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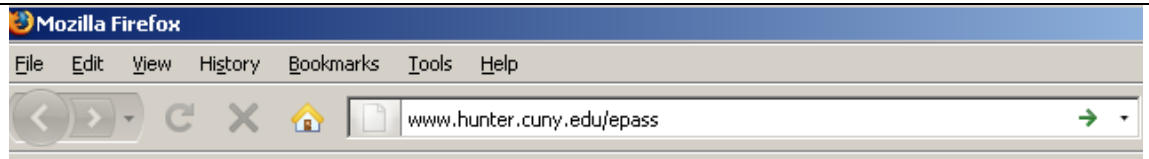
[Click on the relevant section or page number to be redirected.](#)

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Instructions for Education Performance and Assessment Support System (EPASS)

LOGGING-IN

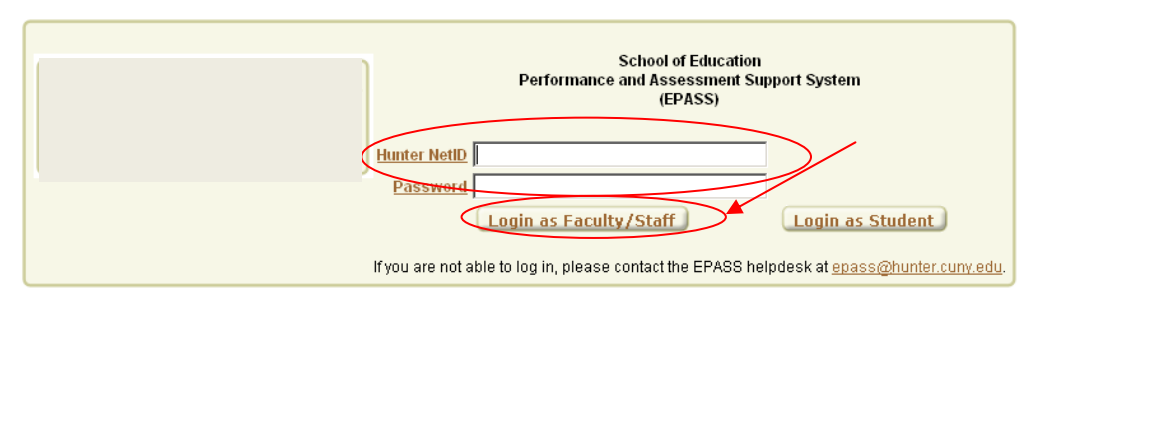
1. GO TO:
www.hunter.cuny.edu/epass



2. On the EPASS log-in screen, enter your Hunter Net ID and Password.

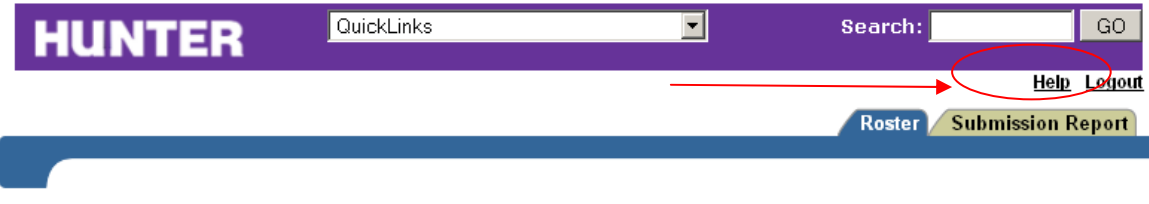
3. Click Login as Faculty/Staff

If you are not able to log in, please contact the EPASS helpdesk at epass@hunter.cuny.edu



FINDING HELP

A copy of these step-by-step instructions is available via the help link.



