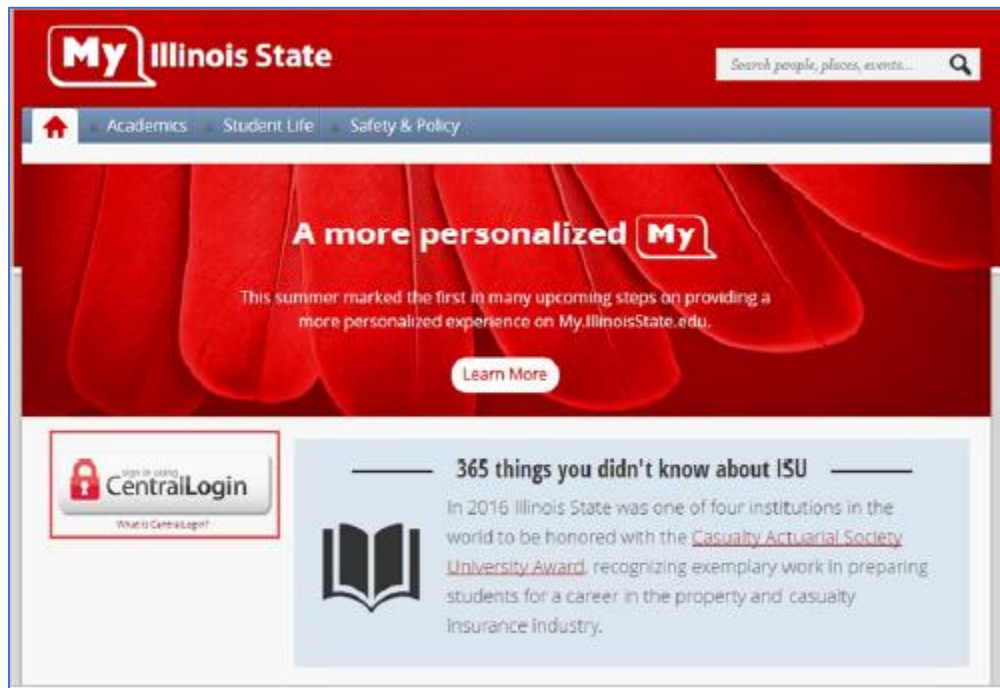


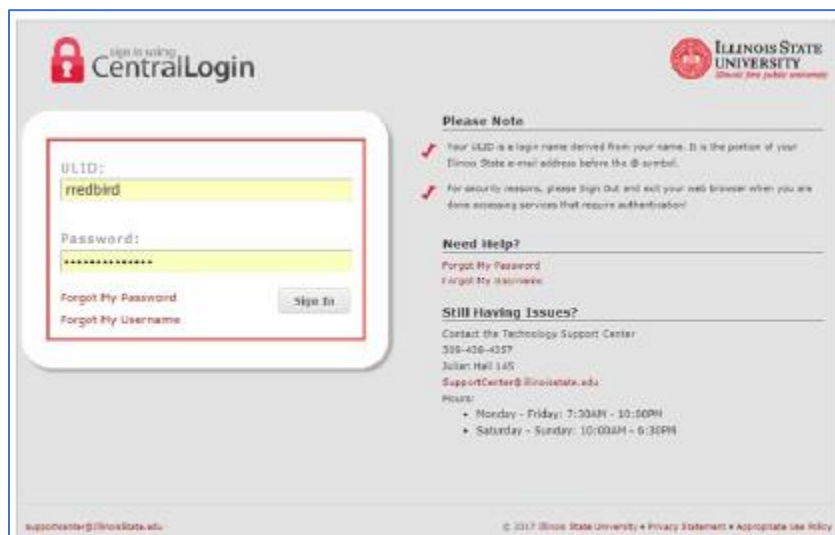
# How to Complete Pre-Student Teaching Experience Documents

August 2019

- 1- Go to [my.illinoisstate.edu](http://my.illinoisstate.edu) and click the sign in using Central Login button.



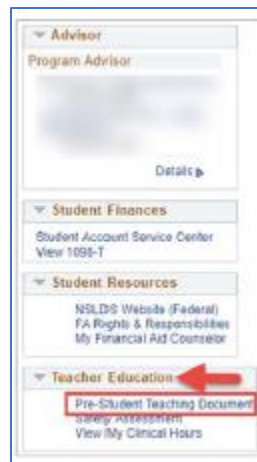
- 2- Enter you University ULID and password and then click sign in.



