



How to Complete Pre-Student Teaching Experience Documents

Application:

Campus Solutions

Audience:

Teacher Education

Objective:

Learn how to complete pre-student teaching experience documents.

Before you Begin:

To sign in to Campus Solutions, go to cs.illinoisstate.edu. Once there, click the **Please click here to PeopleSoft logon page** link. 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 security access.

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.

For further assistance regarding this task, to view more instructional documents and training videos, or to sign up for workshops, contact the **AT Knowledge & Training team**:

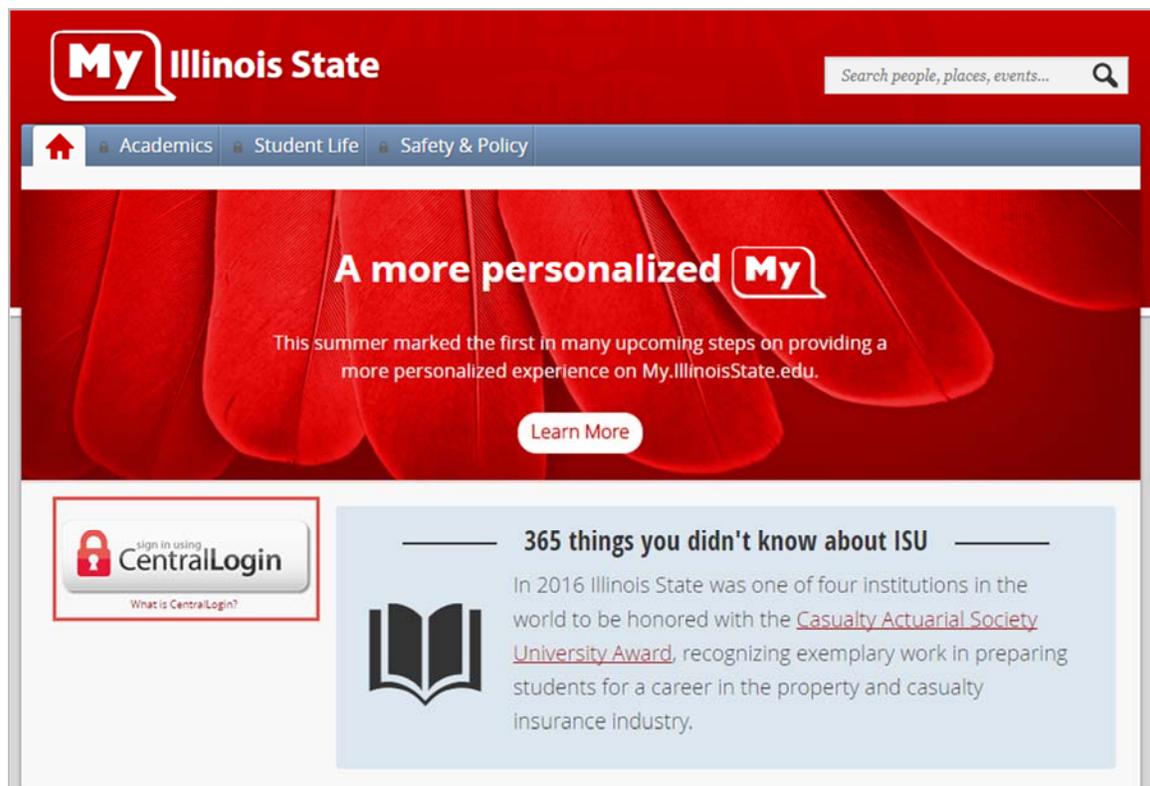
Email: ATTraining@ilstu.edu

Website: AT.IllinoisState.edu/Training

1. Go to my.illinoisstate.edu.



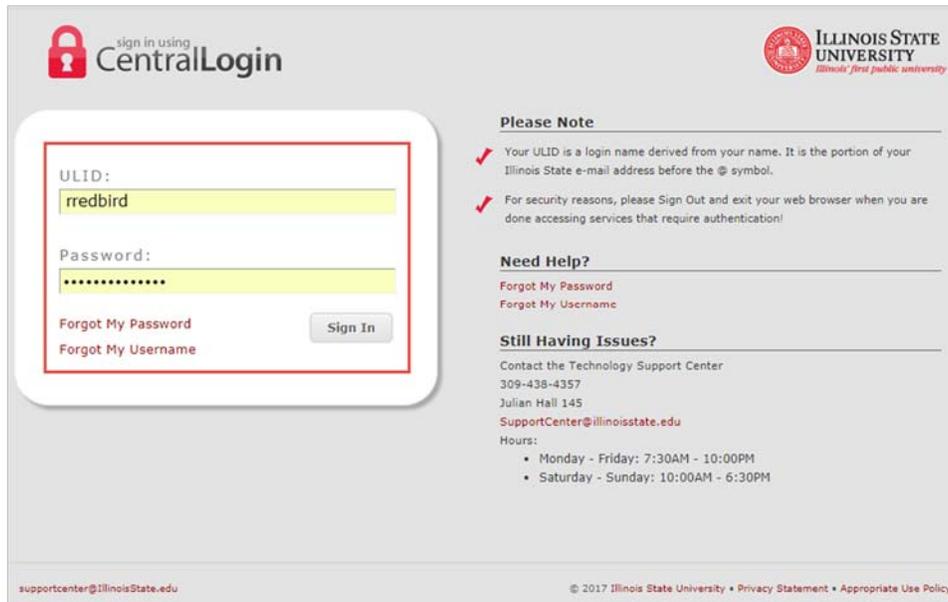
2. Click the [sign in using CentralLogin](#) button.



- Enter your University Log In in the **ULID** field, such as **redbird**.

Then, enter your password in the **Password** field.

Click the **Sign In** button.



sign in using
CentralLogin

ILLINOIS STATE UNIVERSITY
Illinois' first public university

ULID:
redbird

Password:
.....

Forgot My Password
Forgot My Username

Sign In

Please Note

- ✓ Your ULID is a login name derived from your name. It is the portion of your Illinois State e-mail address before the @ symbol.
- ✓ For security reasons, please Sign Out and exit your web browser when you are done accessing services that require authentication!

Need Help?

Forgot My Password
Forgot My Username

Still Having Issues?

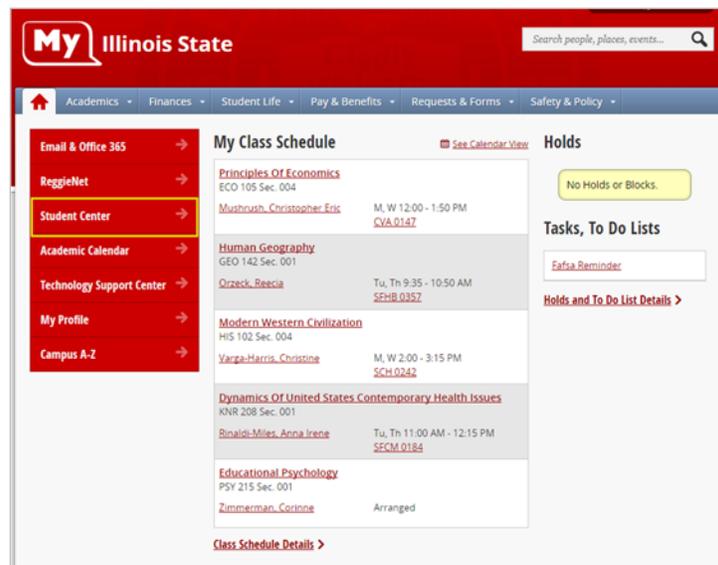
Contact the Technology Support Center
309-438-4357
Julian Hall 145
SupportCenter@illinoisstate.edu

Hours:

- Monday - Friday: 7:30AM - 10:00PM
- Saturday - Sunday: 10:00AM - 6:30PM

supportcenter@illinoisstate.edu © 2017 Illinois State University • Privacy Statement • Appropriate Use Policy

- Click the **Student Center** tab.



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Technology Support Center →
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Campus A-Z →

My Class Schedule [See Calendar View](#)

Principles Of Economics ECO 105 Sec. 004 Mushrush, Christopher Eric CVA.0147	M, W 12:00 - 1:50 PM
Human Geography GEO 142 Sec. 001 Orzech, Beecia	Tu, Th 9:35 - 10:50 AM SEHR.0352
Modern Western Civilization HIS 102 Sec. 004 Varga-Harris, Christine	M, W 2:00 - 3:15 PM SCH.0242
Dynamics Of United States Contemporary Health Issues KNR 208 Sec. 001 Binai-Miles, Anna Irene	Tu, Th 11:00 AM - 12:15 PM SECM.0184
Educational Psychology PSY 215 Sec. 001 Zimmerman, Corinne	Arranged

[Class Schedule Details >](#)

Holds
No Holds or Blocks.

Tasks, To Do Lists
Fafsa Reminder

[Holds and To Do List Details >](#)

5. Scroll to the bottom of the page.

Click the **PreStd Teach Exp Doc/Blue Doc** link in the **Teacher Education** section.



