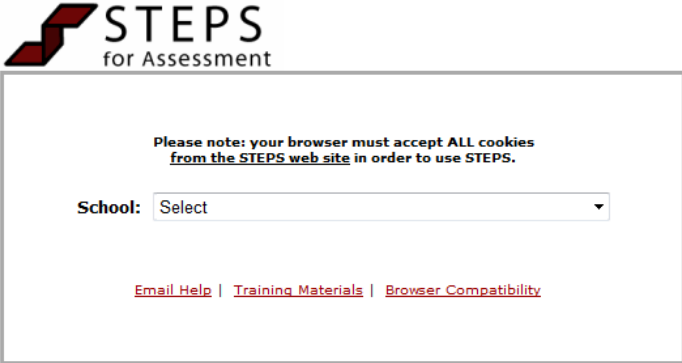
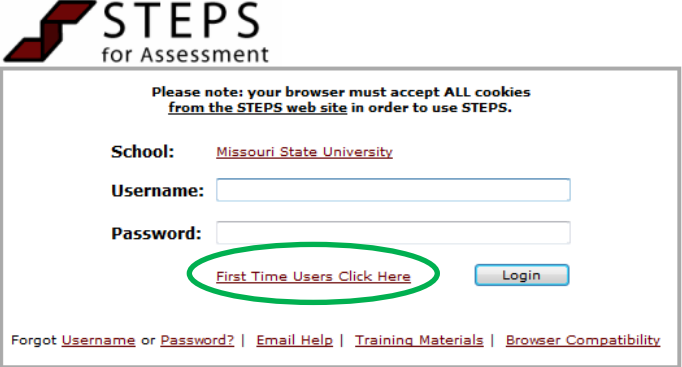
MSU STEPS

Students: Directions for Completing Dispositions in STEPS

This document contains directions for the following:

- 1) Logging into STEPS**
- 2) Completing Dispositions Self-Evaluations**
- 3) Printing completed evaluations**