SELECTING YOUR COURSE

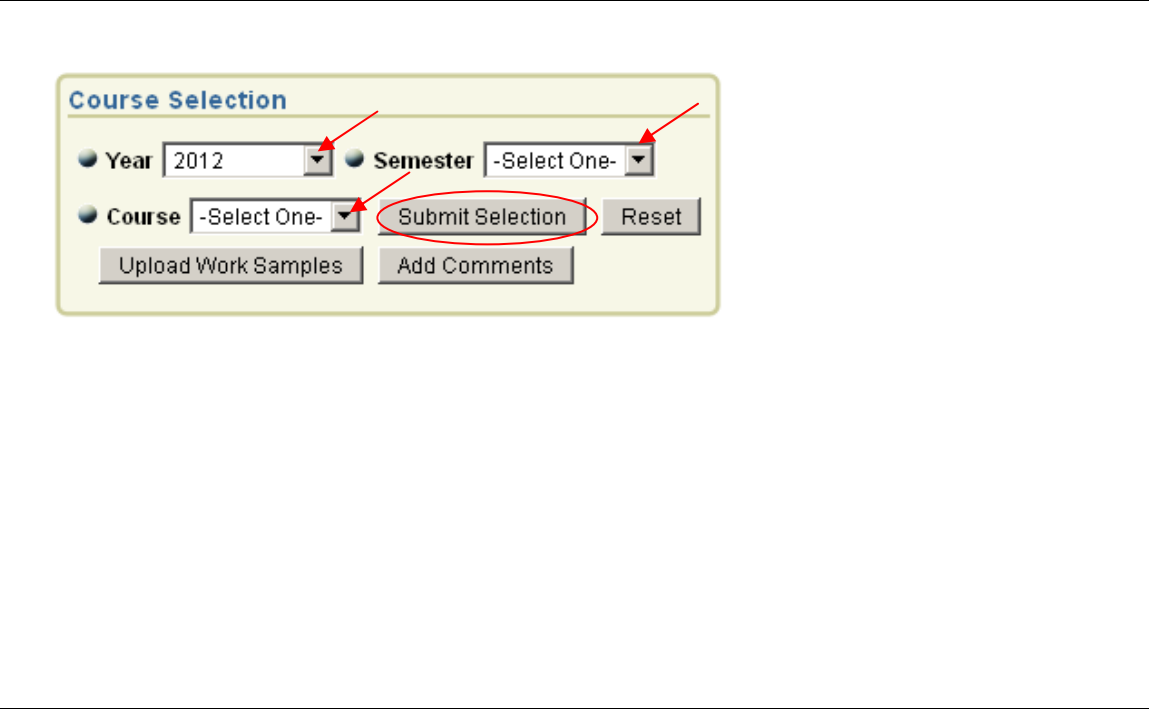
To select the relevant course and section, use the drop-down arrows to identify (in the following order):

- a. Year
- b. Semester
- c. Course/Section

Note: You must enter these items in the order listed above.

Click Submit Selection to enter you information.

Click Reset to change your entry or switch to another course.



ENTERING KEY ASSESSMENT RATINGS

1. After you completed your course selection, click on Submit Selection to access your roster and forms.

The Roster page shows your list of students and the key assessment(s) for which data need to be submitted.

2. To enter ratings for a specific student, click on the key assessment link next to the student's name.

Roster for SPEDE768.00 Sec:001 Code: 4310 for Fall 2011

The deadline is **Friday 12/30/2011**.

Student Id	Last Name	First Name	Form Name	Completed?
***.**			Characteristics and Developmental Problems of Infants and Young Children with Special Needs Exams	No
***.**			Characteristics and Developmental Problems of Infants and Young Children with Special Needs Exams	No
***.**			Characteristics and Developmental Problems of Infants and Young Children with Special Needs Exams	No
***.**			Characteristics and Developmental Problems of Infants and Young Children with Special Needs Exams	No

[Export to Excel](#)

3. On the student rating page, use the drop-down arrow to select the appropriate rating for each rubric item.

4. For the entry to be complete, you must submit a rating for all rubric items. Therefore, if you did not evaluate a student on a specific item, select "no rating" as your entry.

Note: You do not need to complete all of the rubric items in one sitting. You may Save Evaluation and return to the remaining rubric items at another time.

Evaluation of Jessica

For each rubric item, use the drop down menu to select the appropriate rating. You must complete all items. If you did not evaluate a student on a specific item, then select "no rating". To save your entries, click the "Save evaluation" button.

Rubric Items	Rating
1. Standard 1 Foundations - ICC1K1, ICC1K2, ICC1K5, ICC1K6, ECSE1K3	-Select One-
2. Standard 2 Development and Characteristics of Learners - ICC2K1, ICC2K5, ICC2K6, ECSE2K1, ECSE2K2, ECSE2K3, ECSE2K4, ECSE2K5	-Select One- Developing/Below Standard At Standard Above Standard No Rating
3. Standard 3 Individual Learning Differences - ICC3K1, ICC3K4	

[Cancel Changes and Go Back to Roster](#) [Save Evaluation and Go Back to Roster](#)

5. To enter your ratings and return to your class roster, click on Save Evaluation. To discard your entries, click Cancel Changes.

Rubric Items	Rating
1. Standard 1 Foundations - ICC1K1, ICC1K2, ICC1K5, ICC1K6, ECSE1K3	-Select One-
2. Standard 2 Development and Characteristics of Learners - ICC2K1, ICC2K5, ICC2K6, ECSE2K1, ECSE2K2, ECSE2K3, ECSE2K4, ECSE2K5	-Select One- Developing/Below Standard At Standard Above Standard No Rating
3. Standard 3 Individual Learning Differences - ICC3K1, ICC3K4	

[Cancel Changes and Go Back to Roster](#) [Save Evaluation and Go Back to Roster](#)

The Roster page will update the status of your student ratings.

