



ADMINISTRATIVE TECHNOLOGIES

Illinois State University

How to Complete Student Teaching Experience Documents

Application:

Campus Solutions

Audience:

Teacher Education

Objective:

In this job aid, you will learn how to **complete student teaching experience**.

Student Teaching Experience Documentation is required to be filled out at the conclusion of all student teaching by the student teaching supervisor.

In this job aid, you will be taken step by step through how to complete Student Teaching Experience Documentation for a student teacher.

Before you Begin:

To sign in to Campus Solutions, go to cs.illinoisstate.edu. Once there, click the **Sign in using CentralLogin** button. Then, you will be prompted to log in with your ULID and password.

Once you log in, the options on your screen will depend on your user role.

Contact:

If you are unable to log in, contact the **Technology Support Center (TSC)**:

Phone: (309) 438-HELP(4357)

Email: supportcenter@illinoisstate.edu

Website: ITHelp.IllinoisState.edu.

To view more instructional documents and training videos, or to sign up for workshops, contact the **AT Knowledge & Training team**:

Email: ATtraining@ilstu.edu

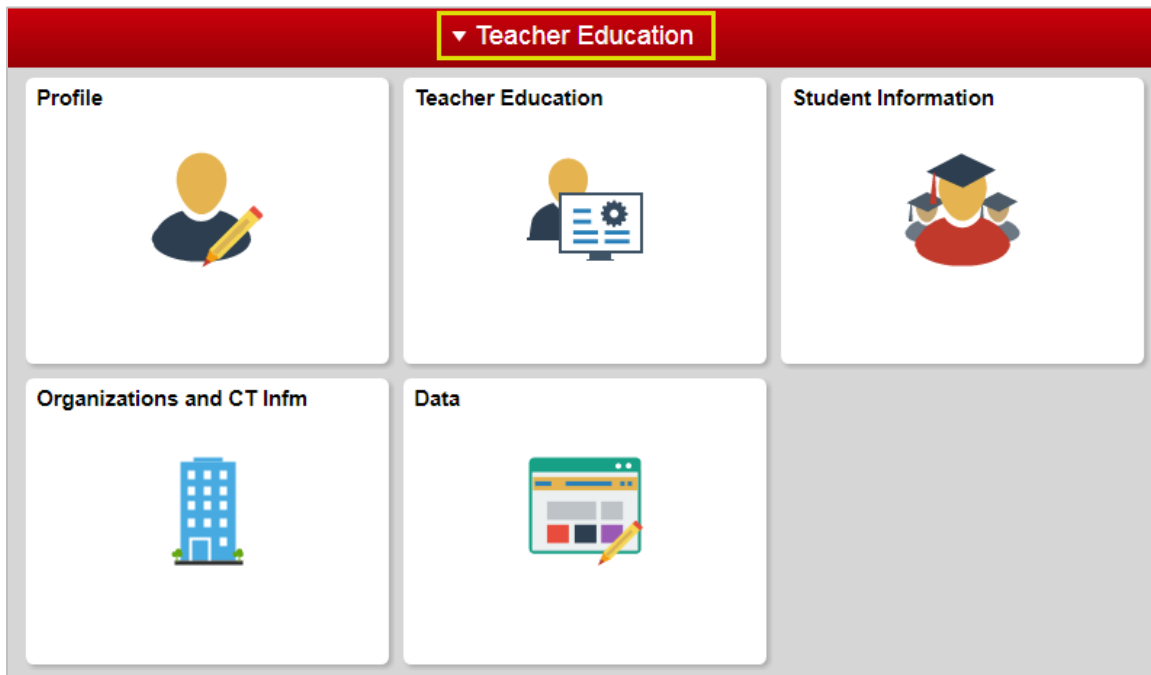
Website: AT.IllinoisState.edu/Training

For further assistance regarding this task, contact the Cecilia J Lauby Teacher Education Center.

