

How to Approve Pre-Student Teaching Experience Documents

Application:

Campus Solutions

Audience: Teacher Education

Objective:

In this job aid, you will learn how to approve pre-student teaching experience documents.

Before you Begin:

To sign in to Campus Solutions, go to <u>cs.illinoisstate.edu</u>. 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**: <u>supportcenter@illinoisstate.edu</u> **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**: <u>ATTraining@ilstu.edu</u> **Website**: <u>AT.IllinoisState.edu/Training</u>

For further assistance regarding this task, contact the Cecilia J Lauby Teacher Education Center. **Phone**: (309) 438-3541 **Email**: <u>clinicalquestions@illinoisstate.edu</u>



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



2. Click the Faculty tile.



3. Click the **Clinical Experience** menu item on the left side of the screen.

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4. In the menu that appears, click **Pre Student Teaching Approval**.

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5. Enter any search criteria you have available, or click on the appropriate **lookup** button to select from a list.

Click the **Search** button.

Your search results will display at the bottom. Select the appropriate person from the search results.

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6. For this example, click the **lookup** button in the **Term** field to search for all students within a certain semester.

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7. Select the current semester from the search results. For this example, click **2165 Spring Semester 2016**.

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8. Click the **Search** button.

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9. Select the student you would like to approve first from the students in the Search Results.

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10. Confirm that the correct teacher candidate was selected.

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11. Confirm the teacher candidate selected the correct **School, Begin Date, End Date, Hours**, and **Co-operating Teacher**. Correct any inaccurate information.

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12. If the classroom the teacher candidate did his/her clinical experience in is diverse and the school is not, use the **Override to Diverse** dropdown menu to select **Yes**. Otherwise, this field can be left as **No**.

*Please note that if the school is diverse, the Override to Diverse has a default of Yes.

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13. Click the **Experience Descriptors** button.

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14. Confirm the teacher candidate selected all the correct experience descriptors. Correct any that need to be corrected.

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15. Once all experience descriptors have been confirmed, click the **OK** button.

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16. Use the **Clinical Status** dropdown menu to select the status for the clinical experience.

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17. Click the **Approve** button if everything is accurate. Click the **Reject** button if the teacher candidate needs to make edits.

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18. Click the **Return to Search** button to return to you search results.

Click the **Previous in List** button to see the previous teacher candidate's submission.

Click the **Next in List** button to see the next teacher candidate's submission.

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19. To edit the form (including the Term Section), before and after the student submits the form, or to delete a submission, contact the Cecilia J Lauby Teacher Education Center. You can give them a call at (309) 438-3541, or email them at <u>clinicalquestions@illinoisstate.edu</u>.