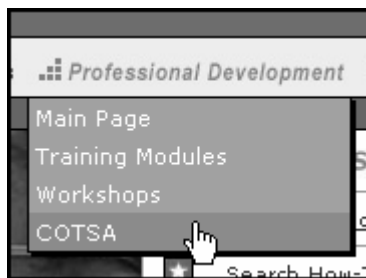


Using COTSA—An Online Skills Survey

1. Open *Internet Explorer* Web browser by selecting the icon on the Desktop or by selecting **START > PROGRAMS > INTERNET EXPLORER**.



2. If the browser does not automatically open to the C·R·E·A·T·E for Mississippi Web page, type www.create4ms.org in the address bar of the browser.



3. Select the **PROFESSIONAL DEVELOPMENT** menu and scroll down to click on **COTSA**.

4. Determine whether you already have a PIN number. (See Field Coordinator or Educational Technologist.)

If you know your PIN number,

- enter your last name and PIN number.
- click the **LOGIN** button.

Already a member?

If you have already registered, enter here for quick access:

Last name:

Pin:

If you do not know your PIN number,

To register yourself:

Enter your district ID in the area below and click "Continue".

- enter your District ID (_____) and press the **CONTINUE** button.

First Name:	<input type="text" value="Melanie"/>
Last Name:	<input type="text" value="Jennings"/>
Telephone:	<input type="text" value="662-325-5009"/> (School's Number)
Email:	<input type="text" value="melanie@create4ms.cett.msstate.edu"/>
School:	<input type="text" value="Central Elementary"/> ▼
District ID:	<input type="text" value="MS1320"/>
<input type="button" value="Complete Registration Form"/>	

- enter the requested information (First Name, Last Name, School Telephone Number, Email Address).
- select the appropriate school name if it is not already showing.
- click the **COMPLETE REGISTRATION FORM** button.

- Click the **MAIN MENU** button.



Take Surveys
<input type="text" value="Please choose a menu item."/> ▼ <div style="border: 1px solid black; padding: 2px;"> <input type="text" value="Please choose a menu item."/> <input type="text" value="Beginning Technology Skills Assessment"/> <input type="text" value="Advanced Technology Skills Assessment"/> </div>

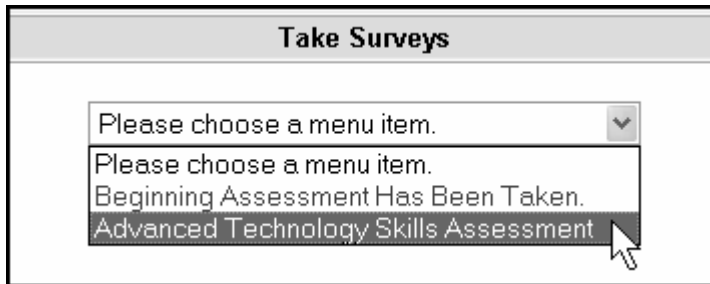
- In the box labeled **TAKE SURVEYS**, use the drop-down arrow to choose the **BEGINNING TECHNOLOGY SKILLS ASSESSMENT**.

- Rate the items on a scale of 1-4 indicating your level of comfort in completing each of the skills listed.

- Click the **SUBMIT** button once.



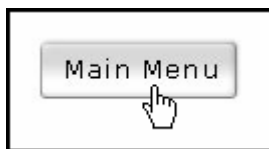
8. Click the **MAIN MENU** button.



9. In the box labeled **TAKE SURVEYS**, use the drop-down arrow to choose the **ADVANCED TECHNOLOGY SKILLS ASSESSMENT**.

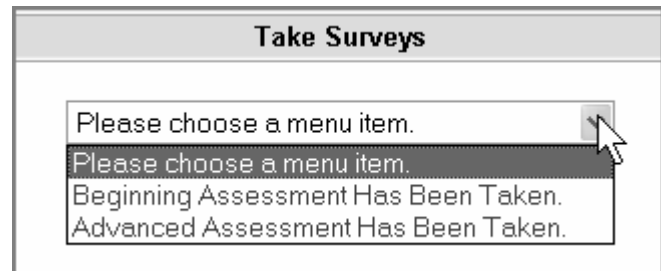
10. Rate the items on a scale of 1-4 indicating your level of comfort in completing each of the skills listed.

11. Click the **SUBMIT** button once.



12. Click the **MAIN MENU** button.

13. In the box labeled **TAKE SURVEYS**, use the drop-down arrow to check to see that both surveys have been taken.



14. Close the *Internet Explorer* Web browser completely.