

MSU STEPS

Supervisors: Directions for Using STEPS

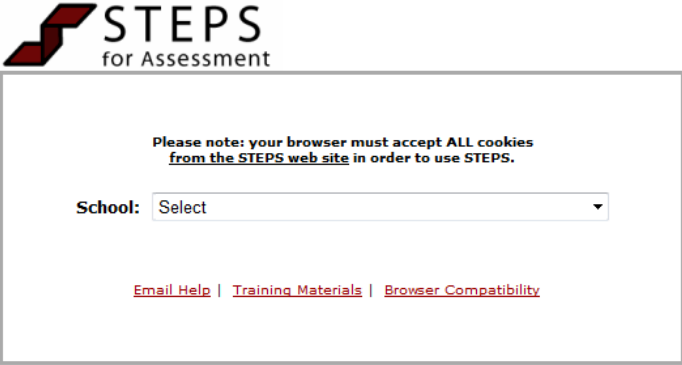
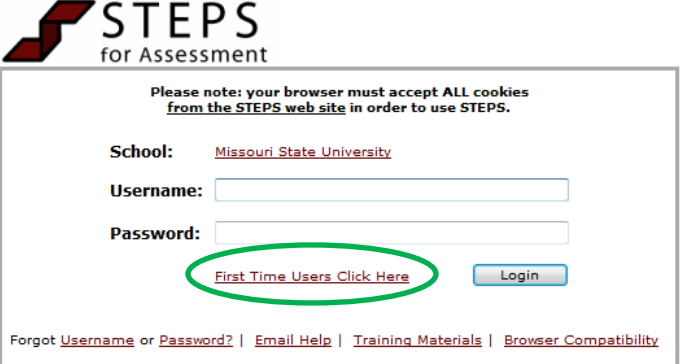
This document contains directions for the following:

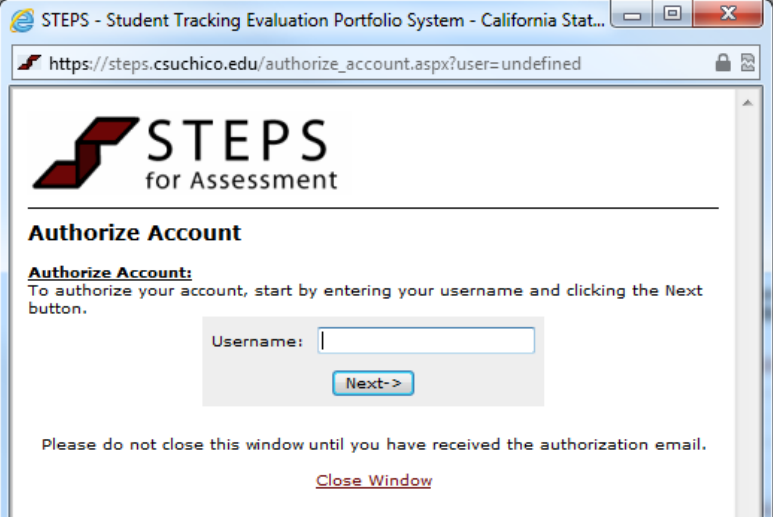
- 1) Logging into STEPS**
- 2) Completing evaluations**
- 3) Printing completed evaluations**

MSU STEPS

University Supervisors: Directions for Completing Student Teacher 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>The screenshot shows the STEPS for Assessment login page. At the top is the logo 'STEPS for Assessment'. 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 dropdown menu labeled 'School:' with 'Select' as the current selection. At the bottom of the page are three links: 'Email Help', 'Training Materials', and 'Browser Compatibility'.</p>
<p>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</p>	 <p>The screenshot shows the STEPS for Assessment login page. At the top is the logo 'STEPS for Assessment'. 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 dropdown menu labeled 'School:' with 'Missouri State University' selected. Below that are two input fields: 'Username:' and 'Password:'. To the right of the 'Password:' field is a 'Login' button. Below the input fields is a link 'First Time Users Click Here' which is circled in green. At the bottom of the page are three links: 'Forgot Username or Password?', 'Email Help', 'Training Materials', and 'Browser Compatibility'.</p>

<p>the link “First Time Users Click Here”.</p>	
<p>4) The popup window on the right will appear. Follow the steps given in the popup window to create your Password.</p> <p>Your Password must meet the following criteria:</p> <ul style="list-style-type: none">• Have at least 8 Characters• Contain 1 number• Contain 1 capital letter• Contain 1 lower case letter• Contain 1 special character like !@#\$%^&	
<p>5) Login to STEPS using your email and the password that you just created.</p>	

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.



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

School: [Missouri State University](#)

Username:

Password:

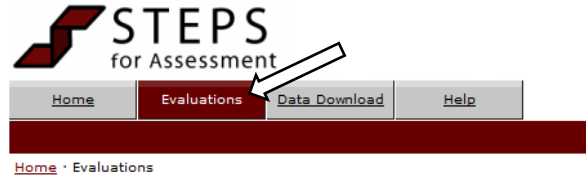
[First Time Users Click Here](#)

Forgot [Username](#) or [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.

