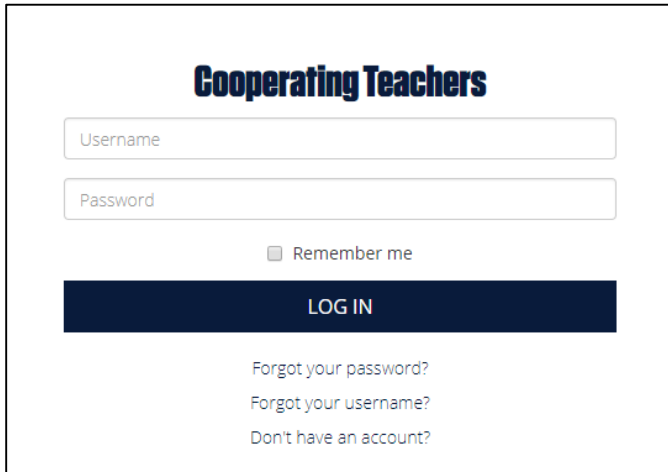


STUDENT TEACHER ONLINE PORTAL (STOP)

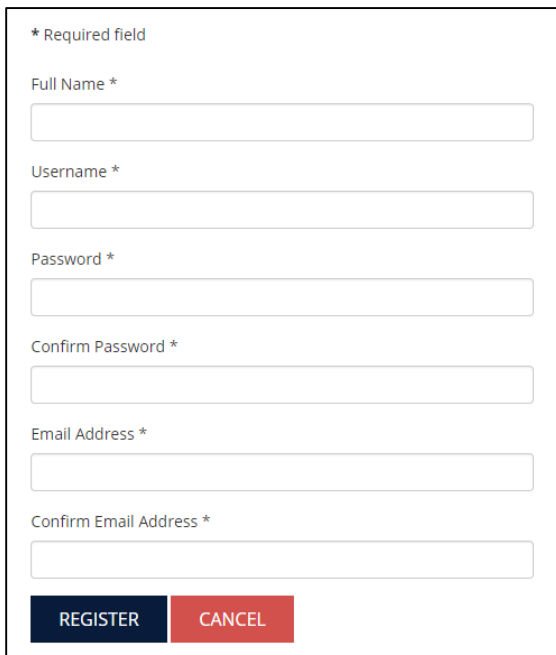
COOPERATING TEACHER ACCOUNT REGISTRATION (NEW USERS ONLY)

1. Navigate to <http://coe.utep.edu/stop/>
2. On the main navigation, click on the “Cooperating Teachers” link under “School Districts”.
3. Click on “Don’t have an account?”.



The screenshot shows the login interface for Cooperating Teachers. At the top, the title "Cooperating Teachers" is displayed in a bold, dark blue font. Below the title are two input fields: "Username" and "Password". Underneath these fields is a checkbox labeled "Remember me". A prominent dark blue button with the text "LOG IN" in white is centered below the checkbox. At the bottom of the form, there are three links: "Forgot your password?", "Forgot your username?", and "Don't have an account?".

4. Fill in all the fields. For the Username please use your **District Username** and exclude any special characters (*, #, \$, @) and/or spaces. For the Email Address please use your **District Email Address**. Please make sure to enter your **Full Name**.



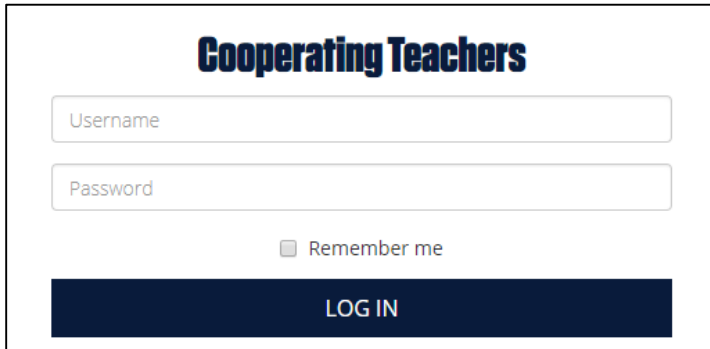
The screenshot shows the registration form for Cooperating Teachers. At the top left, there is a note: "* Required field". The form contains several input fields, each with an asterisk indicating it is required: "Full Name *", "Username *", "Password *", "Confirm Password *", "Email Address *", and "Confirm Email Address *". At the bottom of the form, there are two buttons: a dark blue "REGISTER" button and a red "CANCEL" button.