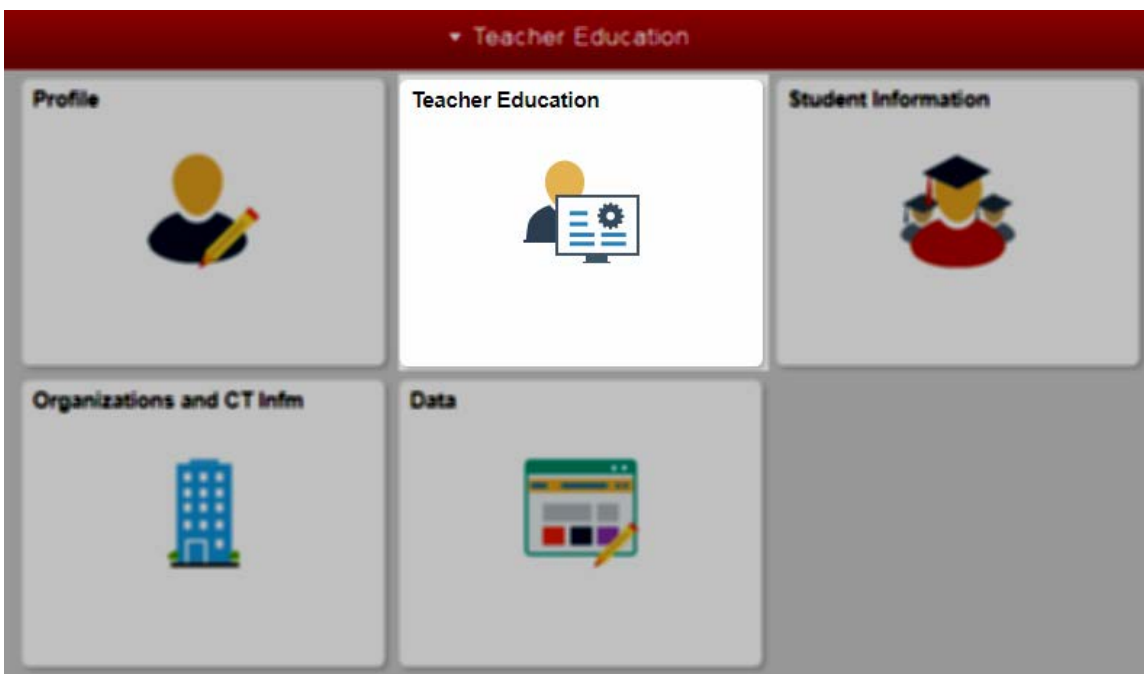
Phone: (309) 438-3541

Email: clinicalquestions@illinoisstate.edu

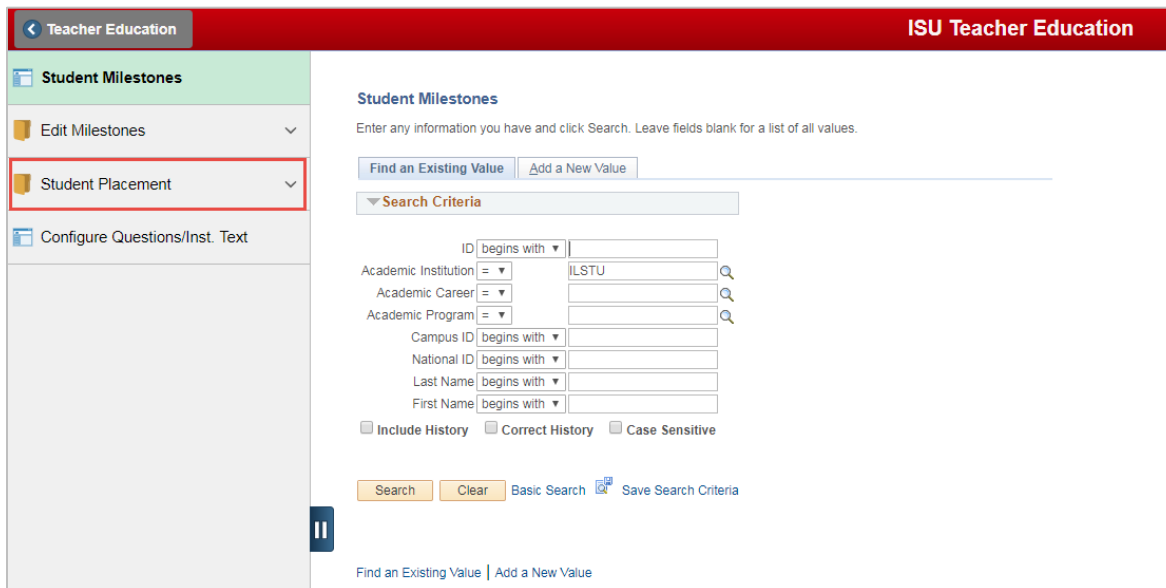
1. Confirm that the homepage is set to **Teacher Education**. If a different homepage is displayed, access this homepage, by clicking the **dropdown menu** to select this option.



2. Click the **Teacher Education** tile.



3. Click the **Student Placement** menu item on the left side of the screen.



Teacher Education **ISU Teacher Education**

Student Milestones

Edit Milestones

Student Placement

Configure Questions/Inst. Text

Student Milestones

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

ID begins with

Academic Institution = ILSTU

Academic Career =

Academic Program =

Campus ID begins with

National ID begins with

Last Name begins with

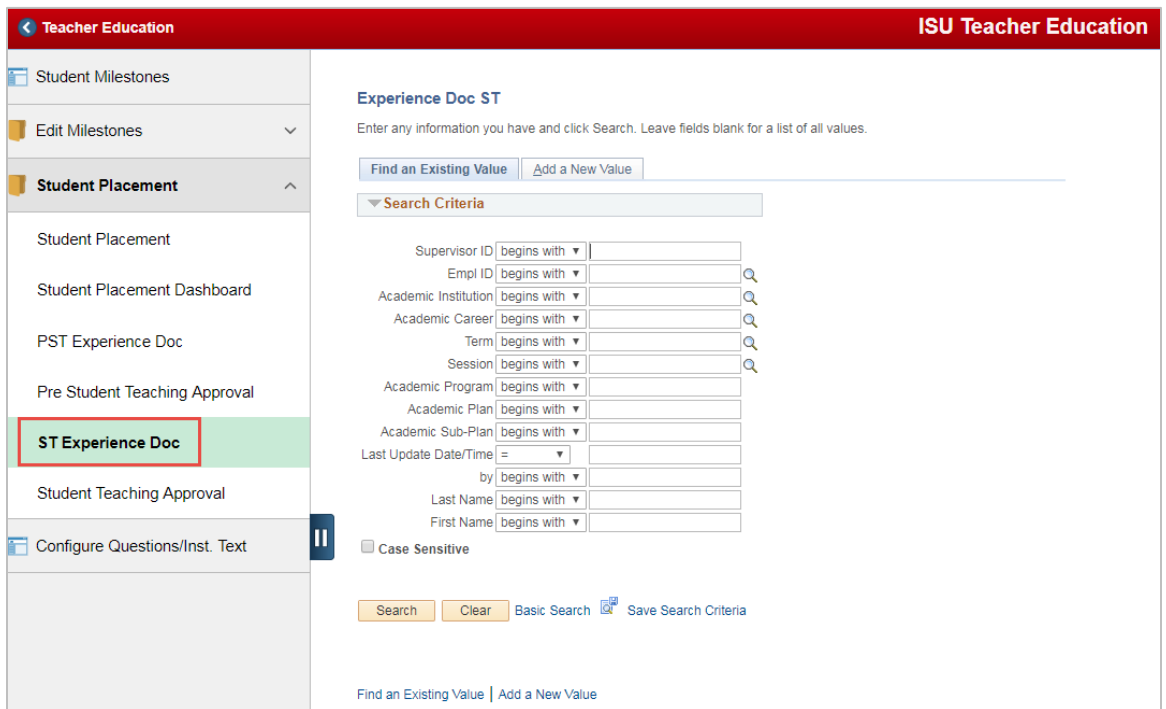
First Name begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

4. In the menu that appears, click **ST Experience Doc**.



Teacher Education **ISU Teacher Education**

Student Milestones

Edit Milestones

Student Placement

Student Placement

Student Placement Dashboard

PST Experience Doc

Pre Student Teaching Approval

ST Experience Doc

Student Teaching Approval

Configure Questions/Inst. Text

Experience Doc ST

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Supervisor ID begins with

Empl ID begins with

Academic Institution begins with

Academic Career begins with

Term begins with

Session begins with

Academic Program begins with

Academic Plan begins with

Academic Sub-Plan begins with

Last Update Date/Time =

by begins with

Last Name begins with

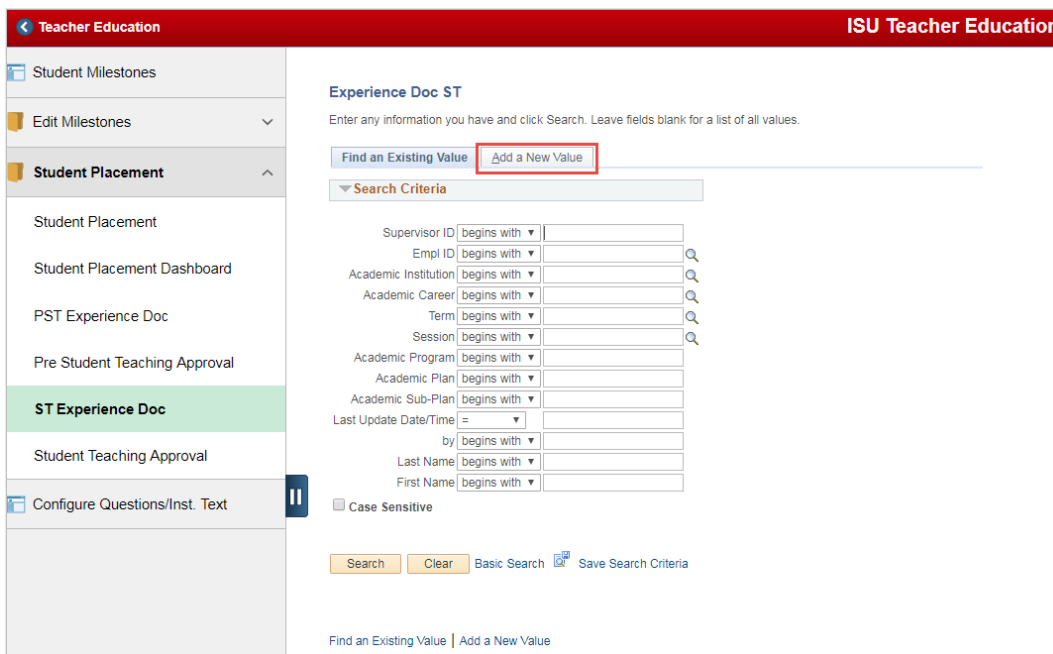
First Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- Click the **Add a New Value** tab.



