



ADMINISTRATIVE TECHNOLOGIES

Illinois State University

How to Approve Pre-Student Teaching Experience Documents

Application:

Campus Solutions

Audience:

Teacher Education

Objective:

In this job aid, you will learn how to **approve pre-student teaching experience documents**.

Before you Begin:

To sign in to Campus Solutions, go to cs.illinoisstate.edu. Once there, click the **Sign in using CentralLogin** button. Then, you will be prompted to log in with your ULID and password.

Once you log in, the options on your screen will depend on your user role.

Contact:

If you are unable to log in, contact the **Technology Support Center (TSC)**:

Phone: (309) 438-HELP(4357)

Email: supportcenter@illinoisstate.edu

Website: ITHelp.IllinoisState.edu.

To view more instructional documents and training videos, or to sign up for workshops, contact the **AT Knowledge & Training team**:

Email: ATtraining@ilstu.edu

Website: AT.IllinoisState.edu/Training

For further assistance regarding this task, contact the Cecilia J Lauby Teacher Education Center.

Phone: (309) 438-3541

Email: clinicalquestions@illinoisstate.edu

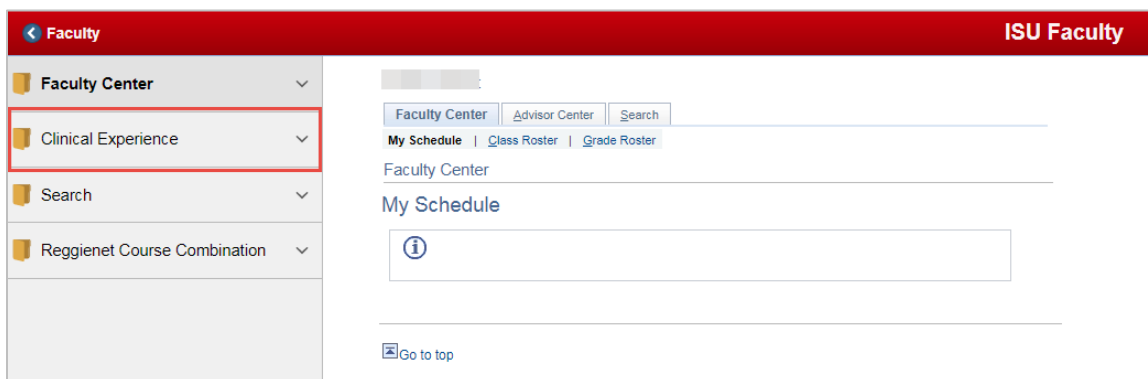
1. Confirm that the homepage is set to **Faculty**. If a different homepage is displayed, access this homepage by clicking the **dropdown menu** to select this option.



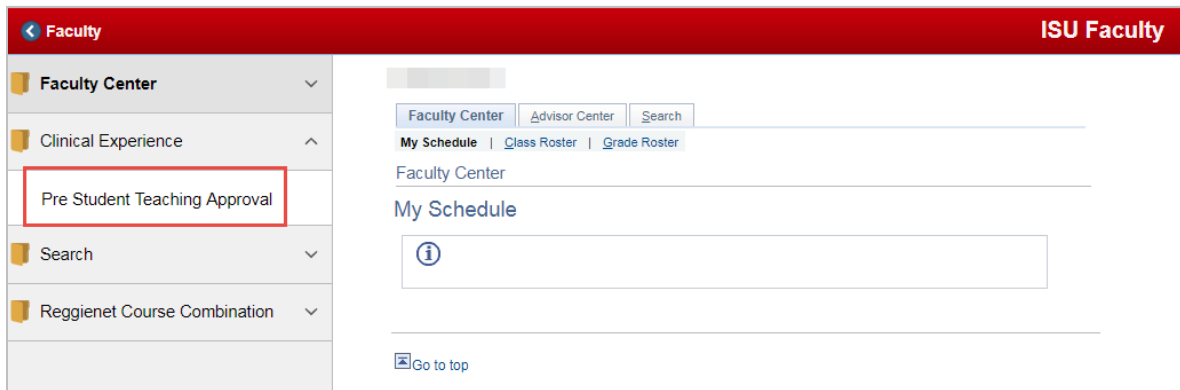
2. Click the **Faculty** tile.



3. Click the **Clinical Experience** menu item on the left side of the screen.



- In the menu that appears, click **Pre Student Teaching Approval**.