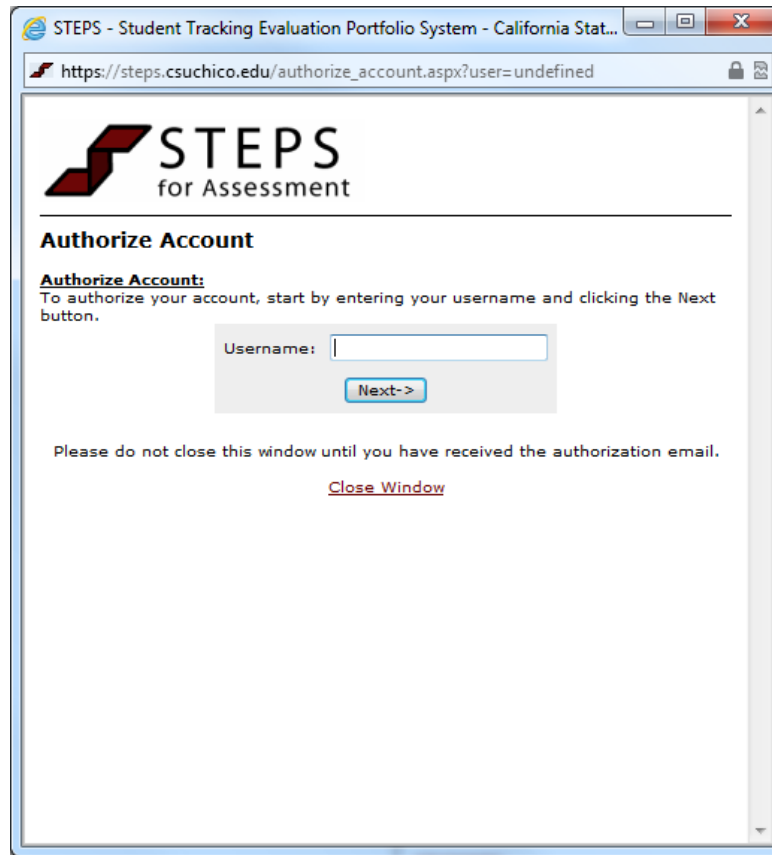
STEPS Login Directions

<p>1) Follow the link at the right to access STEPS</p>	<p>https://steps.csuchico.edu/</p>
<p>2) Select Missouri State University from the drop-down box</p>	 <p>The screenshot shows the STEPS for Assessment login page. At the top is the logo 'STEPS for Assessment'. Below it is a message: 'Please note: your browser must accept ALL cookies from the STEPS web site in order to use STEPS.' There is a 'School:' dropdown menu with 'Select' in it. At the bottom are links for 'Email Help', 'Training Materials', and 'Browser Compatibility'.</p>
<p>3) Enter your USERNAME (this is your official Banner email address - Ex: 'student123@live.missouristate.edu'). DO NOT USE YOUR CAMPUS ID. (this is your initials plus a number). Your Private ID is an alias that covers your actual MSU email address. To get your actual MSU email address, email yourself and copy the address from the 'Sender'. You will be creating your own Password. It is very important to keep this Password and remember it! To create your own Password, click on the link "First Time Users Click Here".</p>	 <p>The screenshot shows the STEPS for Assessment login page. At the top is the logo 'STEPS for Assessment'. Below it is a message: 'Please note: your browser must accept ALL cookies from the STEPS web site in order to use STEPS.' There is a 'School:' dropdown menu with 'Missouri State University' selected. Below that are 'Username:' and 'Password:' input fields. To the right of the password field is a 'Login' button. Below the input fields is a link for 'First Time Users Click Here' which is circled in green. At the bottom are links for 'Forgot Username or Password?', 'Email Help', 'Training Materials', and 'Browser Compatibility'.</p>

4) The popup window on the right will appear. Follow the steps given in the popup window to create your Password.

Your Password must meet the following criteria:

- **Have at least 8 Characters**
- **Contain 1 number**
- **Contain 1 capital letter**
- **Contain 1 lower case letter**
- **Contain 1 special character like !@#\$%^&**



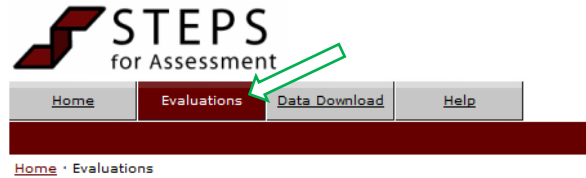
The screenshot shows a web browser window titled "STEPS - Student Tracking Evaluation Portfolio System - California Stat...". The address bar displays "https://steps.csuchico.edu/authorize_account.aspx?user=undefined". The page content includes the STEPS logo and the heading "Authorize Account". Below the heading, there is a section titled "Authorize Account:" with the instruction "To authorize your account, start by entering your username and clicking the Next button." A form field labeled "Username:" is present, followed by a "Next->" button. At the bottom of the page, there is a note: "Please do not close this window until you have received the authorization email." and a red link labeled "Close Window".

5) Login to STEPS using your email address and the password that you just created.

Completing Evaluations in STEPS

After logging in to STEPS, you will usually come into the system at the HOME tab.

To complete your evaluations, first select the EVALUATIONS tab at the top of the screen.



On the **Evaluations & Evaluation Summaries** page, click the **PENCIL** on the line next to the evaluation you will be completing.

Welcome [Redacted] ([Log Out](#))
Missouri State University

[Home](#) · [Evaluate](#)

Evaluations & Evaluation Summaries

Selecting a term will display all evaluations for that term. Click on the pencil icon to do an evaluation. Click on the eye icon to view your submitted evaluation. The "All Submitted" text link will display when all your traits for the evaluation are submitted. Clicking this text link will allow you to redo your evaluation.

Current Term: Fall 2012 [[Change Term](#)] (Found 3 Evaluations For Selected Term.)

[Evaluations](#) [Evaluations File Load](#)

Evaluations File Load is used with scoring evaluations. The presence of this link does not imply that you must upload something.

Course-Section	Required Work	Student Name	Assignment File	Evaluate	View
TST101 - 001	Candidate Professional Disposition Outcomes Self-Assessment-October 2012	[Redacted]	No File		
TST101 - 001	Candidate Professional Disposition Traits Self-Assessment-August 2012	[Redacted]	No File		
TST101 - 001	Student Teaching	[Redacted]	No File		

Select this PENCIL to begin.

An example of a **Disposition Evaluation** is shown at right. Click the **View Measurement Instrument** to see the scoring category descriptions.

Also, click the **View trait descriptions** radio button to see a more detailed explanation about each trait.

The **AUTOSAVE*** feature saves your evaluation after you score each trait. The **AUTOSAVE** checkbox is automatically checked. If the **AUTOSAVE** feature is not working properly, turn off **AUTOSAVE** by deselecting the checkbox.

