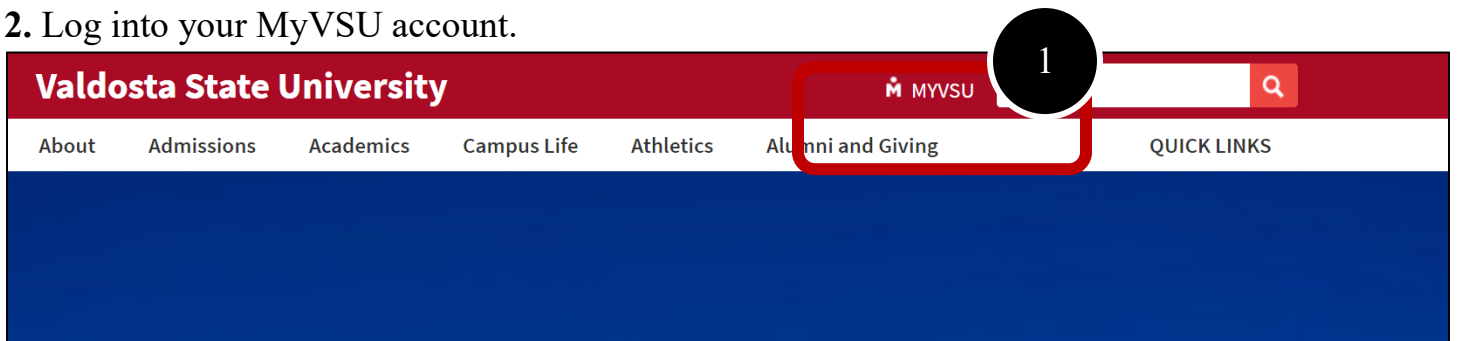# How to Submit Assessments and Forms for Your Clinical Practice Placement

Headings Within the Document:

How to: Log into your Clinical Practice Placement and Requirements

1. From the VSU Homepage, click on the **MyVSU** link at the top of the page.

2. Log into your MyVSU account.

3. Under the Portals section of your MyVSU dashboard, select **Candidate Evaluations and Forms**. If you do not see this portal, go to step 4.

