MSU STEPS

Students: Directions for Completing Dispositions in STEPS

This document contains directions for the following:

1) Logging into STEPS
2) Completing Dispositions Self-Evaluations
3) Printing completed evaluations
**STEPS Login Directions**

1) Follow the link at the right to access STEPS
   [https://steps.csuchico.edu/](https://steps.csuchico.edu/)

2) Select Missouri State University from the drop-down box

3) Enter your USERNAME (this is your official Banner email address - Ex: ‘student123@live.missouristate.edu’). **DO NOT USE YOUR CAMPUS 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”**.
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 !@#$%^&

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 evaluation you will be completing.

Select this PENCIL to begin.
An example of a Disposition Evaluation is shown at right. Click the View Measurement Instrument to see the scoring category descriptions.

Also, click the View trait descriptions radio button to see a more detailed explanation about each trait.

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.
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.
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.
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.

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.