

Student Teaching (Red Doc) Entry Pages

Find an Existing Value Tab: The search screen for all Red Docs that have been created. This includes past and current semester's documents (if you have been a supervisor). Supervisor ID will be automatically entered. If you do not have access please contact your coordinator.

Filter Options: Allows you to search by any of the items using the drop down options. Note: Term will allow you to filter for the term you are looking for if you need to update or edit a current student teacher. Spring 2016= 2165, Fall 2016= 2172, Spring 2017=2175

Add a New Value Tab: Screen must be used for any new red doc creation. Once created they will be in the find an existing value screen tab.

Search Button: Allows you to see all Red Docs tied to you as a supervisor. Once you bring them up you can sort by clicking on the headings.

Add new Value Screen

Empl ID: Enter the student ID (only your students should be an option).
 Academic Institution: Enter ILSTU.
 Academic Career: Choose the career (most will be UGRD).
 Term: Enter current semester (spring 2016 is 2165).
 Session: Enter correct session (contact the coordinator if you have a question about session).

Experience Doc ST
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Supervisor ID: begins with ▼ 1000413367
 Empl ID: begins with ▼
 Academic Institution: begins with ▼
 Academic Career: begins with ▼
 Term: begins with ▼
 Session: begins with ▼
 Academic Program: begins with ▼
 Academic Plan: begins with ▼
 Academic Sub-Plan: begins with ▼
 Last Update Date/Time: = ▼
 by: begins with ▼
 Last Name: begins with ▼
 First Name: begins with ▼

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Experience Doc ST

Find an Existing Value | **Add a New Value**

Supervisor ID: 1000872163
 Empl ID:
 Academic Institution: ILSTU
 Academic Career:
 Term:
 Session: 1

Add

Look Up Empl ID

Supervisor ID: 1000872163
 Student ID: begins with ▼
 Last Name: begins with ▼
 First Name: begins with ▼

Look Up Clear Cancel Basic Lookup

Look up Empl ID- Click on the magnifying glass to open the box above. Find your student by name or by typing empl ID number (ST Number). PLEASE NOTE: All historical student teachers tied to you will populate the list along with current student teachers. The above items will allow you to filter this list.

Placement Document (Divided into two pages to show the information):Left Side

Preloaded information based off your new value information entered above.

Term and Session may need to be entered. Use magnifying glass or type the term Spring 2016 = 2165.

Add experience to a new class, delete class and add additional experience to class buttons. You should not use these because all information should be preloaded in the system. Contact your coordinator if information is not located.

Submit for approval- Once all information has been entered. Save- Save once your information is entered. Delete- Delete improper placements (confirm with coordinators if needed).

Student Teaching Placement Exp. Doc. (formerly Red Doc)

Please fill in each of the boxes below. Click the magnifying glass, as available, to assist in making your selection.

The following steps are required:

1. Term Details - Identify which Term the Student Teaching experience was performed.
2. Class Details - Please select the Class related to the Student Teaching experience.
3. Organizational Details - Please provide information about the Student Teaching experience location.
4. Experience Descriptors - Click this button to identify characteristics about the Student Teaching experience.
5. Once all information is entered, click the [Submit for Approval](#) button.

For questions or issues, please contact your placement coordinator.

*Indicates a required field

Student EMPLID: 1000424632 Name: Jester,Christina M
 Academic Institution: ILSTU Illinois State University
 Academic Career: UGRD Undergraduate

Term Details

*Term: 2165 Spring Semester 2016 College: CAS Arts and Sciences Undergrad
 *Session: 1 Regular Academic Session Major: BOCBS Biological Sciences BS
 Sequence: BOCTEACH Biological Sciences Teacher Ed

Select Major

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

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

*Class Nbr/Group: Instructor ID: Subject: Catalog Nbr: Class Section:

Organization Details 1 of 1

School/Agency	Diverse	Description	Teacher ID	Name	Override Diverse	*Begin Date	*End Date
003668	Yes	Normal Community High School	1000157394	Barnes,Cathy Nadine	Yes	01/01/2016	05/15/2016

Add additional experience to class Delete

Submit for Approval Status: Last Update DateTime: Last Update User ID:

Last Update DateTime: 04/08/2016 1:03:02PM
 Last Update User ID: MEPARKE

Save Notify Refresh

Shows how many placement records there are. All information will need to be completed for each. Contact the coordinator for specifics when needed.

Insert Class Nbr/Group. Once entered the ID, section, subject and catalog nbr should load.

Experience information. Should be preloaded by the coordinator.

Placement Document (Divided into two pages to show the information)

Right Side and expanded Experience Descriptors page

Weeks and Grades

Enter the correct information in the spaces. Enter grade(s) based off of placement information via the coordinator.

Your ID and name will be here. If not, contact your coordinator

Override Diverse	*Begin Date	*End Date	Weeks	Grade 1	Grade 2	Supervisor ID	Name	Experience Descriptors
Yes	01/01/2016	05/16/2016				1000413367	Parker, Margaret Elizabeth	Experience Descriptors

Student Name: Jester, Christina M Term: Spring Semester 2016 Begin Date: 01/01/2016
Institution: Illinois State University Class Nbr/Group: St Tchng Biol Sci End Date: 05/16/2016
Career: Undergraduate External Org ID: Normal Community High School

Questions

Question 1: Grade Level (select all that apply)

<input type="checkbox"/> Pre K	<input type="checkbox"/> 1	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 9
<input type="checkbox"/> K	<input type="checkbox"/> 2	<input type="checkbox"/> 6	<input type="checkbox"/> 10
	<input type="checkbox"/> 3	<input type="checkbox"/> 7	<input type="checkbox"/> 11
	<input type="checkbox"/> 4	<input type="checkbox"/> 8	<input type="checkbox"/> 12

Question 2: Exceptionality (select all that apply)

<input type="checkbox"/> Speech/Language Impaired	<input type="checkbox"/> Multiple Disabilities	<input checked="" type="checkbox"/> Gifted	<input type="checkbox"/> Cognitive Disability
<input checked="" type="checkbox"/> Learning Disability	<input type="checkbox"/> Emotional Disability	<input type="checkbox"/> At Risk	<input type="checkbox"/> Traumatic Brain Injured
<input type="checkbox"/> Behavior Disability	<input type="checkbox"/> Low Vision/Blind	<input type="checkbox"/> No Identified Disabilities	<input type="checkbox"/> Other Health Impairments
<input type="checkbox"/> Orthopedic Disability	<input checked="" type="checkbox"/> Deaf/Hard of Hearing	<input type="checkbox"/> Autism Spectrum	

Question 3: Cultural Composition (select all that apply)

<input type="checkbox"/> American Indian/Alaskan Native	<input checked="" type="checkbox"/> Hispanic	<input 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 checked="" type="checkbox"/> Asian/Indian/Pacific Islander	<input checked="" type="checkbox"/> White Non-Hispanic	

Question 4: Site Type (select one)

Rural (<2,500 pop.)
 Small Urban (2,500-50,000)
 Large Urban (50,000-2 million)
 Metropolitan (> 2 million)

Question 5: Submitted the TPA Teacher Candidate Information Release Authorization form.

Question 6: Candidate has granted ISU permission to use candidate's edTPA portfolio materials.

OK Cancel Refresh

Experience Descriptors Box

All student and term information should preload. Confirm the current term loaded. There must be a selection for each of the six questions. Please pay special attention to question ESL on question 3 if your student was in an ESL setting. Once everything is complete press OK to go back to the full experience document.

Experience Descriptors:

Must be completed for each placement and saved. Click button to open the screen to the left.