

Pre-Student Teaching Documentation Tips

Add additional term
Used each semester to add a new term. A term is only created once. Once created all class and experience information is added to the already created term. This is done in steps 2 and 3.

Allows you to see how many terms have clinical hours tied to them. This example has only 1 term.

Previous and next term buttons
Allows you to navigate between your current term and already created term. These are grey when there are no previous terms. You can use these to find the term you need to edit, if already created.

Allows you to see how many classes are in the selected term.

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

Add experience to a new class
This button is used to add additional clinical classes and experiences to the same term. If you are creating a new term, this will be blank and ready for editing.

Previous and next class buttons
Allows you to scroll through your clinical courses within the select term from step 1.

STEP 2: Please select a class.

Add additional experience to selected/active class
This allows you to create additional rows for recording multiple experiences in a single class. If row is blank it is ready for editing.

IMPORTANT-DELETE BUTTONS- These are on the page in case you accidentally enter wrong terms/classes or other information. If you accidentally delete previously documented hours please saving. When you log back in your previous hours will be back.

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

	Delete	Submit for Approval	Status	*School/Agency	Description	Diverse	Override Diverse	*Clinical Start Date	*Clinical End Date	*Hours	*Co-operating Teacher
Add additional experience to this class	Delete	Submit for Approval									
Add additional experience to this class	Delete	Submit for Approval									

- Go to the Teacher Education Center website for clinical information and access completion resources: <https://education.illinoisstate.edu/teacher/clinical/>
- Make sure to mark all clinical descriptors, in step three, correctly and then press submit and save. Both must be completed for your hours to forward properly to your professor for approval.
- You only need to enter one experience per school. You can then use the date range and hours to document. (Only one teacher will need to be selected)
- Read carefully the directions on the pre-student teaching document. This would include the tips and frequently asked questions (FAQ).
- E-mail clinicalquestions@ilstu.edu with questions or problems.