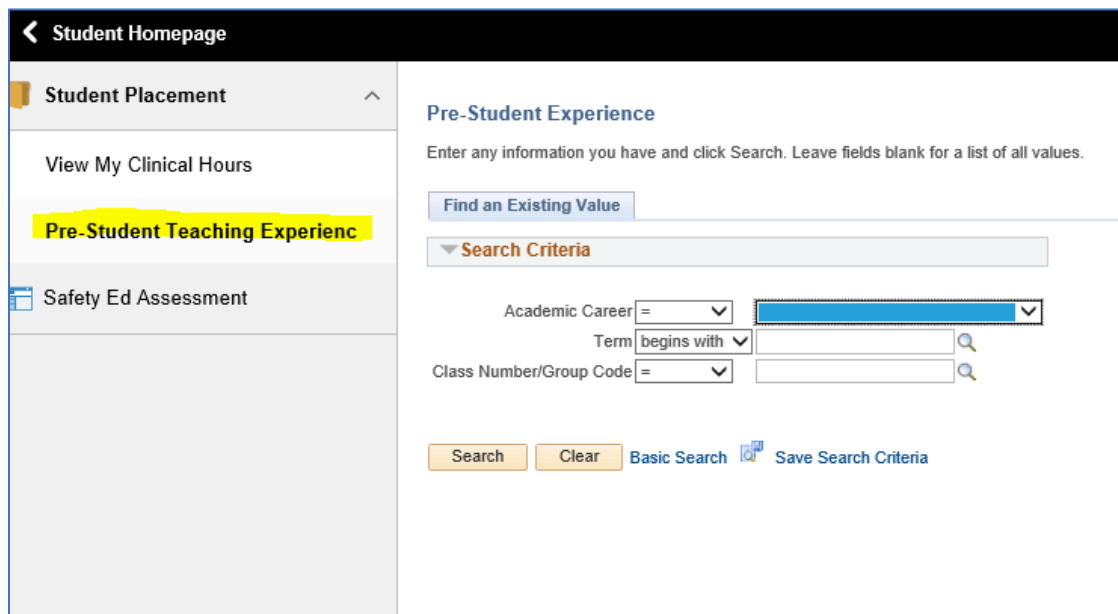
3- Click the Student Center Tab



4- Go to the bottom of the page and click on Pre-Student Teaching Document in the Teacher Education section (This is also available under the Teacher Education tile section)



5- Click on Pre-Student Teaching Experience Document to go the main class search page



- 6- Search for your class: This can be done by entering specific criteria, to narrow your search, or you can see all your ISU classes by clicking on search on the screen

**Student Homepage**

**Student Placement**

- View My Clinical Hours
- Pre-Student Teaching Experienc
- Safety Ed Assessment

**Pre-Student Experience**

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

Find an Existing Value

Search Criteria

Academic Career = [dropdown] [input]

Term begins with [dropdown] [input]

Class Number/Group Code = [dropdown] [input]

Search Clear Basic Search Save Search Criteria

- 7- Pick your class to enter the document page (verify you have the correct class semester, name and instructor)

**Pre-Student Experience**

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

Find an Existing Value

Search Criteria

Academic Career = [dropdown] [input]

Term begins with [dropdown] [input]

Class Number/Group Code = [dropdown] [input]

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-16 of 16 Last

Term	Descr	Class Number/Group Code	Subject Area	Catalog Nbr	Description	Instructor
2202 Fall Semester 2019		2787	ENG	375	Young Adult Lit	Jan Susina
2202 Fall Semester 2019		2820	ENG	241	Growth Str Lang	K Aaron Smith
2202 Fall Semester 2019		2820	ENG	241	Growth Str Lang	Susan Kim
2202 Fall Semester 2019		2971	ENG	222	Shakespeare	Tara Lyons
2202 Fall Semester 2019		3040	ENG	250	Literature Bible I	Janice Neuleib
2198 Summer Semester 2019		2645	TCH	232	Urban Education	Maria Zamudio
2195 Spring Semester 2019		3187	ENG	130	Survey American Lit	Jeremy Hurley
2195 Spring Semester 2019		3221	ENG	246	Advanced Composition	Robert Broad
2195 Spring Semester 2019		3244	ENG	243	Gram Struct English	Mahide Demirci
2195 Spring Semester 2019		3364	ENG	283	Rhetorical Thry & Ap	Amy Robillard
2195 Spring Semester 2019		5254	TCH	216	Tchg & Learn Sec Sch	Stephen Poggendorf
2195 Spring Semester 2019		5274	TCH	216A04	Lab Eng,Speech,Theat	Victoria Graziano
2192 Fall Semester 2018		2401	ENG	100	Intr English Studies	Paul Ugor
2192 Fall Semester 2018		2581	ENG	194	Intro to Eng Ed	Danielle Lillge
2192 Fall Semester 2018		3209	TCH	212	Tch In Secondary Sch	Amy Smith
2192 Fall Semester 2018		5004	PSY	215	Educational Psych	Corinne Zimmerman

- 8- Enter your experience information in the Pre-Student Teaching Document by starting at the top and then entering information for all 6 items.
- **School/Org ID-** Specific to your school in which your experience happened. Use the magnifying and search criteria to help you find it. Most schools are in the ISU database, but many private organizations are not commonly used and may not be part of our database. If you can't locate your site, please e-mail [clinicalquestions@ilstu.edu](mailto:clinicalquestions@ilstu.edu) and we will help you with site documentation. If it was a community organization, you can also use the general ID- Community Observations- 5003740.
  - **Supervisor ID-** This is your cooperating teacher. You can use the magnifying glass to search. The search is specifically keyed to your chosen school/org. If a teacher is not in our database, please e-mail [clinicalquestions@ilstu.edu](mailto:clinicalquestions@ilstu.edu) and we will verify and add them or give you other options for documentation.
  - **Begin Date-** Date your experience started. You can use the calendar to assist you with finding the date.
    - Note- If you spent 10 days at one site, you can document them as one experience.
  - **End Date-** Date your experience ended. You can use the calendar to assist you with finding the date.
  - **Hours-** Total hours of your experience from start to finish.
  - **Descriptors-** Click on the Answer descriptor questions to fill in the main descriptors. Each item must have a selection.

