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).

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.
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.

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.

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).
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.

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.

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