5. Click on “Register”.
6. The registration process is complete.



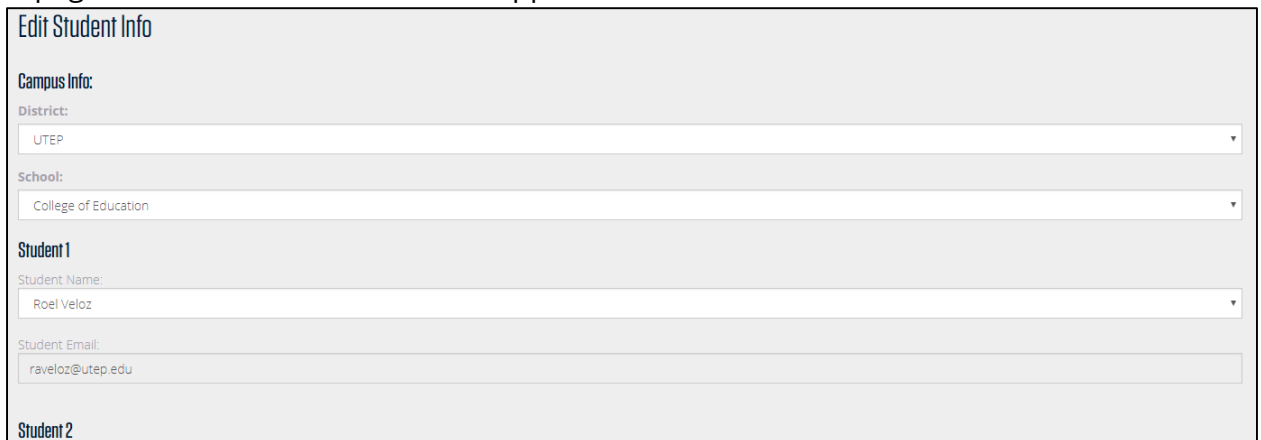
FIRST TIME LOGIN (NEW USERS)

1. Navigate to <http://coe.utep.edu/stop/>
2. Enter your username and password.



The screenshot shows a login form titled "Cooperating Teachers". It features two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me". At the bottom of the form is a dark blue button with the text "LOG IN" in white capital letters.

3. Under the main navigation, click on the "Assessments" tab.
4. A page titled "Edit Student Info" will appear.



The screenshot shows the "Edit Student Info" page. It is divided into sections: "Campus Info", "Student 1", and "Student 2". Under "Campus Info", there are dropdown menus for "District" (set to "UTEP") and "School" (set to "College of Education"). Under "Student 1", there are input fields for "Student Name" (set to "Roel Veloz") and "Student Email" (set to "raveloz@utep.edu"). The "Student 2" section is currently empty.

5. Under "Student 1", select your current Student Teacher from the dropdown list. The Student Email field will auto populate.
6. In the event of having a second Student Teacher under your supervision, or a split assignment, select the student under "Student 2" from the dropdown list.
7. Under "Campus Info", select your District, then from the "Select School" dropdown list, choose your school.
8. After your selections are complete, click the "Submit Changes" button.
9. A notification alert will pop up on your browser confirming the profile update.



