

MSU STEPS

Directions for Uploading Assignments into STEPS

It is typically best to upload the assignment file as a PDF. However, you should upload the file in the format required by your instructor or supervisor. The file size limit for uploads into STEPS is 20mb. If you are having difficulty getting the PDF file size lower than 20mb, try going back to your original document and making sure that any images that are used have been compressed or made a lower resolution. This webpage offers information about how to compress images within Microsoft Word: <http://cybertext.wordpress.com/2011/04/07/word-reduce-large-image-sizes-with-picture-compression/>

If you are unable to save your file as a PDF, you may upload it as a Word Document.

This address is to a free website that will convert your Word Document to PDF: <http://www.doc2pdf.net/>

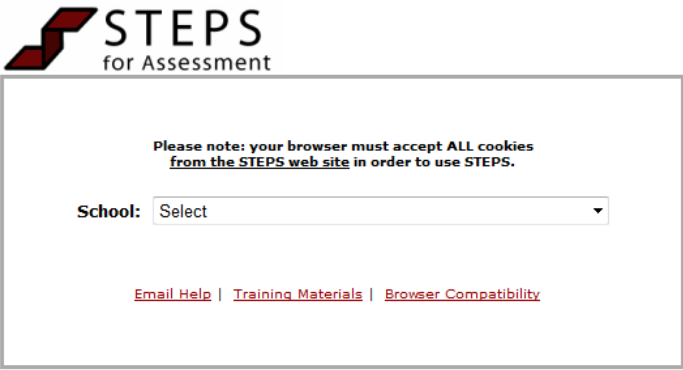
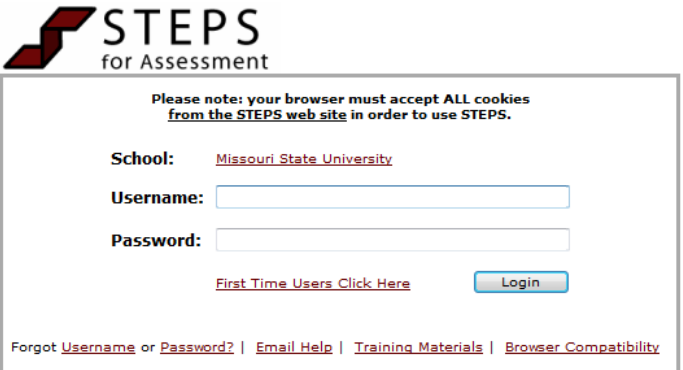
Save the file with your LAST NAME, project descriptor and date (example: MarlerTWS-04-13-12). Avoid spaces, as well as characters such as #, /, %, !, =. Numbers are fine.

If you upload your file *after* the Due Date, you MUST contact the MSU STEPS Coordinator to have your assignment released for grading.

Also, if you have any problems uploading an assignment, please contact MSU STEPS (Travis Marler, 417-836-8719, tmarler@missouristate.edu). Please do not contact the University Supervisor, Field Experience Office, or the HELP button on the STEPS page.

See Directions for Uploading Assignments into STEPS found on the following page:

Directions for Uploading Assignments STEPS

1) Follow the link at the right to access STEPS	https://steps.csuchico.edu/
2) Select Missouri State University from the drop-down box	 <p>The screenshot shows the STEPS for Assessment logo at the top left. Below it is a message: "Please note: your browser must accept ALL cookies from the STEPS web site in order to use STEPS." Underneath is a "School:" label followed by a dropdown menu currently set to "Select". At the bottom of the page are links for "Email Help", "Training Materials", and "Browser Compatibility".</p>
3) Enter your USERNAME (this is your official Banner email address - Ex: 'StudentName123@live.missouristate.edu'). Enter the password you created when you first logged into STEPS. If you have not used STEPS before, follow these instructions: 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	 <p>The screenshot shows the STEPS for Assessment logo at the top left. Below it is the same cookie notice. The "School:" dropdown is now set to "Missouri State University". Below that are input fields for "Username:" and "Password:". A "Login" button is to the right of the password field. At the bottom left, there is a link for "First Time Users Click Here". At the bottom of the page are links for "Forgot Username or Password?", "Email Help", "Training Materials", and "Browser Compatibility".</p>

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".

4) On the Home tab, you will see a list of the required work for your course. When an assignment requires a student upload, you will see an 'Upload' button beneath the 'Assignment File' column. Click the Upload button.

Home

[Choose Default Home](#)

Courses in STEPS (Fall 2010) [\[Change Term\]](#)

Course	Section	Instructor
TST101	001	Marler

Sample Work For Travis Marler

Student Upload Assignments: Click the "Upload" button to upload your file. You are allowed to delete and reload files until they are released for evaluation.

Faculty Upload Assignments: Some assignments will require you to give permission outside of STEPS for a faculty member to upload your file. These assignments require no action on your part in STEPS. Other assignments will require you to use STEPS to give permission. For these assignments, click the "Permit" button to give permission for a faculty member to upload your file. You are allowed to retract your permission until the file is uploaded.