Teacher Education **ISU Teacher Education**

Experience Doc ST
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Supervisor ID begins with

Empl ID begins with 🔍

Academic Institution begins with 🔍

Academic Career begins with 🔍

Term begins with 🔍

Session begins with 🔍

Academic Program begins with

Academic Plan begins with

Academic Sub-Plan begins with


Last Update Date/Time =

by begins with

Last Name begins with

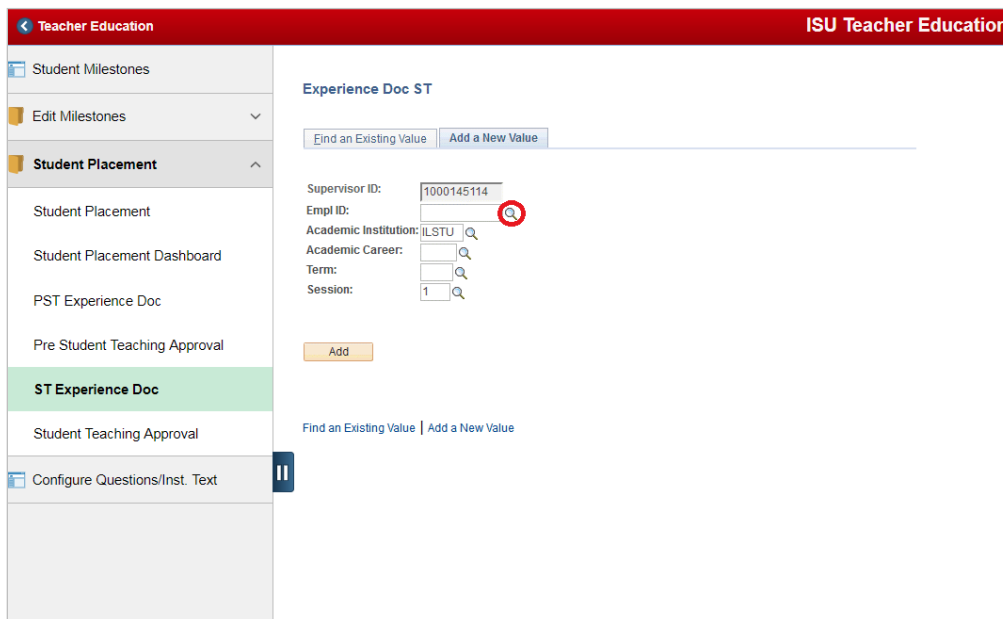
First Name begins with

Case Sensitive

Search Clear Basic Search  Save Search Criteria

Find an Existing Value | Add a New Value

- Click the **lookup** icon by the **Empl ID** field.



Teacher Education **ISU Teacher Education**

Experience Doc ST

Find an Existing Value Add a New Value

Supervisor ID:

