Instructions for Completing and Submitting Forms in teach.valdosta.edu

- 1. Visit <u>teach.valdosta.edu.</u>
- 2. Select VSU Login, and login with your MyVSU credentials.
- 3. Select the Home Tab on the left side of the screen to view available applications, surveys, and evaluations, as well as reopened applications, surveys, and evaluations.

€ → C 🕯 benzoessouraldos	#amdu/wpev/Pp=13311146684465642373NQ11.2.3.4.5.6.7.8.310.11.12.12.26	α. φ θ i
College of Educat	ion and Human Services Application and Evaluation Portal	Log Out
රා Home	Auslishin Applications: Surgers and Evaluations	
G Completed Forms	Available Applications, Surveys, and Evaluations	
88 View All Forms	Admission to Teacher Education Applicati	
P. Review ADTE		
Review CPA Apps		
𝒫 _𝑘 Review Mentor Apps	Opens on 31 Aug 19 and deses on 31 Doc 19	
Review Supervisor Apps		
Placement History ~		
Admin Management		1-1
Manage Form Dates ~	Rennened Applications: Sumaus and Susjustions	
Deactivate	neuperieu Appircations, autrejs, and crataanons	
	You have no forms that were respond at this sine.	
	10 Set Sareen Resider Mode On	

In the screenshot above, you can see the Home tab selected with the Admission to Teacher Education Application available to complete for selection.

- 4. Select an available application, survey, or evaluation to open the form and answer the questions.
- 5. Be sure that you answer all questions in the selected form. Formative and summative evaluations, clinical practice applications, and several others will contain multiple choice questions in which a dialogue box will appear *after* you select an answer to the multiple choice component, asking follow up questions or for relevant comments. Take special care to answer these questions.

E	College of Education and Human Services Application and Evaluation Portal				
බ	Home	School Information	The School Information		
69 69	Completed Forms View All Forms	Not you currently employed by a school or school system as a teacher of record?	questions have not yet been		
୧. ତ	Review ADTE Review CPA Apps	No No Nove you worked as a paraprofessional in any schools? Vis	answered (no is the default selection), and only the		
۶,	Review Mentor Apps	O No	yes/no questions are visible.		
1	Review Supervisor Apps	Do you have any medical conditions of which the university or the clinical practice placement site should be aware?			
	Placement History ~	No Do you currently have or do you expect to have immediate family (e.g. spouse, child, parent, brother, sister, aunt, uncle, in-law) working or enrolled in any schools or school systems? No			
•	Admin Management				
60	Manage Form Dates 🗢				
0	Deactivate				
	Before completing the following system placement section, consider the following points				
	VERY carefully:				
You may be required to submit to and pay for a current Criminal Background Check by the school system in which you are placed before you will be allowed to enter the schools. Th approximate cost is \$60.00. Favorable results are required of all criminal background checks within the individual school systems providing the criteria. All placements are tee pending the results and school systems retain the right to refuse placement of any student based on his/her criminal background history. Once placements are made they will not be changed. Students will be placed in a site appropriate for their certification area. However, students are not assured of any particular school, any particular teacher in a school, or any particular level—nor may students request a particular school, teacher, or grade level. Students are not to contact individual school, teachers, explore and readior administrators about clinical practice placements. The Dewar College of Education & Human Services has close relationships with many local schools: efforts are made to place as may teacher candidates at these schools as possible.			re placed before you will be allowed to enter the schools. The sool systems providing the criteria. All placements are tentative al background history. r school, any particular teacher in a school, or any particular grade ments. ce as may teacher candidates at these schools as possible.		

In the screenshot above, you can see that the School Information questions have not yet been answered (no is the default selection), and only the yes/no questions are visible.

College of Education	on and Human Services Application and Evaluation Portal	Log Out
⇔ Home	School Information	
6.) Completed Forms		
88 View All Forms	Are you currently employed by a school or school system as a teacher of record? Yes	Yes was selected for this question,
² 、 Review ADTE	○ No	prompting the display of several follow up
Review CPA Apps		prompting the display of several <u>longer up</u>
P _≠ Review Mentor Apps	Current Teaching Assignment	questions
Review Supervisor Apps	School Name:	
Placement History		
Admin Management	School System:	
🖽 Manage Form Dates 👻		
Deactivate	School Address:	
	City, State, and Zip Code:	
1	What grade(s) do you current teach in this position? Check all that apply.	
Δv	Pre-K	
X	Kindergarten	
	1st Grade	
	3rd Grade	
	4th Grade	
	Son ase	

In the screenshot above, you can see that 'Yes' has been selected as a response to the first School Information question, prompting the display of several follow up questions. In this example, an answer of 'Yes' will prompt the display of follow up questions, but an answer of 'no' will not.

6. Once the form/assessment is completed, click Submit in the bottom right hand corner of the screen to submit the form. You will be unable to go back and edit it or change any of your inputs once the form/evaluation is submitted.