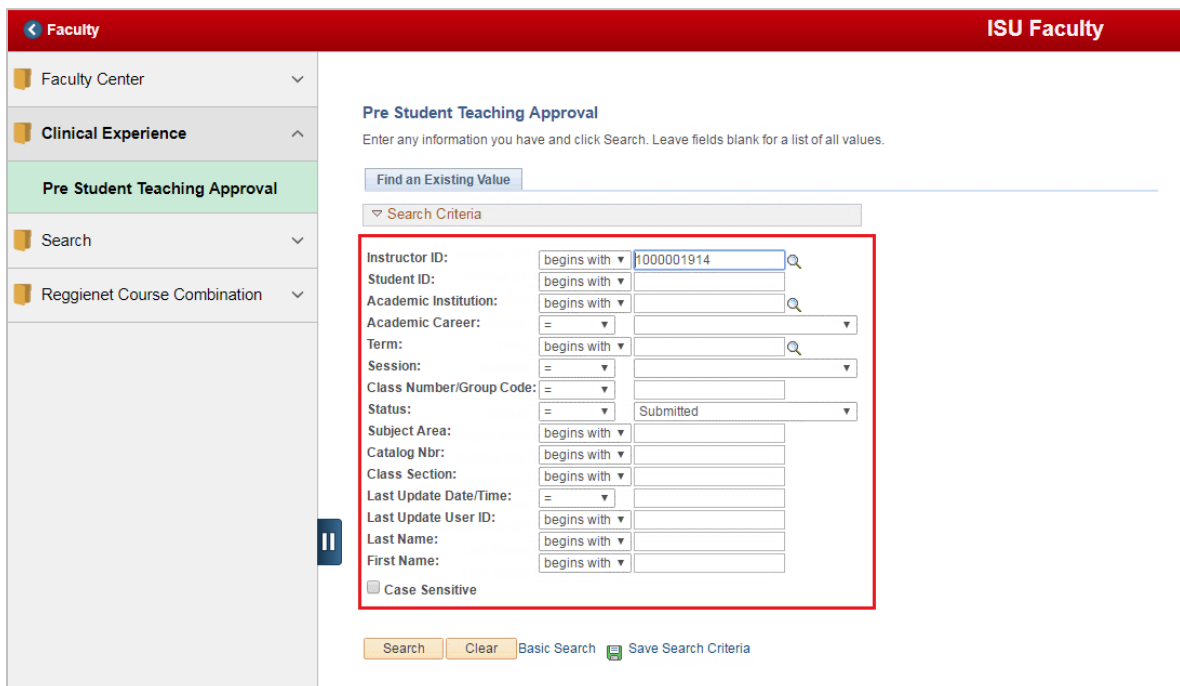


The screenshot shows the 'ISU Faculty' portal interface. On the left is a navigation menu with items: Faculty Center, Clinical Experience, Pre Student Teaching Approval (highlighted with a red box), Search, and Reggient Course Combination. The main content area shows a header with 'Faculty Center', 'Advisor Center', and 'Search' buttons. Below are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The 'My Schedule' section contains an information icon and a search input field. A 'Go to top' link is at the bottom.

- Enter any search criteria you have available, or click on the appropriate **lookup** button to select from a list.

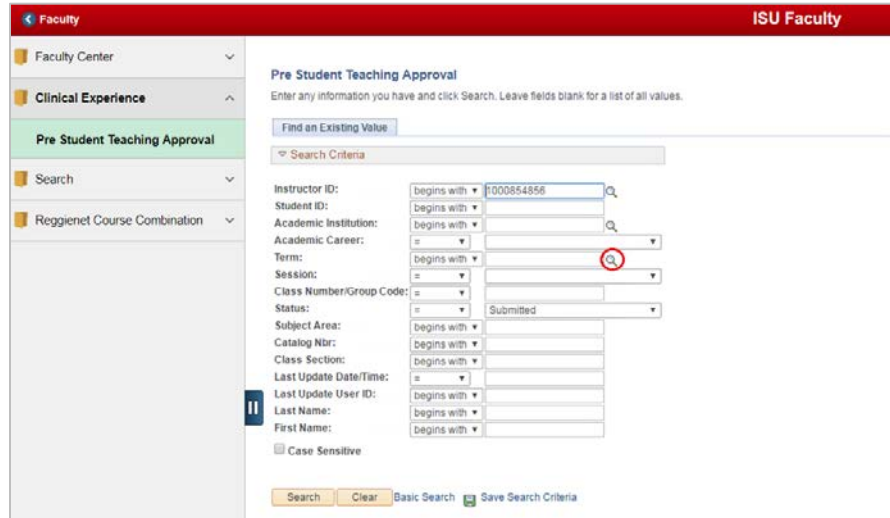
Click the **Search** button.

Your search results will display at the bottom. Select the appropriate person from the search results.



The screenshot shows the 'Pre Student Teaching Approval' search form. The left navigation menu has 'Pre Student Teaching Approval' highlighted in green. The main content area has a title 'Pre Student Teaching Approval' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below is a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria fields are highlighted with a red box and include: Instructor ID (with a dropdown set to 'begins with' and a text input containing '1000001914'), Student ID, Academic Institution, Academic Career, Term, Session, Class Number/Group Code, Status (with a dropdown set to 'Submitted'), Subject Area, Catalog Nbr, Class Section, Last Update Date/Time, Last Update User ID, Last Name, and First Name. Each field has a dropdown menu and a search icon. There is also a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- For this example, click the **lookup** button in the **Term** field to search for all students within a certain semester.



ISU Faculty

Faculty Center
Clinical Experience
Pre Student Teaching Approval
Search
Reggienet Course Combination

Pre Student Teaching Approval
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

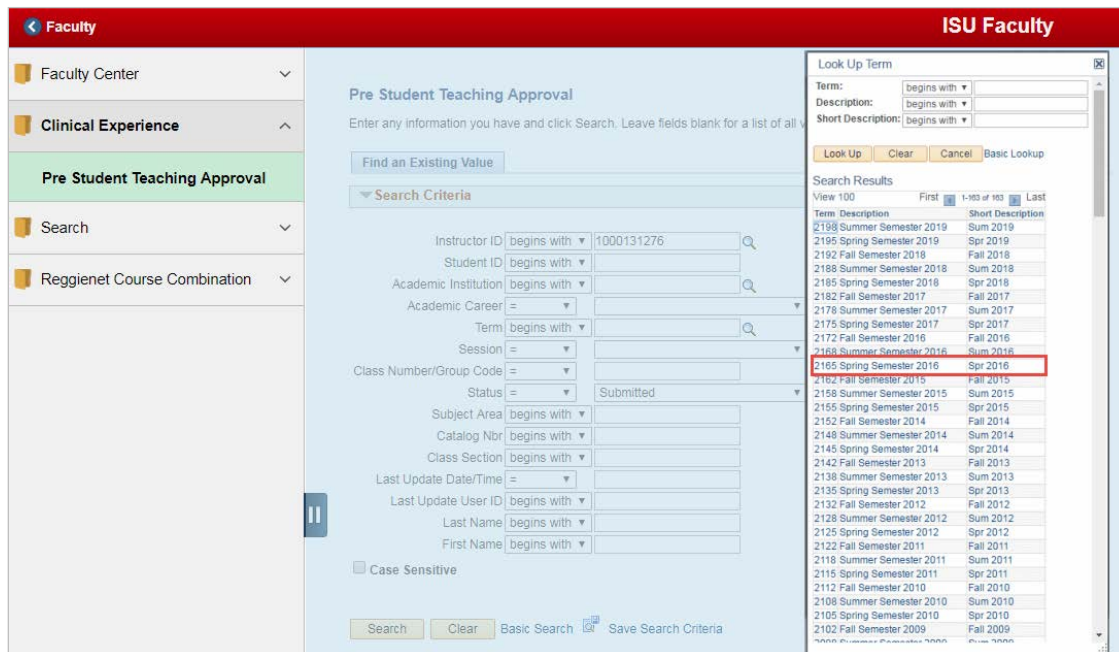
Search Criteria

Instructor ID: begins with 1000854856
Student ID: begins with
Academic Institution: begins with
Academic Career: =
Term: begins with
Session: =
Class Number/Group Code: =
Status: = Submitted
Subject Area: begins with
Catalog Nbr: begins with
Class Section: begins with
Last Update Date/Time: =
Last Update User ID: begins with
Last Name: begins with
First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

- Select the current semester from the search results. For this example, click **2165 Spring Semester 2016**.