4. If you do not see this portal, select "View All" to the top-right of the portals. Scroll down and select the portal called "Candidate Evaluations and Forms".
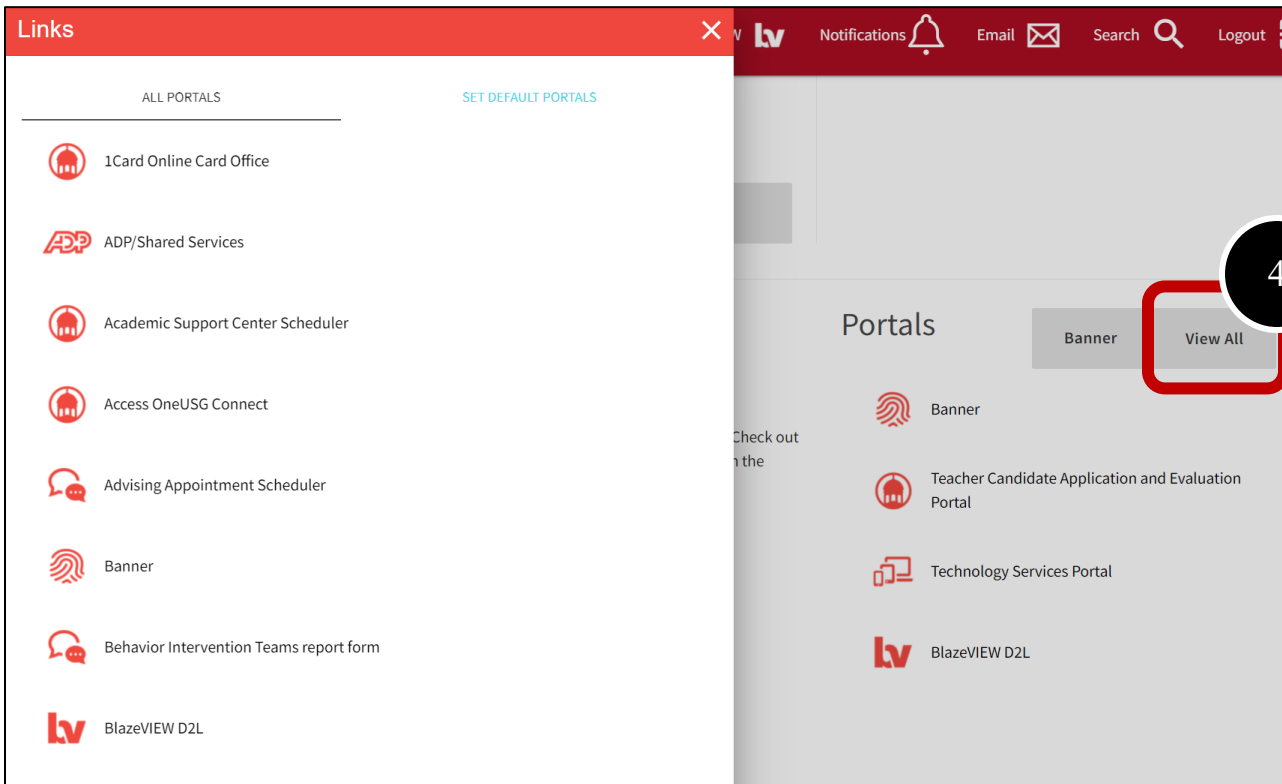