RETURNING USERS

1. Navigate to <http://coe.utep.edu/stop/>
2. Under the main navigation, click on the "Cooperating Teachers" tab.
3. Enter the username and password used on previous semesters.
4. Forgot your credentials? Follow the instructions under the RESETING YOUR PASSWORD AND RETRIEVING YOUR USERNAME section found on this manual.
5. Click on the "Assessments" tab.
6. Scroll down to the "My Students" section and click on "Edit Student Info".

My Students

Student 1
Student Name: Roel Veloz
Student Email: raveloz@utep.edu

Student 2
Student Name: Roel Veloz
Student Email: raveloz@utep.edu

Campus Info
District: UTEP
School: College of Education

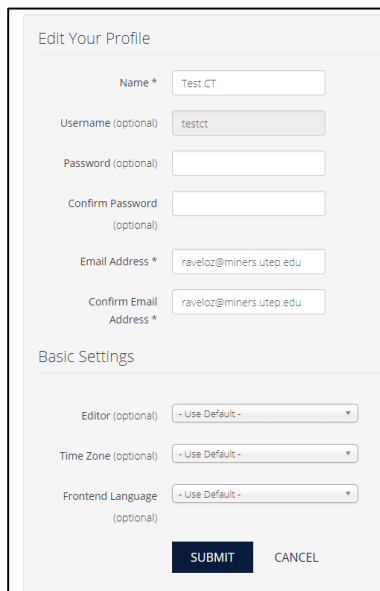
EDIT STUDENT INFO

7. Under Student 1, select your current Student Teacher from the dropdown list. The Student Email field will auto populate.
8. In the event of having a second Student Teacher under your supervision, or a split assignment, select the student under "Student 2" from the dropdown list.
9. Changed schools? Under Campus Info choose your District, then from the "Select School" dropdown list, choose your school.
10. After your selections are complete, click the "Submit Changes" button.
11. A notification alert will pop up on your browser confirming the profile update.



CHANGING YOUR PASSWORD, USERNAME, EMAIL ADDRESS

1. Navigate to <http://coe.utep.edu/stop/>
2. Enter your username and password.
3. Under the main navigation, hover over “My Profile”.
4. Under the “My Profile” submenu, click on “Change Password”.
5. Under the “Edit Your Profile” form, make the necessary changes.



Form fields and options shown in the screenshot:

- Name * : Test CT
- Username (optional) : testct
- Password (optional) : [Empty]
- Confirm Password (optional) : [Empty]
- Email Address * : raveloz@miners.utep.edu
- Confirm Email Address * : raveloz@miners.utep.edu
- Basic Settings:
 - Editor (optional) : - Use Default -
 - Time Zone (optional) : - Use Default -
 - Frontend Language (optional) : - Use Default -
- Buttons: SUBMIT, CANCEL