Empl ID: 🔍

Academic Institution: 🔍

Academic Career: 🔍

Term: 🔍

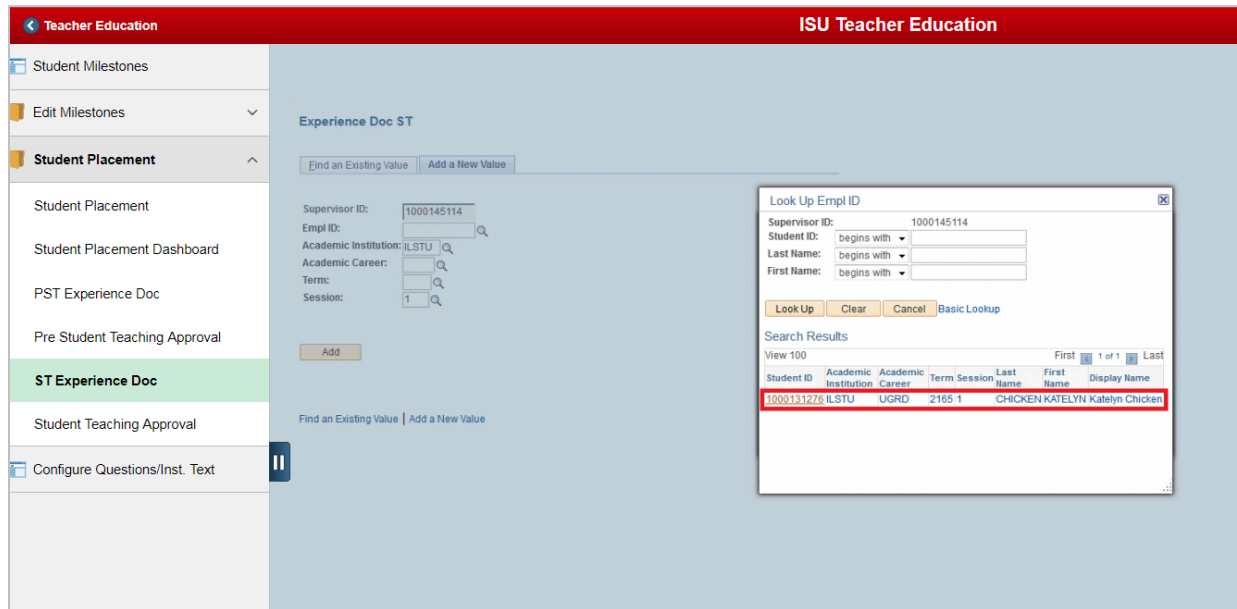
Session: 🔍

Add

Find an Existing Value | Add a New Value

7. In the pop-up window that appears, click on the desired student.

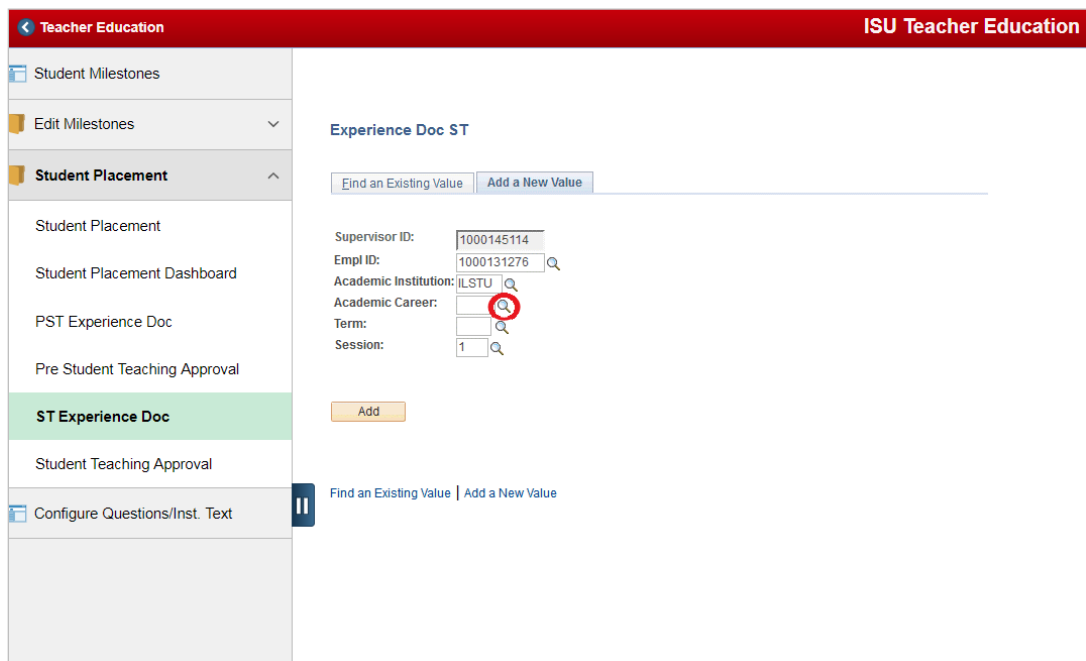
If there is a list of students and you wish to view the list by the semester during which a student was a student teacher, sort the list by **Term** by clicking the **Term** column header.



The screenshot shows the 'ISU Teacher Education' interface. On the left is a navigation menu with 'ST Experience Doc' highlighted. The main area is titled 'Experience Doc ST' and contains several input fields: Supervisor ID (1000145114), Empl ID (1000131276), Academic Institution (ILSTU), Academic Career (empty), Term (empty), and Session (1). A red circle highlights the 'lookup' icon next to the Academic Career field. A pop-up window titled 'Look Up Empl ID' is open, showing search criteria and a table of search results. The table has columns for Student ID, Academic Institution, Academic Career, Term, Session, Last Name, First Name, and Display Name. The first row is highlighted in red.

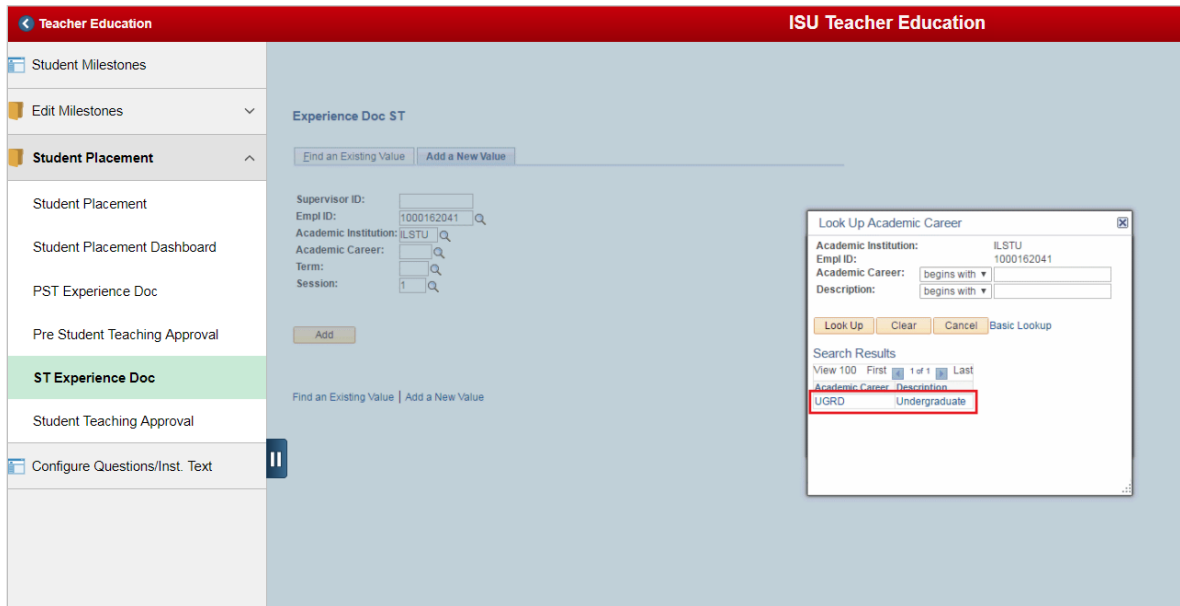
| Student ID | Academic Institution | Academic Career | Term | Session | Last Name | First Name | Display Name |
|------------|----------------------|-----------------|------|---------|-----------------|------------|--------------|
| 1000131276 | ILSTU | UGRD | 2165 | 1 | CHICKEN KATELYN | Katelyn | Chicken |

8. Click the **lookup** button next to the **Academic Career** field.



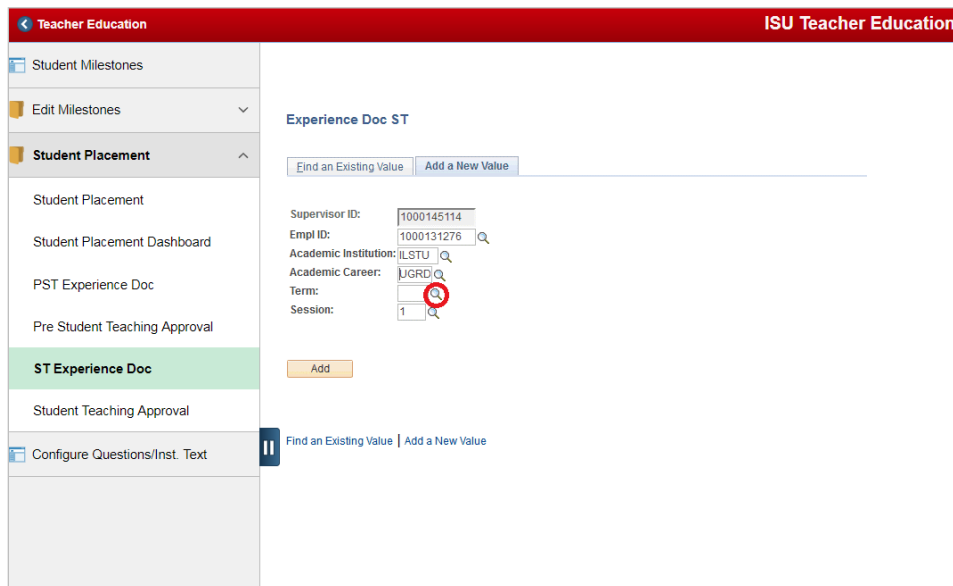
This screenshot shows the same 'Experience Doc ST' form as above, but without the pop-up window. A red circle highlights the 'lookup' icon (a magnifying glass) next to the 'Academic Career' input field.

- Click the **Undergraduate**, **Graduate**, or **Continuing Education** link depending on what classification the student falls under. Only one of these choices will be shown in this window.