6. If this is your first time using the pre-student teaching document, the term fields will be blank. If this is the case, then proceed to Step 10.

If you have already entered clinical hours in previous terms and are starting a new term, your last active term will be pre-populated in the **Term** section. To create a new term, click the **Add Additional Term** button and proceed to Step 10.

If you are adding additional experiences to your current term, select the term by using the **Next** and **Previous** buttons in Step 1 to make it active. Then, proceed to Step 17.

information. This would show up as a blank row (one that does not contain information). You can use the next and previous buttons in step one and two to locate the blank row and delete it. You should then be able to submit and save. If you still have problems, e-mail ccc.questions@ilstu.edu and we will assist you.

- When I go to select my term it is not showing up, what do I do?
 - If your term is not showing up, you have previously created the term. Using the next and previous buttons in step one, locate the term. Then add your experiences via step 2 or 3 via the instructions.
 - I am confused and need help, what do I do?
 - E-mail ccc.questions@ilstu.edu and we will work to assist you.

*** IMPORTANT: READ BEFORE PROCEEDING ***

Student ID: 1000131276 Name:

Term Details | View All Terms | First 1 of 2 Last

Academic Institution: ILSTU Illinois State University

STEP 1: Please select a term before proceeding to select a class.

Add additional term | Previous | Next >>

*Academic Career: UGRD Undergraduate *Term: 2165 Spring Semester 2016 *Session: 1

Select Your Major

College: COE Education Undergraduate Major: SEDBSED Special Education BSED Sequence: LEAR

STEP 2: Please select a class.

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

Add experience to a new class | Previous | Next >>

*Class Nbr/Group: 0793 Libracy II Elem Sch Subject: TCH Catalog Nbr: 209 Last Update Date/Time: 04/02

Instructor ID: 1000447766 Stork, Stacy Lynn Section: 011 Last Update User ID: SKL

STEP 3: Please add your experience for the Class and the Term. Make sure the Term and the Class are correct for your experience.

Organization Details | 1 of 1

Add additional experience to this class | Delete | Submit for Approval | Status | *School/Agency | Description | Diverse | Override

Add additional experience to this class	Delete	Submit for Approval	Status	*School/Agency	Description	Diverse	Override
<input type="button" value="Add additional experience to this class"/>	<input type="button" value="Delete"/>	<input type="button" value="Submit for Approval"/>	Approved	5005199	Metraff Lab School	No	No

- Click the **Academic Career lookup** button to indicate if you did the clinical work as an undergraduate or graduate student.

information. This would show up as a blank row (one that does not contain information). You can use the next and previous buttons in step one and two to locate the blank row and delete it. You should then be able to submit and save. If you still have problems, e-mail clinicalquestions@ilstu.edu and we will assist you.

- When I go to select my term it is not showing up, what do I do?
 - If your term is not showing up, you have previously created the term. Using the next and previous buttons in step one, locate the term. Then add your experiences via step 2 or 3 via the instructions.
- I am confused and need help, what do I do?
 - E-mail clinicalquestions@ilstu.edu and we will work to assist you.

***** IMPORTANT: READ BEFORE PROCEEDING!*****

Student ID: 1000854856 Name: Reggie Redbird

Term Details | View All Terms First 1 of 2 Last

Academic Institution: ILSTU Illinois State University

STEP 1: Please select a term before proceeding to select a class.

Add additional term Delete Term Previous Next >>

*Academic Career: Undergraduate *Term: 2165 Spring Semester 2016 *Session: 1

Select Your Major

College: COE Education Undergraduate Major: SEDBSED Special Education BSED Sequence: LEARN

STEP 2: Please select a class.

Class Details | View All Classes First 1 of 1 Last

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

*Class Nbr/Group: 6793 Literacy II Elem Sch Subject: TCH Catalog Nbr: 209 Last Update Date/Time: 04/27

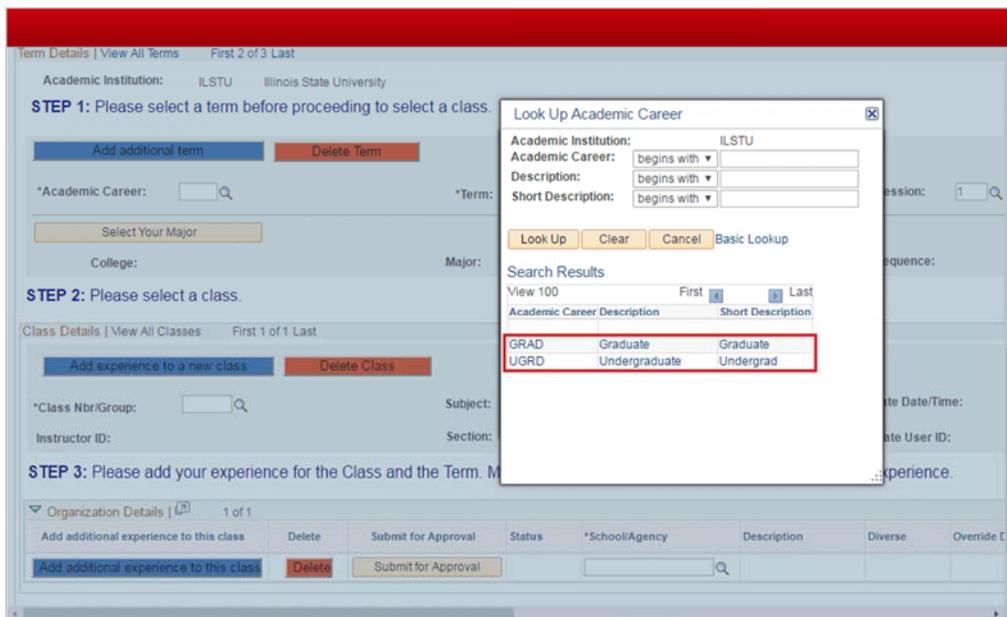
Instructor ID: 1000447766 Teacher: Susan Lynn Section: 011 Last Update User ID: SKLI

STEP 3: Please add your experience for the Class and the Term. Make sure the Term and the Class are correct for your experience.

Organization Details | 1 of 1

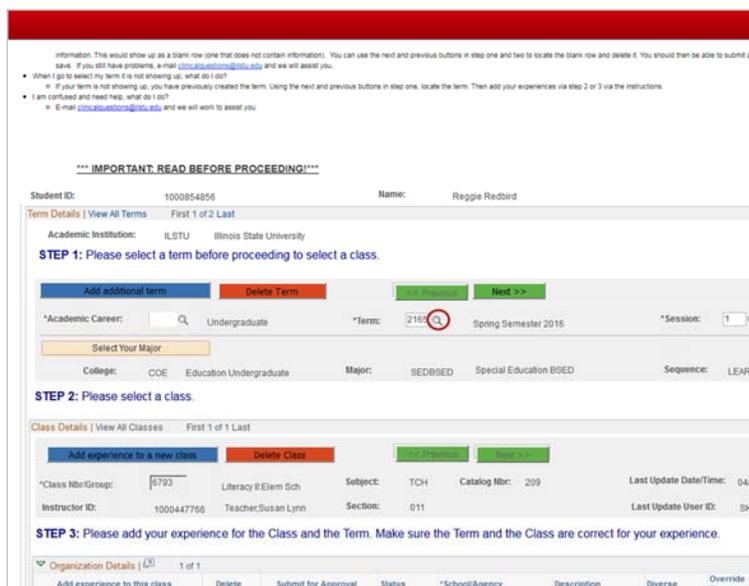
Add experience to this class	Delete	Submit for Approval	Status	*School/Agency	Description	Diverse	Override

- Click the **Undergraduate** or **Graduate** link.

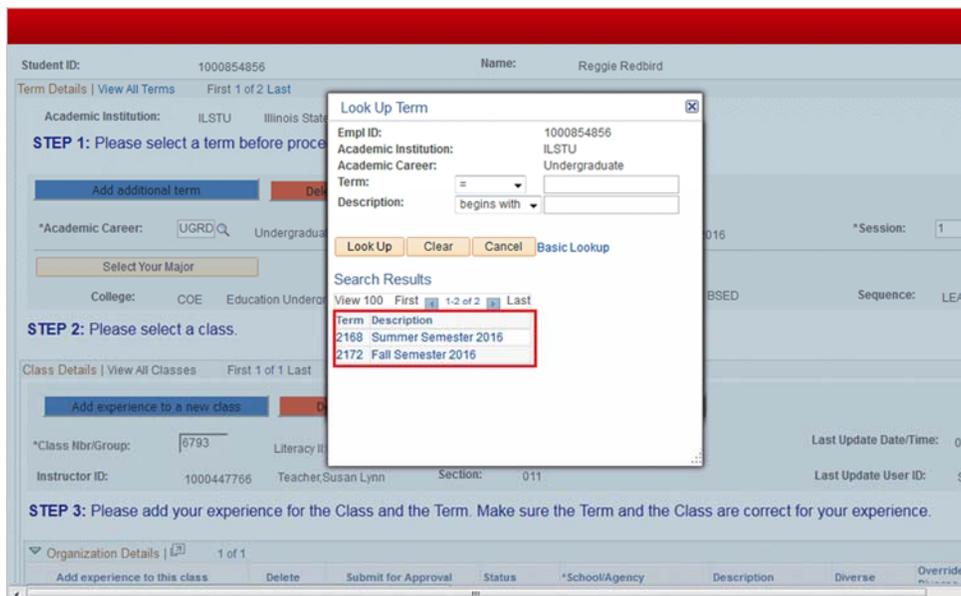


- Click the **lookup button** in the **Term** field to enter the term during which you completed the clinical experience.