***IMPORTANT NOTICE—STEPS** has a time out feature so it is **HIGHLY RECOMMENDED** that you use the **AUTOSAVE** feature. If you do not use **AUTOSAVE**, you **must** save manually or you may be timed out and **LOSE YOUR WORK**.

Candidate Professional Disposition Outcomes Self-Assessment-August 2012 [\(View Measurement Instrument\)](#)

This evaluation will not be viewable to the student.

Upload For Evaluator's File: Please limit file name and extension to 255 characters or less.

Evaluators File: None

Browse...

Upload

View trait names View trait descriptions **AutoSave is ON** Your work will be saved each time you change a Score or Comment.

Trait	Scores	Comm
<input checked="" type="radio"/> Level 1: Beginner Awareness & Knowledge (1) <input type="radio"/> Level 2: Advanced Awareness & Knowledge (2) <input type="radio"/> Level 3: Beginner Application & Analysis (3) <input type="radio"/> Level 4: Advanced Application & Analysis (4) <input type="radio"/> Level 5: Beginner Synthesis & Evaluation (5) <input type="radio"/> Level 6: Advanced Synthesis & Evaluation (6) <input type="radio"/> No Answer <input type="radio"/> Level 2: Application & Analysis (3) <input type="radio"/> Level 2: Application & Analysis (4)	<input type="radio"/> Level 1: Beginner Awareness & Knowledge (1) <input type="radio"/> Level 2: Advanced Awareness & Knowledge (2) <input type="radio"/> Level 3: Beginner Application & Analysis (3) <input type="radio"/> Level 4: Advanced Application & Analysis (4) <input type="radio"/> Level 5: Beginner Synthesis & Evaluation (5) <input type="radio"/> Level 6: Advanced Synthesis & Evaluation (6) <input type="radio"/> No Answer <input type="radio"/> Level 2: Application & Analysis (3) <input type="radio"/> Level 2: Application & Analysis (4)	

AutoSave is ON
Clear Rating

[D.O. 1: Appropriate Relationships](#)

To complete an evaluation, select **SAVE & SUBMIT EVALUATION**. If you are interrupted, you may **SAVE & FINISH LATER**, but please be sure to go back and **SAVE & SUBMIT EVALUATION**.

AutoSave is ON D.O. 6: Promotion of Respect for Diversity

Clear Rating

Level 1: Beginner Awareness & Knowledge (1)
 Level 1: Advanced Awareness & Knowledge (2)
 Level 2: Beginner Application & Analysis (3)
 Level 2: Advanced Application & Analysis (4)
 Level 3: Beginner Synthesis & Evaluation (5)
 Level 3: Advanced Synthesis & Evaluation (6)
 No Answer
 Level 2: Application & Analysis (3)
 Level 2: Application & Analysis (4)

Traits to Evaluate: 6	Traits Evaluated: 6 [100%]	Level 1: Beginner Awareness & Knowledge (1); 1 [16%]	Level 1: Advanced Awareness & Knowledge (2); 1 [16%]	Level 2: Beginner Application & Analysis (3); 0 [0%]	Level 2: Advanced Application & Analysis (4); 0 [0%]	Level 3: Beginner Synthesis & Evaluation (5); 0 [0%]	Level 3: Advanced Synthesis & Evaluation (6); 0 [0%]	No Answer: 0 [0%]	Level 2: Application & Analysis (3); 3 [50%]	Level 2: Application & Analysis (4); 1 [16%]
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Close Window

“OOPS!”: If you accidentally **SAVE & SUBMIT** an Evaluation, you may select **REDO** and change the previous submissions.

*The **REDO** link refers to your option to make changes to a submitted evaluation. It **DOES NOT** imply that you must redo an evaluation.

Evaluate Student's Work

Click on the trait name to see the scoring criteria for each trait. You can also view or print the measurement instrument by clicking the View Measurement Instrument Link.

Note: Once the "Submit Evaluation" button is clicked, students will have immediate access to your evaluations (unless prohibited from doing so). If you accidentally submitted the evaluation, go to "Evaluations" and use the "Redo" button.

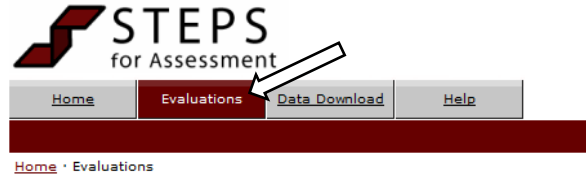
Term: Fall 2011 **Course-Section:** ELE495 - 022 **File:** No File **Required Work:** Student Teaching **Student Name:** [REDACTED]

Measurement Instrument	# of Traits	Completed	Evaluate
Elementary Specialty Addendum	22	22	<input type="button" value="Redo"/>

Printing Evaluations in STEPS

After logging in to STEPS, you will usually come into the system at the HOME tab.

