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

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

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

9. Select the student you would like to approve first from the students in the **Search Results**.
10. Confirm that the correct teacher candidate was selected.

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

13. Click the **Experience Descriptors** button.
14. Confirm the teacher candidate selected all the correct experience descriptors. Correct any that need to be corrected.

15. Once all experience descriptors have been confirmed, click the OK button.
16. Use the **Clinical Status** dropdown menu to select the status for the clinical experience.

17. Click the **Approve** button if everything is accurate. Click the **Reject** button if the teacher candidate needs to make edits.
18. Click the **Return to Search** button to return to your 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.

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 clinicalquestions@illinoisstate.edu.