



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

CHARTER COLLEGE OF EDUCATION

Office for Student Services

Procedures for on-line submission of Student Teaching Evaluation Forms

1. The student teaching evaluation forms are found at www.calstatela.edu/ccoe/observe
2. Locate the correct form and click on that form.
 - If needed, click RUBRIC link and either print or keep window open for reference.
 - Fill out the form on line. Make sure you include the student's CIN number. *These numbers are available on GET or from the Office of Student Services.* You may choose to draft the narrative as a Word document and then copy and paste the narrative onto the form.
3. When the form is complete, click next to display all responses.
4. At the bottom of the form, click DOWNLOAD PDF VERSION (use the PDF version for step 6)
5. Click SUBMIT to record your form.
6. Print or email copies for the following:
 1. Master Teacher (If desired)
 2. Student
 3. **Office for Student Services—must be signed by student**
 4. Yourself



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Admissions (323) 343-4320 Credential Processing (323) 343-4340 Directed Teaching (323) 343-4320 FAX: (323) 343-4348
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