6. Click the “Submit” button.

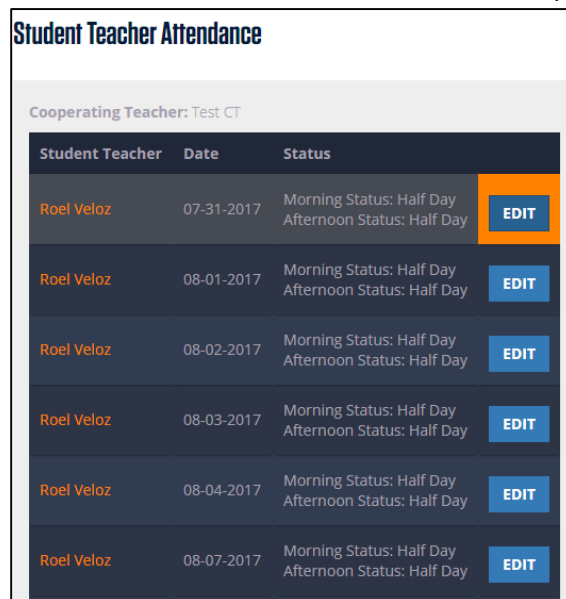
RESETING YOUR PASSWORD AND RETRIEVING YOUR USERNAME

1. Navigate to <http://coe.utep.edu/stop/>
2. Under the main navigation, click on the “Cooperating Teachers” tab.
3. To reset your password, click on “Forgot your password?”.
4. Enter your email address and click Submit.
5. Follow the link on the email to reset your password.
6. On the Password Reset form, enter your username and verification code. The verification code will auto populate, however, some browsers may not support this feature. In this case, copy and paste the verification code from the email you received. Click “Submit”.
7. Enter your new password and click “Submit”.
8. You may now login with your new password.
9. For username retrieval follow steps 1 & 2 then click on “Forgot your username?”.
10. Enter your email address.
11. Your username will be sent to your email address.



RECORDING ABSENCES

1. Login into the portal.
2. Click the "Attendance" tab under the main navigation.
3. Student teacher attendance has been preset prior to the start of the term.
 - a. Each student has been placed on a school district.
 - b. Each district has been assigned a starting date and an ending date.
 - c. At the time of placement, an attendance profile gets created.
 - d. This profile contains all the dates belonging to the student teaching period, excluding weekends and district holidays.
 - e. **The Cooperating Teacher will be responsible to mark student's absences only.**
 - f. Student teacher's attendance records will appear automatically up to the date that the system is accessed.
4. To mark an absence:
 - a. Click the "Edit" button next to the corresponding attendance record.

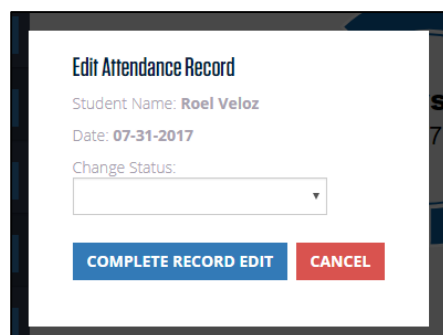


Student Teacher Attendance

Cooperating Teacher: Test CT

Student Teacher	Date	Status	
Roel Veloz	07-31-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-01-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-02-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-03-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-04-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-07-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT

- b. A pop up window will be displayed showing the information belonging to the attendance record.



Edit Attendance Record

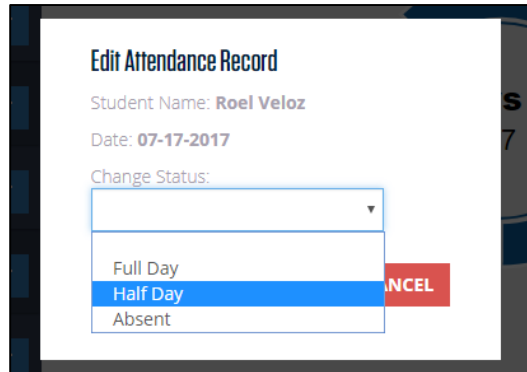
Student Name: Roel Veloz

Date: 07-31-2017

Change Status:

COMPLETE RECORD EDIT CANCEL

- c. From the “Change Status” dropdown list, select “Absent”.



- d. Click the “Complete Record Edit” button to complete the process.
- e. The attendance entry will display the updated status.
- f. In case of an error, repeat these steps and select either “Half Day” or “Full Day” from the drop-down list, depending on your student teacher’s assignment.

Note: There are three types of student teaching assignments, Regular, Music, and Split assignments. Depending on the assignment type, the attendance process will vary slightly. For Regular and Split assignments, the attendance status options are “Full Day” (Default Value) or “Absent”. For Music assignments, there will be two statuses for each entry, “Morning Status” and “Afternoon Status”. The options for each status can be “Half Day” or “Absent”. If your student teacher is assigned to you in the morning, please change only the “Morning Status”. The afternoon cooperating teacher will be responsible for changing the “Afternoon Status” in case of an absence, or vice versa. Please note that an absence either in the morning or afternoon session will count as a full day absence.