ISU Faculty

Faculty Center
Clinical Experience
Pre Student Teaching Approval
Search
Reggienet Course Combination

Pre Student Teaching Approval
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Instructor ID: begins with 1000131276
Student ID: begins with
Academic Institution: begins with
Academic Career: =
Term: begins with
Session: =
Class Number/Group Code: =
Status: = Submitted
Subject Area: begins with
Catalog Nbr: begins with
Class Section: begins with
Last Update Date/Time: =
Last Update User ID: begins with
Last Name: begins with
First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Look Up Term

Term: begins with
Description: begins with
Short Description: begins with

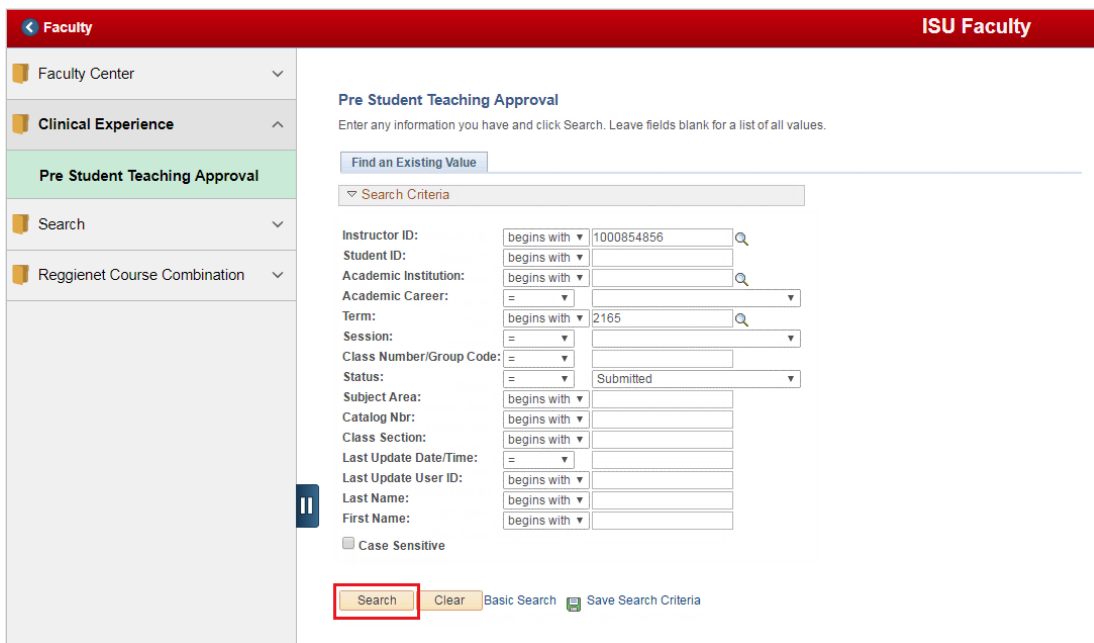
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-103 of 103 Last

Term	Description	Short Description
2198	Summer Semester 2019	Sum 2019
2195	Spring Semester 2019	Spr 2019
2192	Fall Semester 2018	Fall 2018
2188	Summer Semester 2018	Sum 2018
2185	Spring Semester 2018	Spr 2018
2182	Fall Semester 2017	Fall 2017
2178	Summer Semester 2017	Sum 2017
2175	Spring Semester 2017	Spr 2017
2172	Fall Semester 2016	Fall 2016
2168	Summer Semester 2016	Sum 2016
2165	Spring Semester 2016	Spr 2016
2162	Fall Semester 2015	Fall 2015
2158	Summer Semester 2015	Sum 2015
2155	Spring Semester 2015	Spr 2015
2152	Fall Semester 2014	Fall 2014
2148	Summer Semester 2014	Sum 2014
2145	Spring Semester 2014	Spr 2014
2142	Fall Semester 2013	Fall 2013
2138	Summer Semester 2013	Sum 2013
2135	Spring Semester 2013	Spr 2013
2132	Fall Semester 2012	Fall 2012
2128	Summer Semester 2012	Sum 2012
2125	Spring Semester 2012	Spr 2012
2122	Fall Semester 2011	Fall 2011
2118	Summer Semester 2011	Sum 2011
2115	Spring Semester 2011	Spr 2011
2112	Fall Semester 2010	Fall 2010
2108	Summer Semester 2010	Sum 2010
2105	Spring Semester 2010	Spr 2010
2102	Fall Semester 2009	Fall 2009

8. Click the **Search** button.



ISU Faculty

Faculty Center
Clinical Experience
Pre Student Teaching Approval
Search
Reggienet Course Combination

Pre Student Teaching Approval
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