To print your evaluations, first select the EVALUATIONS tab at the top of the screen.



On the **Evaluations & Evaluation Summaries** page, click the **EYEBALL icon** under the 'View' column on the line next to the 'Required Work' you will be printing.

Welcome, [Redacted] (Log Out)
Missouri State University

Home Evaluations Help

Home > Evaluate

Evaluations & Evaluation Summaries

Selecting a term will display all evaluations for that term. Click on the pencil icon to do an evaluation. Click on the eye icon to view your submitted evaluation. The "All Submitted" text link will display when all your traits for the evaluation are submitted. Clicking this text link will allow you to redo your evaluation.

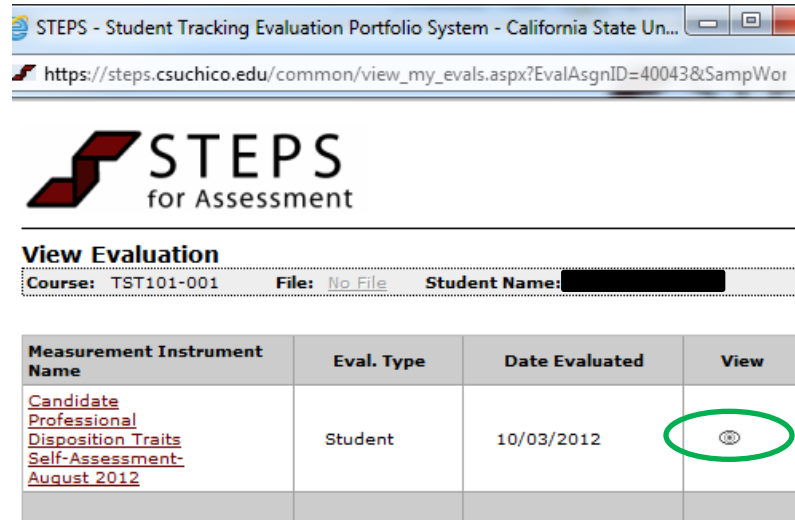
Current Term: Fall 2012 [\[Change Term\]](#) (Found 3 Evaluations For Selected Term.)

[Evaluations](#) [Evaluations File Load](#)


Evaluations File Load is used with scoring evaluations. The presence of this link does not imply that you must upload something.

Course-Section	Required Work	Student Name	Assignment File	Evaluate	View
TST101 - 001	Candidate Professional Disposition Outcomes Self-Assessment-October 2012	[Redacted]	No File	All Submitted	👁️
TST101 - 001	Candidate Professional Disposition Traits Self-Assessment-August 2012	[Redacted]	No File	All Submitted	👁️
TST101 - 001	Student Teaching	[Redacted]	No File	✎	

In the popup window that appears, click on the EYEBALL icon once more. Your answers will appear in this window. Hit **CTRL-P** (Windows) or **Command-P** (Mac) on your keyboard to bring up the print settings box and then to print.



The screenshot shows a web browser window with the title "STEPS - Student Tracking Evaluation Portfolio System - California State Un...". The address bar contains the URL "https://steps.csuchico.edu/common/view_my_evals.aspx?EvalAsgnID=40043&SampWor". The page header features the STEPS logo and the text "STEPS for Assessment". Below the header is a "View Evaluation" section with a dotted border containing the following information: "Course: TST101-001", "File: No File", and "Student Name: [REDACTED]". A table with four columns is displayed below: "Measurement Instrument Name", "Eval. Type", "Date Evaluated", and "View". The first row of the table contains the following data: "Candidate Professional Disposition Traits Self-Assessment- August 2012", "Student", "10/03/2012", and a small eye icon in the "View" column which is circled in green.

Measurement Instrument Name	Eval. Type	Date Evaluated	View
Candidate Professional Disposition Traits Self-Assessment- August 2012	Student	10/03/2012	

If you have any problems with the log in or the evaluations, please contact MSU STEPS (Travis Marler, 417-836-4627, tmarler@missouristate.edu). Please do not contact the University Supervisor, Field Experience Office, or the HELP button on the STEPS page.