OTIS Online Portfolio
Instructions for Cooperating Teachers
Performance & Perception Evaluations

Video tutorial: [http://tinyurl.com/OTIS-CT](http://tinyurl.com/OTIS-CT) The screenshots look different but instructions are still helpful.

Accessing OTIS
1. Go to the website: [otisonline.org](http://otisonline.org)
2. Click “UK College of Education” under the first column (“Open Portfolio”)
3. Log in.
   a. Enter userid = CT’s school email address
   b. Enter password = initial password for new users is usually CT’s last name (lower case).
   c. Click “SIGN IN”.
   d. If you haven’t already done so in the past, create a more secure password by clicking “Change Password” in the “Account and Profile”.

Submitting a student teacher performance evaluation -- at midpoint and end of ST’s placement.
1. Click the “Report Writer” link to go to the report summary page.
   a. “Reports In-Progress” are at the top.
   b. “Completed Reports” are on the bottom.
2. Click the “Create New Report” button and choose the selections for each category.

Make sure you select values for these fields, too:
   a. Student teacher’s name
   b. Report type (e.g., midterm or final evaluation)
   c. Course (Your ST can tell you which course to choose)
   d. Semester and year
3. Click the “Create Report” button.
   a. This will take you back to the report summary page.
   b. You should see that a new record has been created in the “Reports In-Progress” section.
4. Click “edit report” next to the entry you just created.
5. Fill out the form and click the “Save Changes to Report” button near the top of the screen.
   a. This will take you back to the report summary screen.
6. Finally, you MUST click "Submit" and follow the on-screen prompts.
   a. The report should reappear in the “Completed Reports” section.
   b. You have 48 hours to “unsubmit” and then edit or delete the report. If you need to make changes after that, you must contact gerry.swan@uky.edu to re-open the report for editing.

Submitting a perception evaluation of your ST’s university supervisor – at end of semester
1. At the end of the semester, a link should appear in the “Forms/Evaluations” column.
2. Follow the instructions to submit your evaluation.
3. Confidentiality:
   a. Even though you must be logged in to submit, your personal info is not attached to your responses.
   b. Fall and spring data are combined and redacted before distribution to further ensure confidentiality.

If you have questions along the way, your student teacher may be able to help you. Alternatively, you may contact UK professor gerry.swan@uky.edu for assistance.