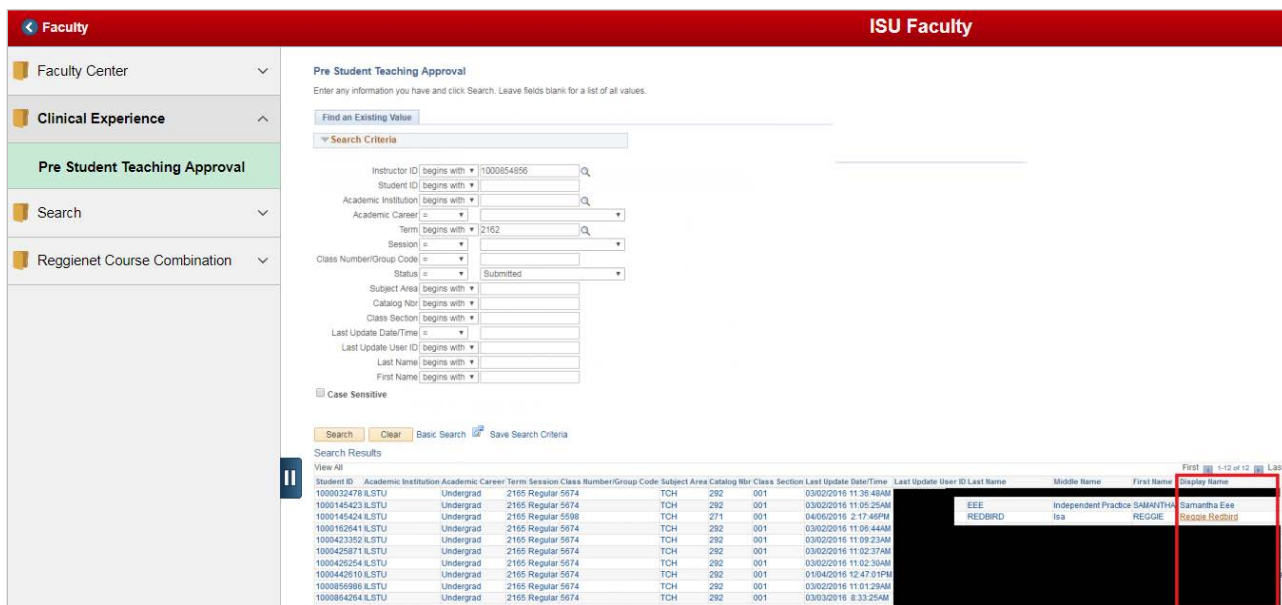
Search Criteria

Instructor ID: begins with 1000854856
Student ID: begins with
Academic Institution: begins with
Academic Career: =
Term: begins with 2165
Session: =
Class Number/Group Code: =
Status: = Submitted
Subject Area: begins with
Catalog Nbr: begins with
Class Section: begins with
Last Update Date/Time: =
Last Update User ID: begins with
Last Name: begins with
First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

9. Select the student you would like to approve first from the students in the **Search Results**.



ISU Faculty

Faculty Center
Clinical Experience
Pre Student Teaching Approval
Search
Reggienet Course Combination

Pre Student Teaching Approval
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Instructor ID: begins with 1000854856
Student ID: begins with
Academic Institution: begins with
Academic Career: =
Term: begins with 2162
Session: =
Class Number/Group Code: =
Status: = Submitted
Subject Area: begins with
Catalog Nbr: begins with
Class Section: begins with
Last Update Date/Time: =
Last Update User ID: begins with
Last Name: begins with
First Name: begins with

Case Sensitive

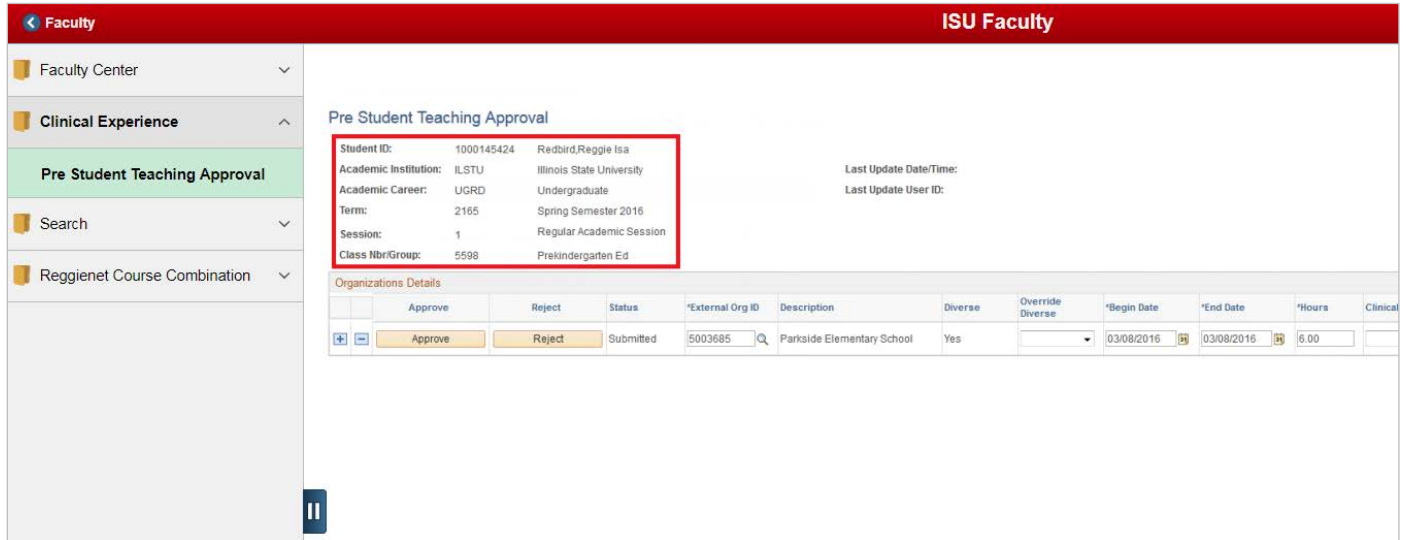
Search Clear Basic Search Save Search Criteria

Search Results

View All

Student ID	Academic Institution	Academic Career	Term	Session	Class Number/Group Code	Subject Area	Catalog Nbr	Class Section	Last Update Date/Time	Last Update User ID	Last Name	Middle Name	First Name	Display Name
100022478	ILSTU	Undergrad	2165	Regular	5674	TCH	292	001	03/02/2016 11:36:48AM					
1001145423	ILSTU	Undergrad	2165	Regular	5674	TCH	292	001	03/02/2016 11:05:25AM					
1001145424	ILSTU	Undergrad	2165	Regular	5598	TCH	271	001	04/05/2016 2:17:46PM					
10011452641	ILSTU	Undergrad	2165	Regular	5674	TCH	292	001	03/02/2016 11:06:44AM					
100042352	ILSTU	Undergrad	2165	Regular	5674	TCH	292	001	03/02/2016 11:09:23AM					
1000426871	ILSTU	Undergrad	2165	Regular	5674	TCH	292	001	03/02/2016 11:02:37AM					
1000426254	ILSTU	Undergrad	2165	Regular	5674	TCH	292	001	03/02/2016 11:02:30AM					
1000442910	ILSTU	Undergrad	2165	Regular	5674	TCH	292	001	01/04/2016 12:47:01PM					
1000859916	ILSTU	Undergrad	2165	Regular	5674	TCH	292	001	03/02/2016 11:01:20AM					
1000844264	ILSTU	Undergrad	2165	Regular	5674	TCH	292	001	03/03/2016 8:33:25AM					

10. Confirm that the correct teacher candidate was selected.




The screenshot shows the 'Pre Student Teaching Approval' form in the ISU Faculty system. A red box highlights the student information fields:

- Student ID: 1000145424
- Redbird, Reggie Isa
- Academic Institution: ILSTU Illinois State University
- Academic Career: UGRD Undergraduate
- Term: 2165 Spring Semester 2016
- Session: 1 Regular Academic Session
- Class Nbr/Group: 5598 Prekindergarten Ed

Below the form is a table for 'Organizations Details' with the following data:

Approve	Reject	Status	*External Org ID	Description	Diverse	Override Diverse	*Begin Date	*End Date	*Hours	Clinical
Approve	Reject	Submitted	5003685	Parkside Elementary School	Yes		03/08/2016	03/08/2016	6.00	

11. Confirm the teacher candidate selected the correct **School, Begin Date, End Date, Hours, and Co-operating Teacher**. Correct any inaccurate information.

