EllyDUQ User Guide for Student Teachers

Fall 2022
EllyDUQ is a software system that allows for the collection of digital signatures on ST5 and PDE 430 evaluations. Although the images you see below are samples of a ST5 evaluation, please be aware that the process for signing ST5s and PDE 430s is the same.

To log into EllyDUQ (please use the most up-to-date version of your web browser and DO NOT USE FIREFOX!):

1) Click the following link: https://www.duq.edu/ellyduq
2) Enter account information (see image 1a)
   - **Account Name**: Your MultiPass username (*DO NOT INCLUDE* @duq.edu)
   - **Password**: You will receive a temporary password in an e-mail from OSTFP@duq.edu, but after you log in for the first time, you will be prompted to re-set your password to whatever you would like.
   
   **NOTE**: While your account name is your MultiPass account name (minus @duq.edu), your password is independent of your MultiPass account. In other words, you can choose a password for your EllyDUQ account that differs from your MultiPass credentials or you can keep the password the same for both. After you log into your account for the first time and change your password, please write it down in a safe, but accessible place.
3) Click “Sign In” button

EllyDUQ Login Screen (1a):

Sign in to open "EllyDUQ".

Account Name

Password

Sign In
Once you are logged into your EllyDUQ account, you will be see the “Home” page (see image 1b); this includes your placement details and any evaluations that are ready for you to electronically sign. Your supervisor will send you an e-mail after they have completed an evaluation for you to review together. You should meet with your supervisor via Zoom so that you can conference about the evaluation prior to electronically signing it.

EllyDUQ “Home” page (1b):
To electronically sign an evaluation:

1) Once you are logged into your account, scroll to “Observation Evaluations to be Reviewed and Signed”
2) Under “Go To,” select the icon with the silhouette of a person and pencil located next to the evaluation you are seeking to sign (outlined in red in image 1c); you will then be taken to Category I of the evaluation (see image 1d).

Person and pencil Icon (1c):

3) Conference with your supervisor and review the evaluation in its entirety (Categories I – IV and Goals). You can move between sections of the evaluation by clicking on items in the navigation panel on the left-hand side of the page under “Review Only” (outlined in red in image 1d).
3) Ask your supervisor to sign the document immediately upon completion of your conference, if they have not already done so.
   a. NOTE: You will not be able to sign the document until AFTER your supervisor signs it.
4) On the “Goals” tab, click the green icon with a pencil in it that says “Sign Here” (outlined in red in image 1e) and draw your signature.

“Goals” tab (1e):
5) Signature Box options (see image 1f):
   a. Selecting CLEAR will erase your entire signature.
   b. Selecting UNDO will undo the last line you drew after letting go of your mouse.
   c. Selecting SAVE will finalize the document.
   d. Selecting CANCEL will take you back to the “Goals” tab

   NOTE: Drawing your electronic signature can be tricky, so don’t stress about it looking perfect! Just do your best.

Signature Box (1f):
After both you and your supervisor have finalized and signed the document, the only way for you to review it is for you to download the evaluation as a PDF from EllyDUQ. On the “Home” page of EllyDUQ under “Completed Observation Evaluations,” select the icon that says “PDF” next to the evaluation you would like to download (outlined in red in image 1g) and carefully read the dialogue boxes that pop up (items you will need to click in the dialogue boxes are outlined in red in images 1h and 1j). The PDF will automatically be saved in your default downloads folder on your device.

**Completed Observation Evaluations (1g):**

**Dialogue Box A (1h):**

In the next dialog box you must click the name of the file to download the PDF to your default download location on your computer.

**Dialogue Box B (1j):**

Your files are ready for download. Please click the button to download each file:

- ST5.pdf
If any changes need to be made to the evaluation after both parties have signed it, please make your supervisor aware, as they have the ability to make edits. If edits need to be made after both parties have signed, both you and your supervisor will need to go back into EllyDUQ and sign the revised version of the evaluation.

If you would like to re-set your password while you are logged into EllyDUQ, please select the “Support” button (outlined in red in image 1k) and then select the last option that says, “Reset your EllyDUQ Password.”

Support Button (1k):

If you forgot your password and are unable to log into EllyDUQ, please contact Mr. Rob Weaver at weaverr@duq.edu for assistance.

If you have any general questions or concerns about the EllyDUQ system, please feel free to reach out to Lisa George at georgel3@duq.edu.