5. A student teacher can miss a maximum of two days for the entire term. Any additional absences must be made up during the “Make Up” period assigned to each district.
 - a. These attendance records will appear for view/edit only during the specific make up period.
 - b. By default, these attendance entries will be marked as “Make Up” on the attendance status and will not count towards the students’ progress.
 - c. To give credit to a student, change the attendance status from “Make Up” to either “Full Day” of “Half Day” depending on the student teaching assignment.
 - d. This change of status will make the entry count towards the student’s progress.

6. To navigate between the records, click the “Next 10 Records”, or “Previous 10 Records” button. *Only 10 records are displayed per page.

Student Teacher Attendance			
Roel Veloz	08-02-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-03-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-04-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-07-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-08-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-09-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-10-2017	Morning Status: Half Day Afternoon Status: Half Day	EDIT
Roel Veloz	08-11-2017	Morning Status: Half Day Afternoon Status: Seminar	EDIT

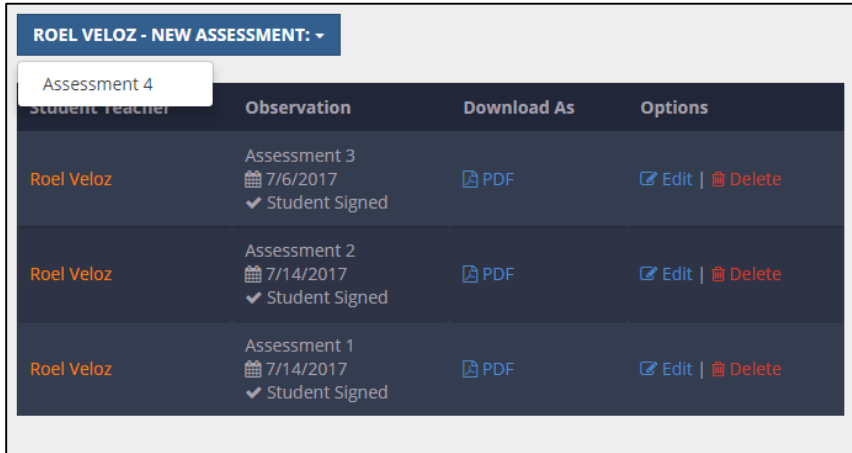
Total Days on Record: 30

< PREVIOUS 10 RECORDS NEXT 10 RECORDS >



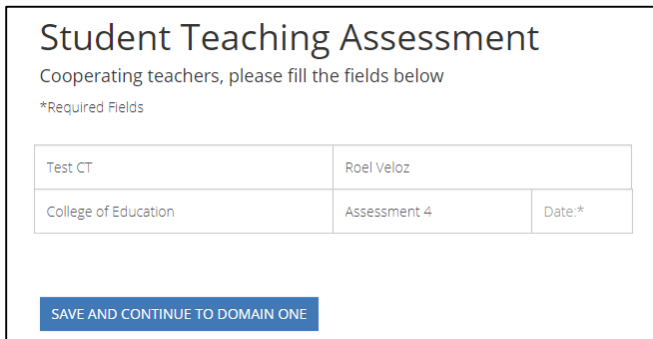
SUBMITTING AND VIEWING ASSESSMENTS

1. Login into the portal.
2. Click the "Assessments" tab under the main navigation.
3. To submit a new assessment, click the "New Assessment" button for the corresponding student and select the corresponding assessment due.



Student Teacher	Observation	Download As	Options
Roel Veloz	Assessment 3 7/6/2017 ✓ Student Signed	PDF	Edit Delete
Roel Veloz	Assessment 2 7/14/2017 ✓ Student Signed	PDF	Edit Delete
Roel Veloz	Assessment 1 7/14/2017 ✓ Student Signed	PDF	Edit Delete

4. A total of 4 assessments (per student) are required throughout the student teaching semester. The system will keep track of the submissions per student and will display the next assessment due. The student name, school, cooperating teacher name, and assessment number will auto populate on the assessment's information page. Please notice that this information will be obtained from your profile's data, so please make sure your information has been entered correctly. Please enter the assessment date and proceed to the next page on the form, Domain I.



