This document contains directions for the following:

1) Logging into STEPS
2) Completing evaluations
3) Printing completed evaluations
## MSU STEPS

### University Supervisors: Directions for Completing Student Teacher Evaluations

**STEPS Login Directions**

<table>
<thead>
<tr>
<th>1) Follow the link at the right to access STEPS.</th>
<th><a href="https://steps.csuchico.edu/">https://steps.csuchico.edu/</a></th>
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</thead>
<tbody>
<tr>
<td>2) Select Missouri State University from the drop-down box.</td>
<td><img src="https://via.placeholder.com/150" alt="STEPS Login" /></td>
</tr>
<tr>
<td>3) Enter your USERNAME (for most, this is your entire ‘@missouristate.edu’ email address; for example: <a href="mailto:janedoe@missouristate.edu">janedoe@missouristate.edu</a>...if you do not have an MSU email address, this is your personal email address). 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</td>
<td><img src="https://via.placeholder.com/150" alt="STEPS Login" /></td>
</tr>
</tbody>
</table>
the link “First Time Users Click Here”.

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 and the password that you just created.
6) If you have forgotten your MSU STEPS password, click on the word ‘Password’. A popup window will appear requesting that you enter your MSU email address. Enter your email address, and a password reset email will be sent to your MSU mailbox. Click on the link in the password reset email and follow the instructions for resetting your password.
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, evaluations are listed under Required Work. If an evaluation is a student upload, such as a TWS, the name of the uploaded document will appear beneath Assignment File. To complete and submit an evaluation, click the PENCIL under Evaluate on the line next to the evaluation you will be completing.

Select this PENCIL to begin.
A new page will appear with student evaluations. Verify that the Specialty Addendum is for the correct teaching program. Click on 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.

*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.

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.

**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**.
NOTE: For the first several traits in the Student Teacher Final Evaluation, you are asked to type information into the COMMENTS field. Click the NA BUTTON, then type the information requested: the name of the school district, name of school, and grade level(s) being taught.

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 and SAVE & SUBMIT EVALUATION.
“OOPS!”: If you accidentally SAVE & SUBMIT an Evaluation, you may select REDO and change the previous submissions. Don’t forget to SAVE & SUBMIT the changed evaluation.

*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)
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.
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 login or the evaluations, please contact MSU STEPS (Travis Marler, 417-836-4627, tmarler@missouristate.edu). Please DO NOT contact the Field Experience Office, or the HELP button on the STEPS page.