

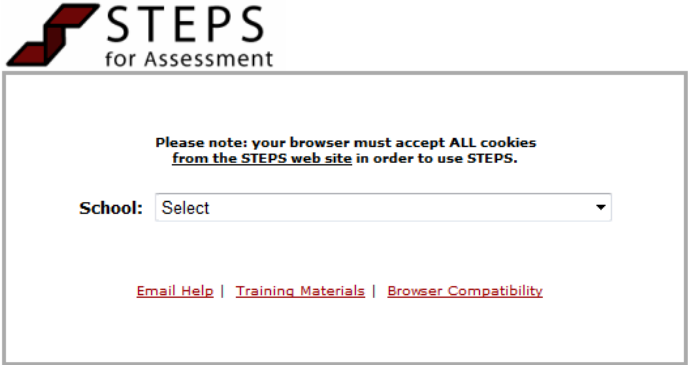
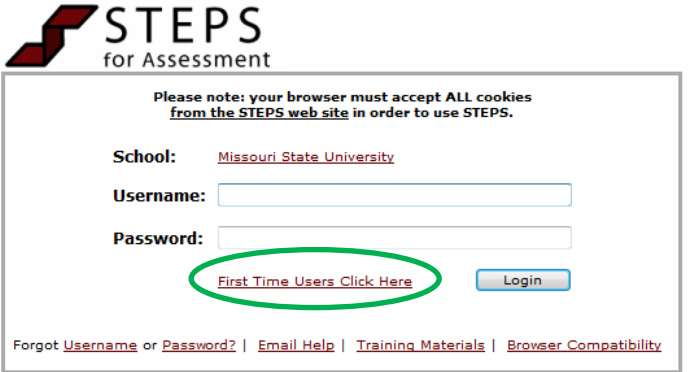
MSU STEPS

Students: Directions for Using STEPS

This document contains directions for the following:

- 1) Logging into STEPS**
- 2) Completing evaluations**
- 3) Viewing evaluations that your Supervisor and CT completed on you**
- 4) Printing completed 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 official Banner email address - Example: 'StudentName1234@live.missouristate.edu'). DO NOT USE YOUR CAMPUS PRIVATE ID (this is your initials plus a number). Your 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".</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.

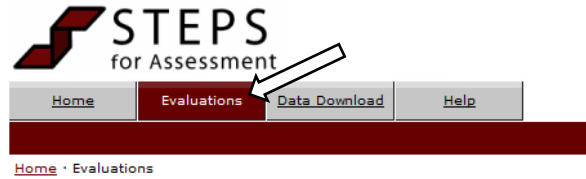
[Close Window](#)

5) Login to STEPS using your email address and the password that you just created.

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, click the **PENCIL** on the line next to the 'Required Work' you will be completing. Your Specialty Addendum is within the Required Work called 'Student Teaching'.



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 Self-Assessment-October 2012	[REDACTED]	No File	All Submitted	
TST101 - 001	Candidate Professional Disposition Traits Self-Assessment-August 2012	[REDACTED]	No File	All Submitted	
TST101 - 001	Student Teaching	[REDACTED]	No File		

An example of a **Specialty Addendum** is shown at right. Click the **VIEW TRAIT DESCRIPTIONS** radio button.

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.

Elementary 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"/> ELEM 1.1.0 <input type="button" value="Clear Rating"/>	<input type="radio"/> High Level (3) <input checked="" type="radio"/> Satisfactory (2) <input type="radio"/> Needs Improvement (1) <input type="radio"/> Not Observed (NO) <input type="radio"/> Not Applicable (NA)	<input type="text" value="I feel that I plan for a lot more than what I have time to do, which is good, but I need to make sure I hit all the important information before moving on. Unfortunately"/>

<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. <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)	<input type="text" value="Comment required."/>
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To complete an evaluation, select **SAVE & SUBMIT EVALUATION**. If you are interrupted, you may **SAVE & FINISH LATER**, but 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.

*The **REDO** link refers to your option to make changes to a submitted evaluation. It **DOES NOT** imply that you must redo an evaluation.

Evaluate Student's Work

Click on the trait name to see the scoring criteria for each trait. You can also view or print the measurement instrument by clicking the View Measurement Instrument Link.

Note: Once the "Submit Evaluation" button is clicked, students will have immediate access to your evaluations (unless prohibited from doing so). If you accidentally submitted the evaluation, go to "Evaluations" and use the "Redo" button.

Term: Fall 2011 **Course-Section:** ELE495 - 022 **File:** No File **Required Work:** [Student Teaching](#) **Student Name:** [REDACTED]

Measurement Instrument	# of Traits	Completed	Evaluate
Elementary Specialty Addendum	22	22	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)

To check if your evaluations have been submitted successfully, on the 'Evaluations' tab, look for these words underneath the Evaluate column: All Submitted.

