How to Complete Student Teaching Experience Documents

Application:
Campus Solutions

Audience:
Teacher Education

Objective:
In this job aid, you will learn how to complete student teaching experience.

Student Teaching Experience Documentation is required to be filled out at the conclusion of all student teaching by the student teaching supervisor.

In this job aid, you will be taken step by step through how to complete Student Teaching Experience Documentation for a student teacher.

Before you Begin:
To sign in to Campus Solutions, go to cs.illinoisstate.edu. Once there, click the Sign in using CentralLogin button. Then, you will be prompted to log in with your ULID and password.

Once you log in, the options on your screen will depend on your user role.

Contact:
If you are unable to log in, contact the Technology Support Center (TSC):
Phone: (309) 438-HELP(4357)
Email: supportcenter@illinoisstate.edu
Website: ITHelp.IllinoisState.edu.

To view more instructional documents and training videos, or to sign up for workshops, contact the AT Knowledge & Training team:
Email: ATTraining@ilstu.edu
Website: AT.IllinoisState.edu/Training

For further assistance regarding this task, contact the Cecilia J Lauby Teacher Education Center.
Phone: (309) 438-3541
Email: clinicalquestions@illinoisstate.edu
1. Confirm that the homepage is set to Teacher Education. If a different homepage is displayed, access this homepage, by clicking the dropdown menu to select this option.

2. Click the Teacher Education tile.
3. Click the **Student Placement** menu item on the left side of the screen.

4. In the menu that appears, click **ST Experience Doc**.
5. Click the **Add a New Value** tab.

6. Click the **lookup** icon by the **Empl ID** field.
7. In the pop-up window that appears, click on the desired student.

If there is a list of students and you wish to view the list by the semester during which a student was a student teacher, sort the list by Term by clicking the Term column header.

8. Click the lookup button next to the Academic Career field.
9. Click the Undergraduate, Graduate, or Continuing Education link depending on what classification the student falls under. Only one of these choices will be shown in this window.

10. Click the lookup button next to the Term field.
11. Click the correct term link for the term during which the student completed his or her student teaching.

The only terms that will appear in this pop-up window will be the ones during which the student is an active student on campus.

12. Click the Add button.
13. Confirm all the information that has been filled is correct. 

Fix any inaccurate information by clicking the corresponding lookup button next to the field and selecting the correct option.

14. Click the Grade 1 dropdown menu.
15. Click the first grade the student earned.

16. If needed, click the Grade 2 dropdown menu.
17. In the dropdown menu, select the second grade the student earned. If there is no second grade, this field can be left blank.

18. Click the **Experience Descriptors** button.
19. A pop-up window will appear. Answer all the questions in this window about the student's placement.

20. Click the OK button.
21. Click the **Submit for Approval** button.

22. Click the **Save** button.
23. Click the **Home** link in the upper right corner of the screen to return to the homepage.

24. If a submission contains no data, please contact the Cecilia J Lauby Teacher Education Center to request that it be deleted.