

Students: Viewing Submitted Clinical Hours Page

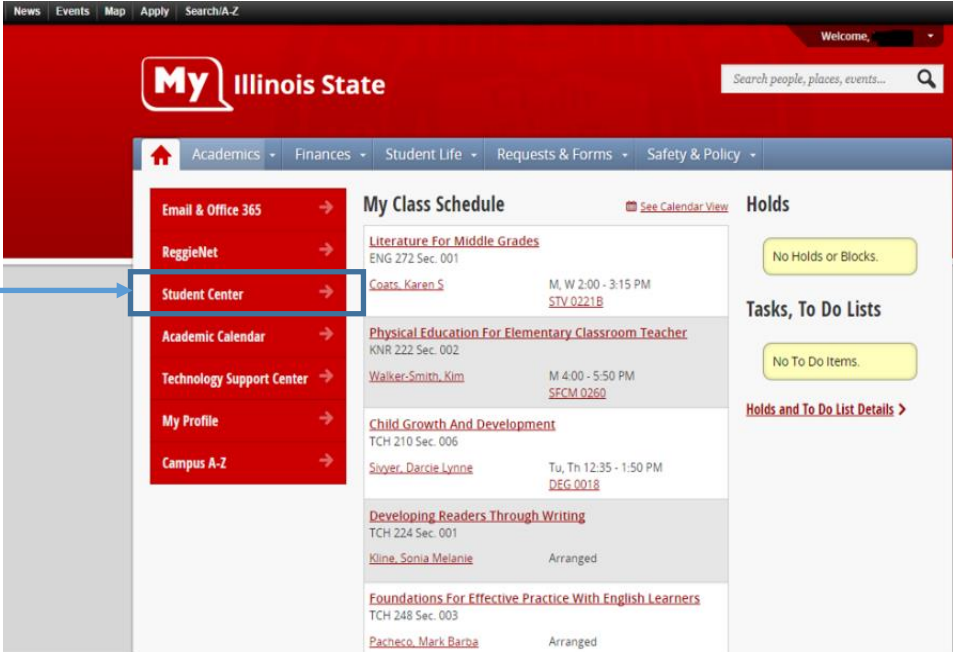
As of January 2018, students now have the opportunity to view all submitted clinical hours via the “View My Clinical Hours” page. The page will contain the following items:

- Status information on approved, submitted, rejected and saved clinical experiences
- Totals for all approved clinical hour
- Total of all approved diverse clinical hours
- Specifics of each experience (downloadable for keeping in student records)
 - Term, course, school, dates, cooperating teacher, course instructor, status, hours and basic diversity information

Accessing “View My Clinical Hours” page

Step 1- Go to <https://my.illinoisstate.edu> and log-in to your account.

Step 2- Go to your Student Center main page



The screenshot shows the My Illinois State website interface. The top navigation bar includes links for News, Events, Map, Apply, and Search/A-Z. The main header features the My Illinois State logo and a search bar. Below the header is a navigation menu with categories: Academics, Finances, Student Life, Requests & Forms, and Safety & Policy. A red sidebar menu on the left contains several options: Email & Office 365, ReggieNet, Student Center (highlighted with a blue box and a blue arrow pointing to it), Academic Calendar, Technology Support Center, My Profile, and Campus A-Z. The main content area displays the 'My Class Schedule' section, which lists several courses with their respective instructors and times. To the right of the class schedule are sections for 'Holds' (No Holds or Blocks), 'Tasks, To Do Lists' (No To Do Items), and 'Holds and To Do List Details'.

Step 3- Once in your student center- Go the Teacher Education (Forms section) in the bottom right corner of your center. Then click on the “View my Clinical Hours” link.

The screenshot shows a student center dashboard with several sections:

- Academics:** Includes a search bar, a "This Week's Schedule" table, and links for "Weekly Schedule" and "Enrollment Shopping Cart".
- Finances:** Includes a "Financial Aid" section with a list of tasks: Review Account Activity, Make a Payment, Sign up for Direct Deposit, Setup an Authorized User, and Enroll in a Payment Plan.
- Personal Information:** Includes "Demographic Data" and "Emergency Contact" sections, and a "Contact Information" table with home and mailing addresses and phone numbers.
- Right-hand sidebar:** Contains various navigation and status sections:
 - Search for Classes:** A search bar.
 - Holds:** "No Holds."
 - To Do List:** "No To Do's."
 - Milestones:** A long list of academic milestones such as "Cumulative GPA 2.50", "Gateway 1 30 Hours coursework", "Gateway 1 Adm Prof Studies", etc.
 - Enrollment Dates:** "Open Enrollment Dates".
 - Advisor:** "Program Advisor: Derek Drenokpohi, 309-435-5573".
 - Student Finances:** "Student Account Service Center - View 1098-T".
 - Student Resources:** "NSLDS Website (Federal)", "FA Rights & Responsibilities", "My Financial Aid Counselor".
 - Teacher Education:** A section containing "Pre-Student Teaching Document", "Safety Assessment", and a highlighted link "View My Clinical Hours".