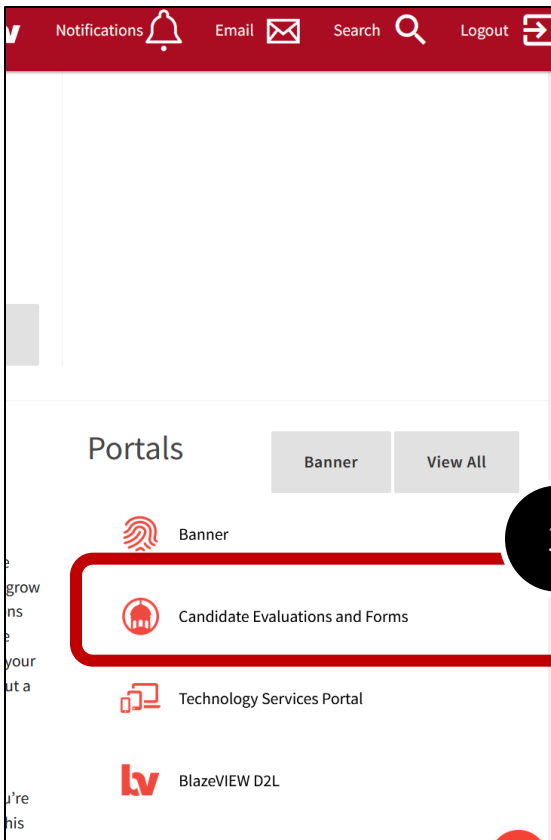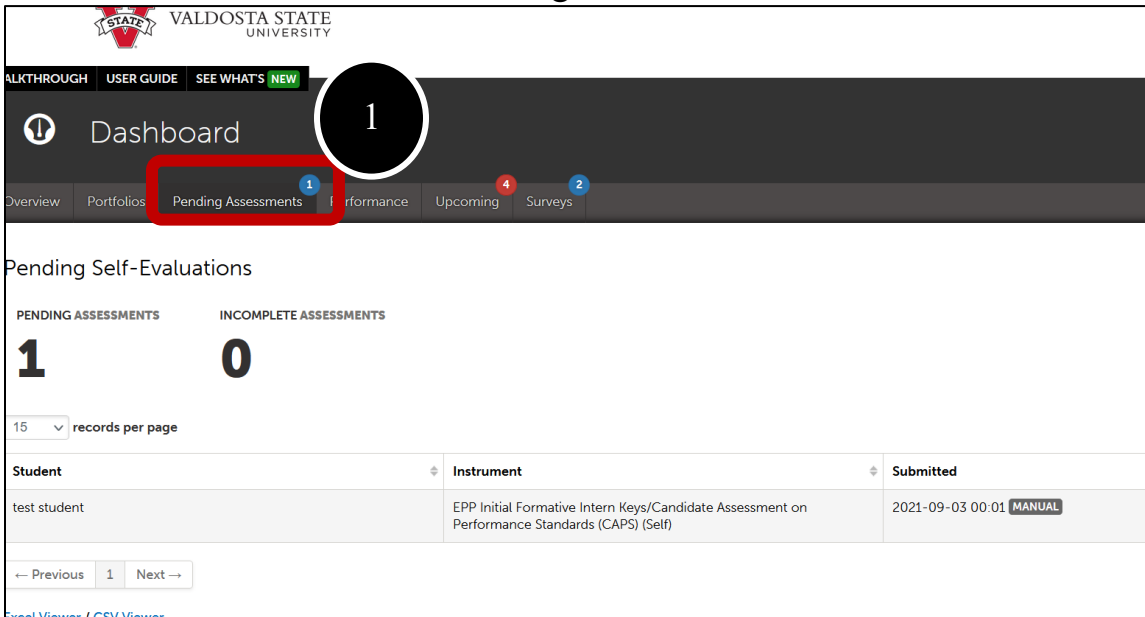
5. Optional: To add it to your list of portals you view each time in your MyVSU account, select "Set Default Portals" and adjust your