MU's Web Assessment System: Cooperating Teacher
Directions for Entering Your Student Teacher 's Evaluation

Cooperating Teachers will complete their student teachers' MU Adapted Danielson 7.5 week and 15 week evaluations through the MU Web Assessment System. You can print the paper copies through this system for student teacher review, signatures, initials, and for the standard distribution of the final signed copies.

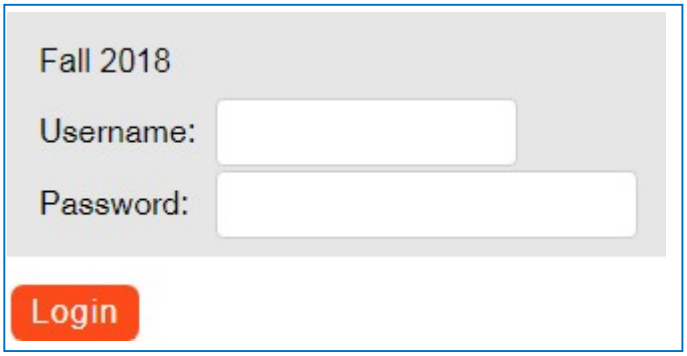
If you are experiencing trouble logging into the system, please contact Field Services at 717-871-5752 or Field.Services@millersville.edu. For all other questions regarding evaluations, please contact Dr. Marcia Bolton at (717) 871-7332 or by emailing Marcia.Bolton@millersville.edu.

Browser
Internet Explorer or Firefox are recommended. It is also suggested that you do a trial SAVE very early in the process to make sure that the computer interface is working properly.

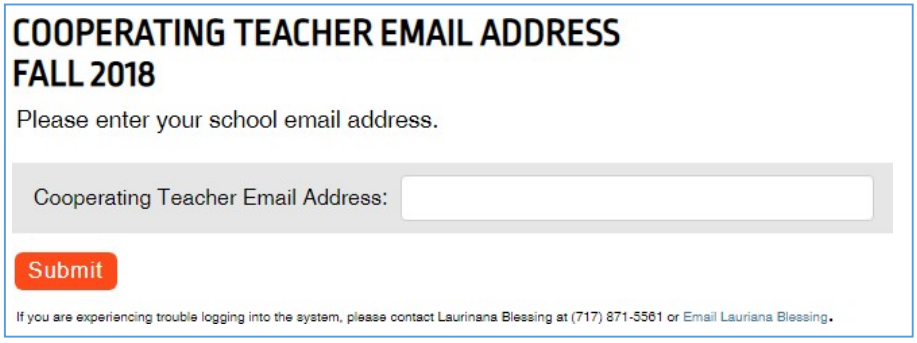
Logon Instructions
Please Access the MU Web Assessment System by clicking on this link:
https://max.millersville.edu/coop_prod/mzlkcoop.p_login

Enter the **Username** = **coopteach**. The password was sent to your district email address.

- ***Please note*:** The login screen will be similar as show in the below images. The term & year (i.e., Fall 2018) will change to reflect the current dates of your experience.



You will then be prompted for your email address:



Spell check:
https://max.millersville.edu/coop_prod/download?p_file=F21762/iespell.pdf link gives you directions for loading an optional spell check onto your computer. It is not necessary to load this application to complete your student teacher's final evaluation.

Saving and Editing after Finishing

Entering the correct information here will give you entry into our secured assessment system. Begin entering data in the final evaluation form as appropriate, **remembering to save your work every 30 minutes.** Once your final evaluation is fully completed (**Complete** appears in the Status area), it is saved, and your student teacher will be able to see their ratings through their MYVILLE account. You can still edit it, however the student teacher can see it.

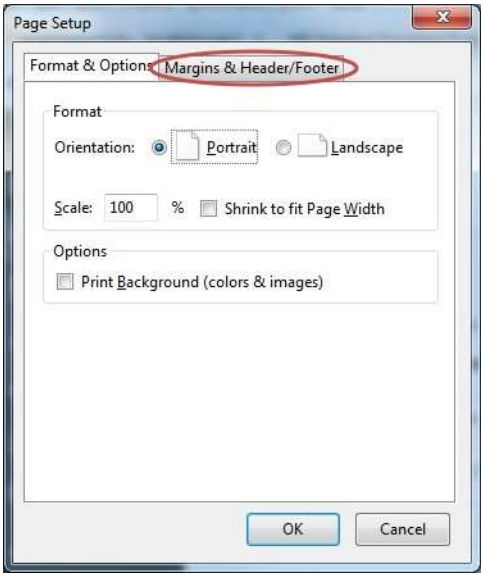
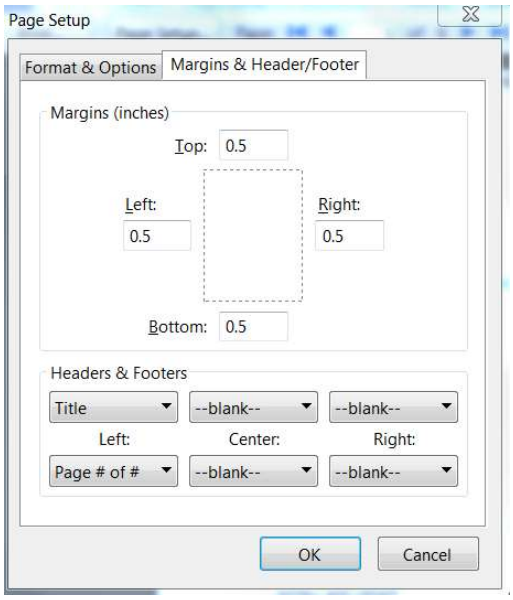
Complete Status

Once all sections of your student teacher's evaluation are completed and you have saved you will see **Complete** in the Status column. If you **see** In-Progress check to see that:

- ALL individual items have been rated. You cannot leave any as NONE.
- ALL text boxes have something in them. If you have nothing to say in a particular box, please put a space in it so that it "reads" it as completed.
- Check to see that the school name, district name, and your name are entered at the top of the document.

Printing

You may then click on the **PRINT** Link on the status page or the "Save and Print" button at the end of the form. A copy of the report will be printed.

Change Print Settings in Firefox

In Firefox you may see extra information in the header or footer that you would like to adjust. For example, the web address may appear in the header and be a distracting element that you would like to remove. You may change the settings in Firefox to control what appears in the headers or footers by selecting options from the Page Settings dialogue box. The Page Settings will be found in different places depending on which version of Firefox you are using. Try the File or look first for the Print button from the menu button ☰. Then select the appropriate settings: