Student EPASS
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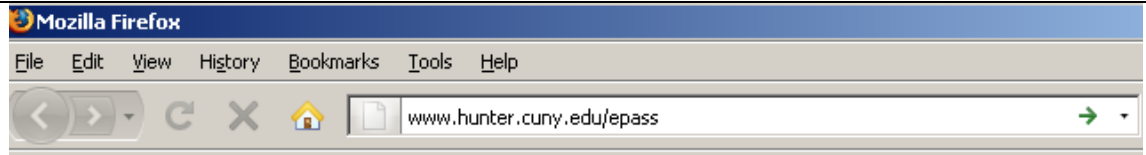
Click on the relevant section or page number to be redirected.

Student Instructions for
Education Performance and Assessment Support System
(EPASS)

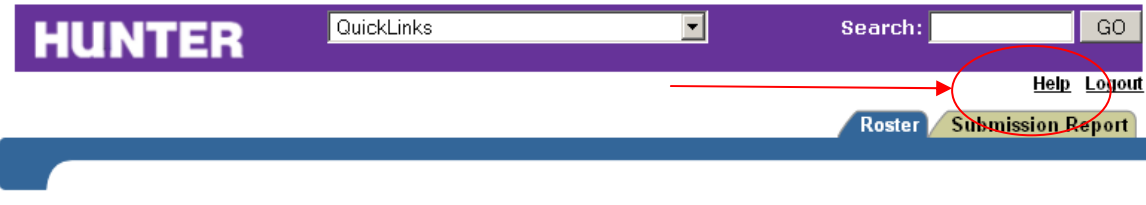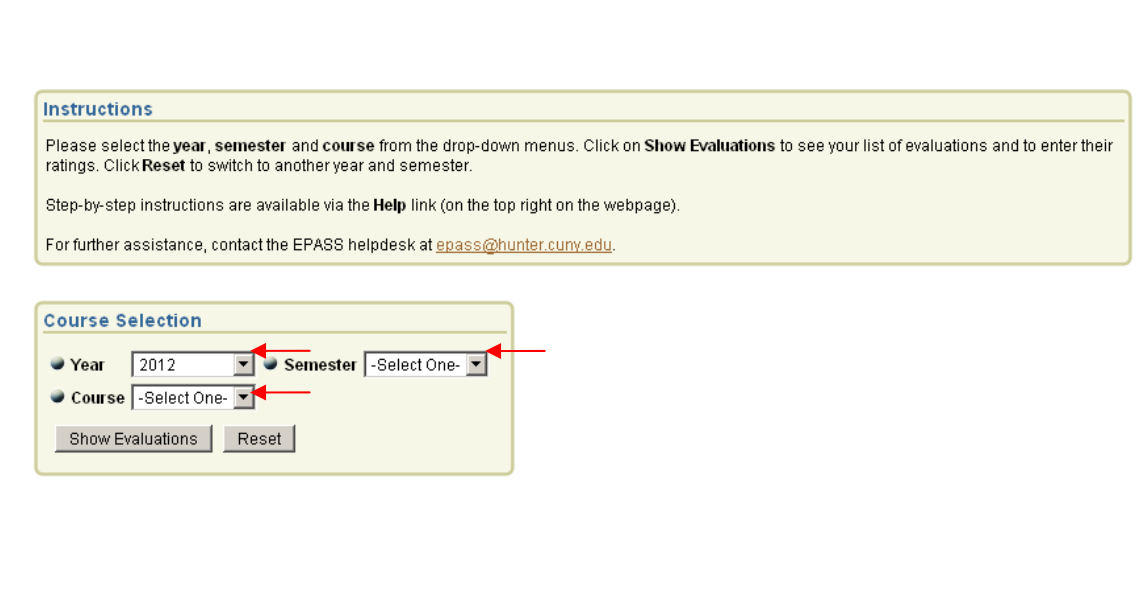|	
LOGGING-IN 1. GO TO: www.hunter.cuny.edu/epass	*[Firefox browser screenshot showing address bar with www.hunter.cuny.edu/epass]*
2. On the EPASS log-in screen, enter your Hunter Net ID and Password. **3. Click Login as Student** *If you are not able to log in, please contact the EPASS helpdesk at* epass@hunter.cuny.edu	*[EPASS login screen with Hunter NetID and Password fields, Login as Faculty/Staff and Login as Student buttons. "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.	*[Hunter header with QuickLinks dropdown, Search box with GO button, Help Logout links, Roster and Submission Report tabs]*
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 Reset to change your entry or switch to another course.	**Instructions** Please select the **year**, **semester** and **course** from the drop-down menus. Click on **Show Evaluations** to see your list of evaluations and to enter their ratings. Click **Reset** to switch to another year and semester. Step-by-step instructions are available via the **Help** link (on the top right on the webpage). For further assistance, contact the EPASS helpdesk at epass@hunter.cuny.edu. **Course Selection** Year 2012 Semester -Select One- Course -Select One- Show Evaluations Reset
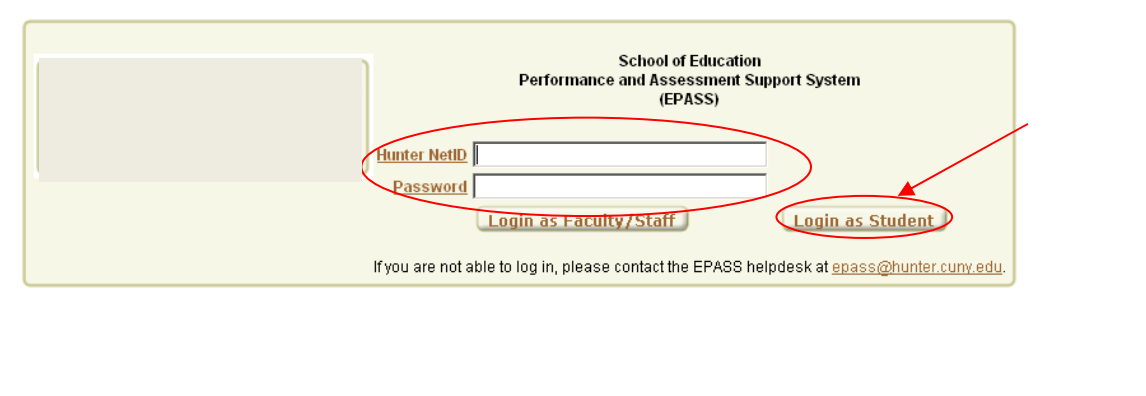
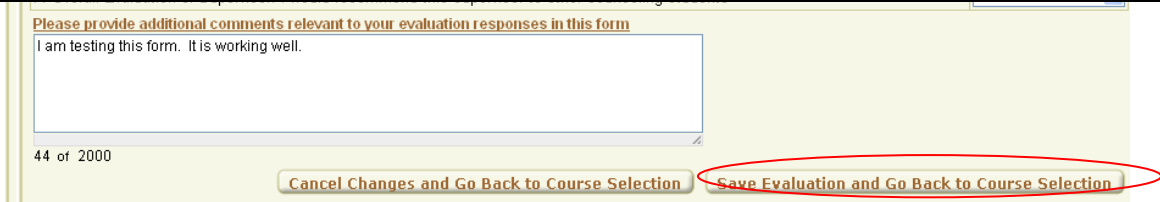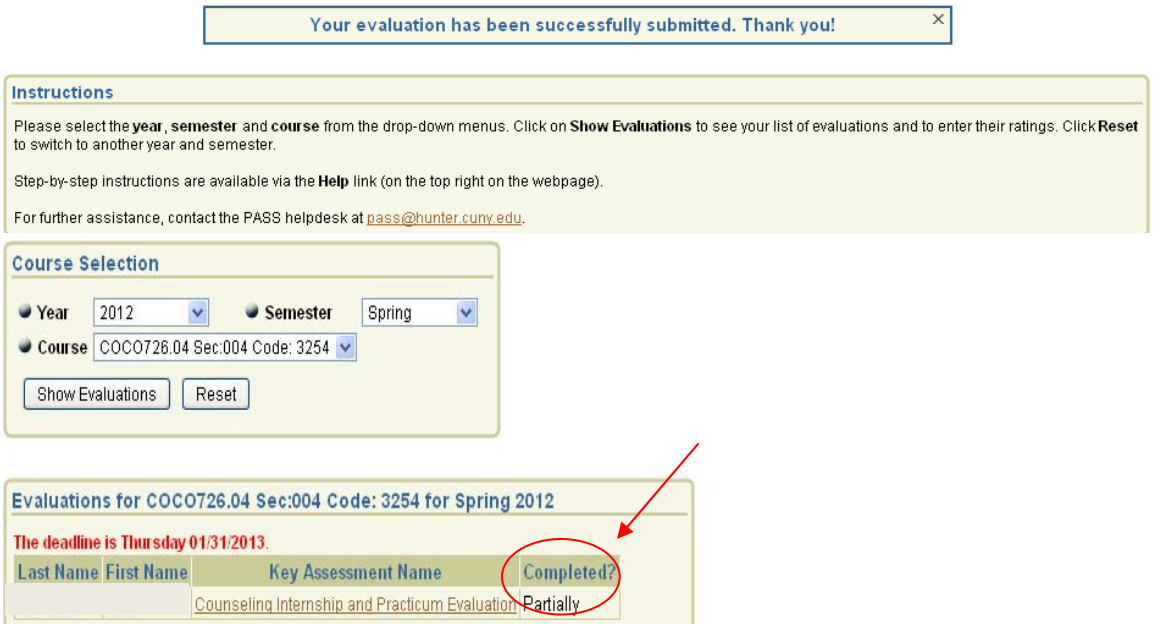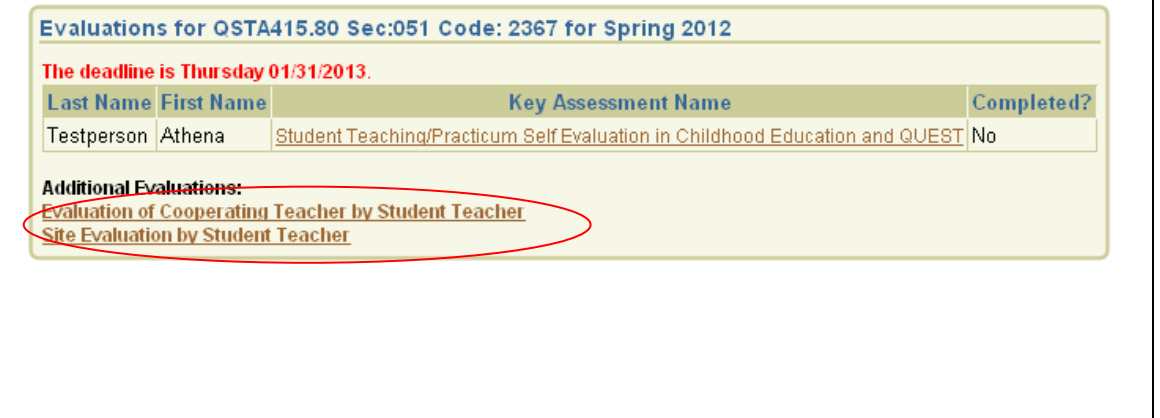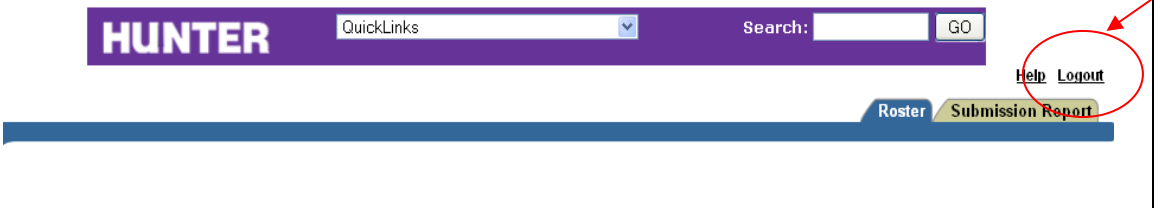|	
ENTERING EVALUATION RATINGS 1. After you completed your course selection, click on Show Evaluations to access your form.	**Course Selection** ● Year 2012 ● Semester Spring ● Course COCO726.04 Sec:004 Code: 3254 Note: Course number will vary by student. [Show Evaluations] [Reset]
2. To entering your evaluation ratings, click on the link under the Key Assessment Name. Key assessment name will vary by course.	**Course Selection** ● Year 2012 ● Semester Spring ● Course COCO726.04 Sec:004 Code: 3254 [Show Evaluations] [Reset] **Evaluations for COCO726.04 Sec:004 Code: 3254** **The deadline is Thursday 01/31/2013.** Last Name First Name **Key Assessment Name** Comp Counseling Internship and Practicum Evaluation No Note: Key assessment name will vary by course.

3. On the form, complete the text boxes and/or use the drop-down arrow to select the appropriate answer for each question. Questions will vary by course.
 	
4. For the entry to be complete, you must submit answers for all questions.
 	
Note: You do not need to complete all of the items in one sitting. You may Save Evaluation and return to the remaining items at another time.
	Counseling Internship and Practicum Evaluation
	
	For each rubric item, use the drop down menu to select the appropriate rating. You must complete all items. To save your entries, click the "Save Evaluation..." button.
	
	● Supervisor's Last Name: ● Supervisor's First Name: Note: Questions will vary by course.
	   ● Experience Quantity (Enter the number of hours of direct clinical contact): 9.75
	● Supervised Hours (Enter the number of hours per week you received supervision): 12.5
	   ● Client Load (Enter the number of clients with whom you worked at the site): 10
	
	| **Rubric Items**
		Rating

1. Site Orientation: Did you receive an orientation at your site?	No
1a. Site Orientation: If you answered 'yes' to Question 1, was the orientation at the site beneficial?	-Select One- / No / Yes
1b. Site Orientation: Were the actual tasks you performed at this site consistent with what was described to you during the orientation?	
2a. Counseling Student Responsibilities: Did you perform? Case Management	No
2b. Counseling Student Responsibilities: Did you perform? College Advisement	Yes
2c. Counseling Student Responsibilities: Did you perform? Conflict Mediation	Yes
2d. Counseling Student Responsibilities: Did you perform? Consultation	No	
5. Enter additional comments in the text box at the bottom of the form.	Please provide additional comments relevant to your evaluation responses in this form I am testing this form. It is working well. 44 of 2000 [Cancel Changes and Go Back to Course Selection] [Save Evaluation and Go Back to Course Selection]

6. Click Save Evaluation to submit your form.	Please provide additional comments relevant to your evaluation responses in this form I am testing this form. It is working well. 44 of 2000 [Cancel Changes and Go Back to Course Selection] [Save Evaluation and Go Back to Course Selection]
After you click Save Evaluation, the main page will update the status of your form. "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.	Your evaluation has been successfully submitted. Thank you! ✕ **Instructions** Please select the **year**, **semester** and **course** from the drop-down menus. Click on **Show Evaluations** to see your list of evaluations and to enter their ratings. Click **Reset** to switch to another year and semester. Step-by-step instructions are available via the **Help** link (on the top right on the webpage). For further assistance, contact the PASS helpdesk at pass@hunter.cuny.edu. **Course Selection** ● Year 2012 ● Semester Spring ● Course COCO726.04 Sec:004 Code: 3254 [Show Evaluations] [Reset] **Evaluations for COCO726.04 Sec:004 Code: 3254 for Spring 2012** The deadline is Thursday 01/31/2013. Last Name	First Name	Key Assessment Name	Completed? Counseling Internship and Practicum Evaluation	Partially
SUPPLEMENTAL FORMS FOR STUDENT TEACHERS For student teachers only Click on the additional evaluation links to complete forms about each cooperating teacher you worked with and each site you worked in this semester.	**Evaluations for QSTA415.80 Sec:051 Code: 2367 for Spring 2012** The deadline is Thursday 01/31/2013. Last Name	First Name	Key Assessment Name	Completed? Testperson	Athena	Student Teaching/Practicum Self Evaluation in Childhood Education and QUEST	No **Additional Evaluations:** Evaluation of Cooperating Teacher by Student Teacher Site Evaluation by Student Teacher
LOGGING-OUT To exit the system, click Logout.	**HUNTER** QuickLinks ▼ Search: [ ] GO Help Logout Roster Submission Report
EPASS HELPDESK	For additional questions, contact the EPASS helpdesk: epass@hunter.cuny.edu. In your message, make sure to include your name, course/section number, and key assessment/form name.