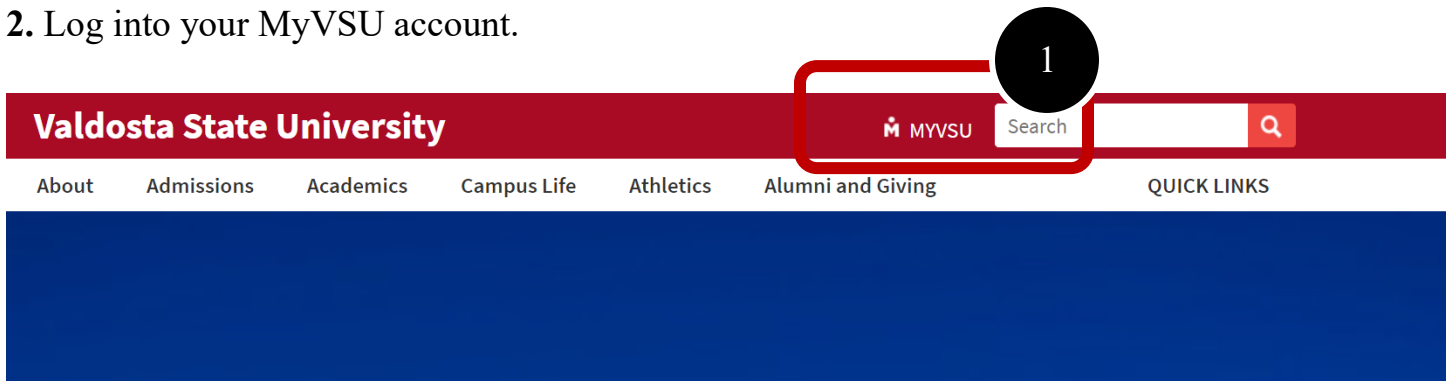


How to Submit Assessments and Forms for Your Clinical Practice Placement

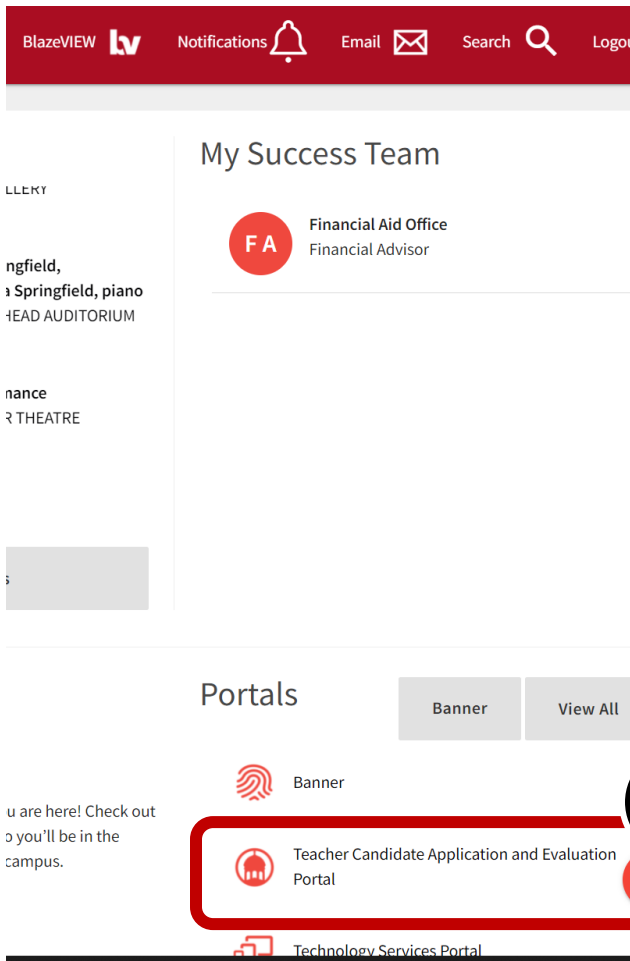
Once a placement has been assigned to you, you can begin completing your placement requirements.

