



College of Education  
Center for Professional Practice

**TIMS - Teacher Internship Management System  
Evaluation Process  
Directions for Mentor Teachers**

Thank you for serving as a mentor teacher. The TIMS Program provides you with access to your intern's electronic internship application and evaluation.

If you have any questions or need assistance, please email [TIMS@towson.edu](mailto:TIMS@towson.edu), call the Center for Professional Practice at 410-704-2567 or ask the university supervisor.

Note: TIMS is a database system, so it does not have spell check. You can type your comments in a Word document and copy and paste them into TIMS. **Save at the bottom of each page** as you complete evaluations. If you stop working on an evaluation and do not save, TIMS will time out after 30 minutes and you will lose all your information.

To complete the evaluation for your intern, please follow the directions below:  
Go to the Towson University website [www.towson.edu](http://www.towson.edu)

The following directions will take you through the screens to the evaluation:

- Click on Faculty and Staff
- Click on Towson Online Services  
**Enter your user name:** W0245651  
**Enter your password:** DELA5651

**Note: User Names and Passwords are capital letter sensitive. The letter "O" looks similar to the number zero "0." The letter "I" looks similar to the number "1." The username will contain the number zero "0" after the capital "W". The seven digits in the username is your Towson University ID number. The password format is the first two letters of your first and last name and the last four digits of your username name (i.e. Susan Woods, username W0123456, TU ID #0123456, password SUWO3456).**

- Click on Towson Mods
- Click on Student Evaluation-Mentor
- Find an Existing Value screen will appear
- Type in your students last name
- Click search
- Click on students name to begin evaluation

### **Evaluation**

Be sure to complete page 1 and page 2 by clicking on the tabs for page 1 and 2. Scroll down each screen to see all of page 1 and 2.

#### Page 1 Performance Code Groups

- Complete the Number of Days Present and the Total Days of Student Teaching
- Check the start date and the end date. If these are not correct, click on the calendar icon to change the dates.
- Type your comments in the box or boxes provided. At the bottom of the screen, **SAVE** the information.

#### Page 2 Performance Details –click on Student Evaluation Page 2

- Rate the intern for each Standard by clicking on the appropriate circle

- Click on the **Scoring Tool** button for scoring criteria
- At the bottom of the screen, **SAVE** the information.

**IMPORTANT:** Do not click on the Evaluation Completed Box on page 2 until you have completed the **final copy** of the evaluation. You can save the evaluation and print it and then go back and make changes if you need to make changes. When you have completed the final copy, click on the Evaluation Completed Box and Save at the bottom of the screen. Once you check the Evaluation Completed Box, you can not make changes to the evaluation and the intern will be able to view the evaluation. If you want to have the evaluation conference with the intern before the intern views the evaluation through TIMS, do not place a check in the Evaluation Completed Box until you have the evaluation conference.

### **Printing the Evaluation**

- On the top of page 2 of the Evaluation, click on the words **PRINT EVALUATION**. (Do not print from the File Menu.) This will take you to an Adobe File.
- Security Alert-Do you want to proceed? Click Yes
- To print the evaluation, click on the icon of the printer at the top of the screen (do not print from the File Menu).
- Print Options-Click on **ALL** and click OK
- File Download-click Open-This will take you to an Adobe file.
- Click on the printer icon or go to the File Menu and click on Print
- Sign and date the evaluation to give it to the intern

### **IMPORTANT**

- **Be sure that you check the Evaluation Completed Box and Save at the bottom of the screen when you have completed the final copy of the evaluation.**
- **Please save these directions and your user name and password so that you will have access to TIMS to evaluate future student interns.**

### **Troubleshooting Printing**

- Adobe Reader is required to print-it can be downloaded at no charge.
- Pop up blockers must be turned off.
- If you copy and paste your comments from a Word document and apostrophes become upside down question marks, delete the upside down question marks in TIMS and replace them with the apostrophes and save.

Thank you for serving as a mentor teacher.