The screenshot shows the 'ISU Teacher Education' interface. On the left is a navigation menu with 'ST Experience Doc' highlighted. The main area is titled 'Experience Doc ST' and contains several input fields: Supervisor ID (1000145114), Empl ID (1000131276), Academic Institution (ILSTU), Academic Career (UGRD), Term (1), and Session (1). A red circle highlights the 'UGRD' dropdown menu. An 'Add' button is located below the fields. A 'Look Up Academic Career' dialog box is open on the right, showing search results for 'UGRD Undergraduate' highlighted in red. The dialog box also includes fields for Academic Institution, Empl ID, Academic Career, and Description, along with 'Look Up', 'Clear', and 'Cancel' buttons.

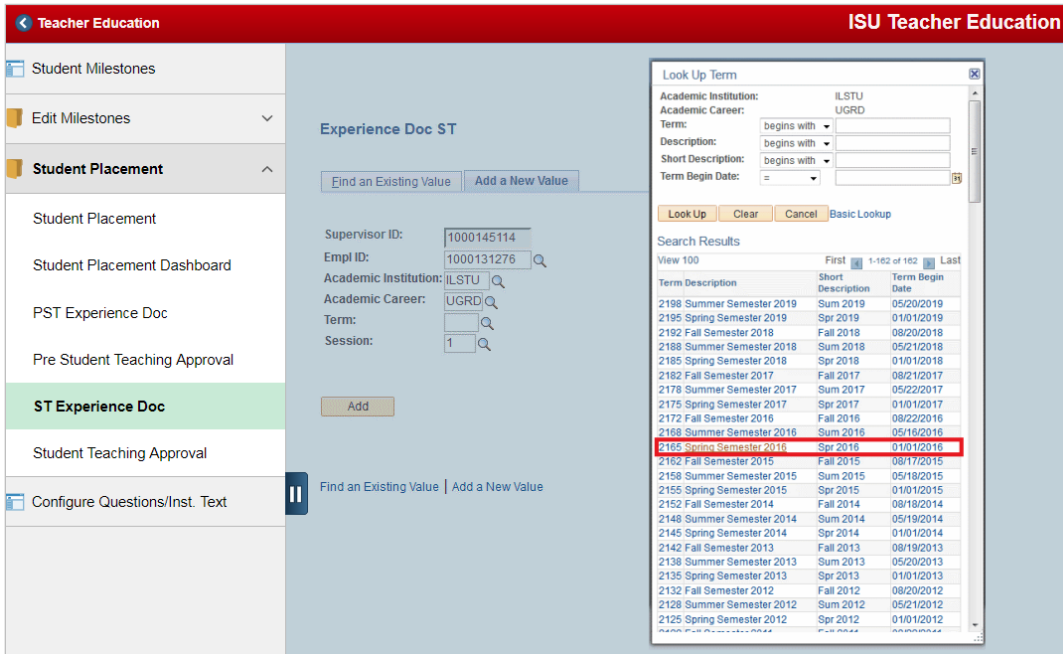
- Click the **lookup** button next to the **Term** field.



This screenshot shows the same 'Experience Doc ST' form as the previous one. The 'Term' field is set to '1' and has a red circle around the 'lookup' button next to it. The 'Academic Career' field is set to 'UGRD'. The 'Add' button is visible below the fields. The navigation menu on the left remains the same.

- Click the correct term link for the term during which the student completed his or her student teaching.

The only terms that will appear in this pop-up window will be the ones during which the student is an active student on campus.



Teacher Education **ISU Teacher Education**

Experience Doc ST

Find an Existing Value | Add a New Value

Supervisor ID: 1000145114
 Empl ID: 1000131276
 Academic Institution: ILSTU
 Academic Career: UGRD
 Term:
 Session: 1

Add

Look Up Term

Academic Institution: ILSTU
 Academic Career: UGRD

Term: begins with
 Description: begins with
 Short Description: begins with
 Term Begin Date: =

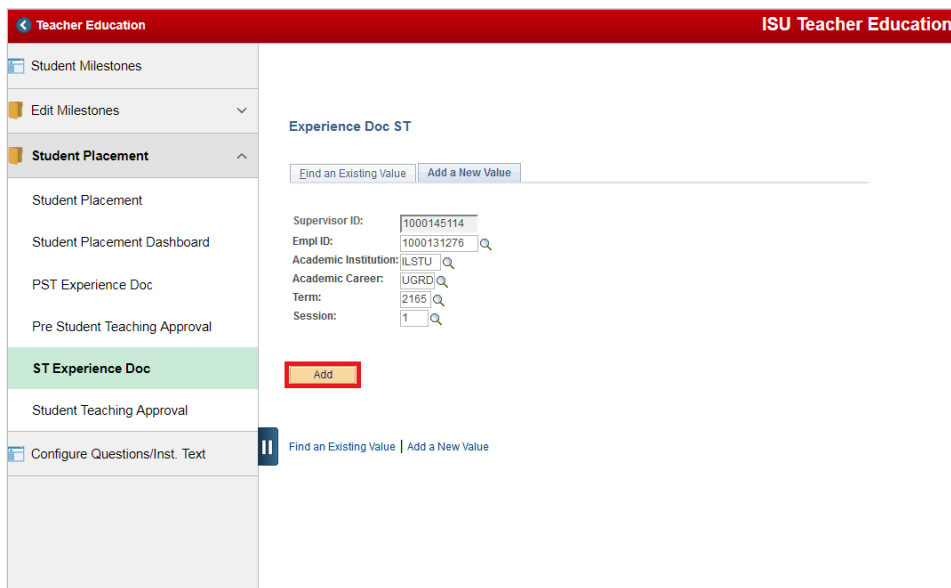
Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 First 1-162 of 162 Last

| Term Description | Short Description | Term Begin Date |
|---------------------------|-------------------|-----------------|
| 2198 Summer Semester 2019 | Sum 2019 | 05/20/2019 |
| 2195 Spring Semester 2019 | Spr 2019 | 01/01/2019 |
| 2192 Fall Semester 2018 | Fall 2018 | 08/20/2018 |
| 2188 Summer Semester 2018 | Sum 2018 | 05/21/2018 |
| 2185 Spring Semester 2018 | Spr 2018 | 01/01/2018 |
| 2182 Fall Semester 2017 | Fall 2017 | 08/21/2017 |
| 2178 Summer Semester 2017 | Sum 2017 | 05/22/2017 |
| 2175 Spring Semester 2017 | Spr 2017 | 01/01/2017 |
| 2172 Fall Semester 2016 | Fall 2016 | 08/22/2016 |
| 2168 Summer Semester 2016 | Sum 2016 | 05/16/2016 |
| 2165 Spring Semester 2016 | Spr 2016 | 01/01/2016 |
| 2162 Fall Semester 2015 | Fall 2015 | 08/17/2015 |
| 2158 Summer Semester 2015 | Sum 2015 | 05/18/2015 |
| 2155 Spring Semester 2015 | Spr 2015 | 01/01/2015 |
| 2152 Fall Semester 2014 | Fall 2014 | 08/18/2014 |
| 2148 Summer Semester 2014 | Sum 2014 | 05/19/2014 |
| 2145 Spring Semester 2014 | Spr 2014 | 01/01/2014 |
| 2142 Fall Semester 2013 | Fall 2013 | 08/19/2013 |
| 2138 Summer Semester 2013 | Sum 2013 | 05/20/2013 |
| 2135 Spring Semester 2013 | Spr 2013 | 01/01/2013 |
| 2132 Fall Semester 2012 | Fall 2012 | 08/20/2012 |
| 2128 Summer Semester 2012 | Sum 2012 | 05/21/2012 |
| 2125 Spring Semester 2012 | Spr 2012 | 01/01/2012 |

- Click the **Add** button.