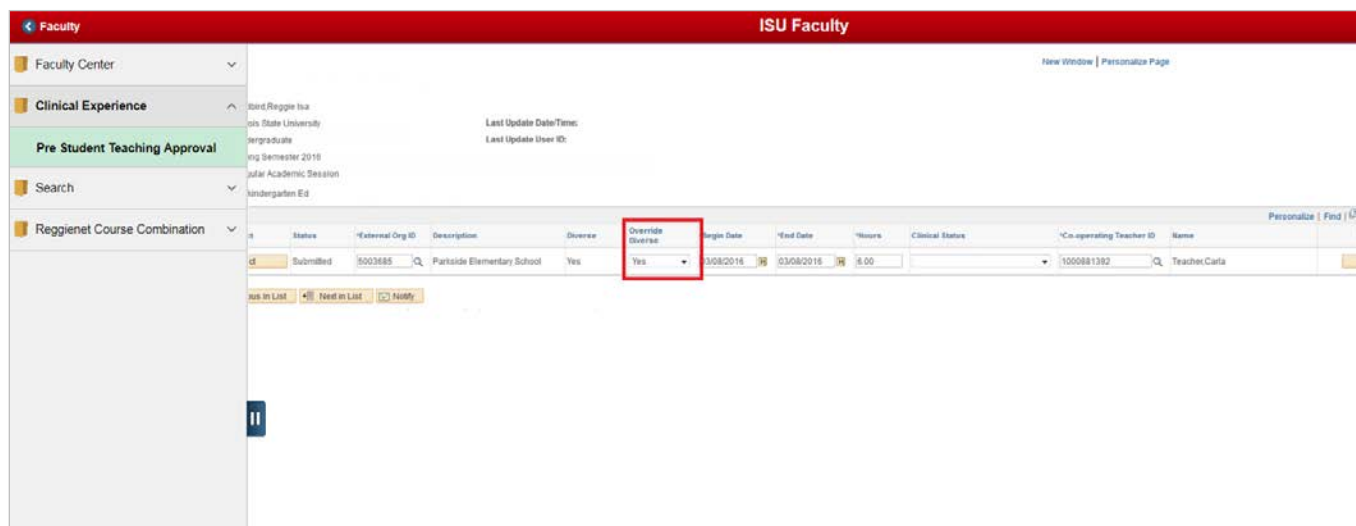


The screenshot shows the same 'Pre Student Teaching Approval' form, but with a red box highlighting the 'Organizations Details' table. The table data is as follows:

Status	*External Org ID	Description	Diverse	Override Diverse	*Begin Date	*End Date	*Hours	Clinical Status	*Co-operating Teacher ID	Name
Submitted	5003685	Parkside Elementary School	Yes	No	03/08/2016	03/08/2016	6.00		1000801392	Teacher, Carla

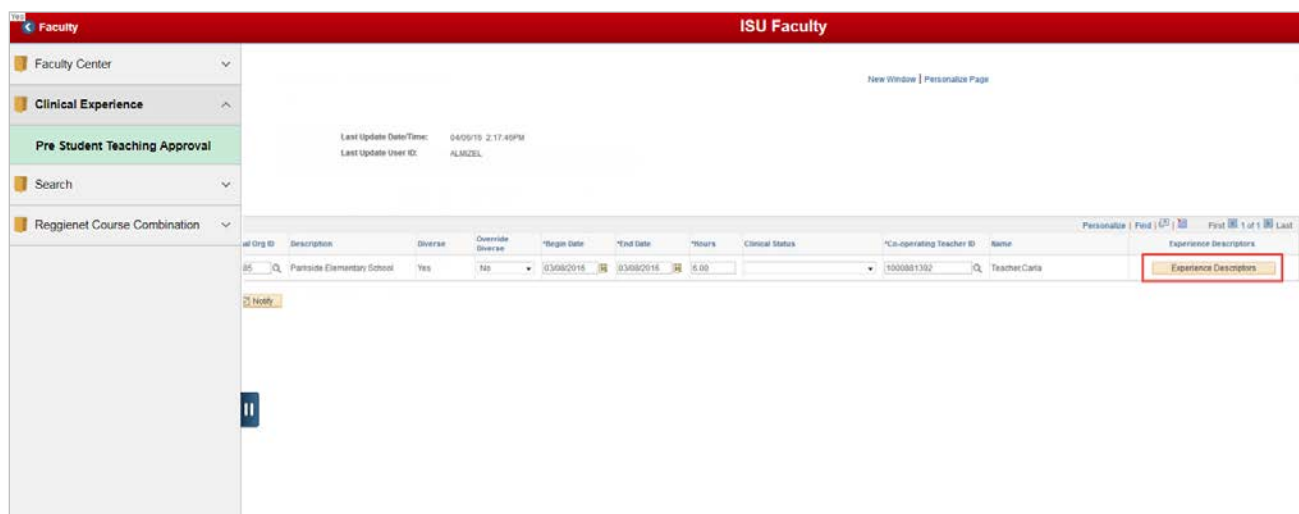
12. If the classroom the teacher candidate did his/her clinical experience in is diverse and the school is not, use the **Override to Diverse** dropdown menu to select **Yes**. Otherwise, this field can be left as **No**.

*Please note that if the school is diverse, the Override to Diverse has a default of Yes.