selected default portals to include this portal.
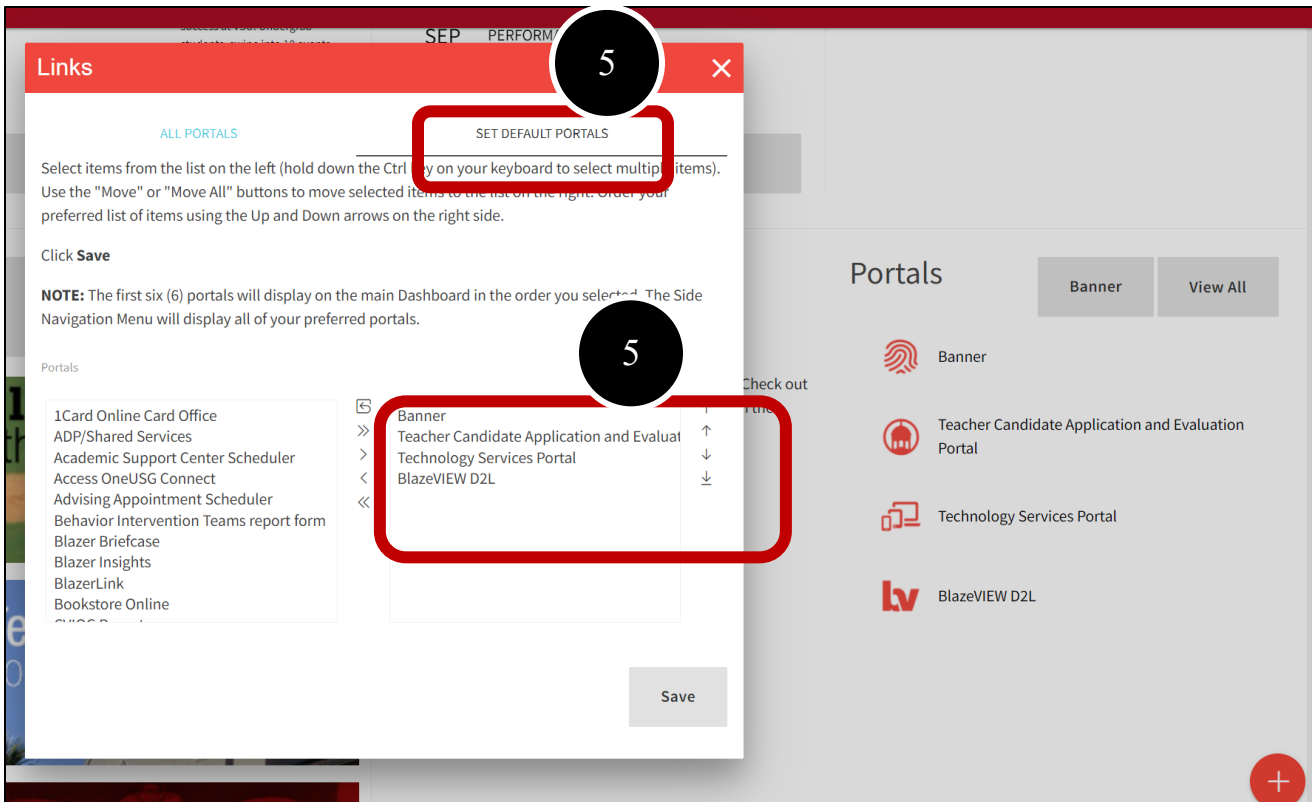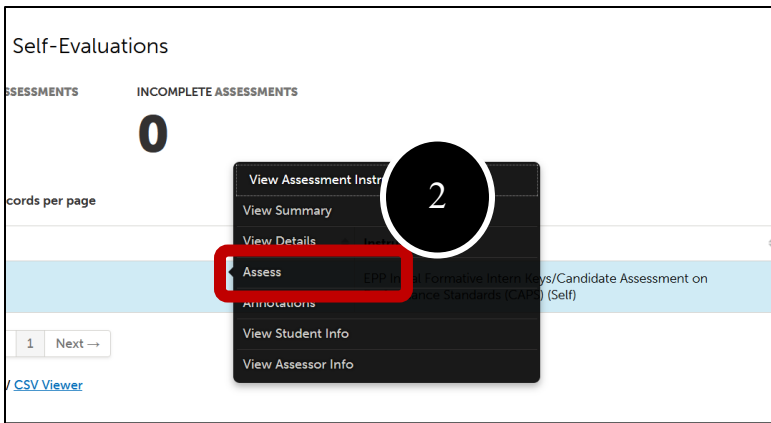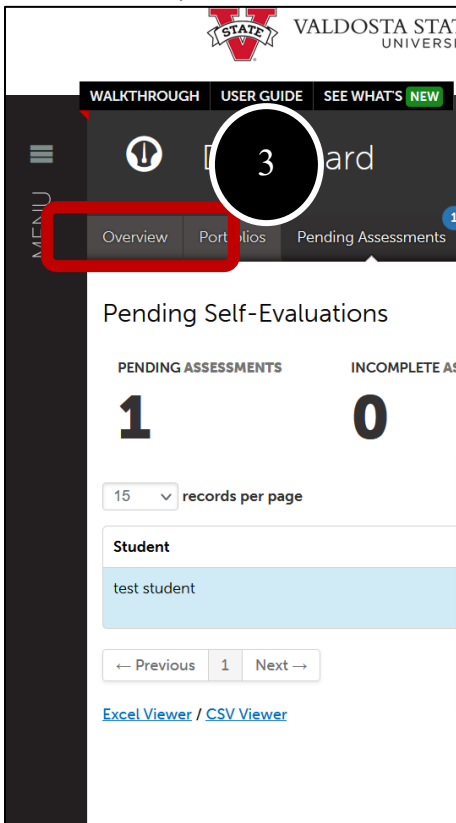
How to: Self-Assess and View Evaluations