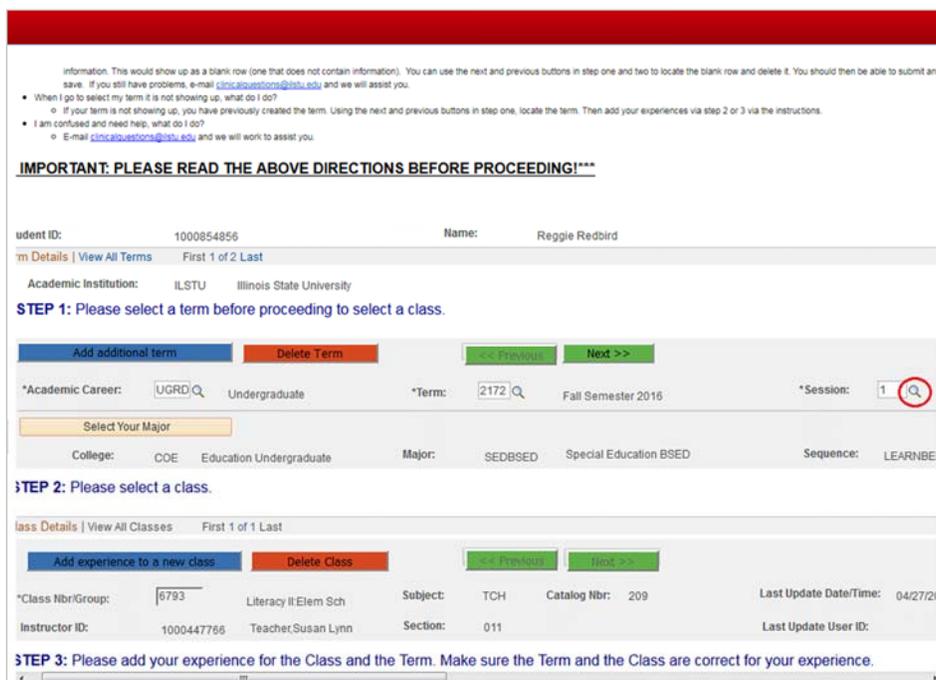
If an existing experience is submitted for the term displayed, the **lookup button** in the **Term** field will be grayed out until you click the **Add Additional Term** button.



- In the **Term** pop-up window, click the semester for which you are entering the pre-student teaching experience.

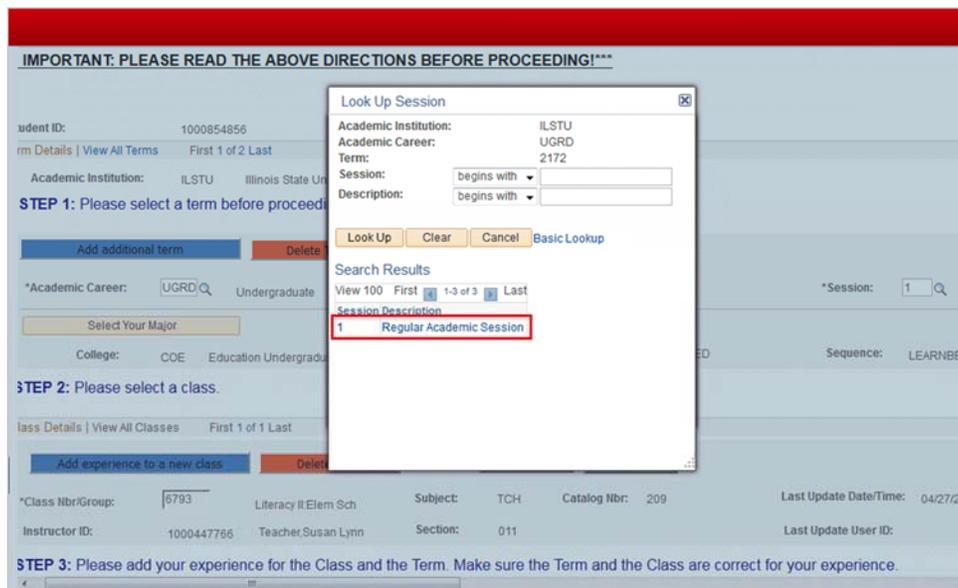


11. Click the **lookup** button next to the **Session** field.



12. Click the link that describes the class session for which you completed the clinical experience.

If the class is a full sixteen weeks, select **Regular Academic Session**.



- Under **Step 2: Please select a class**, enter your class information under the **Class Details** header. If this is the first time you have edited this term, these fields will be blank and you can proceed to Step 19.

If this experience is for a previously created term but for a new class, click the **Add experience to a new class** button to create a new blank row and proceed to Step 19.

If you are trying to add additional experiences to an already created class, make the class active using the **Previous** and **Next** buttons under **Step 2: Please select a class**.

Once the class is active, go to **Step 3: Please add your experience for the Class and the Term** and click the **Add experience to this class** button and proceed to Step 21 to complete the document.

*Academic Career: Undergraduate
 *Term: Spring Semester 2016
 *Session:

College: Education Undergraduate
 Major: Special Education BSED
 Sequence:

STEP 2: Please select a class.

*Class Nbr/Group: Literacy II:Elem Sch
 Subject:
 Catalog Nbr:
 Last Update Date/Time:

Instructor ID: Stork, Stacy Lynn
 Section:
 Last Update User ID:

STEP 3: Please add your experience for the Class and the Term. Make sure the Term and the Class are correct for your experience.

Status	*School/Agency	Description	Diverse	Override
Approved	5005199	Metcalf Lab School	No	No

Last Update Date/Time:
 Last Update User ID:

- Reminder: Clicking the **Add experience to a new class** button will open a new, blank Class Details section, which you can confirm by looking at the **First x of xx** header at the top of the section.

*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, or you encounter errors please contact ClinicalQuestions@ilstu.edu

***** IMPORTANT: PLEASE READ THE ABOVE DIRECTIONS BEFORE PROCEEDING!*****

Student ID: 1000854856 Name: Reba Redbird

Term Details | View All Terms First 1 of 2 Last

Academic Institution: ILSTU Illinois State University

STEP 1: Please select a term before proceeding to select a class.

Add additional term Update Term << Previous Next >>

*Academic Career: UGRD Undergraduate *Term: 2165 Spring Semester 2016 *Session: 1

Select Your Major

College: COE Education Undergraduate Major: SEDBSED Special Education BSED Sequence: LEARN

STEP 2: Please select a class.

Class Details | View All Classes First 1 of 1 Last

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

15. Next, click the **Select Your Major** button.

*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, or you encounter errors please contact ClinicalQuestions@ilstu.edu

***** IMPORTANT: PLEASE READ THE ABOVE DIRECTIONS BEFORE PROCEEDING!*****

Student ID: 1000854856 Name: Reba Redbird

Term Details | View All Terms First 3 of 3 Last

Academic Institution: ILSTU Illinois State University

STEP 1: Please select a term before proceeding to select a class.

Add additional term Delete Term << Previous Next >>

*Academic Career: UGRD Undergraduate *Term: 2172 Fall Semester 2016 *Session: 1

Select Your Major

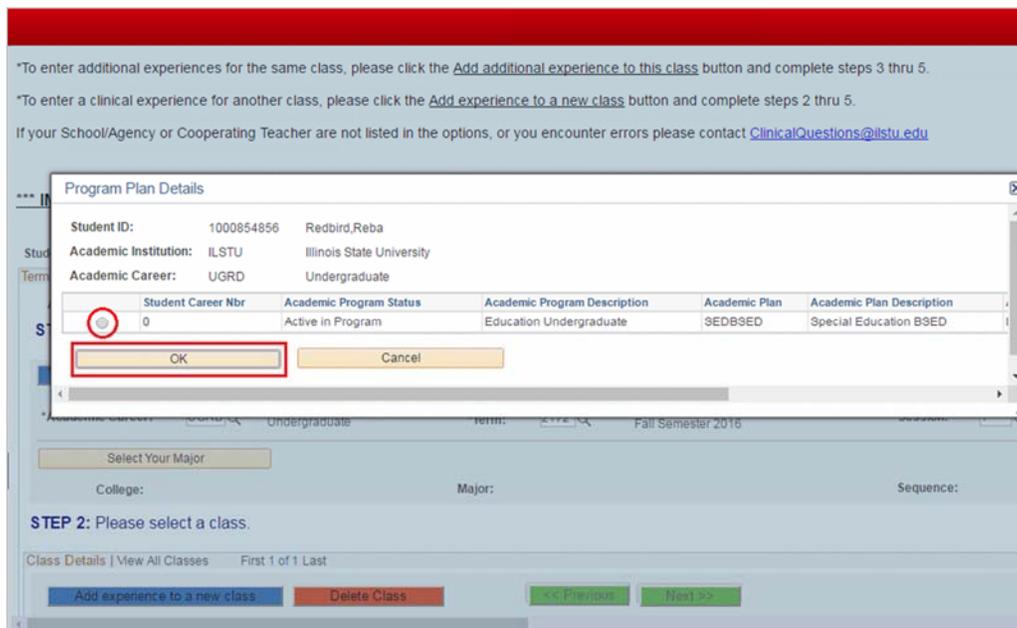
College: Major: Sequence:

STEP 2: Please select a class.