“Yes” means the ratings are complete for a particular student and key assessment.

“Partially” means some (but not all) of the ratings were submitted for a particular student and key assessment.

“No” means ratings have not been submitted.

Roster for SPEDE768.00 Sec:001 Code: 4310 for Fall 2011

The deadline is **Friday 12/30/2011**.

Student Id	Last Name	First Name	Form Name	Export to Excel Completed?
***_**			Characteristics and Developmental Problems of Infants and Young Children with Special Needs Exams	Yes
***_**			Characteristics and Developmental Problems of Infants and Young Children with Special Needs Exams	Partially
***_**			Characteristics and Developmental Problems of Infants and Young Children with Special Needs Exams	No
***_**			Characteristics and Developmental Problems of Infants and Young Children with Special Needs Exams	No

UPLOADING WORK SAMPLES AND COMPLETED RUBRICS

1. After you completed your course selection, click on Upload Work Samples and completed rubrics to submit examples of student work.

2. On the Upload page, use the drop-down arrows to select:
a. Key assessment name
b. Rating level for the student work sample (e.g above standard, at standard, below standard)

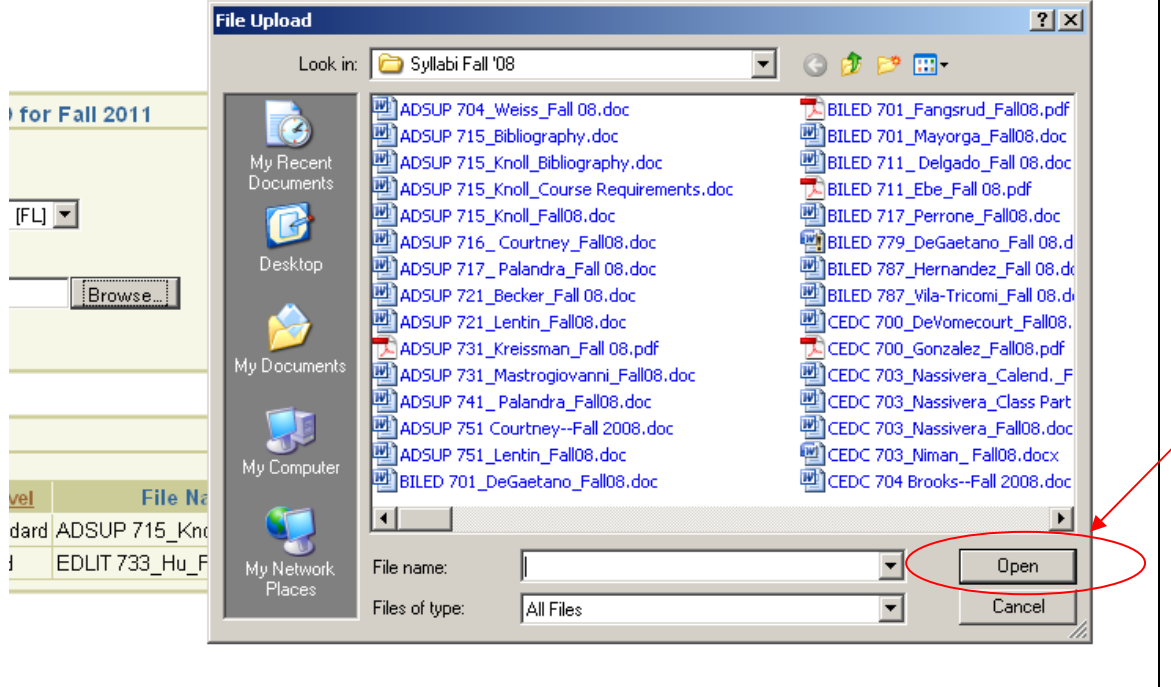
3. Click on Browse to search for the file that you want to submit.

Note: Name each electronic file in the following format:

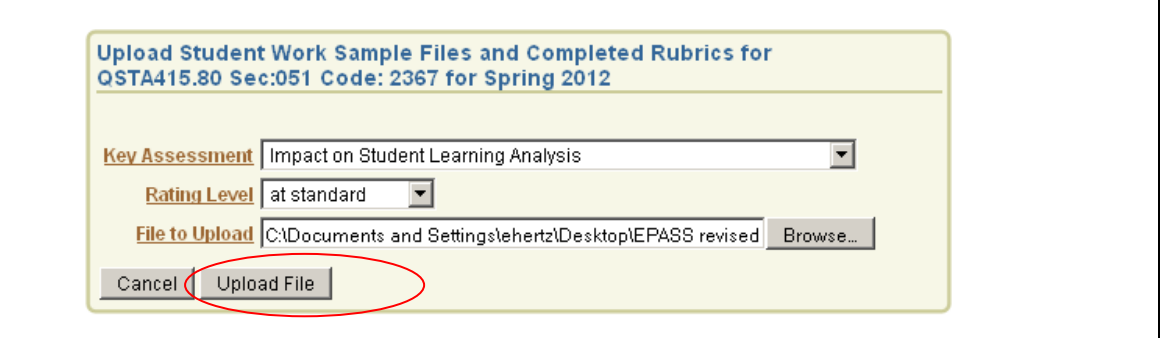
Course#Sect#_Term_Assessment Name_Rating_Program.