A new page will appear with student evaluations. Verify that the **Specialty Addendum** is for the correct teaching program. Click on a **PENCIL** to begin 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: Spring 2012 Course-Section: SEC784 - 007 File: No File Required Work: [Student Teaching](#) Student Name: [REDACTED]

Measurement Instrument	# of Traits	Completed	Evaluate
Art Specialty Addendum	20	0	
Student Teacher Final Evaluation	32	0	

[Close Window](#)

Select a PENCIL to begin an Evaluation.

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.

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)	<input type="text"/>

***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.**

The student teacher influences student learning to ensure high levels of achievement among all students. **Comment required.**

High Level (3) Satisfactory (2) Needs Improvement (1) Not Observed (NO) Not Applicable (NA)

AutoSave is ON Clear Rating

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.

Student Teacher Final Evaluation [\(View Measurement Instrument\)](#)

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
AutoSave is ON School District Clear Rating	<input 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)	
AutoSave is ON School Name Clear Rating	<input 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**.

NOTE: For the first several traits in the **Student Teacher Final Evaluation**, you are asked to type information into the **COMMENTS** field. Click the **NA BUTTON**, then type the information requested: the name of the school district, name of school, and grade level(s) being taught.

Trait	Score	Comments
<input type="button" value="AutoSave is ON"/> <input type="button" value="Clear Rating"/> Click "Not Applicable (NA)" and write the school district in the comment box.	<input type="radio"/> High Level (3) <input type="radio"/> Satisfactory (2) <input type="radio"/> Needs Improvement (1) <input type="radio"/> Not Observed (NO) <input checked="" type="radio"/> Not Applicable (NA)	Republic RIII School District
<input type="button" value="AutoSave is ON"/> <input type="button" value="Clear Rating"/> Click "Not Applicable (NA)" and write the school name in the comment box.	<input type="radio"/> High Level (3) <input type="radio"/> Satisfactory (2) <input type="radio"/> Needs Improvement (1) <input type="radio"/> Not Observed (NO) <input checked="" type="radio"/> Not Applicable (NA)	Republic Middle School
<input type="button" value="AutoSave is ON"/> <input type="button" value="Clear Rating"/> Click "Not Applicable(NA)" and write information about the grade, grade levels and subject in the comment box.	<input type="radio"/> High Level (3) <input type="radio"/> Satisfactory (2) <input type="radio"/> Needs Improvement (1) <input type="radio"/> Not Observed (NO) <input checked="" type="radio"/> Not Applicable (NA)	8th Grade Visual Arts, to include mainstreamed students

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 and **SAVE & SUBMIT EVALUATION**.

<input type="button" value="AutoSave is ON"/> <input type="button" value="Clear Rating"/> USFE 7.4	<input 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="button" value="AutoSave is ON"/> <input type="button" value="Clear Rating"/> General Comments (Optional)	<input 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)
Traits to Evaluate: 32 Traits Evaluated: 0 [0%]	
High Level (3): 0 [0%] Satisfactory (2): 0 [0%] Needs Improvement (1): 0 [0%] Not Observed (NO): 0 [0%] Not Applicable (NA): 0 [0%]	
<input type="button" value="Save & Submit Evaluation"/> <input type="button" value="Save & Finish Later"/>	
Close Window	

“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

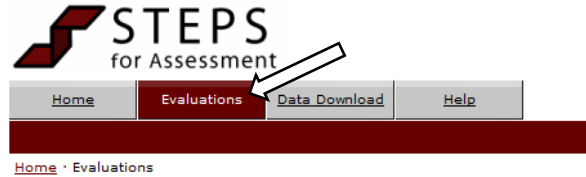
Course-Section	Required Work	Rubric	Evaluate	View
ART 490-001	Student Teaching	Art Specialty Addendum	Redo	

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)

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.

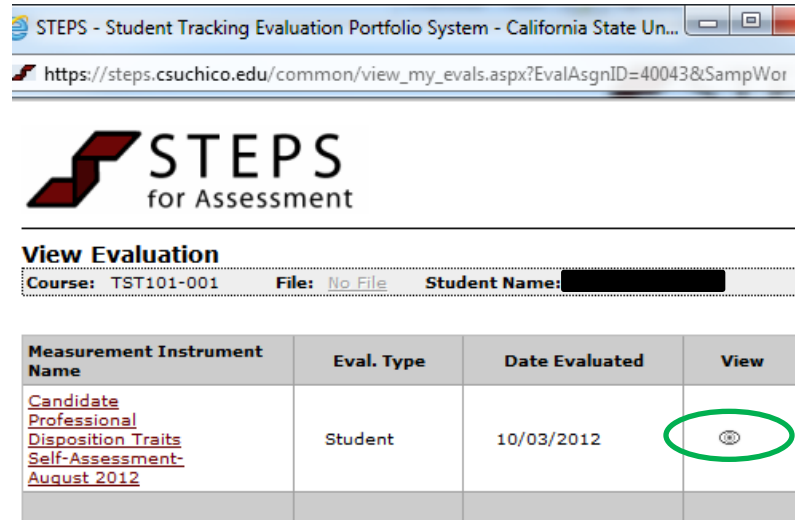
Current Term: Fall 2012 [[Change Term](#)] (Found 3 Evaluations For Selected Term.)

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 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.