Teacher Education **ISU Teacher Education**

Experience Doc ST

Find an Existing Value | Add a New Value

Supervisor ID: 1000145114
 Empl ID: 1000131276
 Academic Institution: ILSTU
 Academic Career: UGRD
 Term: 2165
 Session: 1

Add

Find an Existing Value | Add a New Value

13. Confirm all the information that has been filled is correct.

Fix any inaccurate information by clicking the corresponding **lookup** button next to the field and selecting the correct option.

ISU Teacher Education

4. Experience Descriptors - Click this button to identify characteristics about your experience.
5. Once all information is entered, click the **Submit for Approval** button to submit your hours to your professor.

To enter additional experiences for the same class, please click the **Add additional experience to this class** button and complete steps 3 thru 5.
To enter a clinical experience for another class, please click the **Add experience to a new class** button and complete steps 2 thru 5.
If your School/Agency or Cooperating Teacher are not listed in the options, please contact ClinicalQuestions@IllinoisState.edu.

** Indicates a required field*

Student EMPLID: 1000131276 Name: Chicken, Katelyn L.
Academic Institution: ILSTU Illinois State University
Academic Career: UGRD Undergraduate

Term Details

*Term: 2165 Spring Semester 2016 College: COE Education Undergraduate
*Session: 1 Regular Academic Session Major: TCHELEBSED Elementary Ed BSED
Sequence: ELEEDGNRL General Elemntry Education

Class Details | Find | View All First 1 of 1 Last

Add experience to a new class Delete Class << Previous Next >>

*Class Nbr/Group: 4617 St Tchng Spec Lbs1 Subject: STT Catalog Nbr: 399A59
Instructor ID: 1000408950 Redbird,Reba Renee Class Section: 001

Organization Details | 1 of 1

| Add additional experience to class | Delete | *School/Agency | Diverse | Description | Teacher ID | Name | Override Diverse | *Begin Date | *End Date | Weeks | Grade 1 | Grade 2 |
|------------------------------------|--------|----------------|---------|----------------------------|------------|----------------------|------------------|-------------|------------|-------|---------|---------|
| Add additional experience to class | Delete | 5003685 | Yes | Parkside Elementary School | 1000771605 | Bluebird,Brad Joseph | Yes | 01/11/2016 | 05/13/2016 | 16 | | |

Submit for Approval Status: Last Update Date/Time: Last Update User ID:

14. Click the **Grade 1** dropdown menu.

ISU Teacher Education

steps 3 thru 5.
5.

Undergraduate
y Ed BSED
Elementry Education

Nbr: 399A59

| Teacher ID | Name | Override Diverse | *Begin Date | *End Date | Weeks | Grade 1 | Grade 2 | *Supervisor ID | Name | Experience |
|------------|----------------------|------------------|-------------|------------|-------|----------------|---------|----------------|--------------------|------------|
| 1000771605 | Bluebird,Brad Joseph | Yes | 01/11/2016 | 05/13/2016 | 16 | Grade 1 | | 1000145114 | Hen,Helen Michelle | Experience |

Time:
ID:

15. Click the first grade the student earned.

ISU Teacher Education

steps 3 thru 5.
1.5.

board
proval
al

1 Undergraduate
ry Ed BSED
3elementary Education

Nbr: 399A59

| Teacher ID | Name | Override Diverse | *Begin Date | *End Date | Weeks | Grade 1 | Grade 2 | *Supervisor ID | Name | Experience |
|------------|----------------------|------------------|-------------|------------|-------|---------|---------|----------------|--------------------|------------|
| 1000771605 | Bluebird,Brad Joseph | Yes | 01/11/2016 | 05/13/2016 | 16 | A | | 1000145114 | Hen,Helen Michelle | Experience |

Time:
ID:

16. If needed, click the **Grade 2** dropdown menu.

ISU Teacher Education

steps 3 thru 5.
1.5.

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al

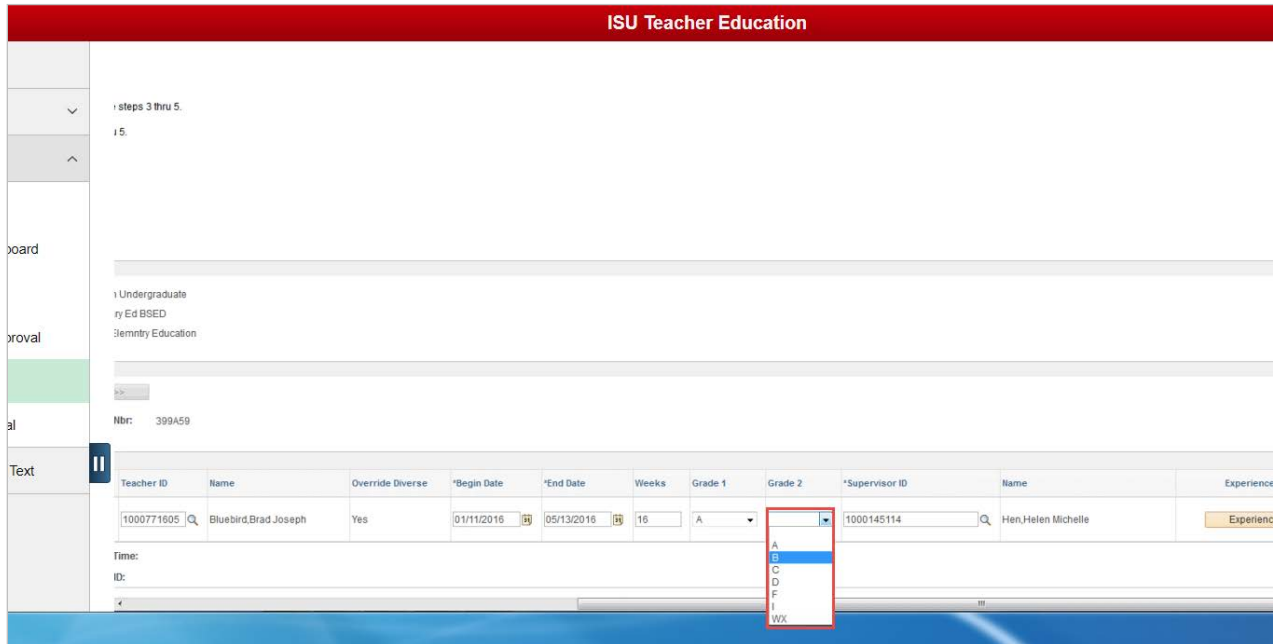
1 Undergraduate
ry Ed BSED
3elementary Education

Nbr: 399A59

| Teacher ID | Name | Override Diverse | *Begin Date | *End Date | Weeks | Grade 1 | Grade 2 | *Supervisor ID | Name | Experience |
|------------|----------------------|------------------|-------------|------------|-------|---------|---------|----------------|--------------------|------------|
| 1000771605 | Bluebird,Brad Joseph | Yes | 01/11/2016 | 05/13/2016 | 16 | A | | 1000145114 | Hen,Helen Michelle | Experience |

Time:
ID:

17. In the dropdown menu, select the second grade the student earned. If there is no second grade, this field can be left blank.



