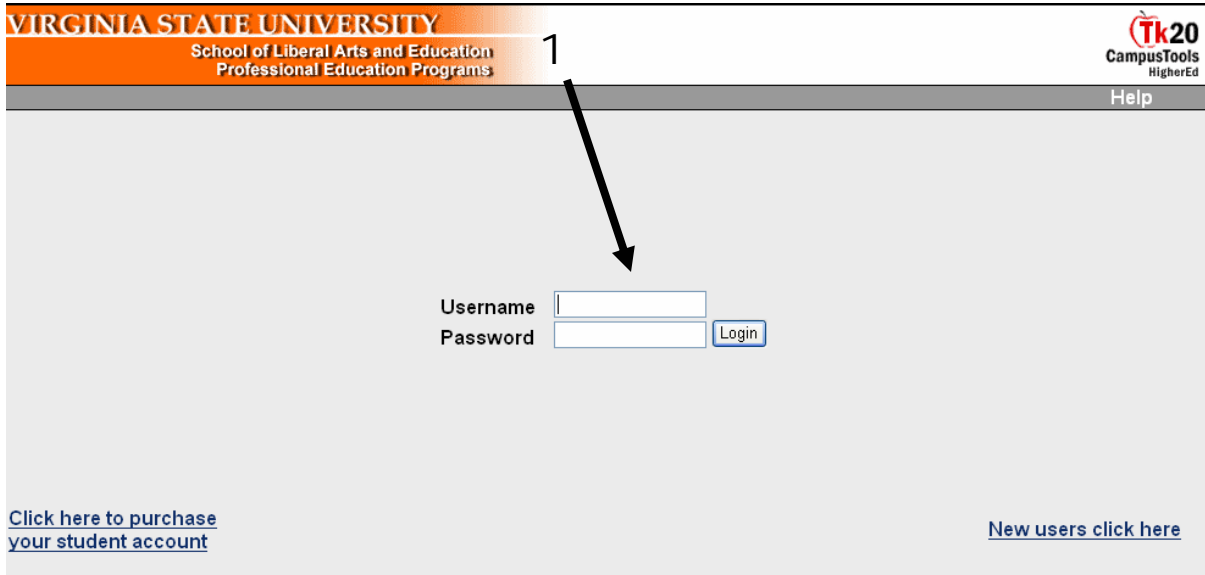
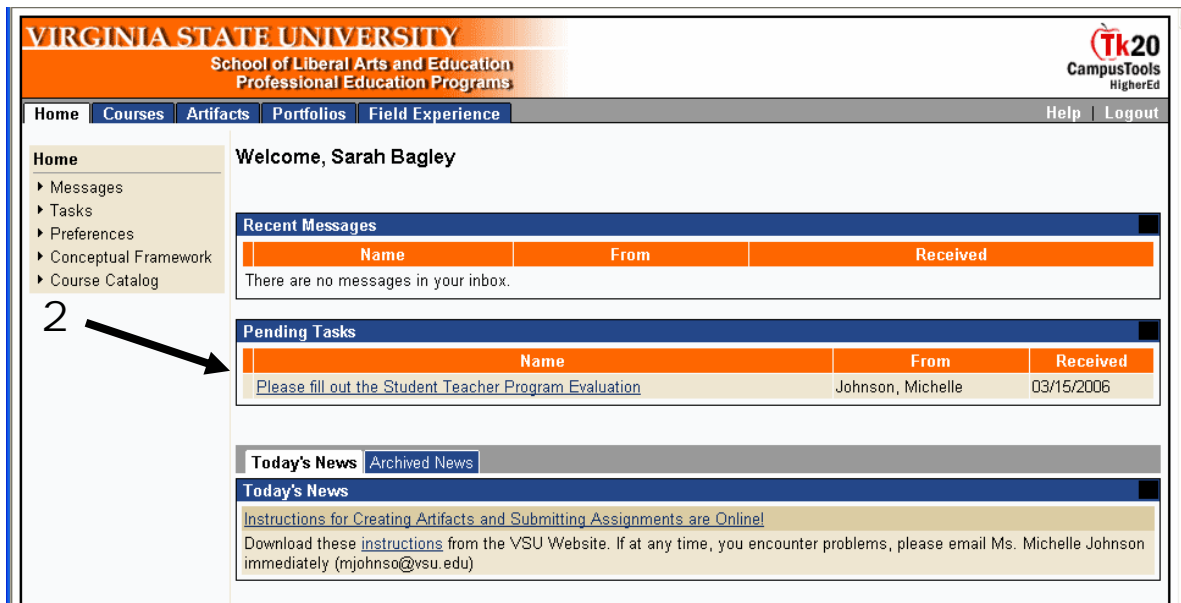


COMPLETING SURVEYS

1. Log in using the username and password provided. You will see the screen below.



2. Click the **Pending Task** “Please fill out the...”



3. Click the **Survey Form** Tab on the next screen to view and complete the survey.

The screenshot shows the Virginia State University web portal. The header includes the university name and the School of Liberal Arts and Education Professional Education Programs. A navigation bar contains links for Home, Courses, Artifacts, Portfolios, Field Experience, Help, and Logout. On the left, a sidebar menu lists Home, Messages, Tasks, and various task folders. The main content area is titled 'Task Details' and shows a task named 'Survey Form' with the following information:

From	Johnson, Michelle
Task Title	Please fill out the Student Teacher Program Evaluation
Description	
Status	Pending
Priority	normal
End Date	03/31/2006 12:55 PM

A 'Close' button is located at the bottom of the task details section. A large number '3' and an arrow point to the 'Survey Form' tab in the task details header.