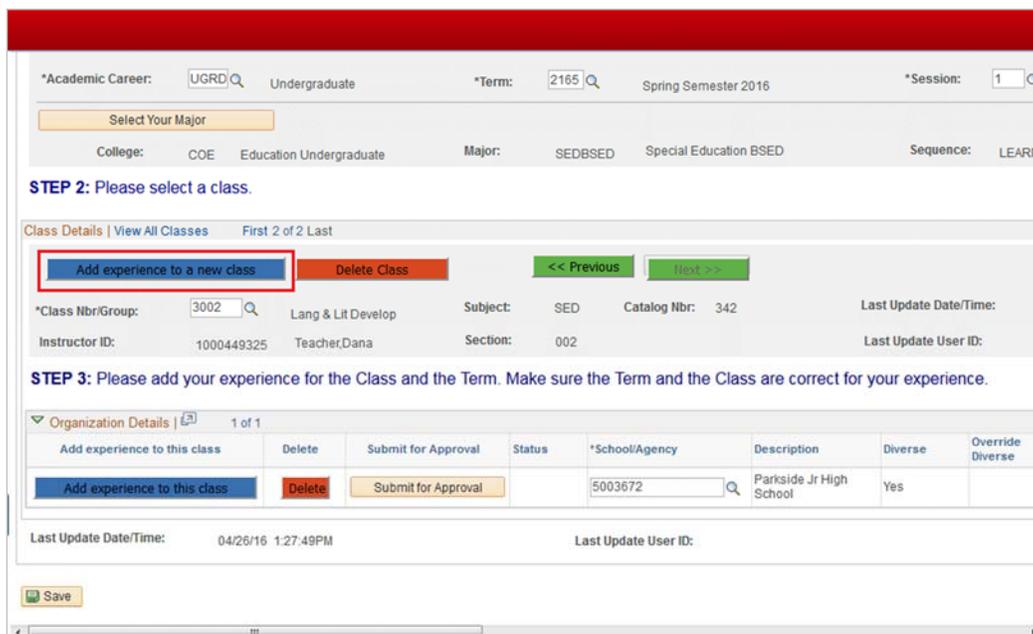
Class Details | View All Classes First 1 of 1 Last

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

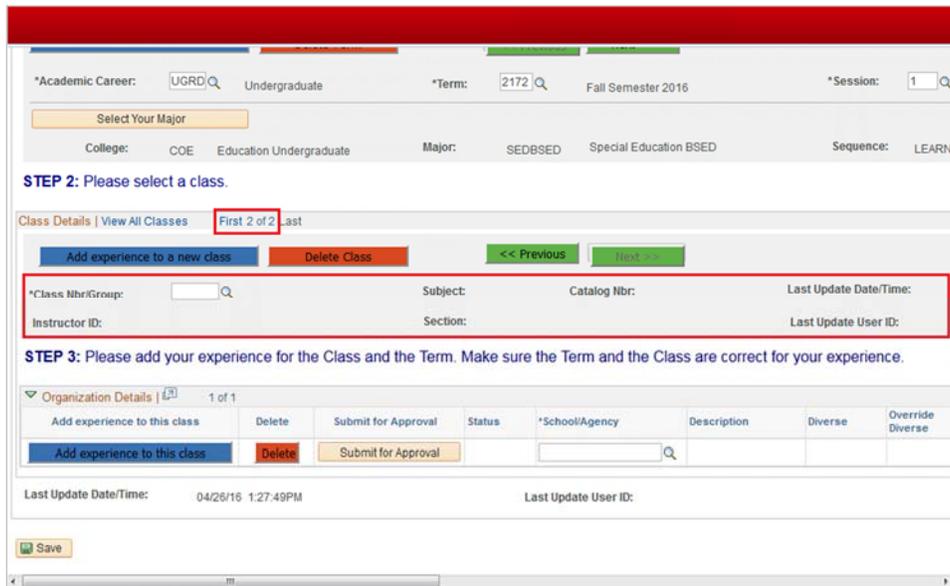
16. In the **Program Plan Details** window, select the radio button next to the major you would like the pre-student teaching experience document to count towards. Then, click the **OK** button.



- Under "**Step 2: Please select a class,**" under the **Class Details** header, click the **Add experience to a new class** button to add information about your pre-student teaching experience.



- Clicking the **Add experience to a new class** button will open a new, blank Class Details section, which you can confirm by looking at the **First x of xx** header at the top of the section.



*Academic Career: UGRD Undergraduate *Term: 2172 Fall Semester 2016 *Session: 1

Select Your Major

College: COE Education Undergraduate Major: SEDSED Special Education BSED Sequence: LEARN

STEP 2: Please select a class.

Class Details | View All Classes | First 2 of 2 Last

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

*Class Nbr/Group: [] Subject: Catalog Nbr: Last Update Date/Time:
Instructor ID: Section: Last Update User ID:

STEP 3: Please add your experience for the Class and the Term. Make sure the Term and the Class are correct for your experience.

Organization Details | 1 of 1

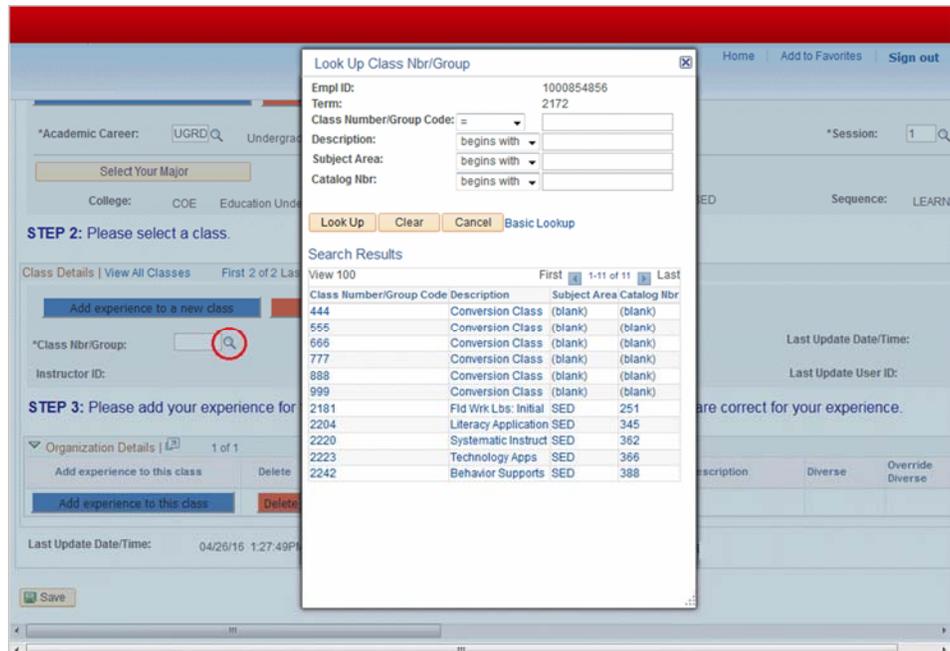
Add experience to this class Delete Submit for Approval Status *School/Agency Description Diverse Override Diverse

Add experience to this class Delete Submit for Approval []

Last Update Date/Time: 04/26/16 1:27:49PM Last Update User ID:

Save

19. Click the **lookup button** next to the **Class Nbr/Group** field. This will bring up a window of the classes that you can count your pre-student teaching experience towards.



Look Up Class Nbr/Group

Empl ID: 1000854856
Term: 2172
Class Number/Group Code: []
Description: begins with []
Subject Area: begins with []
Catalog Nbr: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-11 of 11 Last

Class Number/Group Code	Description	Subject Area	Catalog Nbr
444	Conversion Class	(blank)	(blank)
555	Conversion Class	(blank)	(blank)
666	Conversion Class	(blank)	(blank)
777	Conversion Class	(blank)	(blank)
888	Conversion Class	(blank)	(blank)
999	Conversion Class	(blank)	(blank)
2181	Fid Wrk Lbs: Initial	SED	251
2204	Literacy Application	SED	345
2220	Systematic Instruct	SED	382
2223	Technology Apps	SED	386
2242	Behavior Supports	SED	388

20. After selecting the appropriate class, the window closes, and the **Class Nbr/Group** field is filled with the fields under the **Class Details** header are autofilled with the correct information.

