How to Submit Assessments and Forms for Your Clinical Practice Placement

Once a placement has been assigned to you, you can begin completing your placement requirements.

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.



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

BlazeVIEW	Notifications 🔶	Email	Search		
LLERY ngfield, a Springfield, piano HEAD AUDITORIUM nance R THEATRE	My Succ	Cess Tea	Office		
	Portals		Banner	View All	
u are here! Check out	Ba	anner			3
o you'll be in the campus.		eacher Candid ortal	ate Application a	nd Evaluation	
	J Te	echnology Ser	vices Portal		

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 "Teacher Candidate Application and Evaluation Portal".



5. 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.

Links ALL PORTALS Select items from the list on the left (hold down Use the "Move" or "Move All" buttons to mov preferred list of items using the Up and Down	e selected items to the list on the right. Order your	
Click Save NOTE: The first six (6) portals will display on a Navigation Menu will display all of your prefer Portals ICard Online Card Office ADP/Shared Services Academic Support Center Scheduler Access OneUSG Connect Advising Appointment Scheduler Behavior Intervention Teams report form Blazer Briefcase Blazer Insights BlazerLink Bookstore Online		Banner View All Image: Display state of the state o
	Save	A

How to: Access Placements

- 1. Click on the Main Menu icon.
- 2. Select My Placements.



You will see a list of your Placements on the left side of the screen.

- **3.** Select the placement you wish to work on by clicking it.
- 4. You can view an overview of the placement details at the right of this screen.

Placements My Applications & Prop	oosals Diversity		
ind Placements			
In Progress	PHIL STUDENT		Download Roll-up
abama Christian Academy	Special Education		PREASSIGNED IN PROGRESS
18-06-26 > 2018-07-07			
Kansas High School	Candidate	Subject/Field	Journal Template
Not Started	Phil Student	Special Education	Journal
Not Started	l Paired Institutional Advisor	Grade/Level	Notes
Completed	Phil Assessor	10	-
	Stakeholders	Duration	
	Christie Gammon (Site Assessor)	2019-04-01 2019-05-31	
	Department/Group	100 Hours	
	Education		

How to: Complete Journal Entries Associated with the Placement

5. 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**.



6. Click New Journal Entry.

Select the date for this entry:	
Hours completed today: (Enter a value from 0 to 8)	

Complete the journal template. 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 Assessments Associated with the Placement

There are several assessments associated with your clinical practice experience. You will see that the **Assessor** is listed as **"Candidate"**. To complete the assessment:

7. Click on the assessment and select Assess.

Assessmer	nts						
15 ‡ re	cords per page	Show / hide columns	Copy CSV Print C	lear Sort Se	arch:		
Assessee $^{\diamond}$	Assessor \Leftrightarrow	Înstrument	Description \Leftrightarrow	Available [‡]	Due $^{\diamond}$	Assessed On	Score
Candidate	Institutional Advisor	Student Teaching Evaluation (PDE 430) 3.22.07					
Candidate	Site Assessor	Student Teaching Evaluation (PDE 430) 3.22.07	Student Teaching Evaluation (PDE 430)	2014-04- 15			
Candidate	Candidate	Student Teaching Evaluati (PDE 430) 3.22.07	Student Teaching: Student Teaching: Student Teaching: Student Stress Student Assess	nmary			

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:

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

Surveys											
15 \$ records per page	Show / his	de columns	Сору	CSV	P	rint	Clear S	iort Sea	rch:		
Form/Survey \$	Respondent [©]	Description				Availa	able ⁺	Due +	Stat	us ÷	Completed on
Teacher Candidate Field Experience Survey	Candidate	Student Tea Experience		'ent		2014	0.4 Take	2014-	INCO	MPLETE	