

CONTACT BARB or KAREN at 719-549-2681 with QUESTIONS

Steps to complete online evaluation for field experience students:

1. Logon to: <http://static.ceeps.colostate-pueblo.edu/tep/>
2. On left side click on E-Portfolio; click on the link Cooperating Teachers click here for Electronic Evaluations
3. Your username is the complete email address you provided to the student at the beginning of the year
4. Your password is 123 unless you have already been in this system & changed your password. Call Karen or Barb if you have problems logging in.
5. Click on Login
6. 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.
7. The bottom section of the screen shows a Rating box on the left, the Standard in the center column & a Comment box on the right.
8. Enter a rating from 1.00 (low) to 2.99 (high) for standards 1-7. Goal 8 standards generally warrant ratings between 3.00 – 4.00. Also, enter a Comment for each rating.
9. CLICK SAVE on every page – **Very Important**
10. Above the Goal Strengths box is a drop down menu to move to different goals. Continue rating & commenting on all goal areas. CLICK SAVE on every page.
11. When all ratings & comments have been entered & you have SAVED every page, click ASSESSMENT COMPLETED at the top right of the page.
12. That's it!!!! Thanks so much for your willingness to work with our students.
Again, call Barb or Karen with any problems. 719-549-2681