Student Teaching Assessment

Cooperating teachers, please fill the fields below

*Required Fields

Test CT	Roel Veloz	
College of Education	Assessment 4	Date:*

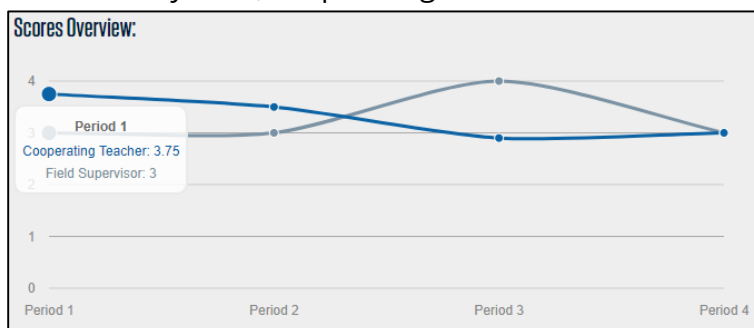
SAVE AND CONTINUE TO DOMAIN ONE

5. The assessment form is composed of 4 domains which are based on T-TESS. Complete each domain by answering each question. The system will calculate the total score and overall performance for each domain automatically.
***Please note that no question can be left blank, if so, the system will fail to calculate the totals and will prevent the user from continuing to the next domain. If an error shows on the "Overall Score" or "Overall Performance" fields, please go back and make sure that all questions are answered.**

- The last page of the assessment form will show an “overall scores” table. Please fill the information required on this page and agree to the e-signature disclaimer. Click the “Submit” button to complete the assessment. An email will be sent to your student teacher with the link to e-sign the assessment.
- To view a completed assessment, navigate through the table under the “Completed Assessments” section. You will be able to download the PDF version of each assessment by clicking the “PDF” link next to each entry.

Completed Assessments			
Student Teacher	Observation	Download As	Options
Roel Veloz	Assessment 3 7/6/2017 ⚠ Student Signature Pending	PDF	Edit Delete
Roel Veloz	Assessment 2 7/14/2017 ⚠ Student Signature Pending	PDF	Edit Delete
Roel Veloz	Assessment 1 7/14/2017 ✔ Student Signed	PDF	Edit Delete

- Additionally, you will have the option to edit completed assessment. If a correction is necessary, please click the “Edit” button next to each entry and navigate through the domains to make the corrections. Please make sure you navigate to the last page and re-submit the form. Your student will receive a notification to re-sign the assessment.
- Each entry will display the student signature status. Please make sure that all signatures are submitted by your student/s. **Any assessment without the student’s signature will not be counted towards the student’s progress.**
- The system will allow a maximum of 4 assessments per student. If one of your submissions was entered twice, please use the delete option next to each entry to discard it.
- A “Scores Overview” feature is available to show a graphical representation of each student’s progress. This feature shows the overall score of each assessment submitted by both, cooperating teachers and UTEP field supervisors.



LOGGING OUT OF THE PORTAL

1. Hover over “My Profile” under the main navigation, and click the “Logout” link on the submenu.

ADDITIONAL INFORMATION

*This web-based system was designed and developed by the College of Education at UTEP, and It is fully maintained by the College. For full system compatibility, please access with modern internet browsers like **Mozilla Firefox, Google Chrome, or Safari (Apple Users)**. Older browsers like **Internet Explorer and Opera**, will not be compatible with the system’s functions. Please contact your IT department if neither of these browsers are installed, or if an update is necessary. For any questions regarding the system’s use please contact the Director of Student Teaching, **Joyce Asing Cashman** at gasingcashman2@utep.edu, or the Webmaster, **Roel Veloz** at raveloz@utep.edu.