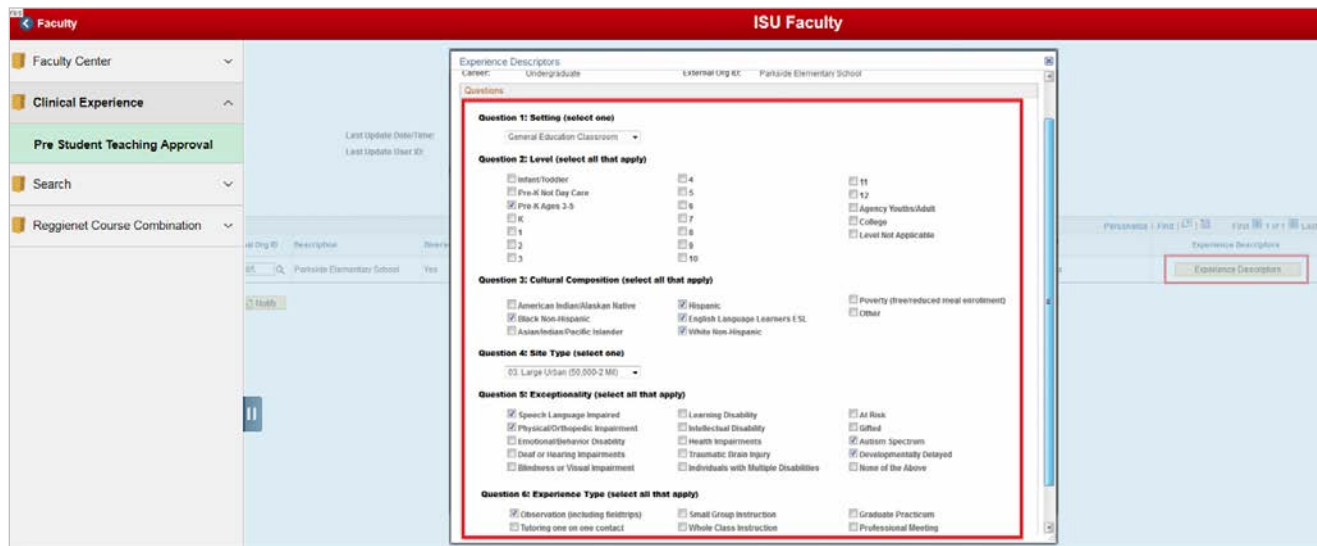
The screenshot shows the 'ISU Faculty' interface. On the left, there is a sidebar with navigation options: Faculty Center, Clinical Experience, Pre Student Teaching Approval, Search, and Reggient Course Combination. The main area displays a form for 'Clinical Experience' with fields for 'Status' (Submitted), 'External Org ID' (8003685), 'Description' (Parkside Elementary School), 'Diverse' (Yes), and 'Override to Diverse' (Yes). The 'Override to Diverse' dropdown menu is highlighted with a red box. Other fields include 'Begin Date' (03/08/2016), 'End Date' (03/08/2016), 'Hours' (6.00), 'Clinical Status', 'Co-operating Teacher ID' (100081382), and 'Name' (Teacher Carla).

13. Click the **Experience Descriptors** button.



The screenshot shows the 'ISU Faculty' interface. The 'Override to Diverse' dropdown menu is now set to 'No'. The 'Experience Descriptors' button is highlighted with a red box. The 'Status' field is now 'Submitted' and the 'Last Update Date/Time' is '04/09/19 2:17:49PM'. The 'Last Update User ID' is 'ALMCEL'. The 'Experience Descriptors' button is located at the bottom right of the form.

14. Confirm the teacher candidate selected all the correct experience descriptors. Correct any that need to be corrected.



ISU Faculty

Experience Descriptors

Career: Undergraduate External Org: PC Parkside Elementary School

Questions

Question 1: Setting (select one)
General Education Classroom

Question 2: Level (select all that apply)

<input type="checkbox"/> Infant/Toddler	<input type="checkbox"/> 4	<input type="checkbox"/> 11
<input type="checkbox"/> Pre-K Not Day Care	<input type="checkbox"/> 5	<input type="checkbox"/> 12
<input checked="" type="checkbox"/> Pre-K Ages 3-5	<input type="checkbox"/> 6	<input type="checkbox"/> Agency Youth/Adult
<input type="checkbox"/> K	<input type="checkbox"/> 7	<input type="checkbox"/> College
<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> Level Not Applicable
<input type="checkbox"/> 2	<input type="checkbox"/> 9	
<input type="checkbox"/> 3	<input type="checkbox"/> 10	

Question 3: Cultural Composition (select all that apply)

<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Poverty (free/reduced meal enrollment)
<input checked="" type="checkbox"/> Black Non-Hispanic	<input checked="" type="checkbox"/> English Language Learners ELL	<input type="checkbox"/> Other
<input type="checkbox"/> Asian/Indian/Pacific Islander	<input checked="" type="checkbox"/> White Non-Hispanic	

Question 4: Site Type (select one)
 Large Urban (50,000-2 Mil)

Question 5: Exceptionality (select all that apply)

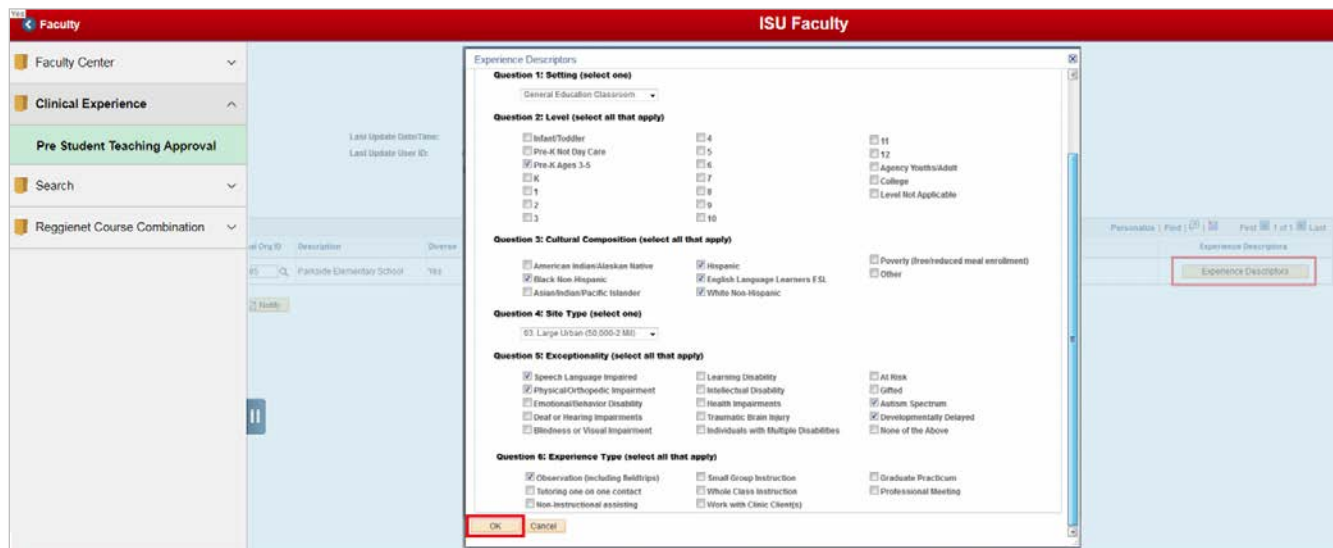
<input checked="" type="checkbox"/> Speech Language Impaired	<input type="checkbox"/> Learning Disability	<input type="checkbox"/> At Risk
<input checked="" type="checkbox"/> Physical/Orthopedic Impairment	<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Gifted
<input type="checkbox"/> Emotional/Behavior Disability	<input type="checkbox"/> Health Impairments	<input checked="" type="checkbox"/> Autism Spectrum
<input type="checkbox"/> Deaf or Hearing Impairments	<input type="checkbox"/> Traumatic Brain Injury	<input checked="" type="checkbox"/> Developmentally Delayed
<input type="checkbox"/> Blindness or Visual Impairment	<input type="checkbox"/> Individuals with Multiple Disabilities	<input type="checkbox"/> None of the Above

