This document contains directions for the following:

1) Logging into STEPS
2) Completing evaluations
3) Viewing evaluations that your Supervisor and CT completed on you
4) Printing completed evaluations
**STEPS Login Directions**

1) Follow the link at the right to access STEPS  
   https://steps.csuchico.edu/

2) Select Missouri State University from the drop-down box

3) Enter your USERNAME (this is your official Banner email address - Example: ‘StudentName1234@live.missouristate.edu’). **DO NOT USE YOUR CAMPUS PRIVATE 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”.

---

<table>
<thead>
<tr>
<th>Steps for Assessment</th>
<th>Password Creation</th>
</tr>
</thead>
<tbody>
<tr>
<td>School: Select</td>
<td>Username:</td>
</tr>
<tr>
<td>Email Help</td>
<td>Training Materials</td>
</tr>
<tr>
<td>Password:</td>
<td>First Time Users Click Here</td>
</tr>
<tr>
<td>Forgot Username or Password?</td>
<td>Email Help</td>
</tr>
</tbody>
</table>
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 !@#$%^&

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 ‘Required Work’ you will be completing. Your Specialty Addendum is within the Required Work called ‘Student Teaching’.
An example of a Specialty Addendum is shown at right. Click the VIEW TRAIT DESCRIPTIONS radio button.

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.

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.
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**.

“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.

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).
To check if your evaluations have been submitted successfully, on the ‘Evaluations’ tab, look for these words underneath the Evaluate column: All Submitted.

If it says ‘All Submitted’ for each evaluation, then you’re finished!
After logging in to STEPS, you will come into the system at the HOME tab.

To view evaluations that your supervisor or CT has completed on you, look in the middle of the HOME tab page for a table with listed required works. Click on the EYEBALL icon next to the ‘Student Teaching’ required work.

A popup window will appear with a list of evaluations in it. Your Supervisor is designated ‘Faculty Member,’ and your CT is designated ‘External Evaluator.’

Click on the EYEBALL icon next to an evaluation to view the results.
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.
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.

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.