*Academic Career: UGRD Undergraduate *Term: 2165 Spring Semester 2016 *Session: 1

Select Your Major

College: COE Education Undergraduate Major: SEDBSED Special Education BSED Sequence: LEARN

STEP 2: Please select a class.

Class Details | View All Classes First 2 of 2 Last

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

*Class Nbr/Group: 3002	Lang & Lit Develop	Subject: SED	Catalog Nbr: 342	Last Update Date/Time:
Instructor ID: 1000449325	Teacher,Dana	Section: 002		Last Update User ID:

STEP 3: Please add your experience for the Class and the Term. Make sure the Term and the Class are correct for your experience.

Organization Details 1 of 1

Add experience to this class	Delete	Submit for Approval	Status	*School/Agency	Description	Diverse	Override Diverse
Add experience to this class	Delete	Submit for Approval					

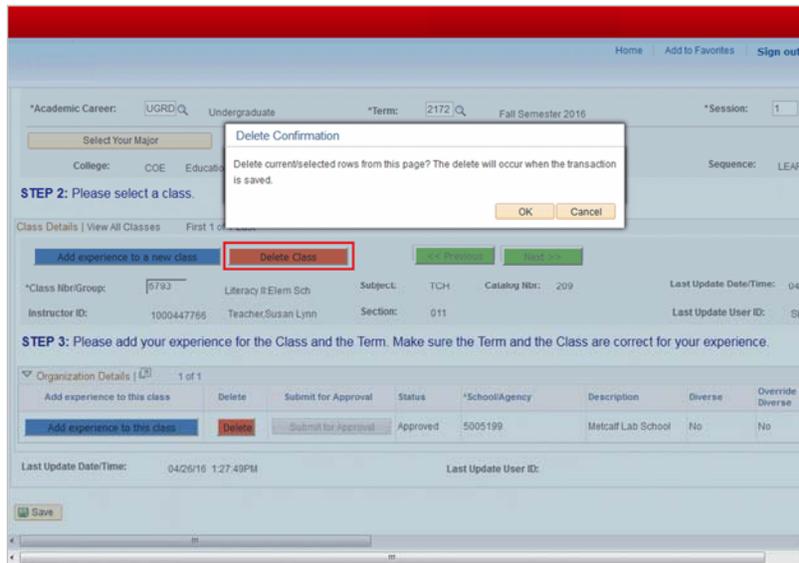
Last Update Date/Time: 04/26/16 1:27:49PM Last Update User ID:

Save

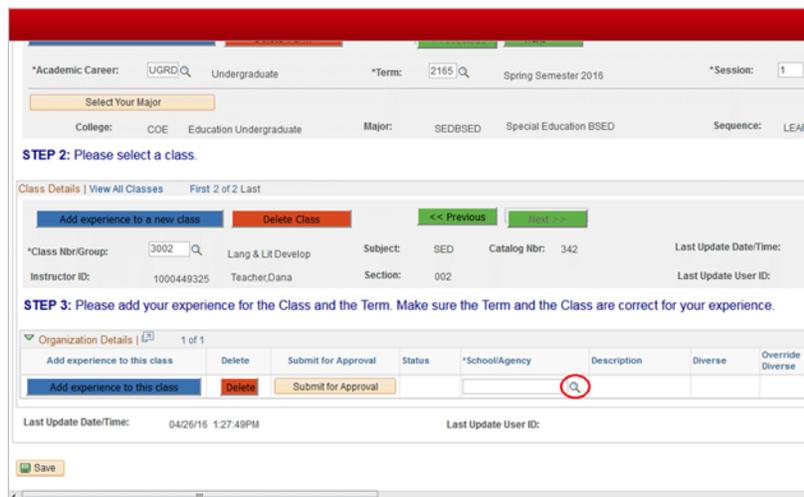
21. Next to the **Add experience to a new class** button is the **Delete term** button. Click this button when you want to delete a term. When this button is clicked, a message will appear asking, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." If yes, click **OK**. If no, click **Cancel**.

A class can be deleted only if it has not been already approved.

The **Delete Class** and **Delete Term** buttons are grayed out until there is at least one approved experience.

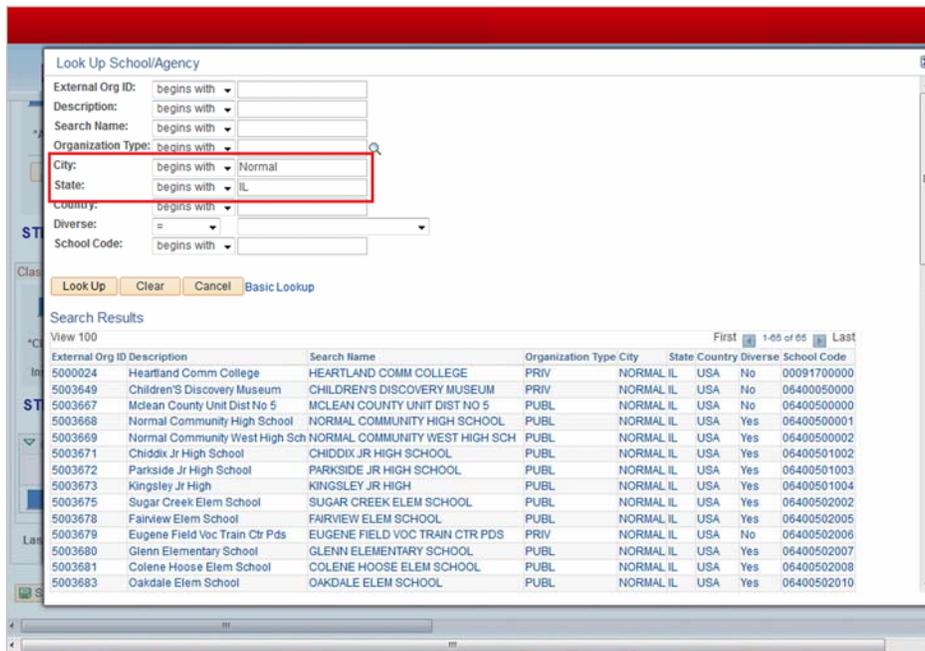


22. Under "Step 3: Please add your experience for the Class and the Term. Make sure the Term and the Class are correct for your experience" is the **Organization Details** section. In this section is the **School/Agency** column header. Click the **lookup button** under this column header.



23. Use the search fields to search for the name of the school. Once all the search criteria is entered, click the **Look Up** button. For example, searching for "Normal, IL" will display only the schools in Normal, IL.

Click on the school at which you completed your pre-student teaching experience.



Look Up School/Agency

External Org ID: begins with
 Description: begins with
 Search Name: begins with
 Organization Type: begins with
 City: begins with Normal
 State: begins with IL
 Country: begins with
 Diverse: =
 School Code: begins with

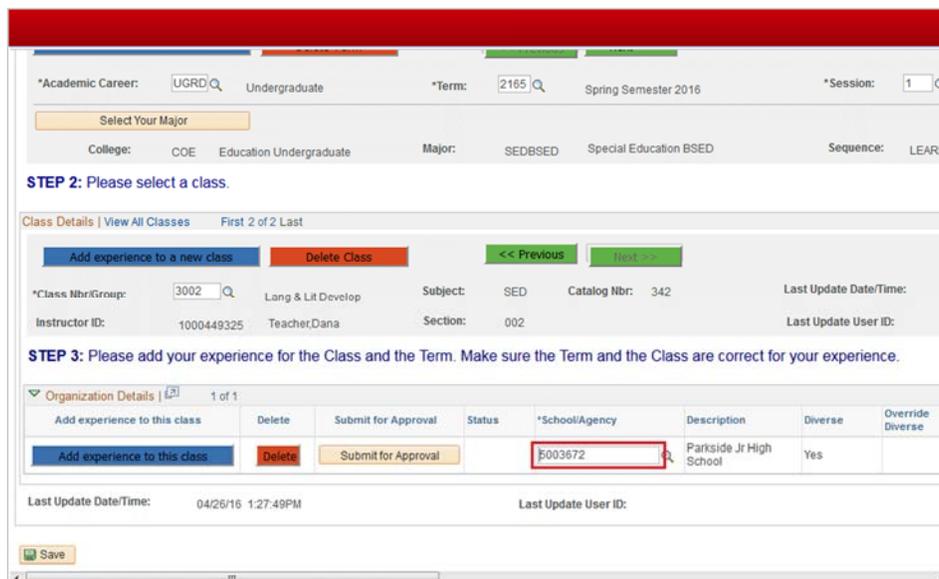
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-65 of 65 Last

