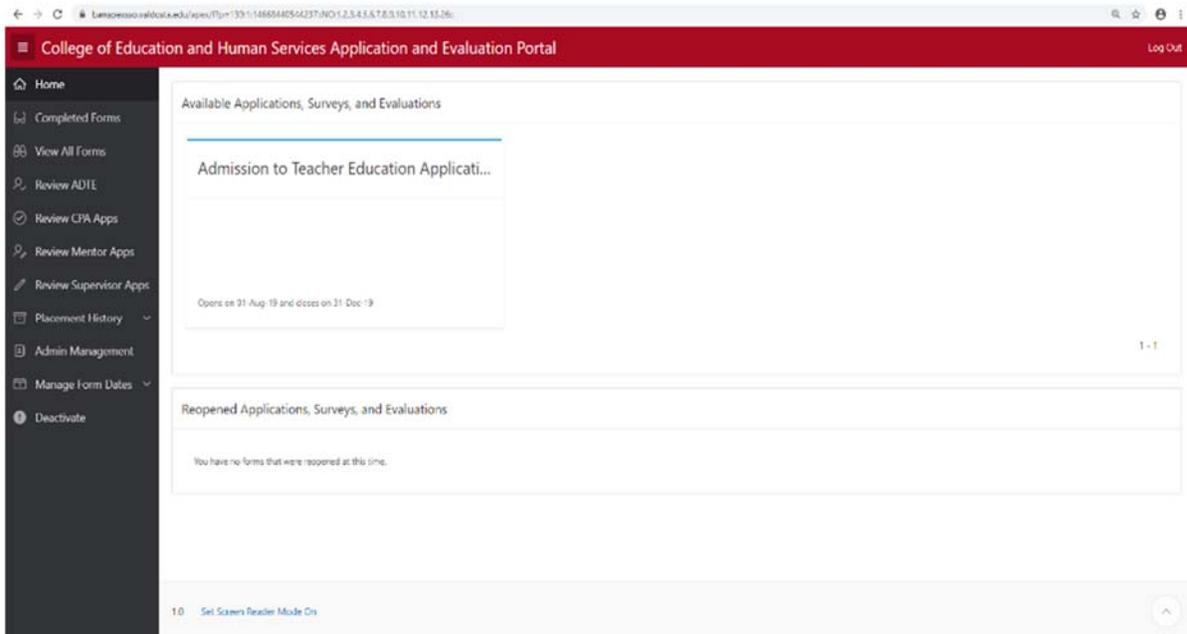


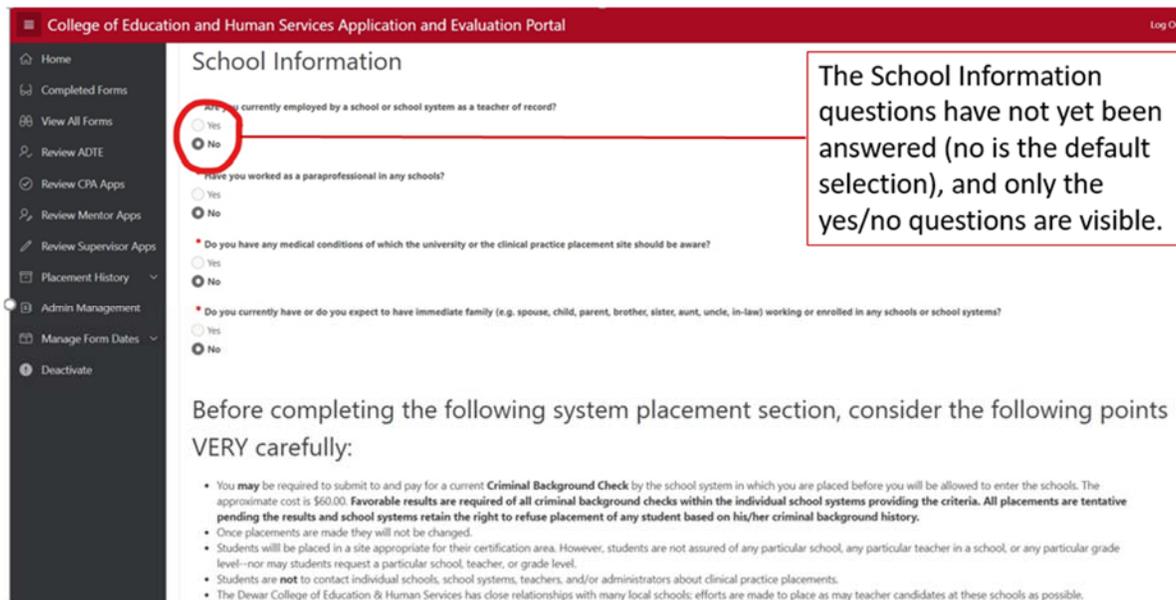
Instructions for Completing and Submitting Forms in teach.valdosta.edu

