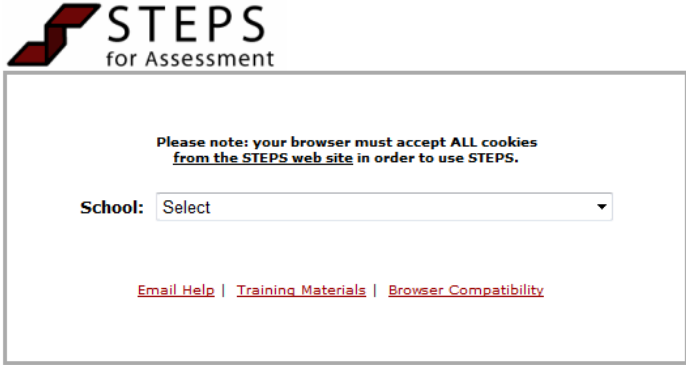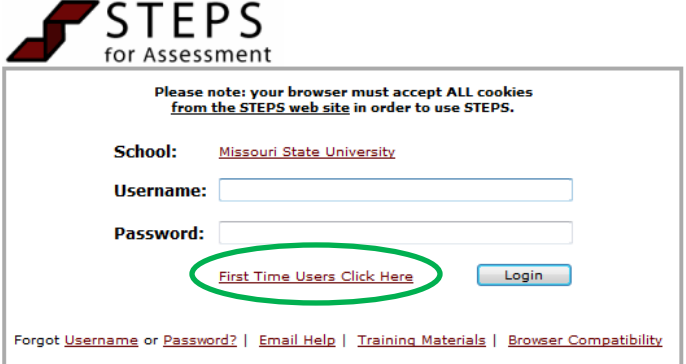# MSU STEPS

University Supervisors: Directions for Completing Student Teacher Disposition Evaluations

STEPS Login Directions (Skip this section if you have already created a password)

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 (for most, this is your entire '@missouristate.edu' email address; for example: janedoe@ missouristate.edu…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	

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 !@#$%^&**	STEPS - Student Tracking Evaluation Portfolio System - California Stat... https://steps.csuchico.edu/authorize_account.aspx?user=undefined **STEPS** for Assessment **Authorize Account** **Authorize Account:** To authorize your account, start by entering your username and clicking the Next button. Username: [ ] Next-> Please do not close this window until you have received the authorization email. Close Window

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 Disposition 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.	**STEPS** for Assessment Home · **Evaluations** · Data Download · Help Home · Evaluations
On the **Evaluations & Evaluation Summaries** page, evaluations are listed under Required Work. To complete and submit a Disposition evaluation, click the **PENCIL** under Evaluate on the line next to the evaluation you will be completing.	**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 Supervisor Assessment-August 2012	▮▮▮	No File	🖉	
TST101 - 001	Candidate Professional Disposition Traits Supervisor Assessment-August 2012	▮▮▮	No File	🖉	
TST101 - 001	Student Teaching	▮▮▮	No File			 Select this PENCIL to begin.
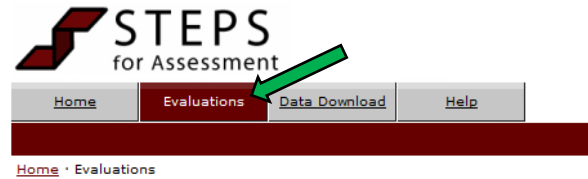
A **Disposition Trait evaluation** is shown at right. Select **VIEW TRAIT DESCRIPTIONS**.

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.

Click on 'View Measurement Instrument' to see the Scoring Category criteria.

IMPORTANT: To save time, a common score for **ALL TRAITS** can be set. Click on the 'Scores (click to set all)' link, then select the desired score. STEPS will fill in each Trait with that score. Scores can then by changed individually if necessary.

Candidate Professional Disposition Traits Supervisor 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 (click to set all)			Comments
AutoSave is ON Clear Rating Cooperation with authority and peers	○ Unacceptable (1)	○ Acceptable (2)	○ Target (3)	

***IMPORTANT NOTICES—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 after marking each answer or you may be timed out and **LOSE YOUR WORK**.

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)

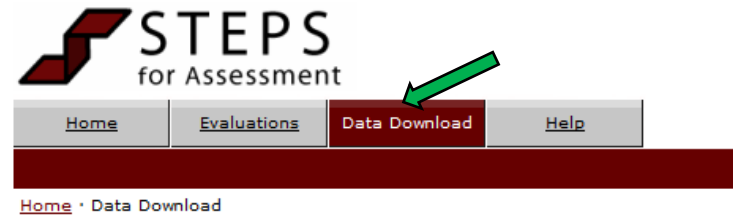|	
To complete an evaluation, click on the **SAVE & SUBMIT EVALUATION** button (students will be able to view their evaluation). If you are interrupted, you may **SAVE & FINISH LATER** (students will not be able to view their evaluation with this option). If you **SAVE & FINISH LATER**, please be sure to go back and **SAVE & SUBMIT EVALUATION**.	AutoSave is ON **Ethical behavior** ○ Unacceptable (1) ○ Acceptable (2) ○ Target (3) Clear Rating AutoSave is ON **Tactful behavior** ○ Unacceptable (1) ○ Acceptable (2) ○ Target (3) Clear Rating Traits to Evaluate: 18 Unacceptable (1): 0 [0%] Acceptable (2): 0 [0%] Target (3): 0 [0%] Save & Submit Evaluation Save & Finish Later Close Window
"OOPS!": If you accidentally **SAVE & SUBMIT** an Evaluation, or need to change it later, click on the 'All Submitted' link. When the popup appears, click on the **REDO** link 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.	**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 Supervisor Assessment-August 2012	Marler ST, Travis	No File	✎	
TST101 - 001	Candidate Professional Disposition Traits Supervisor Assessment-August 2012	Marler ST, Travis	No File	All Submitted	👁
TST101 - 001	Student Teaching	Marler ST, Travis	No File	✎		

Viewing Student Teachers who have Completed their Disposition Self-Assessments (if applicable)

After logging in to STEPS, you will usually come into the system at the HOME tab. To view student teachers who have completed their Disposition Self-Assessments, first select the DATA DOWNLOAD tab at the top of the screen.	
On the **Data Download** page, click the checkbox next to the evaluation you want to view for the appropriate course and section. Then click the 'Download' button. An Excel file will be downloaded that lists all of your student teachers in that course and section who have completed the evaluation.	

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.