External Org ID	Description	Search Name	Organization Type	City	State	Country	Diverse	School Code
5000024	Heartland Comm College	HEARTLAND COMM COLLEGE	PRIV	NORMAL IL	USA	No	00091700000	
5003649	Children'S Discovery Museum	CHILDREN'S DISCOVERY MUSEUM	PRIV	NORMAL IL	USA	No	06400050000	
5003667	Mclean County Unit Dist No 5	MCLEAN COUNTY UNIT DIST NO 5	PUBL	NORMAL IL	USA	No	06400050000	
5003668	Normal Community High School	NORMAL COMMUNITY HIGH SCHOOL	PUBL	NORMAL IL	USA	Yes	06400500001	
5003669	Normal Community West High Sch	NORMAL COMMUNITY WEST HIGH SCH	PUBL	NORMAL IL	USA	Yes	06400500002	
5003671	Chiddix Jr High School	CHIDDIX JR HIGH SCHOOL	PUBL	NORMAL IL	USA	Yes	06400501002	
5003672	Parkside Jr High School	PARKSIDE JR HIGH SCHOOL	PUBL	NORMAL IL	USA	Yes	06400501003	
5003673	Kingsley Jr High	KINGSLEY JR HIGH	PUBL	NORMAL IL	USA	Yes	06400501004	
5003675	Sugar Creek Elem School	SUGAR CREEK ELEM SCHOOL	PUBL	NORMAL IL	USA	Yes	06400502002	
5003678	Fairview Elem School	FAIRVIEW ELEM SCHOOL	PUBL	NORMAL IL	USA	Yes	06400502005	
5003679	Eugene Field Voc Train Ctr Pds	EUGENE FIELD VOC TRAIN CTR PDS	PRIV	NORMAL IL	USA	No	06400502006	
5003680	Glenn Elementary School	GLENN ELEMENTARY SCHOOL	PUBL	NORMAL IL	USA	Yes	06400502007	
5003681	Colene Hoose Elem School	COLENE HOOSE ELEM SCHOOL	PUBL	NORMAL IL	USA	Yes	06400502008	
5003683	Oakdale Elem School	OAKDALE ELEM SCHOOL	PUBL	NORMAL IL	USA	Yes	06400502010	

24. Selecting the class closes the window and enters the **School/Agency** number into the **School/Agency ID** field.



*Academic Career: UGRD Undergraduate *Term: 2165 Spring Semester 2016 *Session: 1

Select Your Major

College: COE Education Undergraduate Major: SEDBSED Special Education BSED Sequence: LEARN

STEP 2: Please select a class.

Class Details | View All Classes First 2 of 2 Last

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

*Class Nbr/Group: 3002 Lang & Lit Develop Subject: SED Catalog Nbr: 342 Last Update Date/Time:
 Instructor ID: 1000449325 Teacher: Dana Section: 002 Last Update User ID:

STEP 3: Please add your experience for the Class and the Term. Make sure the Term and the Class are correct for your experience.

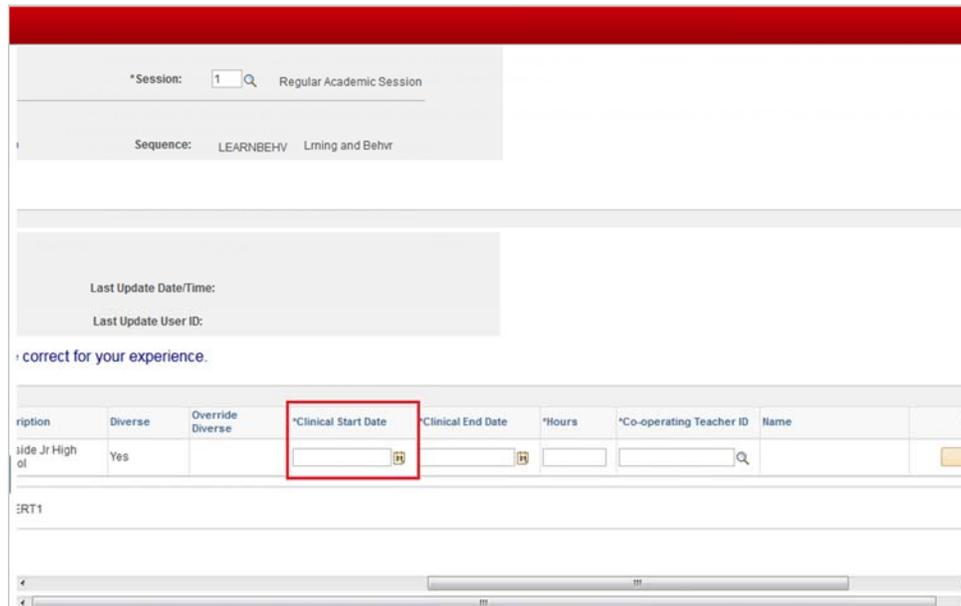
Organization Details 1 of 1

Add experience to this class	Delete	Submit for Approval	Status	*School/Agency	Description	Diverse	Override Diverse
Add experience to this class	Delete	Submit for Approval		5003672	Parkside Jr High School	Yes	

Last Update Date/Time: 04/26/16 1:27:49PM Last Update User ID:

Save

25. Under the **Clinical Start Date** column header, enter the first date of the pre-student teaching experience using the mm/dd/yyyy format. Alternatively, click the **calendar** icon on the right side of the field to find the date.



*Session: 1 Regular Academic Session

Sequence: LEARNBEHV Learning and Behvr

Last Update Date/Time:

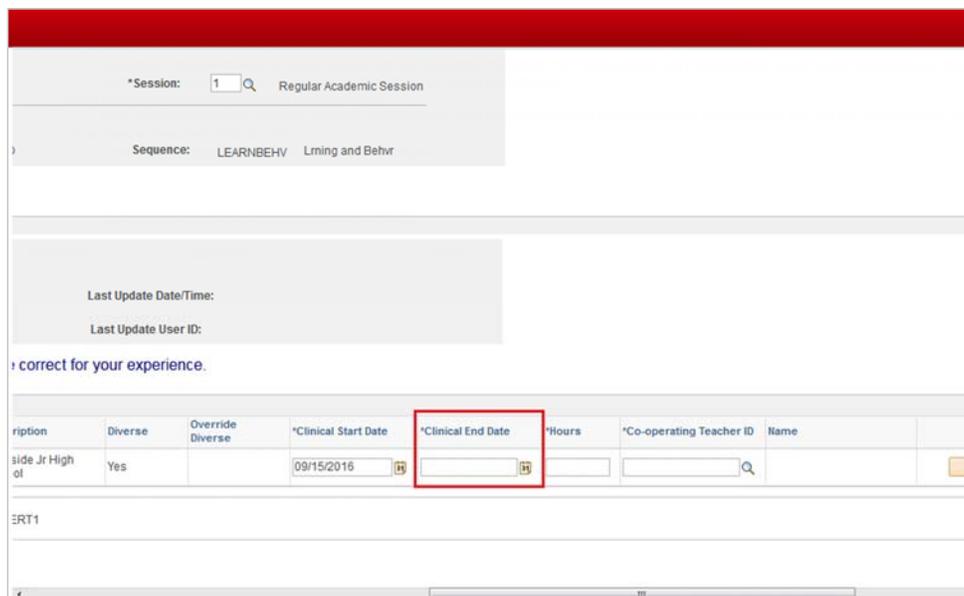
Last Update User ID:

correct for your experience.

Description	Diverse	Override Diverse	*Clinical Start Date	*Clinical End Date	*Hours	*Co-operating Teacher ID	Name	
side Jr High ol	Yes		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ERT1

26. Under the **Clinical End Date** column header, enter the first date of the pre-student teaching experience using the mm/dd/yyyy format. Alternatively, click the **calendar** icon on the right side of the field to find the date.



*Session: 1 Regular Academic Session

Sequence: LEARNBEHV Learning and Behvr

Last Update Date/Time:

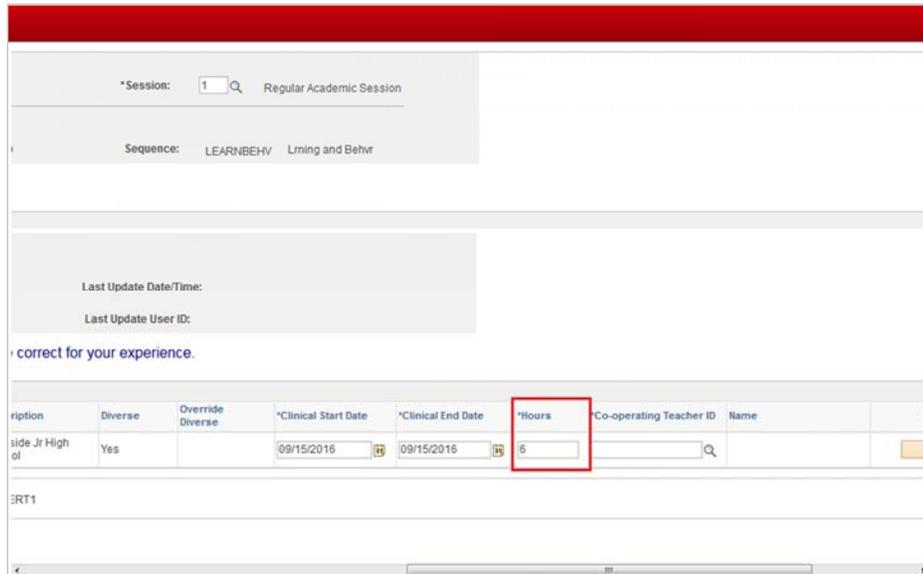
Last Update User ID:

correct for your experience.