1. Once you are in the system after clicking on the MyVSU portal, you can find your upcoming assessments listed under the "Pending Assessments" tab.


2. To submit your self-assessment, left-click on your name and select "Assess".

Self-Evaluations

SSESSMENTS   INCOMPLETE ASSESSMENTS

                        0

cords per page

View Assessment Instr   2

View Summary

View Details

Assess   EPP al Formative Intern Keys/Candidate Assessment on

Annotations   ance Standards (CAPS) (Self)

View Student Info

View Assessor Info

1   Next →

/ CSV Viewer

3. To view evaluations completed by your mentor and/or VSU supervisor and other placement information, click on the "Overview" tab.

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WALKTHROUGH   USER GUIDE   SEE WHAT'S NEW

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Overview   Port lios   Pending Assessments   1

Pending Self-Evaluations

PENDING ASSESSMENTS   INCOMPLETE AS

        1   0

15 ∨ records per page

Student

test student

← Previous   1   Next →

Excel Viewer / CSV Viewer

4. On the "Overview" tab, click on your placement at the left (titled "Valdosta State Clinical Practice Placement".
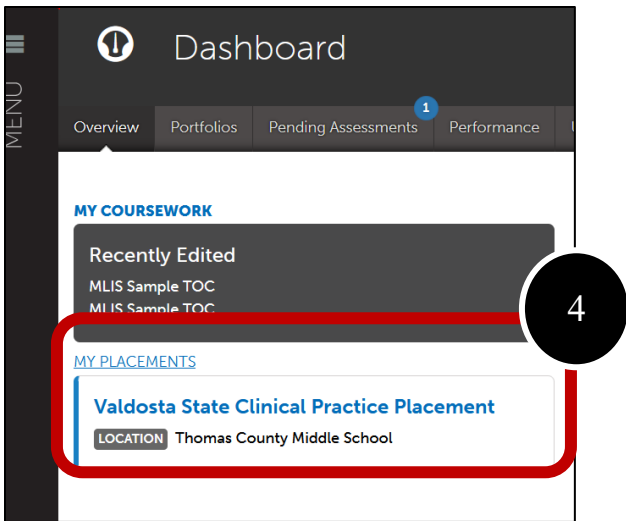
On this page, you can left-click on the instrument name under the Assessment section to view submissions (if available), submit journal entries, and submit placement surveys. You can see when assessments open and are due on this page and you can access submissions by your mentor and VSU supervisor by left-clicking on the applicable row.

