

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