Description	Diverse	Override Diverse	*Clinical Start Date	*Clinical End Date	*Hours	*Co-operating Teacher ID	Name	
side Jr High ol	Yes		09/15/2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ERT1

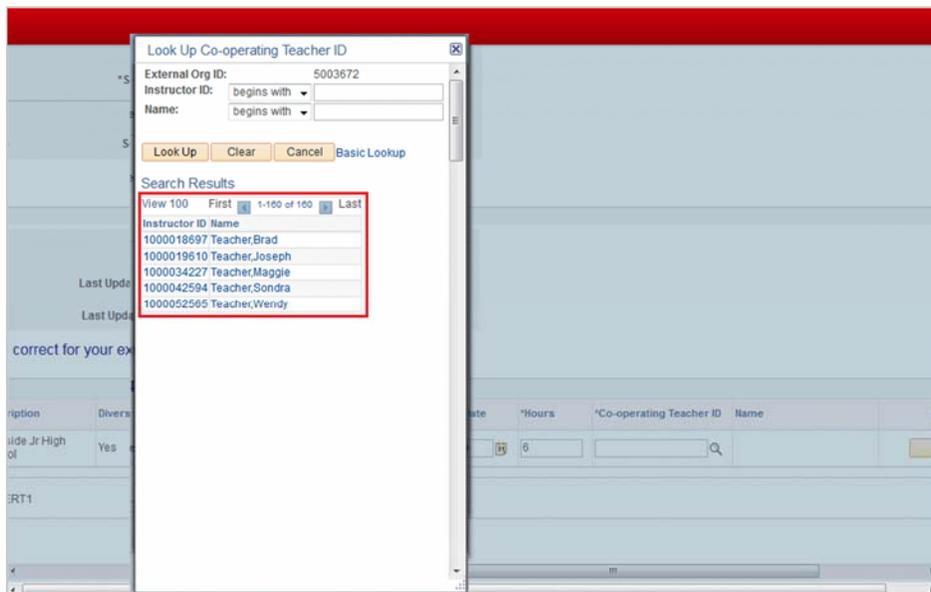
27. Enter the number of hours you were at the experience in the **Hours** field.



The screenshot shows a web application interface with a table. The table has columns for Description, Diverse, Override Diverse, Clinical Start Date, Clinical End Date, Hours, Co-operating Teacher ID, and Name. The 'Hours' column for the first row is highlighted with a red box and contains the number '6'.

Description	Diverse	Override Diverse	*Clinical Start Date	*Clinical End Date	*Hours	*Co-operating Teacher ID	Name
side Jr High ol	Yes		09/15/2016	09/15/2016	6		

28. Under **Co-operating Teacher ID** header, click the **lookup button** by the field. In the pop-up window that appears, select the teacher with whom you worked.



The screenshot shows the same administrative interface as in step 27, but with a pop-up window titled 'Look Up Co-operating Teacher ID' open. The pop-up window has search criteria fields for External Org ID, Instructor ID, and Name. Below these fields are 'Look Up', 'Clear', and 'Cancel' buttons. A 'Search Results' section is visible, listing several teachers with their IDs and names. The first result, '1000019697 Teacher,Brad', is highlighted with a red box.

Look Up Co-operating Teacher ID

External Org ID: 5003672

Instructor ID: begins with

Name: begins with

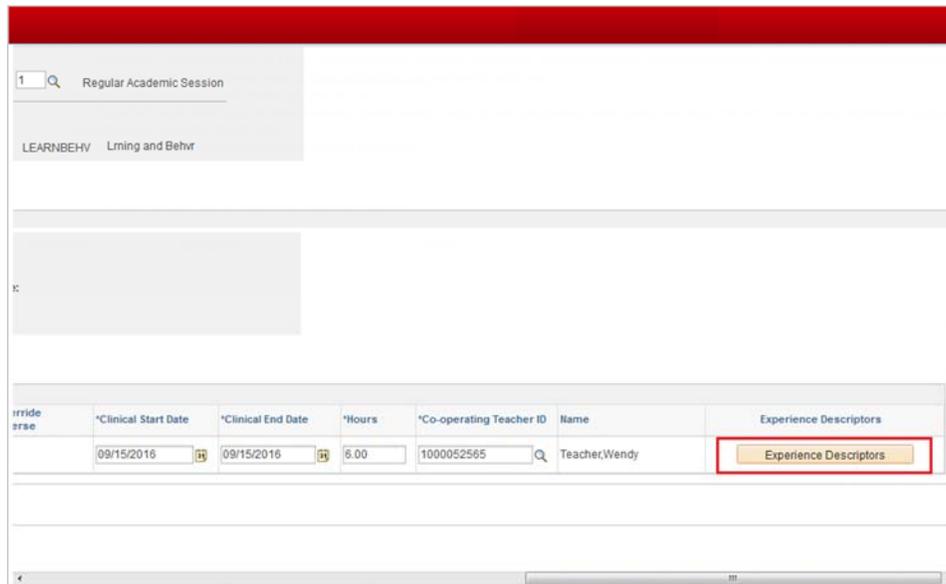
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-100 of 100 Last

Instructor ID	Name
1000019697	Teacher,Brad
1000019610	Teacher,Joseph
1000034227	Teacher,Maggie
1000042594	Teacher,Sondra
1000052565	Teacher,Wendy

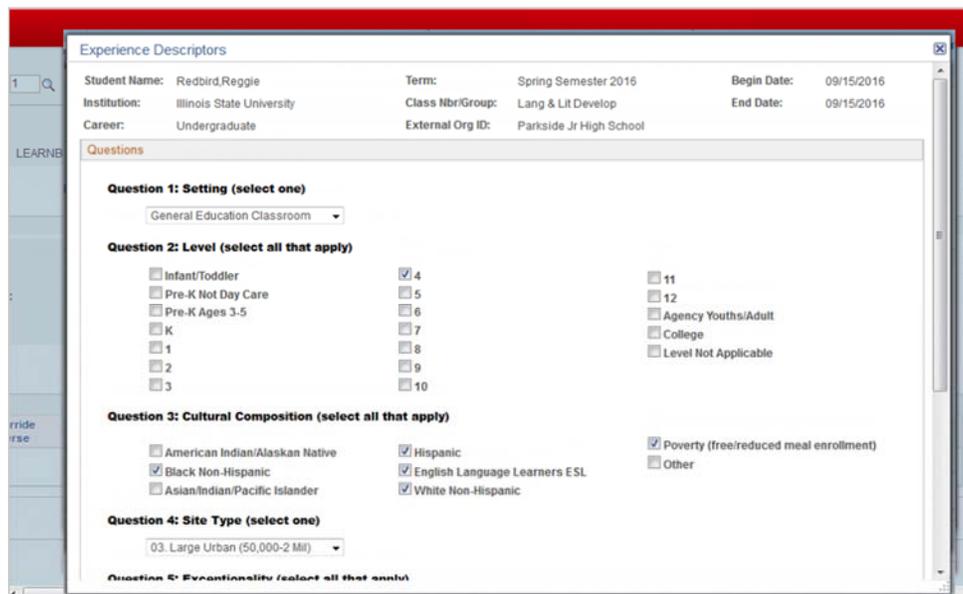
29. Next, click the **Experience Descriptors** button.



rride rse	*Clinical Start Date	*Clinical End Date	*Hours	*Co-operating Teacher ID	Name	Experience Descriptors
	09/15/2016	09/15/2016	6.00	1000052565	Teacher,Wendy	Experience Descriptors

30. Answer the questions that appear in the **Experience Descriptors** window.

Once all the questions are complete, click the **OK** button located at the bottom left of the window. This will close the window.



Experience Descriptors

Student Name: Redbird,Reggie Term: Spring Semester 2016 Begin Date: 09/15/2016
 Institution: Illinois State University Class Nbr/Group: Lang & Lit Develop End Date: 09/15/2016
 Career: Undergraduate External Org ID: Parkside Jr High School

Questions

Question 1: Setting (select one)
 General Education Classroom

Question 2: Level (select all that apply)

<input type="checkbox"/> Infant/Toddler	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 11
<input type="checkbox"/> Pre-K Not Day Care	<input type="checkbox"/> 5	<input type="checkbox"/> 12
<input type="checkbox"/> Pre-K Ages 3-5	<input type="checkbox"/> 6	<input type="checkbox"/> Agency Youths/Adult
<input type="checkbox"/> K	<input type="checkbox"/> 7	<input type="checkbox"/> College
<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> Level Not Applicable
<input type="checkbox"/> 2	<input type="checkbox"/> 9	
<input type="checkbox"/> 3	<input type="checkbox"/> 10	

Question 3: Cultural Composition (select all that apply)

