Cooperating Teachers Online Evaluation Process

Logon to: https://teims.csupueblo.edu/Default.aspx or Find the link on the CSU-Pueblo webpage at https://www.csupueblo.edu/teacher-education-program/eportfolio.html. Please use Internet Explorer.

1. Click on the line 'Cooperating Teachers Online Evaluations" to enter Electronic Evaluations.

2. Your username is the complete email address you provided to the student on the Field Experience Contract at the beginning of the year.

3. Your password is 123 unless you have already been in this system & changed your password.

4. Click on Login

5. The next screen shows the students who have done their field experience with you, IF the student has provided that information to our office. Click on the student's name.

6. The bottom section of the screen shows a Rating box on the left, the Standard in the center column and a Comment box on the right.

7. For all standards that begin with the numbers 1–7 (e.g. 5.4 or 6.3) select a rating from the drop down box. Typically, ratings will range from 1 (low) to 2.75 (high), however truly exceptional students may be rated higher. Ratings higher than 2.75 should be rare. For standards that begin with 8 (e.g. 8.2) select a rating from the drop down box. Typically, ratings will range from 3.0 to 4.0. However, if a student is not yet proficient on the standard (i.e. there is at least some concern or the disposition is not consistently demonstrated, etc.), ratings could be lower than 3.0.

8. CLICK SAVE on every page – *Very Important*

9. Above the Goal Suggestions box is a drop down menu to move to a different goal if there are more than one. Continue rating & commenting on all goal areas.

10. When all ratings and comments have been entered, click SUBMIT ASSESSMENT TO UNIVERSITY at the top right of the page.

11. That's it!!!! Thanks so much for your willingness to work with our students.

Call Mary Sandoval at 719-549-2250 or email her at mary.sandoval@csupueblo.edu if you have problems logging in. Please provide her with your first and last name, email address, school name, and the name of the student(s) you are trying to evaluate. She will provide you with your login information.