ISU Teacher Education

steps 3 thru 5.
15.

board

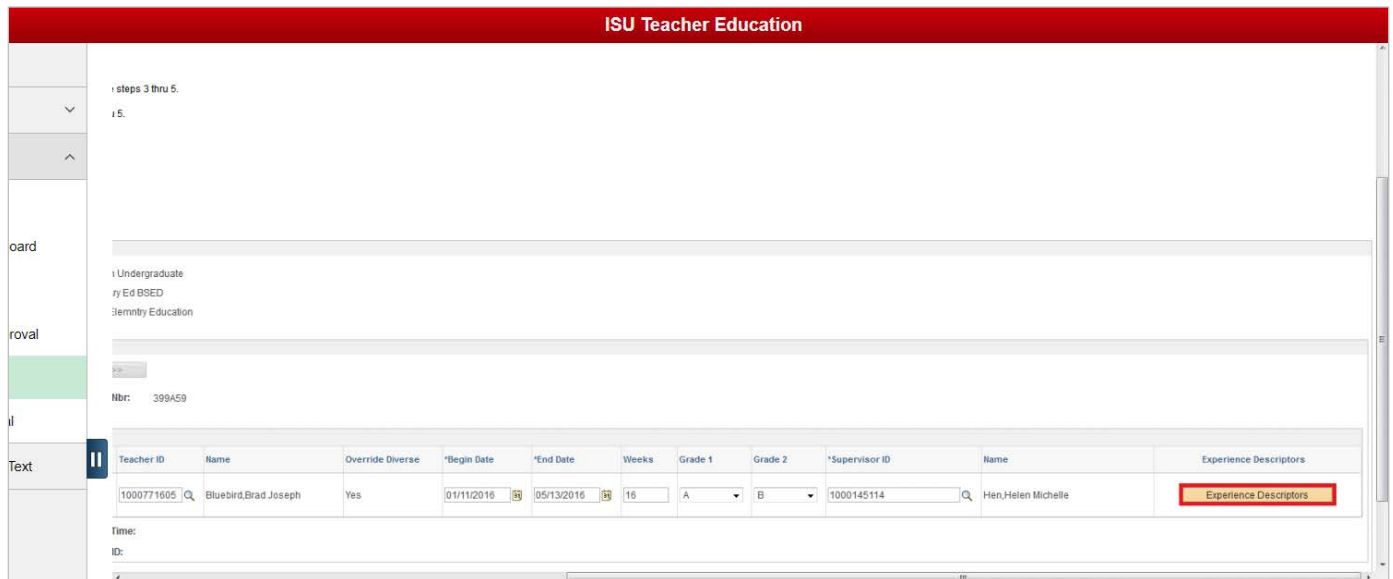
Undergraduate
ry Ed BSED
3emnty Education

Nbr: 399A59

| Teacher ID | Name | Override Diverse | *Begin Date | *End Date | Weeks | Grade 1 | Grade 2 | *Supervisor ID | Name | Experience |
|------------|----------------------|------------------|-------------|------------|-------|---------|--|----------------|--------------------|------------|
| 1000771605 | Bluebird,Brad Joseph | Yes | 01/11/2016 | 05/13/2016 | 16 | A | <div style="border: 1px solid red; padding: 2px;">A B C D F I WX</div> | 1000145114 | Hen,Helen Michelle | Experience |

Time:
ID:

18. Click the **Experience Descriptors** button.



ISU Teacher Education

steps 3 thru 5.
15.

board

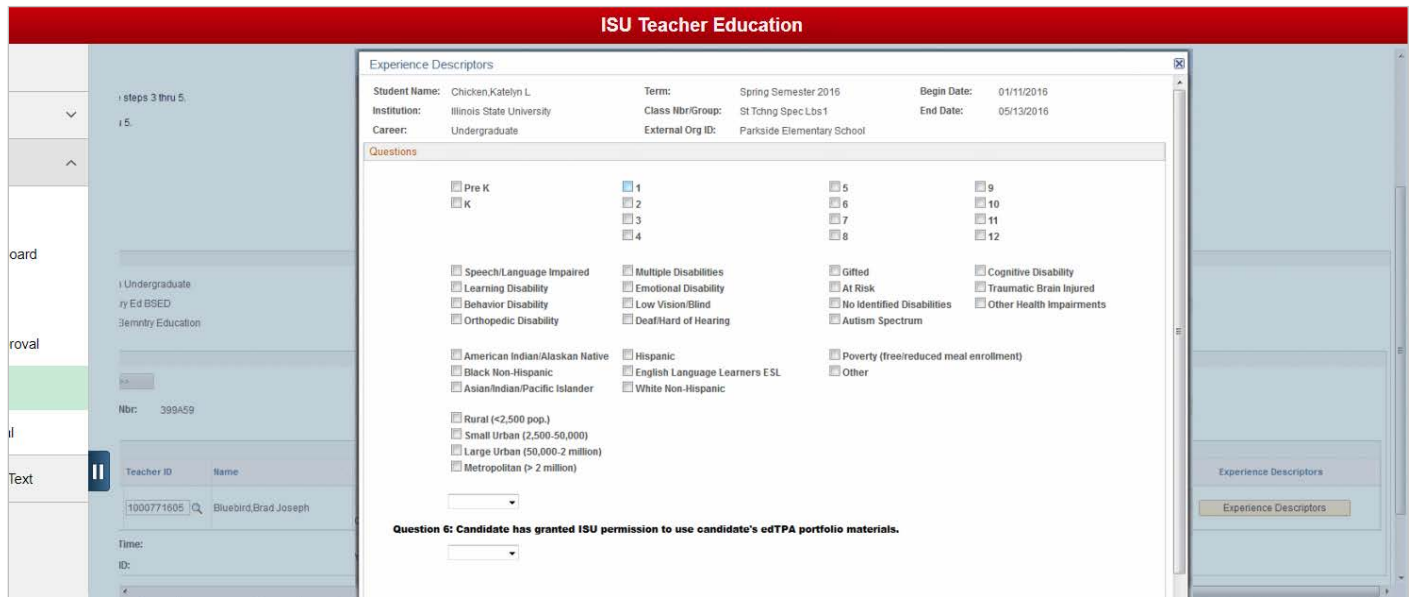
Undergraduate
ry Ed BSED
3emnty Education

