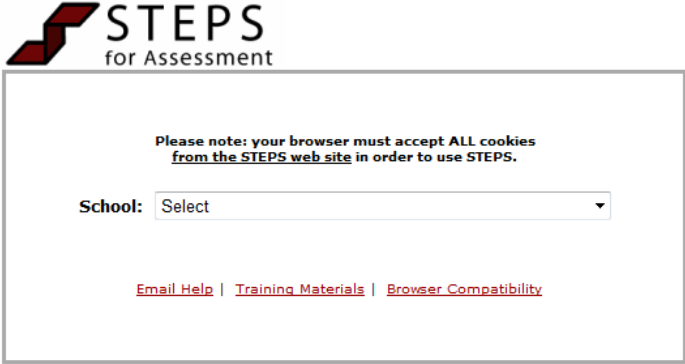
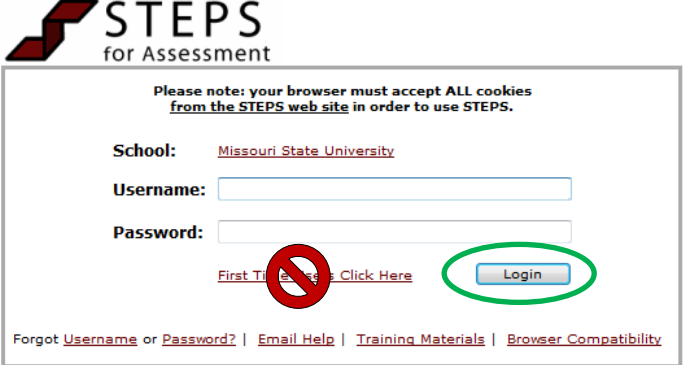


MSU STEPS

Cooperating Teachers: Directions for Completing Student Teacher Evaluations

STEPS Login Directions

<p>1) Follow the address 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>3) Enter your USERNAME (the Professional email address you provided to the MSU Field Experience Office is your Username). Enter your PASSWORD which was sent to you in an email from MSU STEPS. Click Login. <u>DO NOT</u> click "First Time Users..."</p>	

4) Look below the LOGIN button and click on the word “here”:

“Password has expired. Click here to change the password.”



Please note: your browser must accept ALL cookies from the STEPS web site in order to use STEPS.

School: [Missouri State University](#)

Username:

Password:

[First Time Users Click Here](#)

Password has expired. [Click here to change password](#)

Forgot [Username](#) or [Password?](#) | [Email Help](#) | [Training Materials](#) | [Browser Compatibility](#)

5) When the popup appears, fill out the form—

- Re-enter your Username (full email address)
- Current Password—the one sent in an email from MSU STEPS (it begins with a “T”)
- Create a New Password (see requirements in next bullet)
- **New Password Requirements:**
 - Have at least 8 Characters
 - Contain 1 number
 - Contain 1 capital letter
 - Contain 1 lower case letter
 - Contain 1 special character like !@#%\$^&

A screenshot of a web browser window showing the "Change Your Password" form. The browser title is "STEPS - Student Tracking Evaluation Portfolio System - Calif..." and the URL is "https://steps.csuchico.edu/change_pw.aspx". The form includes fields for Username, Current Password, New Password, and Confirm Password, along with a "Submit" button and a "Close Window" link. The STEPS logo is visible at the top of the page.A partial screenshot of the STEPS login page, showing the "Login" button and the "Password has expired. Click here to change password" message.

6) Login using your email address and the password that you just created.

Completing Evaluations in STEPS

You will usually come into the system at HOME and see the name of your Student Teacher.

Note: If you do not see the name of your student teacher, or you see a student who you are not supervising, or you see no name at all, please contact Travis Marler (Monday-Wednesday).
Marler1979@missouristate.edu
 417-836-8719

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: Spring 2012 [\[Change Term\]](#)

(Found 1 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
SEC784 - 007	Student Teaching	[REDACTED]	No File		

Click the **PENCIL** on the line for Student Teaching.

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
SEC784 - 007	Student Teaching	[REDACTED]	No File		

Select this PENCIL to begin.

A new page will appear with two evaluations. Verify that the **Specialty Addendum** is for the correct teaching program. Click on a **PENCIL** to begin one of the two evaluations.

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: Spring 2012	Course-Section: SEC784 - 007	File: No File	Required Work: Student Teaching	Student Name: [REDACTED]
Measurement Instrument	# of Traits	Completed	Evaluate	
Art Specialty Addendum	20	0		
Student Teacher Final Evaluation	32	0		

[Close Window](#)

Select a PENCIL to begin an Evaluation.

An example of a **Specialty Addendum** is shown at right. Select **VIEW TRAIT DESCRIPTIONS**.

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.

Art Specialty Addendum ([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

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

Trait	Score	Comments
<input type="button" value="AutoSave is ON"/> ART 1.0.0 <input type="button" value="Clear Rating"/>	<input checked="" type="radio"/> High Level (3) <input type="radio"/> Satisfactory (2) <input type="radio"/> Needs Improvement (1) <input type="radio"/> Not Observed (NO) <input type="radio"/> Not Applicable (NA)	<input type="text"/>

***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**.

If you are filling out the **Specialty Addendum**, the last question **requires** a comment (see example on right). Select a score, then write a comment.

When referring to a student in the comment field of any evaluation, **please use pronouns, he or she, rather than a student's name**.

<input type="button" value="AutoSave is ON"/> <input type="button" value="Clear Rating"/>	The student teacher influences student learning to ensure high levels of achievement among all students. Comment required.	<input checked="" type="radio"/> High Level (3) <input type="radio"/> Satisfactory (2) <input type="radio"/> Needs Improvement (1) <input type="radio"/> Not Observed (NO) <input type="radio"/> Not Applicable (NA)	<input type="text"/>
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An example of a **Student Teacher Final Evaluation** is shown at right. Select **VIEW TRAIT DESCRIPTIONS**.

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.

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: Spring 2012 Course-Section: SEC784 - 007 File: No File Required Work: Student Teaching Student Name: [REDACTED]

Student Teacher Final Evaluation [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

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

Trait	Score	Comments
	<input type="radio"/> High Level (3) <input type="radio"/> Satisfactory (2) <input type="radio"/> Needs Improvement (1) <input type="radio"/> Not Observed (NO) <input type="radio"/> Not Applicable (NA)	

AutoSave is ON School District

***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**.

To complete either the **Specialty Addendum** or **Student Teacher Final Evaluation**, click on the **SAVE & SUBMIT EVALUATION** button (students will be able to view their evaluation). If you are interrupted, you may **SAVE & FINISH LATER** (students will not be able to view their evaluation with this option). If you **SAVE & FINISH LATER**, please be sure to go back later and **SAVE & SUBMIT EVALUATION**.


“OOPS!”: If you accidentally **SAVE & SUBMIT** an Evaluation, you may select **REDO*** on the **Evaluate Student’s Work** page (the **Pencil** icon will be replaced by the word **REDO**). This will allow you to 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: Spring 2012	Course-Section: SEC784 - 007	File: No File	Required Work: Student Teaching	Student Name: [REDACTED]
Measurement Instrument	# of Traits	Completed	Evaluate	
Art Specialty Addendum	20	0		
Student Teacher Final Evaluation	32	0	REDO	

[Close Window](#)

If you wish to print a copy of your completed evaluation, be sure to click on the “view trait descriptions” radio button. Use the print command to print the Evaluation (CTRL-P on Windows; Command-P on MACS)

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.