How to: Log into your Clinical Practice Placement and Requirements

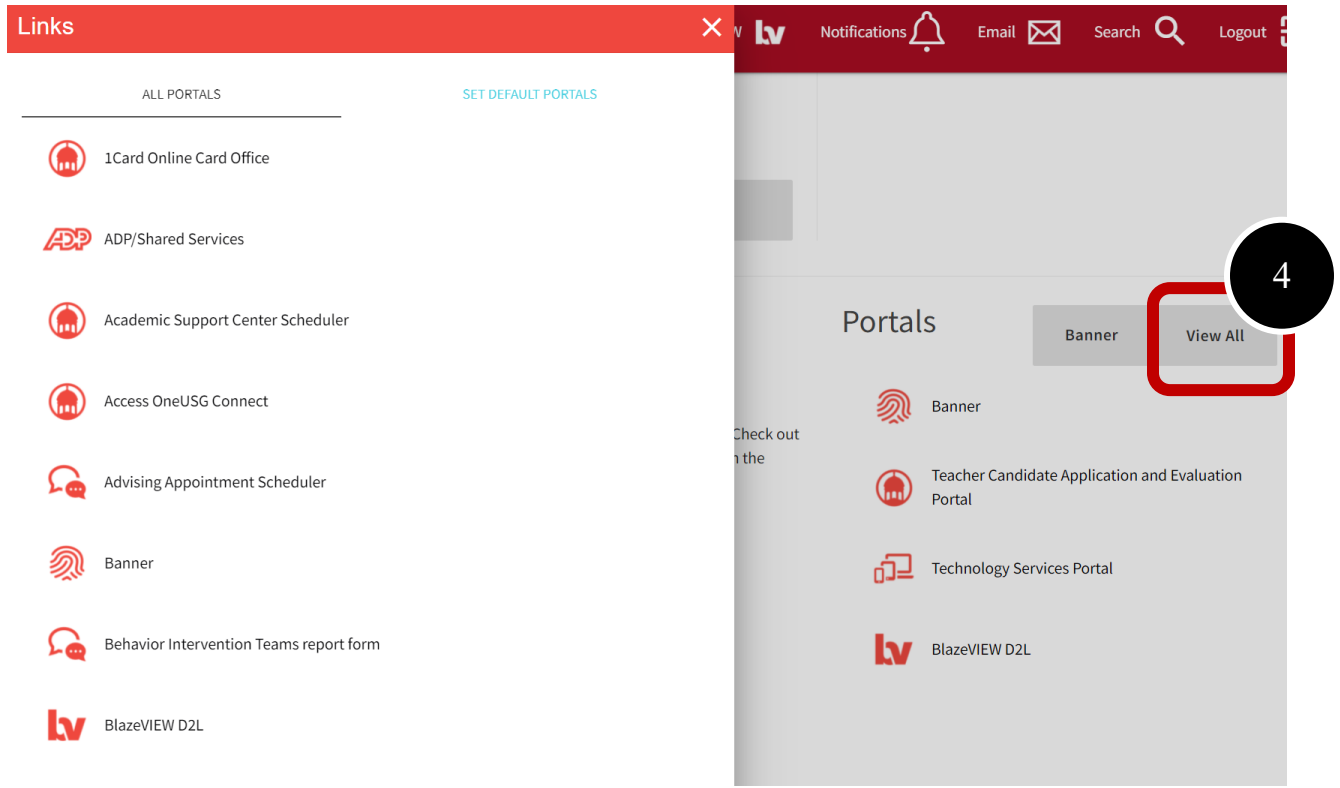
1. From the VSU Homepage, click on the MyVSU link at the top of the page.
2. Log into your MyVSU account.