If it says 'All Submitted' for each evaluation, then you're finished!

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 Self-Assessment-October 2012	[REDACTED]	No File	All Submitted	
TST101 - 001	Candidate Professional Disposition Traits Self-Assessment-August 2012	[REDACTED]	No File	All Submitted	
TST101 - 001	Student Teaching	[REDACTED]	No File	All Submitted	

Viewing Evaluations that Your Supervisor and CT Completed on You

After logging in to STEPS, you will come into the system at the HOME tab.

To view evaluations that your supervisor or CT has completed on you, look in the middle of the HOME tab page for a table with listed required works. Click on the **EYEBALL icon** next to the 'Student Teaching' required work.

Course - Section	Required Work	Assignment File	Delete	Evaluated
TST101 - 001	Candidate Professional Disposition Outcomes Self-Assessment-October 2012	No file required		
TST101 - 001	Candidate Professional Disposition Outcomes Supervisor Assessment-August 2012	No file required		👁
TST101 - 001	Candidate Professional Disposition Traits Self-Assessment-August 2012	No file required		
TST101 - 001	Candidate Professional Disposition Traits Supervisor Assessment-August 2012	No file required		
TST101 - 001	Student Teaching	No file required		👁
TST101 - 001	Test Teacher Work Sample	DirectionsForUsingSTEPS-Students.pdf	<input type="checkbox"/>	
			<input type="button" value="Delete"/>	

A popup window will appear with a list of evaluations in it. Your Supervisor is designated 'Faculty Member,' and your CT is designated 'External Evaluator.'

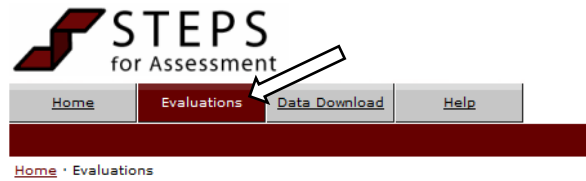
Click on the **EYEBALL icon** next to an evaluation to view the results.

Measurement Instrument	Evaluator Type	Date Evaluated	View
Student Teaching Recommended Grade	Faculty Member	12/12/2012	👁
Student Teacher Final Evaluation-OLD-Prior to January 2013	External Evaluator	12/07/2012	👁
Test Specialty Addendum	Student	02/15/2013	👁

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.

Welcome, [REDACTED] ([Log Out](#))
Missouri State University

Home · Evaluate

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.

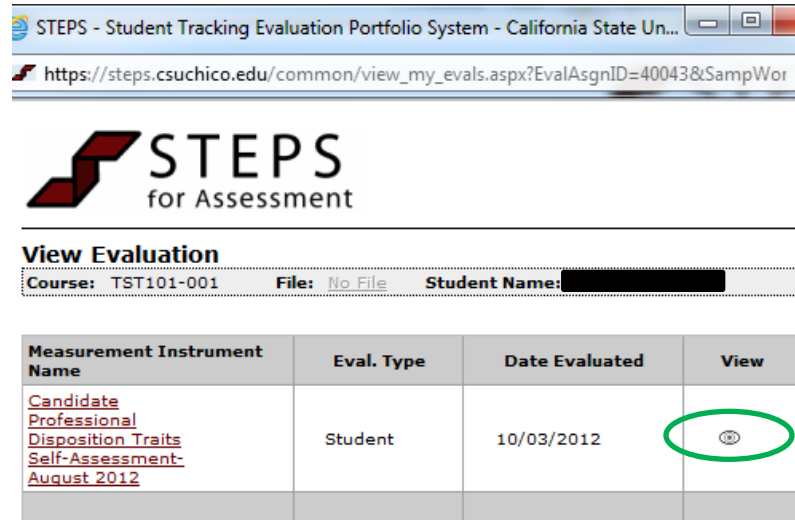
Current Term: Fall 2012 ([Change Term](#)) (Found 3 Evaluations For Selected Term.)

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 Self-Assessment-October 2012	[REDACTED]	No File	All Submitted	👁️
TST101 - 001	Candidate Professional Disposition Traits Self-Assessment-August 2012	[REDACTED]	No File	All Submitted	👁️
TST101 - 001	Student Teaching	[REDACTED]	No File	✎	

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.




STEPS - Student Tracking Evaluation Portfolio System - California State Un...
https://steps.csuchico.edu/common/view_my_evals.aspx?EvalAsgnID=40043&SampWor

STEPS
for Assessment

View Evaluation

Course: TST101-001 File: No File Student Name: [REDACTED]

Measurement Instrument Name	Eval. Type	Date Evaluated	View
Candidate Professional Disposition Traits Self-Assessment- August 2012	Student	10/03/2012	

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.