1. Visit teach.valdosta.edu.
2. Select VSU Login, and login with your MyVSU credentials.
3. Select the Home Tab on the left side of the screen to view available applications, surveys, and evaluations, as well as reopened applications, surveys, and evaluations.

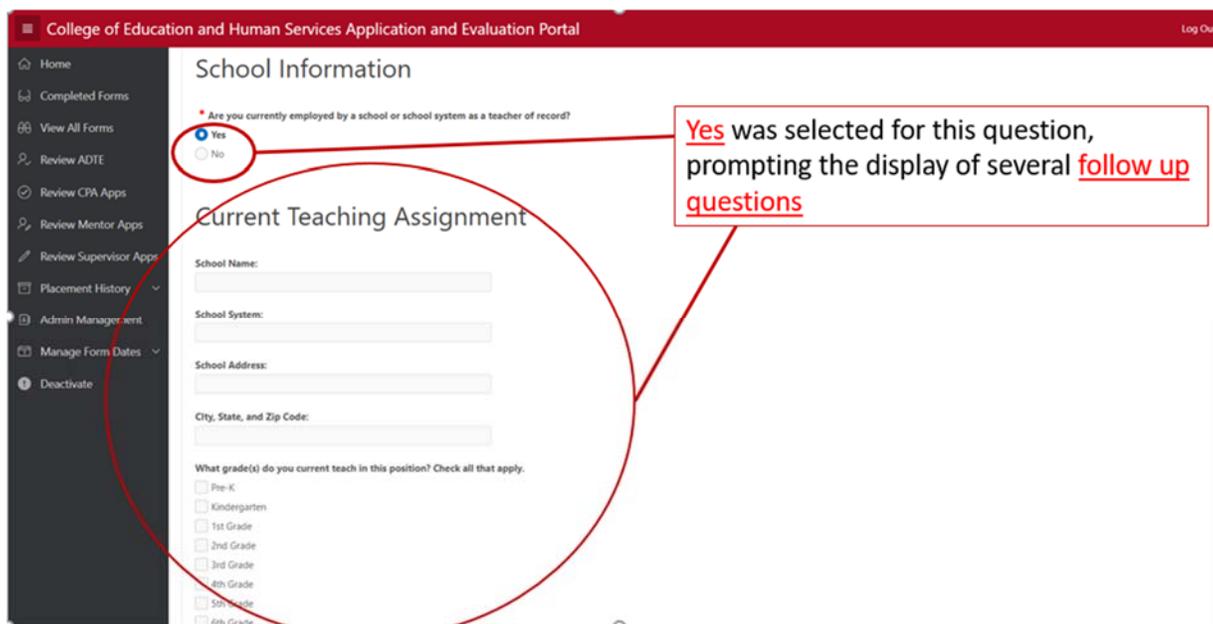


In the screenshot above, you can see the Home tab selected with the Admission to Teacher Education Application available to complete for selection.

4. Select an available application, survey, or evaluation to open the form and answer the questions.
5. Be sure that you answer all questions in the selected form. Formative and summative evaluations, clinical practice applications, and several others will contain multiple choice questions in which a dialogue box will appear *after* you select an answer to the multiple choice component, asking follow up questions or for relevant comments. Take special care to answer these questions.



In the screenshot above, you can see that the School Information questions have not yet been answered (no is the default selection), and only the yes/no questions are visible.



In the screenshot above, you can see that 'Yes' has been selected as a response to the first School Information question, prompting the display of several follow up questions. In this example, an answer of 'Yes' will prompt the display of follow up questions, but an answer of 'no' will not.

- Once the form/assessment is completed, click Submit in the bottom right hand corner of the screen to submit the form. You will be unable to go back and edit it or change any of your inputs once the form/evaluation is submitted.