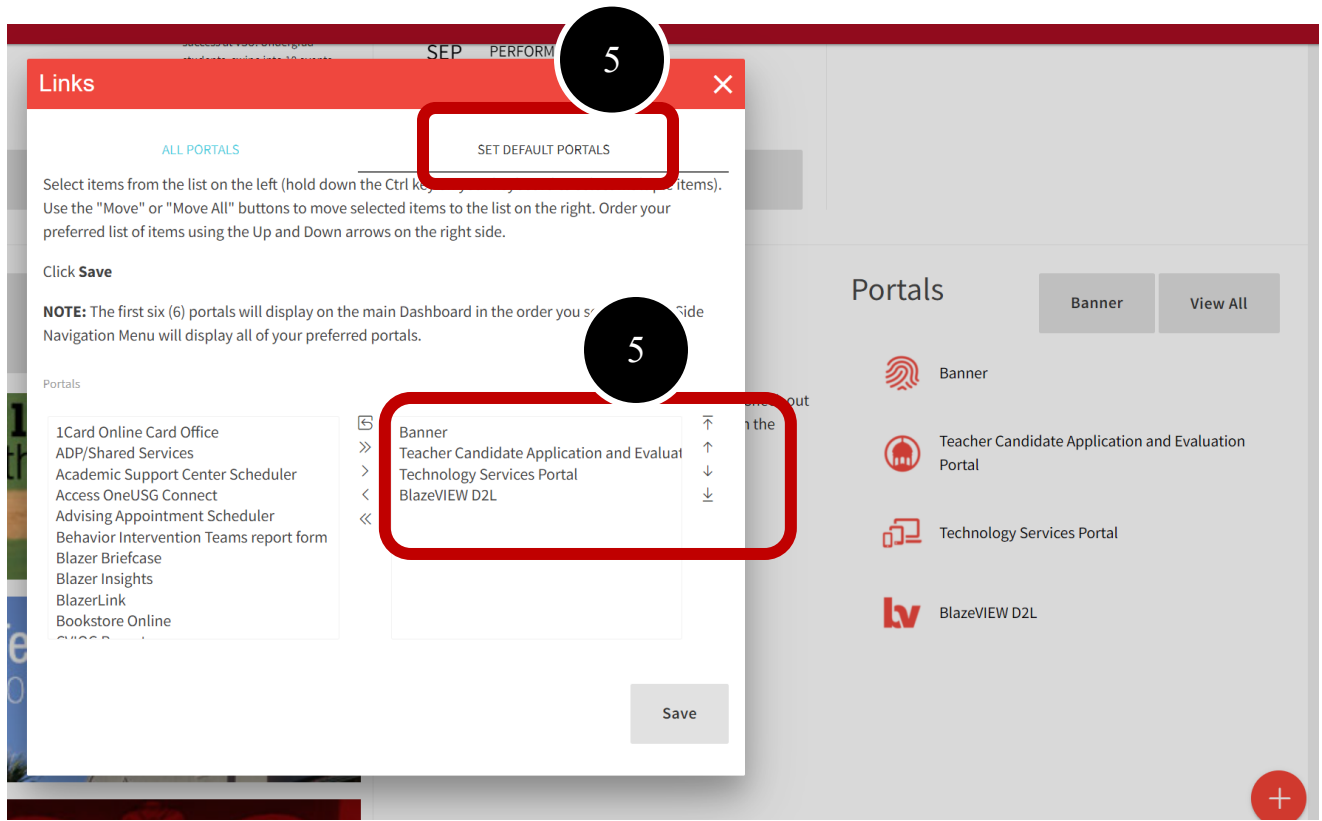
3. Under the Portals section of your MyVSU dashboard, select **Teacher Candidate Application and Evaluation Portal**. If you do not see this portal, go to step 4.



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”.

