



Cooperating Teachers Online Evaluation Process

Webpage: <https://teims.csupueblo.edu/login>

1. Log in to the system using the email address you provided to the student on the Field Experience Placement Form at the beginning of the term. Your password is 123 *unless you have already logged into the system* and changed your password.
2. Once you login, the Pending Field Experience Assessments should appear with all students who need to be evaluated.
3. Click on the student name to begin the evaluation. A popup box should appear with 3 tabs.
 - a. **Be sure to click “Save” on every page** to be sure that you don’t have to re-enter feedback – **Very Important!**
 - b. The “Goal Comment” tab can be used for written comments (strengths and suggestions) for each goal area.
 - c. The “Assessment” tab should be used to rate the student’s performance during fieldwork. The instructions and rating scale can be seen below, and should also be shown on the webpage. Please note that there may be multiple pages of standards to evaluate. Watch for arrows at the bottom of the popup window when in the Assessment tab. The arrows will help you navigate to all standards.

Instructions to Reviewer: Please evaluate the student based on the following elements from our program standards and dispositions. Compare this student’s performance to an individual who has completed an educator preparation program and is ready to enter the workforce as a teacher (i.e., many ratings may be below 3). **Use only whole numbers for your ratings.**

Rating Scale for Teacher Quality Standard Elements (those starting with “TQS”)

1 = Basic (Minimal Understanding/Application), 2 = Partially Proficient (Needs Help/Inconsistent), 3 = Proficient, 4 = Accomplished (often exceeds standard), 5 = Exemplary (consistently exceeds standard)

Rating Scale for Program Disposition Elements (those starting with “PD”)

1 = Stop! (Severe Concern), 2 = Caution! (Growth Opportunity), 3 = Go! (Satisfactory Performance), 4 = Cruise Control! (Excellent Performance)

- d. The Overall Comments tab can be used to document your overall final thoughts about the student.
4. When all ratings and comments have been entered and save, click “Close” at the bottom of the page.
 5. That’s it!!!! Thanks so much for your willingness to work with our students.

HAVING TROUBLE LOGGING IN?

Contact Mary Sandoval at 719-549-2353 or email her at mary.sandoval@csupueblo.edu. Please provide her with your first and last name, email address entered on the student’s Field Experience Placement Form, school name, and the name of the student(s) you are trying to evaluate. She will provide you with your login information.