A red arrow points from the top of the page down to the "View My Clinical Hours" link in the Teacher Education section.

Step 4- View your clinical hour's page

Pre-Stdnt Teach Clinical Hours | Stdnt Teach Clinical Details

Pre-Student Teaching Clinical Hours

Student ID

The tabulation of total and diverse clinical hours are based off approved documented clinical experiences. You can review your totals, documented hours and their status below.

Status Code- What each status means

- **Approved**- Your hours were approved by your course professor.
- **Submitted**- Your hours are awaiting approval from your professor. If you believe these should have already been approved, please confirm the submission is linked to the correct course. Once confirmed, you may want to reach out to your professor to ask for approval.
- **Rejected**- Your hours were rejected by your professor. Contact them for information.
- **Saved**- Your hours are awaiting final submission or you did not submit properly per the directions. You can log-in and review the directions to properly submit.

Status Information- What each status means

Approved Clinical Hours 239
Diverse Clinical Hours 176

Total approved clinical and diverse hours- Only Approved are included in the totals

Allows you to export your hours into excel

Pre-Student Teaching Clinical Hours

Term	Subject Area	Catalog Nbr	Class Section	School	Begin Date	End Date	Cooperating Teacher	Academic Plan	Instructor	Status	Diverse	Org ELL Indicator	Hours	ESL Indicator
1 2155	KNR	222	002	Metcalf Lab School	01/01/2015	05/17/2015	Teacher Metcalf	Elementary Ed BSED	Molly Logan	Approved	No	No	1.00	No
2 2155	TCH	210	006	Chicago Bus Trip	01/01/2015	05/17/2015	Teacher Chicago Bus Trip	Elementary Ed BSED	Kyle Miller	Approved	Yes	Yes	5.00	Yes
3 2155	TCH	210	006	University High School	01/01/2015	05/17/2015	Teacher University High	Elementary Ed BSED	Kyle Miller	Approved	No	No	3.00	No
4 2155	TCH	210	006	Metcalf Lab School	01/01/2015	05/17/2015	Teacher Metcalf	Elementary Ed BSED	Kyle Miller	Approved	No	No	6.00	Yes
5 2162	BSC	101A01	001	Volta Elementary	11/02/2015	11/02/2015	Dzevida Duheric	Elementary Ed BSED	Rebekka Gougis	Approved	Yes	Yes	5.00	Yes
6 2162	BSC	101A01	002	Volta Elementary	11/02/2015	11/02/2015	Dzevida Duheric	Elementary Ed BSED	Rebekka Gougis	Rejected	Yes	Yes	5.00	Yes
7 2162	MAT	201	002	Tri-Valley Elem School	09/30/2015	11/04/2015	Lori Kuntz	Elementary Ed BSED	Jae Baek	Approved	No	No	8.00	No
8 2162	TCH	208	009	Community Observations	09/14/2015	10/20/2015	Observations Community	Elementary Ed BSED	Michelle Sleevar	Approved	No	No	5.00	No
9 2165	EAF	228	001	Mclean Co Juvenile Det Ctr	01/25/2016	03/01/2016	Teacher Mclean Detention Ctr	Elementary Ed BSED	Pamela Hoff	Approved	Yes	No	15.00	No
10 2165	TCH	209	010	Metcalf Lab School	01/14/2016	04/26/2016	Michelle Mueller	Elementary Ed BSED	Sonia Kline	Approved	No	No	40.00	No
11 2172	TCH	284	007	Clinton Elementary	10/03/2016	11/19/2016	Melissa Clark	Elementary Ed BSED	Grace Kang	Approved	Yes	No	151.00	Yes
12 2175	STT	396A50	001	Marshall High School	01/01/2018	01/05/2018	Inge Jones	Elementary Ed BSED	Carolyn Rutherford	Saved	Yes	No	15.00	No

- All properly submitted hours are documented on this page. If your hours are not on this page, they were not properly documented and saved.
- If your hours need to be approved, please contact your professor.
- If you have other questions about your documented hours, please contact clinicalquestions@ilstu.edu