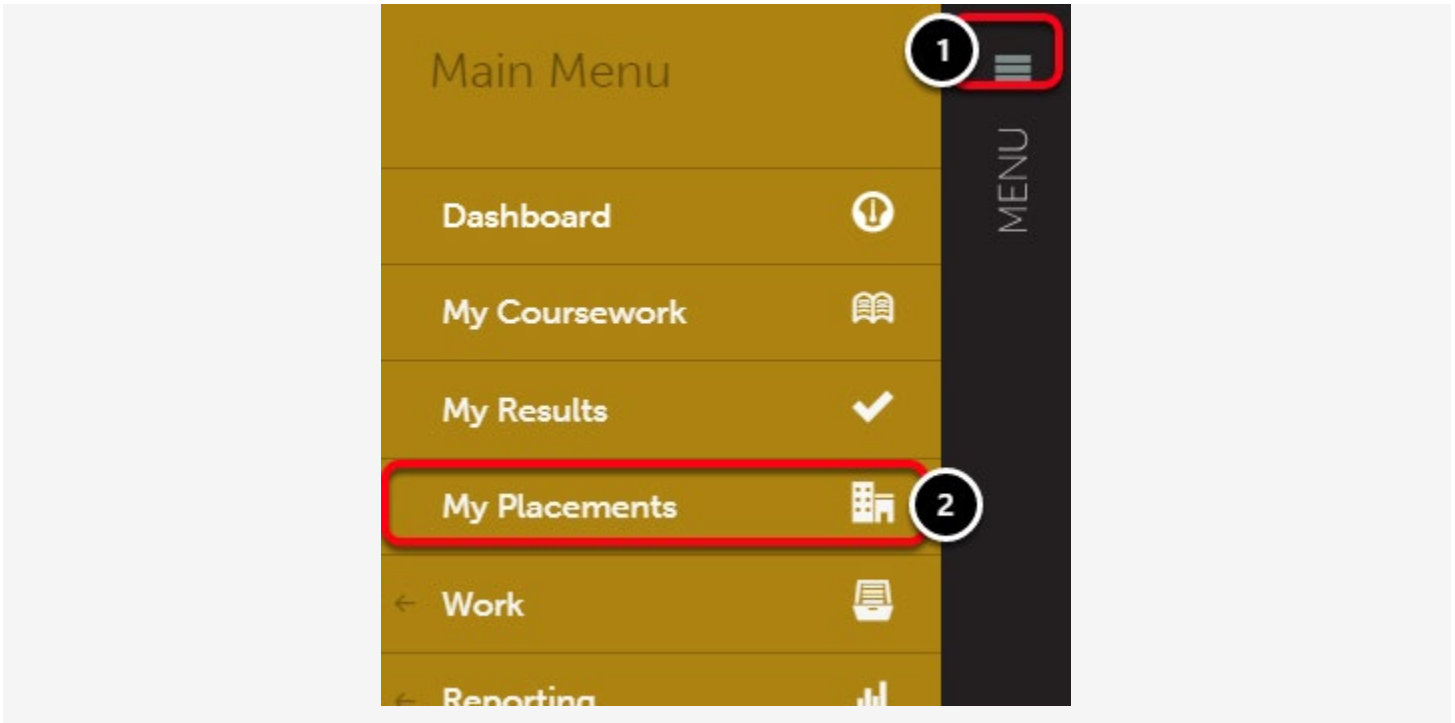


5. To add it to your list of portals you view each time in your MyVSU account, select “Set Default Portals” and adjust your selected default portals to include this portal.