PST Exp Detail

### Pre-Student Teaching Experience Doc

<b>Student ID:</b> [REDACTED]	<b>Academic Career</b>	Undergrad	<b>Term</b>	2202 Fall Semester 2019
<b>Class Number</b>	2787	Young Adult Lit	<b>Subject</b>	ENG 375
<b>Instructor ID</b>	1000497653	Jan Susina		

Make sure you complete all fields and answer the descriptor questions. If your school/organization or cooperating teacher is not available, email [clinicalquestions@ilstu.edu](mailto:clinicalquestions@ilstu.edu) the pertinent information (full name, school, city, subject) and you will receive assistance. Once complete, make sure you click the **SAVE AND SUBMIT** button to save your experience. To add additional experiences, click the **ADD ANOTHER EXPERIENCE** button. To return to class choices, click **RETURN to SEARCH** at the bottom of the page.

Pre-Student Teaching Experience Documents Find First [X] [Y] Last

*School/Org ID	[REDACTED]	Diverse
*Supervisor ID	[REDACTED]	Override to Diverse
*Begin Date	[REDACTED]	
*End Date	[REDACTED]	
*Hours	[REDACTED]	
*Descriptors	<a href="#" style="background-color: yellow; text-decoration: none;">Answer descriptor questions &gt;</a>	

Save and Submit
Remove Experience

**Status**

**Last Update Date/Time** Riley Bloom

+ Add another experience

Make sure you click **SAVE AND SUBMIT** to save your experience before clicking **RETURN TO SEARCH**, which takes you back to your class choices, or exiting the page.

Save
Return to Search

- 9- After all, 6 items are completed, you can click the Save and Submit button to send your hours to your chosen professor.

PST Exp Detail

### Pre-Student Teaching Experience Doc

Student ID:	[REDACTED]	Academic Career	Undergrad	Term	2202	Fall Semester 2019
Class Number	2787	Young Adult Lit	Subject	ENG	375	
Instructor ID	1000497653	Jan Susina				

Make sure you complete all fields and answer the descriptor questions. If your school/organization or cooperating teacher is not available, email [clinicalquestions@ilstu.edu](mailto:clinicalquestions@ilstu.edu) the pertinent information (full name, school, city, subject) and you will receive assistance. Once complete, make sure you click the **SAVE AND SUBMIT** button to save your experience. To add additional experiences, click the **ADD ANOTHER EXPERIENCE** button. To return to class choices, click **RETURN to SEARCH** at the bottom of the page.

Pre-Student Teaching Experience Documents Find First Last

\*School/Org ID  Diverse

\*Supervisor ID  Override to Diverse

\*Begin Date

\*End Date

\*Hours

\*Descriptors [Answer descriptor questions >](#)

**Save and Submit** Remove Experience

Status

Last Update Date/Time Riley Bloom

[+ Add another experience](#)

Make sure you click **SAVE AND SUBMIT** to save your experience before clicking **RETURN TO SEARCH**, which takes you back to your class choices, or exiting the page.

Save

[Return to Search](#)

- 10- Once completed, you can do any of the following:

- Click the Add another experience button, to enter additional hours for this same class
- Click return to Search at the bottom to find another class to enter hours
- Once saved, exit the page completely

PST Exp Detail

### Pre-Student Teaching Experience Doc

Student ID:	[REDACTED]	Academic Career	Undergrad	Term	2202	Fall Semester 2019
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Pre-Student Teaching Experience Documents Find First Last

\*School/Org ID  Diverse

\*Supervisor ID  Override to Diverse

\*Begin Date

\*End Date

\*Hours

\*Descriptors [Answer descriptor questions >](#)

**Save and Submit** Remove Experience

Status

Update Date/Time Riley Bloom

[+ Add another experience](#)

Make sure you click **SAVE AND SUBMIT** to save your experience before clicking **RETURN TO SEARCH**, which takes you back to your class choices, or exiting the page.

Save

[Return to Search](#)

## TIPS

- If you have questions, please e-mail [clinicalquestions@ilstu.edu](mailto:clinicalquestions@ilstu.edu)
- To save time, you can document all experiences at a site in one document. You would select the teacher you spent the most time with and use the date range
- Not all sites are diverse, but your experience may have been. Talk to your professor as they can override an experience to diverse.
- You can not save a blank experience and all 6 items, include the descriptor questions, must be answered before saving can occur