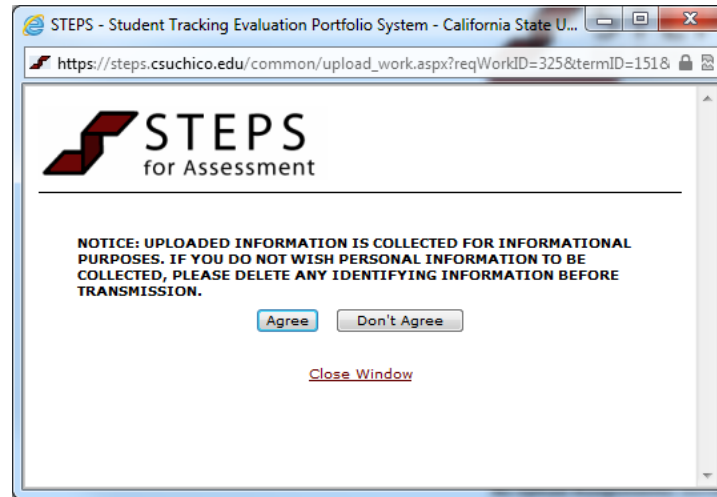
No Upload Assignments: Some assignments do not have files loaded into STEPS and require no action on your part.

Viewing Evaluations: If an evaluation assignment is complete and viewable to you, an 'eye' will appear in the "Evaluated" column. Click on the 'eye' to view your evaluation.

Course - Section	Required Work	Assignment File	Delete	Evaluated
TST101 - 001	Student Teaching	No file required		
TST101 - 001	Student Teaching Surveys	No file required		
TST101 - 001	Test Teacher Work Sample	<input type="button" value="Upload"/>		
			<input type="button" value="Delete"/>	

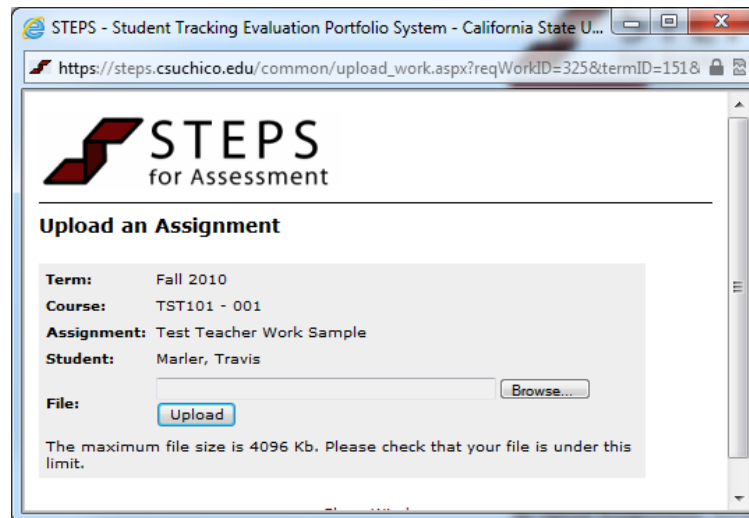
5) A popup window will appear, warning you to exclude from your document any personally identifying information that you do not want collected.

In particular, you should **never have a Social Security number** on the file. Click 'Agree' to proceed.



6) A new popup window will appear enabling you to upload your document. Click the 'Browse' button to select your document. Once you have selected your document, click the 'Upload' button to upload it into STEPS.

NOTE: The maximum file size is 20 MB.



7) Your uploaded document now appears next to the Required Work, beneath the 'Assignment File' column.

If you uploaded the wrong file or make changes to it, you may delete the file and upload it again *up until the file is released for grading.*

Courses in STEPS (Fall 2010) [\[Change Term\]](#)

Course	Section	Instructor
TST101	001	Marler

Sample Work For Travis Marler

Student Upload Assignments: Click the "Upload" button to upload your file. You are allowed to delete and reload files until they are released for evaluation.

Faculty Upload Assignments: Some assignments will require you to give permission outside of STEPS for a faculty member to upload your file. These assignments require no action on your part in STEPS. Other assignments will require you to use STEPS to give permission. For these assignments, click the "Permit" button to give permission for a faculty member to upload your file. You are allowed to retract your permission until the file is uploaded.

No Upload Assignments: Some assignments do not have files loaded into STEPS and require no action on your part.

Viewing Evaluations: If an evaluation assignment is complete and viewable to you, an 'eye' will appear in the "Evaluated" column. Click on the 'eye' to view your evaluation.

Course - Section	Required Work	Assignment File	Delete	Evaluated
TST101 - 001	Student Teaching	No file required		
TST101 - 001	Student Teaching Surveys	No file required		
TST101 - 001	Test Teacher Work Sample	MarlerMockTWS-07-3-12.pdf	<input type="checkbox"/>	
			Delete	

If you have any problems uploading an assignment, please contact MSU STEPS (Travis Marler, 417-836-8719, tmarler@missouristate.edu). Please do not contact the University Supervisor, Field Experience Office, or the HELP button on the STEPS page.