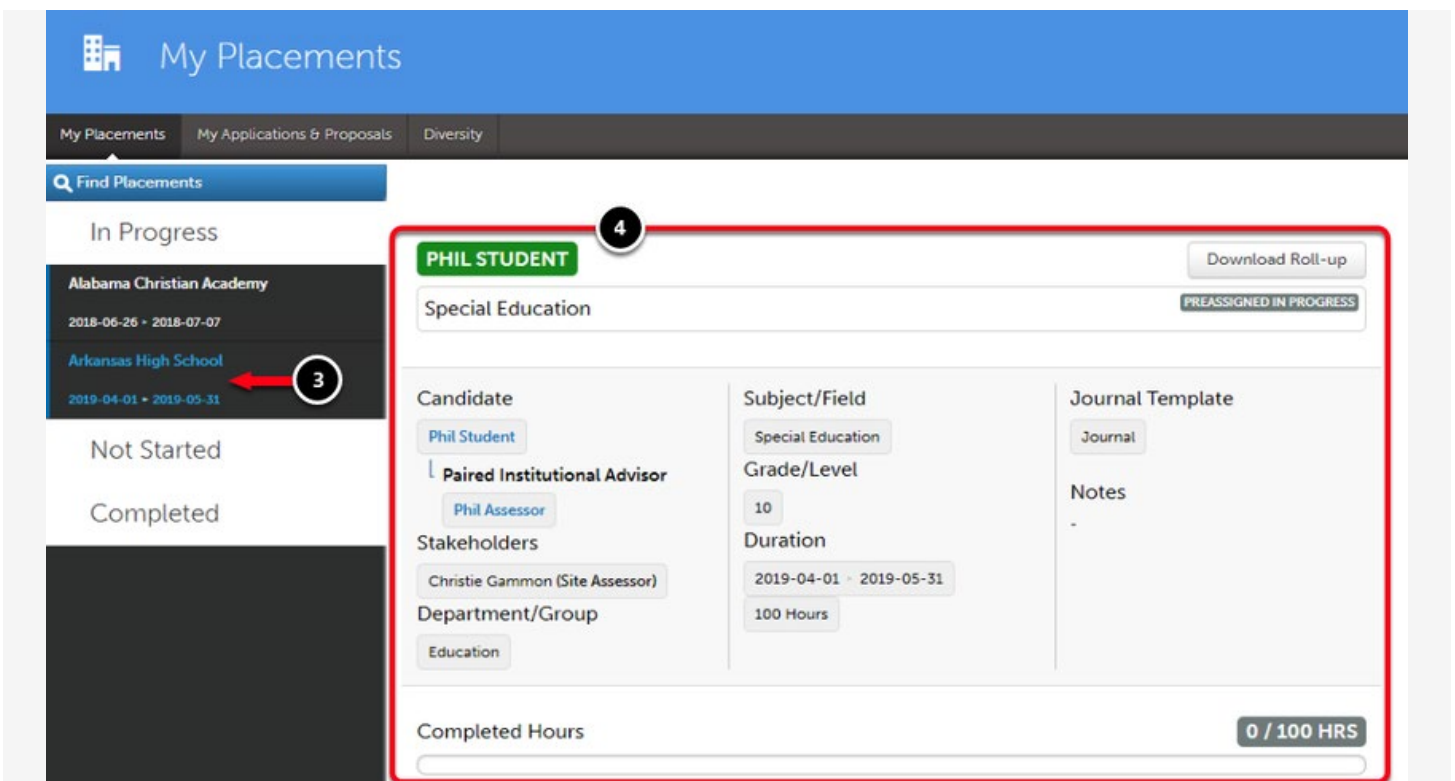
How to: Access Placements

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.



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**.

Name	Template	Entries	Hours
Middletown Area High School - Secondary Education Placement 1	Teaching Hours & Reflection Journal	2	14

Journal Entries

JOURNAL
Middletown Area High School - Secondary Education Placement 1

New Journal Entry Import TSV Export Excel

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.

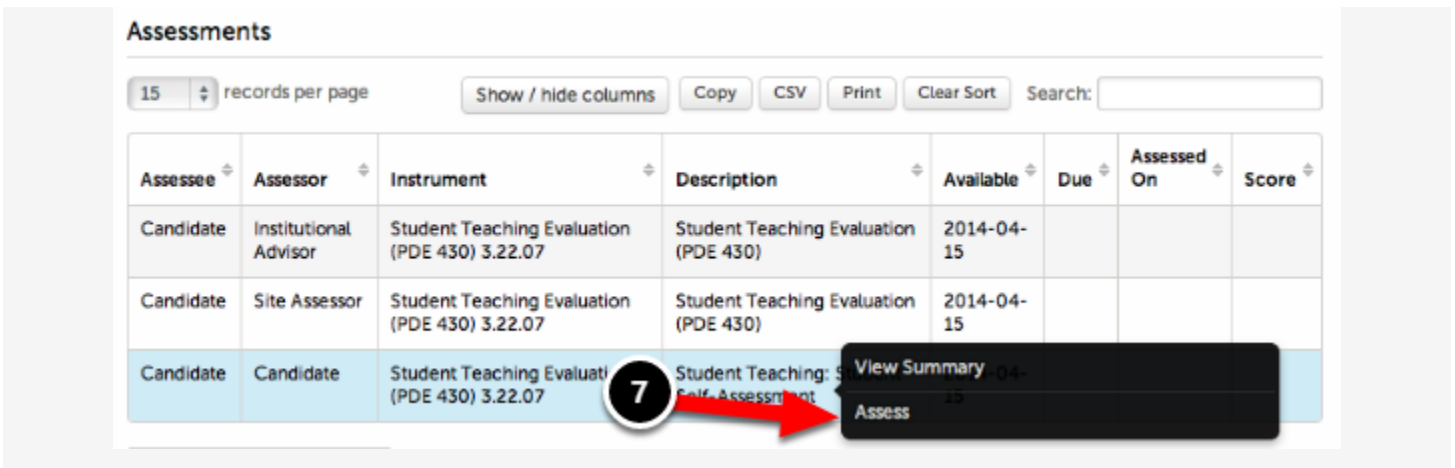
Once you have finished, click **Save** at the bottom of the template, followed by **Close** at the top of the template.