Question 6: Experience Type (select all that apply)

<input checked="" type="checkbox"/> Observation (including fieldtrips)	<input type="checkbox"/> Small Group Instruction	<input type="checkbox"/> Graduate Practicum
<input type="checkbox"/> Tutoring one on one contact	<input type="checkbox"/> Whole Class Instruction	<input type="checkbox"/> Professional Meeting
<input type="checkbox"/> Non-Instructional assisting	<input type="checkbox"/> Work with Clinic Client(s)	

Experience Descriptors

15. Once all experience descriptors have been confirmed, click the **OK** button.



ISU Faculty

Experience Descriptors

Career: Undergraduate External Org: PC Parkside Elementary School

Questions

Question 1: Setting (select one)
General Education Classroom

Question 2: Level (select all that apply)

<input type="checkbox"/> Infant/Toddler	<input type="checkbox"/> 4	<input type="checkbox"/> 11
<input type="checkbox"/> Pre-K Not Day Care	<input type="checkbox"/> 5	<input type="checkbox"/> 12
<input checked="" type="checkbox"/> Pre-K Ages 3-5	<input type="checkbox"/> 6	<input type="checkbox"/> Agency Youth/Adult
<input type="checkbox"/> K	<input type="checkbox"/> 7	<input type="checkbox"/> College
<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> Level Not Applicable
<input type="checkbox"/> 2	<input type="checkbox"/> 9	
<input type="checkbox"/> 3	<input type="checkbox"/> 10	

Question 3: Cultural Composition (select all that apply)

<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Poverty (free/reduced meal enrollment)
<input checked="" type="checkbox"/> Black Non-Hispanic	<input checked="" type="checkbox"/> English Language Learners ELL	<input type="checkbox"/> Other
<input type="checkbox"/> Asian/Indian/Pacific Islander	<input checked="" type="checkbox"/> White Non-Hispanic	

Question 4: Site Type (select one)
 Large Urban (50,000-2 Mil)

Question 5: Exceptionality (select all that apply)

<input checked="" type="checkbox"/> Speech Language Impaired	<input type="checkbox"/> Learning Disability	<input type="checkbox"/> At Risk
<input checked="" type="checkbox"/> Physical/Orthopedic Impairment	<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Gifted
<input type="checkbox"/> Emotional/Behavior Disability	<input type="checkbox"/> Health Impairments	<input checked="" type="checkbox"/> Autism Spectrum
<input type="checkbox"/> Deaf or Hearing Impairments	<input type="checkbox"/> Traumatic Brain Injury	<input checked="" type="checkbox"/> Developmentally Delayed
<input type="checkbox"/> Blindness or Visual Impairment	<input type="checkbox"/> Individuals with Multiple Disabilities	<input type="checkbox"/> None of the Above

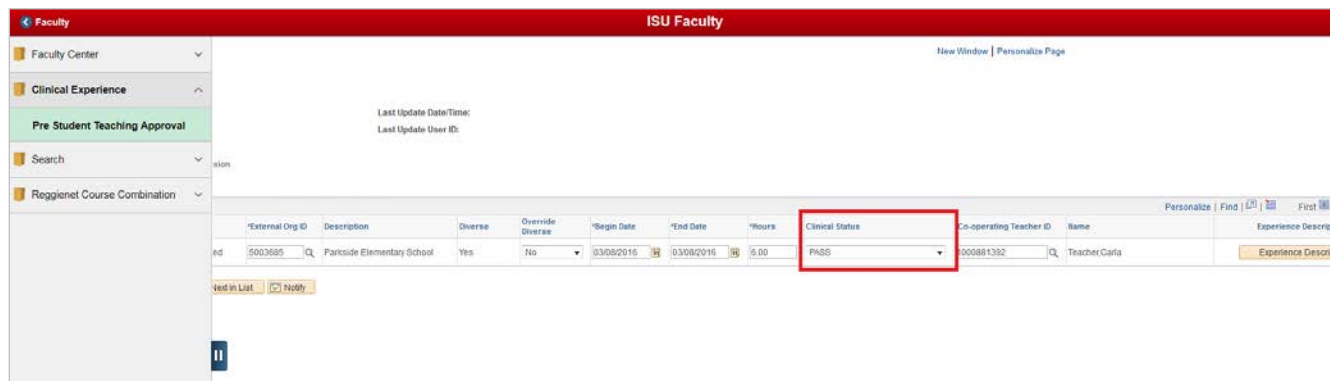
Question 6: Experience Type (select all that apply)

<input checked="" type="checkbox"/> Observation (including fieldtrips)	<input type="checkbox"/> Small Group Instruction	<input type="checkbox"/> Graduate Practicum
<input type="checkbox"/> Tutoring one on one contact	<input type="checkbox"/> Whole Class Instruction	<input type="checkbox"/> Professional Meeting
<input type="checkbox"/> Non-Instructional assisting	<input type="checkbox"/> Work with Clinic Client(s)	

