How to Complete Pre-Student Teaching Experience Documents

August 2019

1- Go to my.illinoisstate.edu and click the sign in using Central Login button.



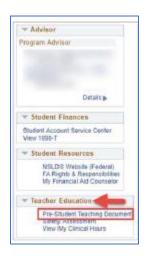
2- Enter you University ULID and password and then click sign in.

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	Contact the Technology Support Center 396-406-4057 Joint Hell 145
	SupportCenter@ Binolistate.edu Hours:
	 Monday - Friday: 7:3088V - 10:50894 Saturday - Sunday: 10:00884 - 6:30894

3- Click the Student Center Tab

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4- Go to the bottom of the page and click on Pre-Student Teaching Document in the Teacher Education section (This is also available under the Teacher Education tile section)



5- Click on Pre-Student Teaching Experience Document to go the main class search page

Student Homepage	
Student Placement	Pre-Student Experience
View My Clinical Hours	Enter any information you have and click Search. Leave fields blank for a list of all values.
Pre-Student Teaching Experienc	Find an Existing Value Search Criteria
Safety Ed Assessment	Academic Career = Term begins with Class Number/Group Code = Search Clear Basic Search Save Search Criteria

6- Search for your class: This can be done by entering specific criteria, to narrow your search, or you can see all your ISU classes by clicking on search on the screen

〈 Student Homepage	
Student Placement	Pre-Student Experience
View My Clinical Hours	Enter any information you have and click Search. Leave fields blank for a list of all values.
Pre-Student Teaching Experienc	Find an Existing Value Search Criteria
Safety Ed Assessment	Academic Career = Term begins with Class Number/Group Code = Search Clear Basic Search Save Search Criteria

7- Pick your class to enter the document page (verify you have the correct class semester, name and instructor)

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- 8- Enter your experience information in the Pre-Student Teaching Document by starting at the top and then entering information for all 6 items.
 - <u>School/Org ID-</u> Specific to your school in which your experience happened. Use the magnifying and search criteria to help you find it. Most schools are in the ISU database, but many private organizations are not commonly used and may not be part of our database. If you can't locate your site, please e-mail <u>clinicalquestions@ilstu.edu</u> and we will help you with site documentation. If it was a community organization, you can also use the general ID- Community Observations- 5003740.
 - <u>Supervisor ID-</u> This is your cooperating teacher. You can use the magnifying glass to search. The search is specifically keyed to your chosen school/org. If a teacher is not in our database, please e-mail <u>clinicalquestions@ilstu.edu</u> and we will verify and add them or give you other options for documentation.
 - <u>Begin Date-</u> Date your experience started. You can use the calendar to assist you with finding the date.
 Note- If you spent 10 days at one site, you can document them as one experience.
 - End Date- Date your experience ended. You can use the calendar to assist you with finding the date.
 - Hours- Total hours of your experience from start to finish.
 - **Descriptors-** Click on the Answer descriptor questions to fill in the main descriptors. Each item must have selection.

PST Exp Detail						
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Student ID:			Academic Career	Undergrad	Term 22	02 Fall Semester 2019
Class Number	2787	Young Adult Lit	Subject ENG	375		
Instructor ID	1000497653	Jan Susina				
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9- After all, 6 items are completed, you can click the Save and Submit button to send your hours to your chosen professor.

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10- Once completed, you can do any of the following:

- Click the Add another experience button, to enter additional hours for this same class
- Click return to Search at the bottom to find another class to enter hours
- Once saved, exit the page completely

Student ID:	-		Academic Ca	oor	Undergrad	Term	2202	Fall Semester 2019
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Instructor ID	2787	Young Adult Lit Jan Susina	Subject	ENG	375			
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TIPS

- If you have questions, please e-mail <u>clinicalquestions@llstu.edu</u>
- To save time, you can document all experiences at a site in one document. You would select the teacher you spent the most time with and use the date range
- Not all sites are diverse, but your experience may have been. Talk to your professor as they can override an experience to diverse.
- You can not save a blank experience and all 6 items, include the descriptor questions, must be answered before saving can occur