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**.



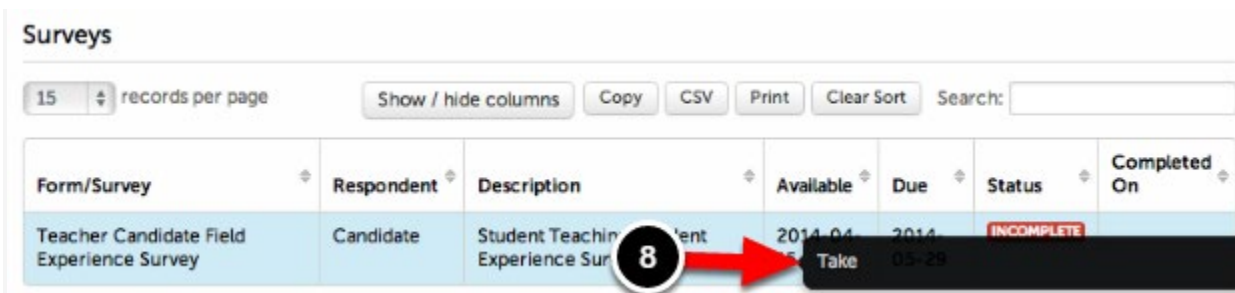
The screenshot shows a table titled "Assessments" with columns: Assessee, Assessor, Instrument, Description, Available, Due, Assessed On, and Score. The third row is highlighted in blue and contains the text "Candidate", "Candidate", "Student Teaching Evaluation (PDE 430) 3.22.07", "Student Teaching: Self-Assessment", "2014-04-15", and "2014-04-15". A callout box with a red arrow points to the "Assess" button in the bottom right corner of the highlighted row. A circled number "7" is placed over the "Assessor" column of the highlighted row.

Assessee	Assessor	Instrument	Description	Available	Due	Assessed On	Score
Candidate	Institutional Advisor	Student Teaching Evaluation (PDE 430) 3.22.07	Student Teaching Evaluation (PDE 430)	2014-04-15			
Candidate	Site Assessor	Student Teaching Evaluation (PDE 430) 3.22.07	Student Teaching Evaluation (PDE 430)	2014-04-15			
Candidate	Candidate	Student Teaching Evaluation (PDE 430) 3.22.07	Student Teaching: Self-Assessment	2014-04-15	2014-04-15		

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**.



The screenshot shows a table titled "Surveys" with columns: Form/Survey, Respondent, Description, Available, Due, Status, and Completed On. The first row is highlighted in blue and contains the text "Teacher Candidate Field Experience Survey", "Candidate", "Student Teaching Experience Survey", "2014-04-15", "2014-05-29", "INCOMPLETE", and "Completed On". A callout box with a red arrow points to the "Take" button in the bottom right corner of the highlighted row. A circled number "8" is placed over the "Respondent" column of the highlighted row.

Form/Survey	Respondent	Description	Available	Due	Status	Completed On
Teacher Candidate Field Experience Survey	Candidate	Student Teaching Experience Survey	2014-04-15	2014-05-29	INCOMPLETE	Completed On