Pre-Student Teaching Clinical Documentation Process

Log in and access the pre-student teaching documentation page through my.illinoisstate.edu (Teacher Education section of student center)

You will start on the class search page. Enter Search Criteria to narrow your results on the page. You can enter academic Career, Term and/or class. Once you have entered criteria you can click on search to show results. If you enter no criteria, clicking on search will return all ISU classes you have been enrolled.

Verify the term, class name and professor and then click on the class to enter experience information on the document page.

Is this the first-time entering hours for this class?

Yes

No

A blank experience document will be ready for you to enter information

Find a previously documented experience. Then click the "Add another experience" button. This will create a new blank document for you to enter your information.

Enter your school/org (use the magnifying glass option to search by name, city or other options). If the school is not available, e-mail clinicalquestions@ilstu.edu to determine best option for documentation.

Enter your Supervisor (Cooperating Teacher) ID (use the magnifying glass option to search by the teachers name, which is tied to the school chosen). If the teacher is not available, e-mail clinicalquestions@ilstu.edu to determine best option for documentation.

Enter the Beginning date of your experience.

Enter the ending date of your experience.

Enter the totals hours of your experience (Please note you can document all dates from an experience in one document using the date range and total hours)

Click on the Answer Descriptor Questions link to open the experience descriptors. All 6 questions must be answered to submit your document.

If entering additional experience for this class, please return to the top of the flow chart for guidance on adding additional hours or click "Return to Search" to pick another class. You can also log-out to exit.

Click the "Save and Submit" button and hours will be forwarded to the class/professor you chose.

Fall 2019- E-mail clinicalquestions@ilstu.edu with questions or if you need assistance.