4. Complete the form.

The screenshot shows the Virginia State University web portal with the 'Survey Form' page for the 'Center for Teacher Education Services: Student Teacher Program Evaluation'. The page includes a navigation bar and a sidebar menu. The main content area contains the following text:

Virginia State University (VSU) is conducting this survey to assess the effectiveness of the Professional Education Programs at VSU. Please take the time to complete this survey. The results will facilitate the improvement of the Professional Education Programs at VSU.

The form is divided into two sections:

Personal Information

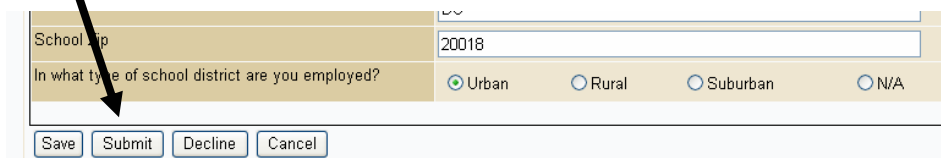
First Name	<input type="text"/>
Middle or Maiden Name	<input type="text"/>
Last Name	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>

Demographic Information

Gender: Male Female

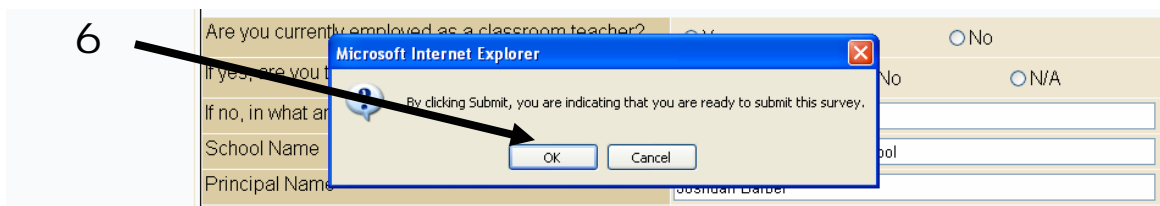
Race/Ethnicity: African American/Black American Indian/Alaskan Native Asian/Pacific American Caucasian/White Hispanic

5. After you complete the form, click **Submit**.



A screenshot of a web form. The form has a header section with a text input field containing '20018'. Below this is a question: 'In what type of school district are you employed?' with four radio button options: 'Urban' (selected), 'Rural', 'Suburban', and 'N/A'. At the bottom of the form are four buttons: 'Save', 'Submit', 'Decline', and 'Cancel'. An arrow points to the 'Submit' button.

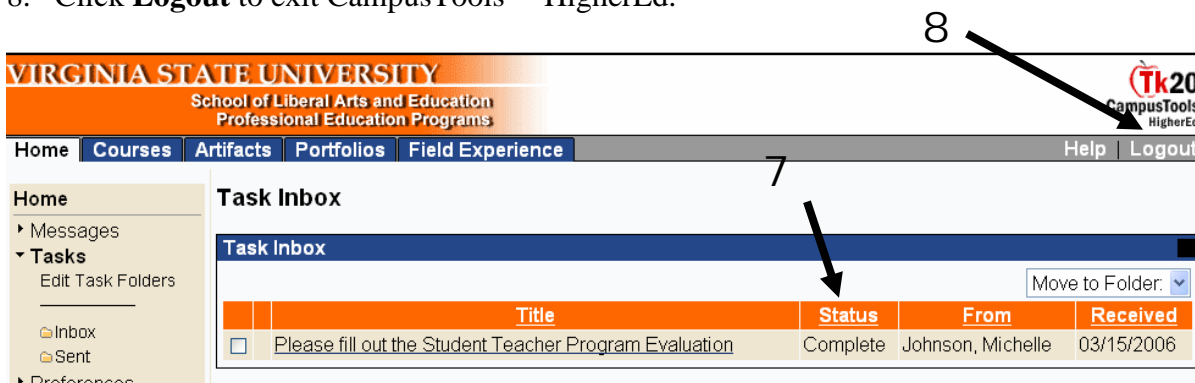
6. Click OK to confirm that you are ready to submit the survey.



A screenshot showing a confirmation dialog box titled 'Microsoft Internet Explorer'. The dialog box contains the text: 'By clicking Submit, you are indicating that you are ready to submit this survey.' Below the text are two buttons: 'OK' and 'Cancel'. An arrow points to the 'OK' button. In the background, a portion of the survey form is visible, including the question 'Are you currently employed as a classroom teacher?' and a 'No' radio button.

7. The Task Box shows that your survey is complete.

8. Click **Logout** to exit CampusTools™ HigherEd.



A screenshot of the Virginia State University CampusTools HigherEd interface. The top navigation bar includes 'Home', 'Courses', 'Artifacts', 'Portfolios', 'Field Experience', 'Help', and 'Logout'. The 'Logout' button is highlighted by an arrow labeled '8'. Below the navigation bar is a 'Task Inbox' section. The 'Task Inbox' section contains a table with the following data:

Title	Status	From	Received
Please fill out the Student Teacher Program Evaluation	Complete	Johnson, Michelle	03/15/2006

An arrow labeled '7' points to the 'Complete' status in the table. On the left side of the interface, there is a sidebar with 'Home' and 'Tasks' sections. The 'Tasks' section includes 'Edit Task Folders', 'Inbox', and 'Sent'.

If you have problems or questions, please email Michelle Johnson mjohnso@vsu.edu.