Nbr: 399A59

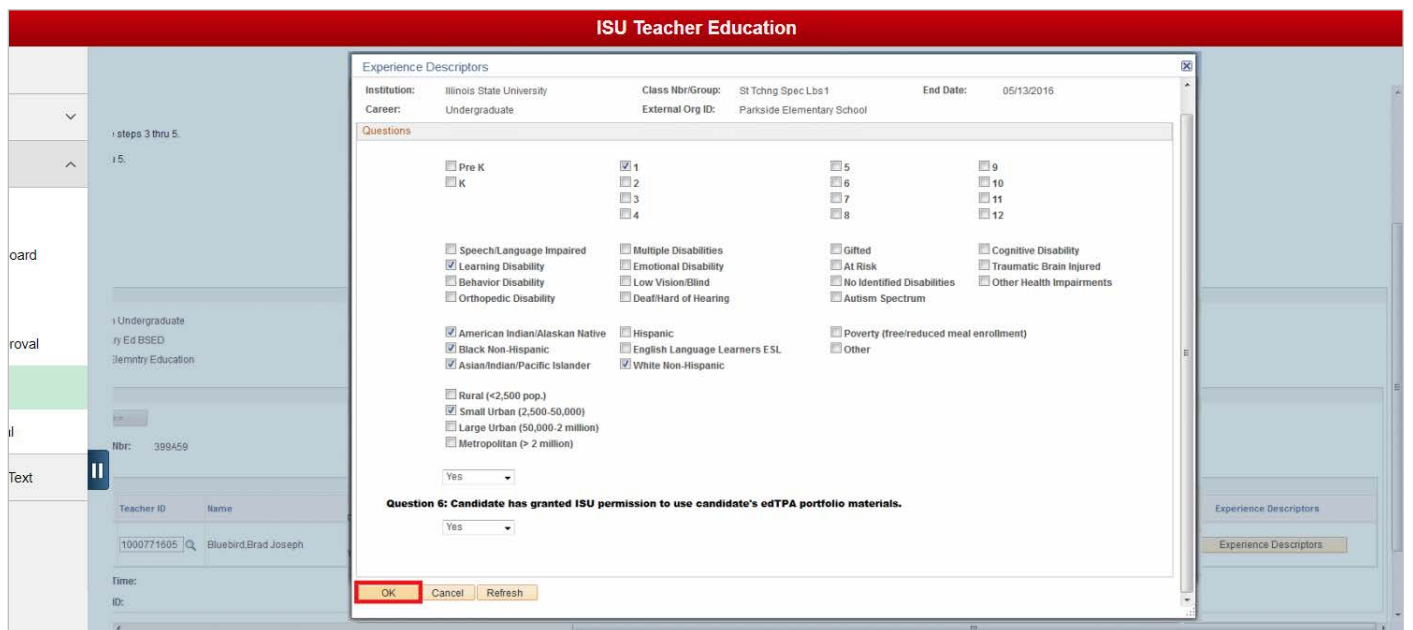
| Teacher ID | Name | Override Diverse | *Begin Date | *End Date | Weeks | Grade 1 | Grade 2 | *Supervisor ID | Name | Experience Descriptors |
|------------|----------------------|------------------|-------------|------------|-------|---------|---------|----------------|--------------------|--|
| 1000771605 | Bluebird,Brad Joseph | Yes | 01/11/2016 | 05/13/2016 | 16 | A | B | 1000145114 | Hen,Helen Michelle | <div style="border: 1px solid red; padding: 2px;">Experience Descriptors</div> |

Time:
ID:

19. A pop-up window will appear. Answer all the questions in this window about the student's placement.



20. Click the **OK** button.



21. Click the **Submit for Approval** button.

ISU Teacher Education

4. Experience Descriptors - Click this button to identify characteristics about your experience.
5. Once all information is entered, click the **Submit for Approval** button to submit your hours to your professor.

To enter additional experiences for the same class, please click the **Add additional experience to this class** button and complete steps 3 thru 5.
To enter a clinical experience for another class, please click the **Add experience to a new class** button and complete steps 2 thru 5.
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** Indicates a required field*

Student EMPLID: 1000131276 Name: Chicken,KateLyn L
Academic Institution: ILSTU Illinois State University
Academic Career: UGRD Undergraduate

Term Details

*Term: 2165 Spring Semester 2016 College: COE Education Undergraduate
*Session: 1 Regular Academic Session Major: TCHELEBSED Elementary Ed BSED
Sequence: ELEEDGNRL General Elemntry Education

Select Major

Class Details | Find | View All First 1 of 1 Last

Add experience to a new class Delete Class << Previous Next >>

*Class Nbr/Group: 4617 St Tchng Spec Lbs1 Subject: STT Catalog Nbr: 399A59
Instructor ID: 1000408950 Redbird,Reba Renee Class Section: 001

Organization Details | 1 of 1

| Add additional experience to class | Delete | *School/Agency | Diverse | Description | Teacher ID | Name | Override Diverse | *Begin Date | *End Date | Weeks | Gr |
|------------------------------------|--------|----------------|---------|----------------------------|------------|----------------------|------------------|-------------|------------|-------|----|
| Add additional experience to class | Delete | 5003685 | Yes | Parkside Elementary School | 1000771605 | Bluebird,Brad Joseph | Yes | 01/11/2016 | 05/13/2016 | 16 | A |

Submit for Approval Status: Last Update Date/Time: Last Update User ID:

Submit Button

22. Click the **Save** button.

ISU Teacher Education

If your School/Agency or Cooperating Teacher are not listed in the options, please contact ClinicalQuestions@IllinoisState.edu.

** Indicates a required field*

Student EMPLID: 1000131276 Name: Chicken,KateLyn L
Academic Institution: ILSTU Illinois State University
Academic Career: UGRD Undergraduate

Term Details

*Term: 2165 Spring Semester 2016 College: COE Education Undergraduate
*Session: 1 Regular Academic Session Major: TCHELEBSED Elementary Ed BSED
Sequence: ELEEDGNRL General Elemntry Education

Select Major

Class Details | Find | View All First 1 of 1 Last

Add experience to a new class Delete Class << Previous Next >>

*Class Nbr/Group: 4617 St Tchng Spec Lbs1 Subject: STT Catalog Nbr: 399A59
Instructor ID: 1000408950 Redbird,Reba Renee Class Section: 001

Organization Details | 1 of 1

| Add additional experience to class | Delete | *School/Agency | Diverse | Description | Teacher ID | Name | Override Diverse | *Begin Date | *End Date | Weeks | Grade 1 | Grade 2 |
|------------------------------------|--------|----------------|---------|----------------------------|------------|----------------------|------------------|-------------|------------|-------|---------|---------|
| Add additional experience to class | Delete | 5003685 | Yes | Parkside Elementary School | 1000771605 | Bluebird,Brad Joseph | Yes | 01/11/2016 | 05/13/2016 | 16 | A | B |

Submit for Approval Status: Submitted Last Update Date/Time: 12/10/2015 4:32:03PM Last Update User ID:

Last Update Date/Time:
Last Update User ID:

Save Notify Refresh

23. Click the **Home** link in the upper right corner of the screen to return to the homepage.



The screenshot shows a web form titled "ISU Teacher Education" with a red header. In the top right corner of the header, there are four icons: a home icon (highlighted with a yellow box), a search icon, a menu icon, and a refresh icon. Below the header, the text "please contact ClinicalQuestions@IllinoisState.edu ." is displayed. The form contains the following fields:

| | | |
|----------|---------------------|-------------------------|
| Name: | Chicken, Katelyn L. | |
| College: | COE | Education Undergraduate |
| Major: | TCHE/EBSED | Elementary Ed/EBSED |

24. If a submission contains no data, please contact the Cecilia J Lauby Teacher Education Center to request that it be deleted.