How to: Complete Journal Entries Associated with the Placement

1. At the end of your clinical practice experience, you will need to complete the **Teacher Candidate Clinical Practice Placement Form**. To access and add entries, click on the placement's Name (Valdosta State Clinical Practice Placement) from the "Overview" tab on your Dashboard. Click on the journal name (Valdosta State Clinical Practice Placement).
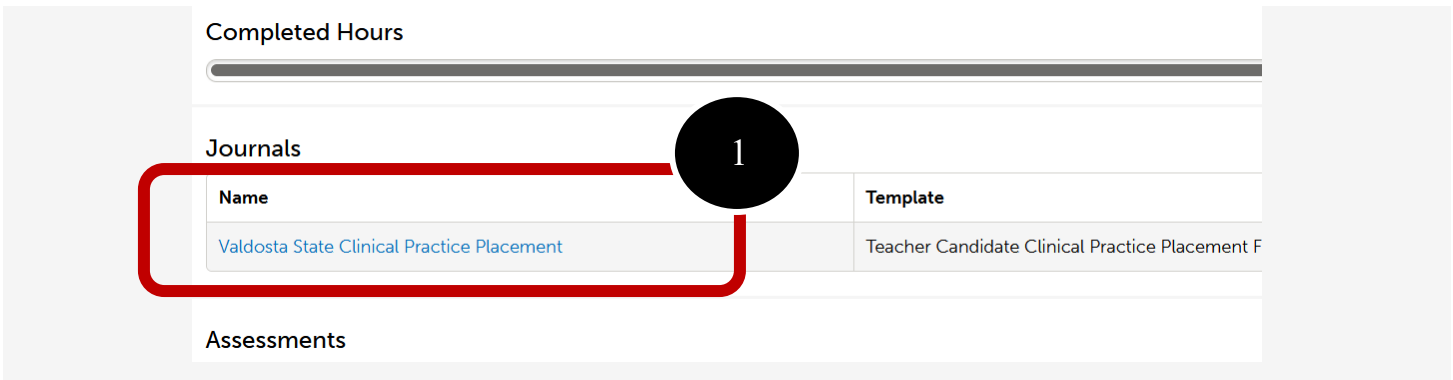
2. Click **New Journal Entry**.
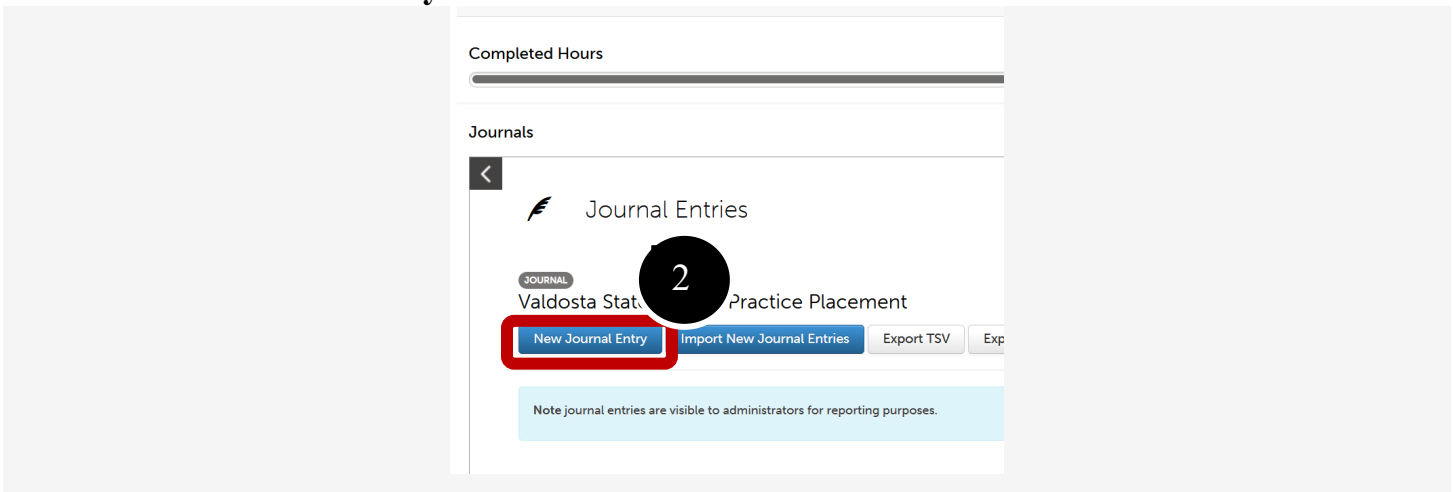
Complete the journal. If you change classrooms, please complete this form again.

Once you have finished, click **Save** at the bottom of the template, followed by **Close** at the top of the template.

If you wish to edit or delete an existing entry, use the 'Edit' and/or 'Delete' buttons to the right of the existing entries on this screen.

How to: Complete Surveys/Forms Associated with the Placement

There are a few surveys/forms associated with your clinical practice placement. You will see that the **Respondent** is listed as **"Candidate"**. To complete the survey/form:

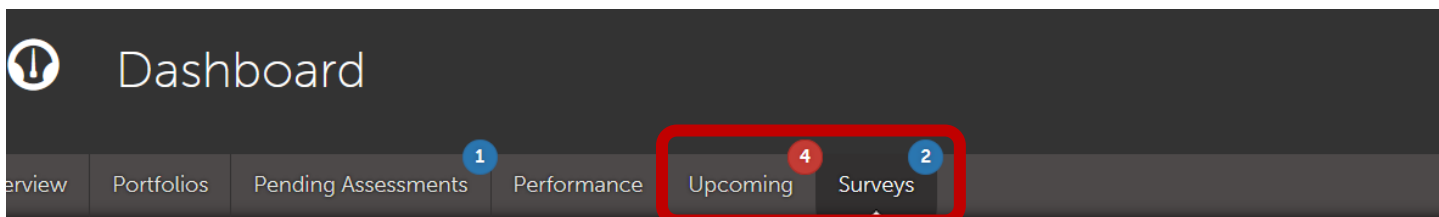**7.** Click on the survey/form and select **Take**.

Surveys also can be accessed from the Dashboard by clicking on Surveys or Upcoming and then clicking the "Take" or "Take Survey" button.