

CSU Northridge, Michael D. Eisner College of Education  
 Instructions for the Online Evaluation of Student Fieldwork

The College of Education has changed to an online system for fieldwork evaluation in all of our credential programs (e.g. student teachers, administrators, counselors). The online evaluation forms have the same content as the forms you have used for the past several years. Having them online will make it much easier to keep track of our candidates' progress and analyze our programs as required for accreditation.



For help, contact the appropriate person in your departments from the list below:

**Step 1:**

**Check your email** for a message with your Evaluator ID. This ID will not change, so save this email for future reference.

**Step 2:**

Check your email for a message with a **password**. You should receive a separate password email for each candidate you are supervising.

**Step 3:**

**Login** to the COE Evaluation system with the password for your student:

<https://classeval.csun.edu/classclimate/online/>

**Step 4:**

**Fill out the evaluation** for your student.

**Step 5:**

Click "**Save Temporarily**" to save your evaluation.

**Step 6:**

Log back in and click "Print Version" to get a printable window. **Print** this out to discuss with your student

**Step 7:**

**Discuss** the evaluation with your student, have them sign the printout and save this copy for your records

**Step 8:**

Return to the Evaluation website and use the same password. Enter the date when the evaluation was discussed and click "**Submit**". Once you have submitted the evaluation you will not be able to change it again.

For all <b>EED</b> courses: Steve Holle	818/677-3183	<a href="mailto:eedevals@csun.edu">eedevals@csun.edu</a>
For all <b>SED</b> courses: Nikki Pyles	818/677-2580	<a href="mailto:sedevals@csun.edu">sedevals@csun.edu</a>
For all <b>SPED</b> courses (except 438CD/A):Keisha Douglas	818/677-2596	<a href="mailto:spedevals@csun.edu">spedevals@csun.edu</a>
For SPED <b>438CD/A</b> : Ed Hall	818/677-2823	<a href="mailto:spedevals@csun.edu">spedevals@csun.edu</a>
For all <b>EPC</b> courses: Maria King	818/677-2599	<a href="mailto:epcevals@csun.edu">epcevals@csun.edu</a>
For all <b>ELPS</b> courses: Erica Trojacek	818/677-2591	<a href="mailto:elpsevals@csun.edu">elpsevals@csun.edu</a>
For all <b>KIN</b> courses: Debra Patterson	818/677-3205	<a href="mailto:kinevals@csun.edu">kinevals@csun.edu</a>
For all <b>HSCI</b> courses: Tricia Chicagus	818/677-7196	<a href="mailto:hscievals@csun.edu">hscievals@csun.edu</a>