For example:
CEDC703001_Fall11_Thematic Unit_At Std_Childhood Ed

4. In the File Upload box, find and click on the relevant file and click Open to select.



5. Click Upload File to submit the work sample document and completed rubric.



Your uploaded files will be listed on the bottom of the webpage.

To delete a file, click on Remove.

6. To return to your class list, click on Go Back to Roster.



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ADDING COMMENTS

1. After you completed your course selection, click on Add Comments to record:
 -Your thoughts about your class' overall performance
 -Suggestions to improve candidate performance in the future
 -Suggestions to improve the delivery of the course

2. On the Comments page, use the drop-down arrow to select your key assessment

3. In the text box, type:
 -Your thoughts about your class' overall performance
 -Suggestions to improve candidate performance in the future
 -Suggestions to improve the delivery of the course

Note: There is a 2,000 character maximum.

4. To submit your entry, click Save Comment. Otherwise, you may discard your entry, by clicking Cancel Changes.

5. To return to your class list, click on Go Back to Roster.



VIEWING EVALUATIONS DONE BY STUDENTS

(for student teaching, teacher practicum, counseling internship, and counseling practicum only)

Click on View Evaluations Done by Students

Course Selection

Year: 2012 Semester: Spring

Course: QSTA415.80 Sec:051 Code: 2367

Buttons: Upload Work Samples, Add Comments, **View Evaluations Done by Students**, Submit Site Evaluations

To view your students' evaluations, click on the link next to each student's name.

The completed column shows the status of the students' forms. "Yes" means all the questions were completed.

"Partially" means some (but not all) of the questions were completed.

"No" means questions have not been completed.

Student ID	Last Name	First Name	Key Assessment Name	Completed?
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	Yes
***.**			Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	Yes

SUBMITTING SITE EVALUATIONS

(for supervisors of student teaching sites only)

Click on Submit Site Evaluations

Course Selection

Year: 2012 Semester: Spring

Course: QSTA415.80 Sec:051 Code: 2367

Buttons: Upload Work Samples, Add Comments, View Evaluations Done by Students, **Submit Site Evaluations**

Start the site evaluation form by clicking next.

Please note: the site evaluation forms are only for student teaching sites.

Site Evaluation by Supervisor Exit this survey

The School of Education values the quality of students' field and clinical experiences. To make sure that the school selects adequate sites, we need to record information about your school visits.

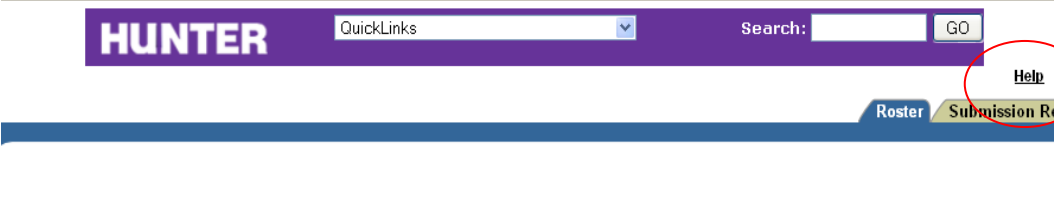
This evaluation is based on your overall impressions of your school site. There are a series of multiple choice questions and an opportunity to provide additional comments. You must complete the form in one sitting.

Your must complete the form in one sitting. You cannot save your entry.

If you visited multiple sites this semester, complete one form for each site.

Click "Next" to begin.

Next

<p>LOGGING-OUT</p> <p>To exit the system, click Logout.</p>	 <p>The screenshot shows the top navigation bar of the HUNTER system. It features a purple header with the word 'HUNTER' in white. To the right of the header is a 'QuickLinks' dropdown menu, a search bar with the text 'Search:' and a 'GO' button, and a 'Help' link circled in red. Below the header are navigation tabs for 'Roster' and 'Submission R'.</p>
<p>EPASS HELPDESK</p>	<p>For additional questions, contact the EPASS helpdesk: epass@hunter.cuny.edu. In your message, make sure to include your first name, last name, course/section number, and name of key assessment.</p>