# MSU STEPS

**Cooperating Teachers: Directions for Completing Student Teacher Evaluations**

**STEPS Login Directions**

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<tr>
<td><strong>1)</strong> Follow the address at the right to access STEPS</td>
<td><a href="https://steps.csuchico.edu/">https://steps.csuchico.edu/</a></td>
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<td><strong>2)</strong> Select Missouri State University from the drop-down box</td>
<td><img src="https://example.com" alt="STEPS Login" /></td>
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<tr>
<td><strong>3)</strong> 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. <strong>DO NOT</strong> click “First Time Users...”</td>
<td><img src="https://example.com" alt="STEPS Login" /></td>
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4) Look below the LOGIN button and click on the word “here”:

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

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 !@#$%^&

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

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

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.
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.
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.

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.