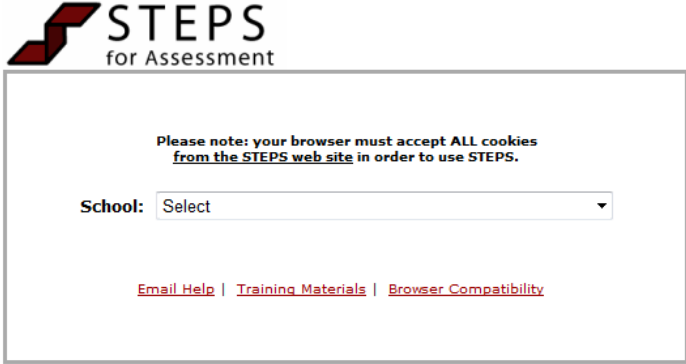
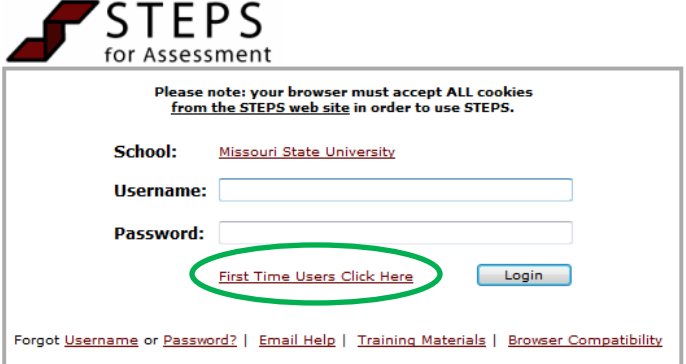


MSU STEPS

Directions for Completing Evaluations

STEPS Login Directions

<p>1) Follow the link at the right to access STEPS.</p>	<p>https://steps.csuchico.edu/</p>
<p>2) Select Missouri State University from the drop-down box.</p>	
<p>3) Enter your USERNAME (this is your entire '@missouristate.edu' email address; for example: janedoe@ missouristate.edu). 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".</p>	

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.

STEPS
for Assessment

Please note: your browser must accept ALL cookies from the STEPS web site in order to use STEPS.

School: [Missouri State University](#)

Username:

Password:

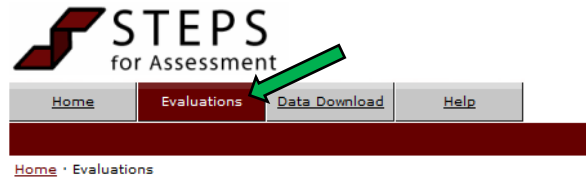
[First Time Users Click Here](#) [Login](#)

[Forgot Username](#) | [Password?](#) | [Email Help](#) | [Training Materials](#) | [Browser Compatibility](#)

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.

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: Spring 2012 [\[Change Term\]](#)

(Found 27 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
ELE495 - 001	ELED: TWS (Teacher Work Sample -ELE 495/496 (Su 2011))	[REDACTED]	[REDACTED] Work_Sample.pdf	All Submitted	⊞
ELE495 - 001	ELED: TWS (Teacher Work Sample -ELE 495/496 (Su 2011))	[REDACTED]	[REDACTED] Work_Sample.docx	All Submitted	⊞
ELE495 - 001	ELED: TWS (Teacher Work Sample -ELE 495/496 (Su 2011))	[REDACTED]	[REDACTED] Worksample.pdf	All Submitted	⊞
ELE495 - 001	Student Teaching	[REDACTED]	No File	All Submitted	⊞
ELE495 - 001	Student Teaching	[REDACTED]	No File		⊞

Select this PENCIL to begin.

An example of an 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.

Art Specialty Addendum ([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

View trait names View trait descriptions **AutoSave is ON** Your work will be saved each time you change a Score or Comment.

Trait	Score	Comments
<input type="button" value="AutoSave is ON"/> ART 1.0.0 <input type="button" value="Clear Rating"/>	<input checked="" type="radio"/> High Level (3) <input type="radio"/> Satisfactory (2) <input type="radio"/> Needs Improvement (1) <input type="radio"/> Not Observed (NO) <input type="radio"/> Not Applicable (NA)	

***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**.

Some questions may require a comment. If you are required to provide a comment along with a score, then select a score, and write a comment. If no score is required, then select NA, and 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.**

<input type="button" value="AutoSave is ON"/> <input type="button" value="Clear Rating"/>	The student teacher influences student learning to ensure high levels of achievement among all students. Comment required.	<input checked="" type="radio"/> High Level (3) <input type="radio"/> Satisfactory (2) <input type="radio"/> Needs Improvement (1) <input type="radio"/> Not Observed (NO) <input type="radio"/> Not Applicable (NA)	
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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**.

“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.

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 2009 [\[Change Term\]](#)

(Found 3 Evaluations and 1 Evaluation Summary For Selected Term.)

Evaluation Summaries

Course-Section	Required Work	Rubric	Evaluate	View
ART 490-001	Student Teaching	Art Specialty Addendum	Redo	

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 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.