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.

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	and te	chnology 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	SEP PERFORM 5 SET DEFAULT PORTALS wn the Ctrl ks, fitters), e selected items to the list on the right. Order your arrows on the right side.	
Click Save NOTE: The first six (6) portals will display on 1 Navigation Menu will display all of your prefe Portals 1Card 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	the main Dashboard in the order you so 5 rred portals. Banner Teacher Candidate Application and Evaluat Technology Services Portal BlazeVIEW D2L	Portals Banner Image: Reacher Candidate Application and Portal <
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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.

PHIL STUDENT		Download Roll-up
Special Education		PREASSIGNED IN PROGRESS
Special Education		
Candidate	Subject/Field	Journal Template
Phil Student	Special Education	Journal
L Paired Institutional Advisor	Grade/Level	
Phil Assessor	10	Notes
Stakeholders	Duration	
Christie Gammon (Site Assessor)	2019-04-01 2019-05-31	
Department/Group	100 Hours	
Education		
	PHIL STUDENT Special Education Candidate Phil Student I Paired Institutional Advisor Phil Assessor Stakeholders Christie Gammon (Site Assessor) Department/Group Education	PHIL STUDENT Special Education Candidate Phil Student I Paired Institutional Advisor Phil Assessor Stakeholders Christie Gammon (Site Assessor) Department/Group 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.

15 ‡ re	cords per page	Show / hide columns	Copy CSV Print	Clear Sort	Search:		
Assessee ÷	Assessor $\stackrel{\diamond}{}$	İnstrument	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 Evaluati	Student Teaching: S View Su	immary			

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	Pr	int	Clear So	ort S	earch	n:		
Form/Survey \$	Respondent [©]	Description				Availat	ble ÷	Due	\$	Status	φ.	Completed On
Teacher Candidate Field Experience Survey	Candidate	Student Tea Experience	sur 8	'ent		2014 5 Ta	o.4- ake	2014-	1	INCOMPLE	13	