

How to Scroll through previous terms and classes to see your hours

Allows you to see how many terms have clinical hours tied to them. You can see the selected term information in the term details information. You can scroll through the terms by using the “previous and next” buttons in the purple circle. Remember classes are tied to the specific term only.

Allows you to scroll through your terms to see your clinical records attached to each term.

Allows you to see how many classes are in a term. You can scroll through them by using the “Previous and next” buttons in the yellow circle. This will only show classes for the term selected in the term details section.

The screenshot displays the user interface for managing clinical hours. At the top, it shows the student's ID (1000872163) and name (Troy Hinkel). Below this, there are two main sections: 'Term Details' and 'Class Details'. The 'Term Details' section includes a 'First 1 of 1 Last' indicator, a search for 'Academic Career', and a search for '*Term'. It features buttons for 'Add additional term' (blue), 'Delete Term' (red), and navigation buttons '<< Previous' and 'Next >>' (green). The 'Class Details' section includes a 'First 1 of 1 Last' indicator, a search for '*Class Nbr/Group', and fields for 'Subject', 'Catalog Nbr', 'Instructor ID', and 'Section'. It features buttons for 'Add experience to a new class' (blue), 'Delete Class' (red), and navigation buttons '<< Previous' and 'Next >>' (green). At the bottom, there is an 'Organization Details' section with a table for adding experience, including columns for 'School/Agency', 'Description', 'Diverse', and 'Ov'. The interface also includes 'Add additional experience to this class' (blue), 'Delete' (red), and 'Submit for Approval' (orange) buttons.

Things to know:

- Each term, in Step 1, controls what classes you will see. You can scroll between terms by using the purple circle “previous and next” buttons.
 - Example- When spring 2015 term is active you will only see your spring 2015 courses in the class details section.
 - You should only have one term created per semester. (You can’t have two 2165 terms- this will create a duplicate error)
- The blue circle above will show you how many terms you have.
- The green circle above will show you how many classes you have in the selected term.
- When you have multiple classes in one term you can scroll between them using the class details “previous and next” buttons in the yellow box.
 - You should only have one class created per semester. (You can’t have two TCH 212 courses in a term- this will create a duplicate error)
- E-mail clinicalquestions@ilstu.edu with questions or problems.