OK Cancel

Experience Descriptors

16. Use the **Clinical Status** dropdown menu to select the status for the clinical experience.



ISU Faculty

Faculty Center

Clinical Experience

Pre Student Teaching Approval

Search

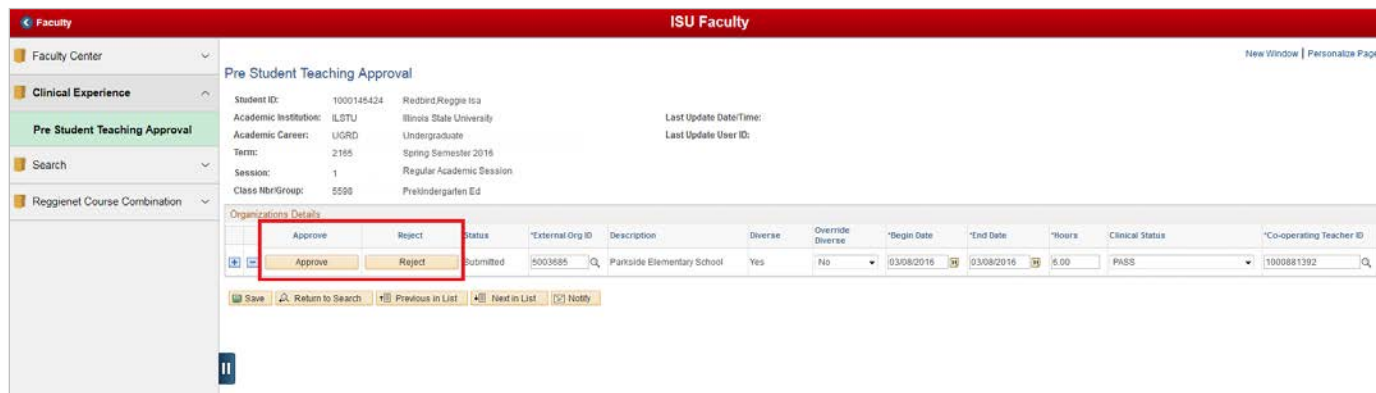
Reggienet Course Combination

Last Update DateTime:
Last Update User ID:

*External Org ID	Description	Diverse	Override Diverse	*Begin Date	*End Date	*Hours	Clinical Status	*Co-operating Teacher ID	Name	Experience Descript
5003685	Parkside Elementary School	Yes	No	03/08/2016	03/08/2016	6.00	PASS	1000881392	Teacher Carla	Experience Descrip

Test in List | Notfy

17. Click the **Approve** button if everything is accurate. Click the **Reject** button if the teacher candidate needs to make edits.



ISU Faculty

Faculty Center

Clinical Experience

Pre Student Teaching Approval

Search

Reggienet Course Combination

Pre Student Teaching Approval

Student ID: 1000145424 Redbird/Reggie Isa
Academic Institution: ILSTU Illinois State University
Academic Career: UGRD Undergraduate
Term: 2185 Spring Semester 2016
Session: 1 Regular Academic Session
Class Nbr/Group: 5500 Prekindergarten Ed

Last Update DateTime:
Last Update User ID:

Organizations Details

Status	*External Org ID	Description	Diverse	Override Diverse	*Begin Date	*End Date	*Hours	Clinical Status	*Co-operating Teacher ID
Submitted	5003685	Parkside Elementary School	Yes	No	03/08/2016	03/08/2016	6.00	PASS	1000881392

Approve Reject

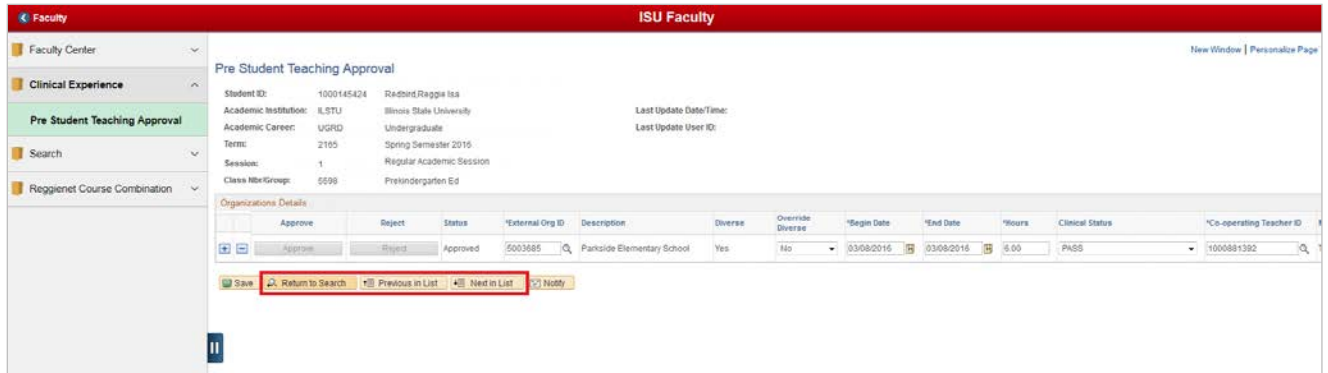
Approve Reject

Save | Return to Search | Previous in List | Next in List | Notfy

18. Click the **Return to Search** button to return to you search results.

Click the **Previous in List** button to see the previous teacher candidate's submission.

Click the **Next in List** button to see the next teacher candidate's submission.



ISU Faculty

Pre Student Teaching Approval

Student ID: 1000145424 Redbird, Reggie Issa
 Academic Institution: ILSTU Illinois State University
 Academic Career: UGRD Undergraduate
 Term: 2185 Spring Semester 2015
 Session: 1 Regular Academic Session
 Class Id/Group: 5698 Presindergarten Ed

Organizations Details

Approve	Reject	Status	External Org ID	Description	Diverse	Override Diverse	Begin Date	End Date	Hours	Clinical Status	Co-operating Teacher ID
Approve	Reject	Approved	5003685	Parkside Elementary School	Yes	No	03/08/2015	03/08/2015	6.00	PASS	1000881392

Save Return to Search Previous in List Next in List Notify

19. To edit the form (including the Term Section), before and after the student submits the form, or to delete a submission, contact the Cecilia J Lauby Teacher Education Center. You can give them a call at (309) 438-3541, or email them at clinicalquestions@illinoisstate.edu.