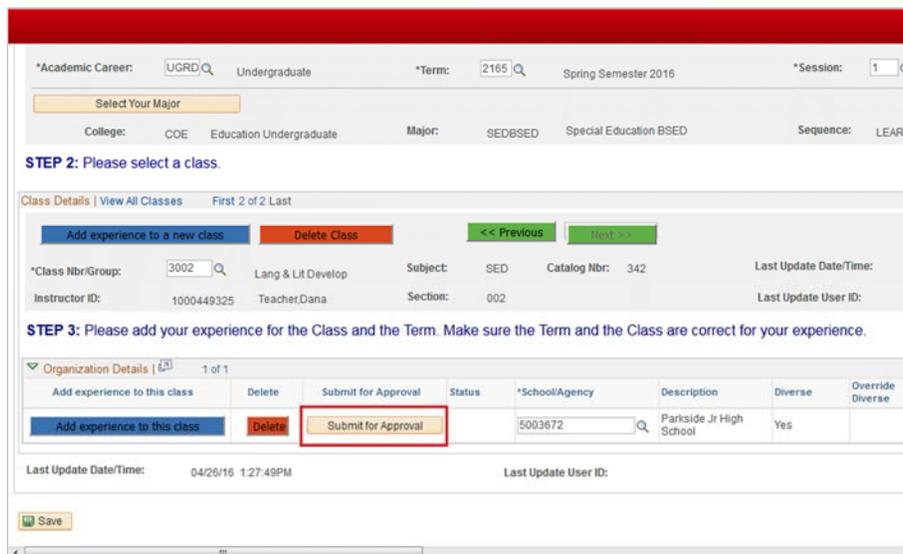
<input type="checkbox"/> American Indian/Alaskan Native	<input checked="" type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> Poverty (free/reduced meal enrollment)
<input checked="" type="checkbox"/> Black Non-Hispanic	<input checked="" type="checkbox"/> English Language Learners ESL	<input type="checkbox"/> Other
<input type="checkbox"/> Asian/Indian/Pacific Islander	<input checked="" type="checkbox"/> White Non-Hispanic	

Question 4: Site Type (select one)
 03. Large Urban (50,000-2 Mil)

Question 5: Exceptionality (select all that apply)

31. Scroll all the way to the left to submit your experience by clicking the **Submit for Approval** button.

Once the documentation has been submitted, the status will say **Submitted**. After your instructor approves the document, the status will change to **Approved**. If your professor rejects your experience, contact your professor for additional information.



*Academic Career: UGRD Undergraduate *Term: 2165 Spring Semester 2016 *Session: 1

Select Your Major

College: COE Education Undergraduate Major: SEDBSED Special Education BSED Sequence: LEARN

STEP 2: Please select a class.

Class Details | View All Classes First 2 of 2 Last

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

*Class Nbr/Group: 3002 Lang & Lit Develop Subject: SED Catalog Nbr: 342 Last Update Date/Time:
Instructor ID: 1000449325 Teacher,Dana Section: 002 Last Update User ID:

STEP 3: Please add your experience for the Class and the Term. Make sure the Term and the Class are correct for your experience.

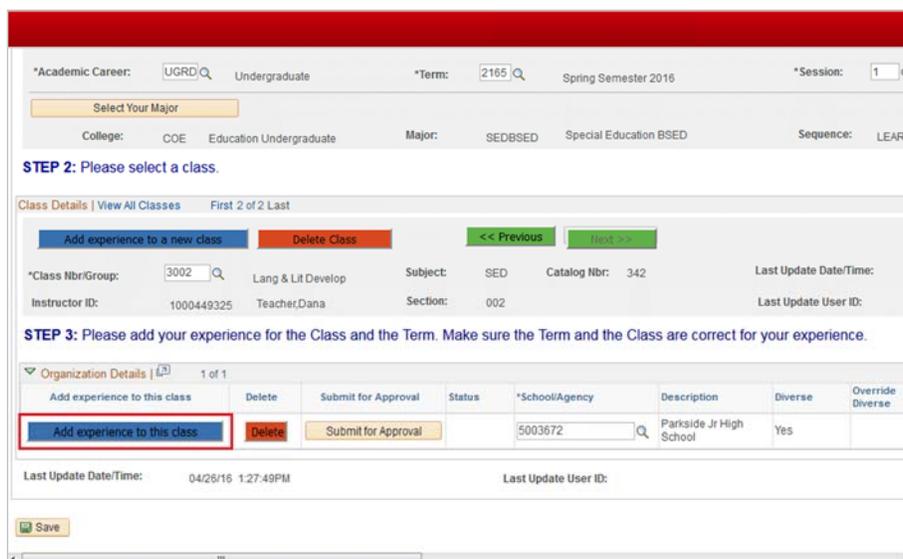
Organization Details | 1 of 1

Add experience to this class	Delete	Submit for Approval	Status	*School/Agency	Description	Diverse	Override Diverse
Add experience to this class	Delete	Submit for Approval		5003672	Parkside Jr High School	Yes	

Last Update Date/Time: 04/26/16 1:27:49PM Last Update User ID:

Save

32. If you completed multiple pre-student teaching experiences for the same class, you can add another experience by clicking the **Add experience to this class** button under the **Add experience to this class** column header. Then, complete the same information about each experience as previously shown.



*Academic Career: UGRD Undergraduate *Term: 2165 Spring Semester 2016 *Session: 1

Select Your Major

College: COE Education Undergraduate Major: SEDBSED Special Education BSED Sequence: LEARN

STEP 2: Please select a class.

Class Details | View All Classes First 2 of 2 Last

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

*Class Nbr/Group: 3002 Lang & Lit Develop Subject: SED Catalog Nbr: 342 Last Update Date/Time:
Instructor ID: 1000449325 Teacher,Dana Section: 002 Last Update User ID:

STEP 3: Please add your experience for the Class and the Term. Make sure the Term and the Class are correct for your experience.

Organization Details | 1 of 1

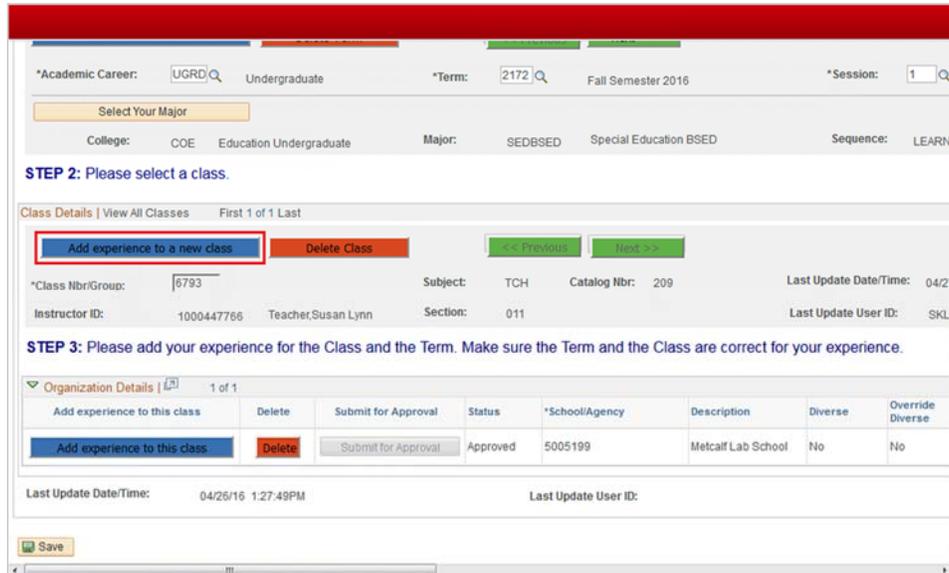
Add experience to this class	Delete	Submit for Approval	Status	*School/Agency	Description	Diverse	Override Diverse
Add experience to this class	Delete	Submit for Approval		5003672	Parkside Jr High School	Yes	

Last Update Date/Time: 04/26/16 1:27:49PM Last Update User ID:

Save

33. If you completed pre-student teaching experiences for more than one class during the same semester, click the **Add experience to a new class** button under the **Class Details** header.

Select the class the pre-student teaching experience was completed for along with the information about the actual experience as previously shown.



The screenshot displays a web interface for entering pre-student teaching experiences. At the top, search filters are set for Academic Career (UGRD), Undergraduate, Term (2172), Fall Semester 2016, and Session (1). Below this, a 'Select Your Major' section shows College: COE, Education Undergraduate, Major: SEBSED, Special Education BSED, and Sequence: LEARN.

STEP 2: Please select a class.

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

Buttons: Add experience to a new class (highlighted with a red box), Delete Class, Add Experience, End Exp.

*Class Nbr/Group: 6793 Subject: TCH Catalog Nbr: 209 Last Update Date/Time: 04/27/16
 Instructor ID: 1000447766 Teacher: Susan Lynn Section: 011 Last Update User ID: SKL

STEP 3: Please add your experience for the Class and the Term. Make sure the Term and the Class are correct for your experience.

Organization Details | 1 of 1

Add experience to this class	Delete	Submit for Approval	Status	*School/Agency	Description	Diverse	Override Diverse
Add experience to this class	Delete	Submit for Approval	Approved	5005199	Metcalf Lab School	No	No

Last Update Date/Time: 04/26/16 1:27:49PM Last Update User ID:

Save

- Once you have finished entering your experiences, close the tab that opened to return to your **Student Center**. If you have additional experiences to enter later in the semester, follow the same procedures by logging in and entering your experience.