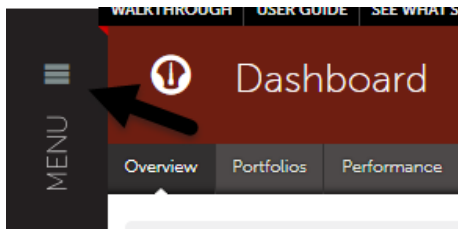


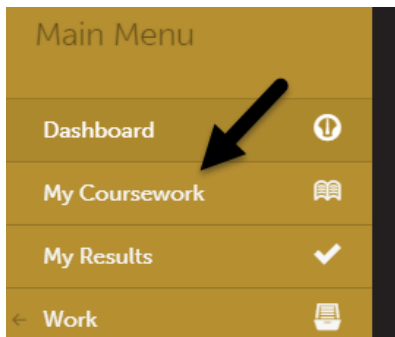
# How to submit Your Student Teaching Observations to your College Supervisor and Cooperating Teacher?

By Scott Badger

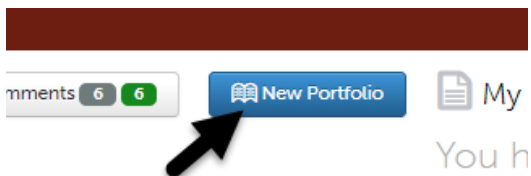
1. Click on "MENU"



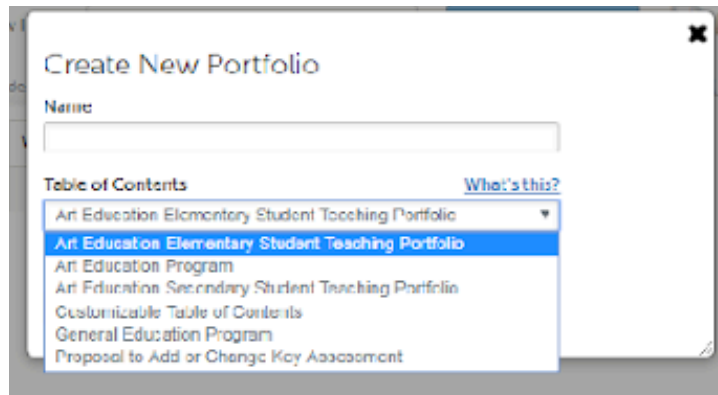
2. Click "My Coursework".



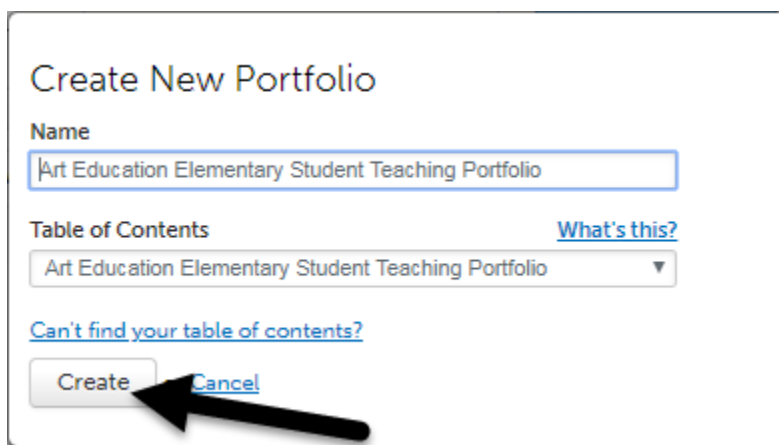
3. Click 'New Portfolio'.



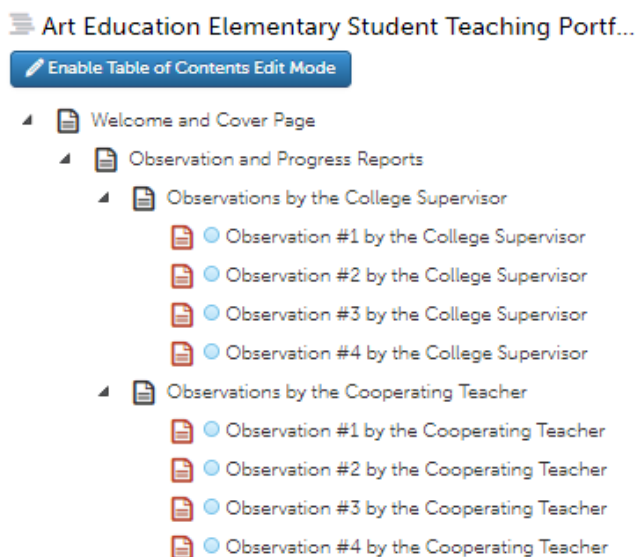
4. Do the following:
  - a. Provide a name for your new portfolio. (i.e., Art Education Elementary Student Teaching Portfolio)
  - b. Select the Table of Contents associated with your student teaching. (i.e. Art Education Elementary Student Teaching Portfolio, ELED Student Teaching Portfolio and etc.)



5. Click "Create".






































6. Here is what the Table of Contents will look like.

























## Art Education Secondary Student Teaching Portfolio

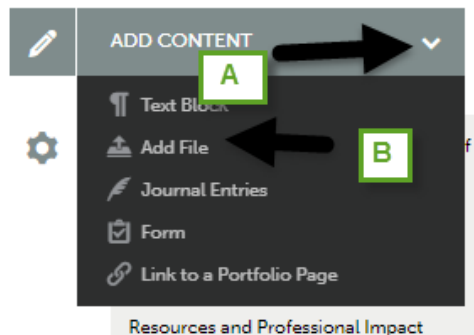
Enable Table of Contents Edit Mode

- ▲  Welcome and Cover Page
  - ▲  Observation and Progress Reports
    - ▲  Observations by the College Supervisor
      -   Observation #1 by the College Supervisor
      -   Observation #2 by the College Supervisor
      -   Observation #3 by the College Supervisor
      -   Observation #4 by the College Supervisor
    - ▲  Observations by the Cooperating Teacher
      -   Observation #1 by the Cooperating Teacher
      -   Observation #2 by the Cooperating Teacher
      -   Observation #3 by the Cooperating Teacher
      -   Observation #4 by the Cooperating Teacher
  - ▲  Teacher Candidate Work Sample
    -   Part 1. Contextual Factors
    -   Part 2. Student Learning Objectives
    -   Part 3. Assessment System
    -   Part 4. Design For Instruction - The Unit
    -   Part 5. Design For Instruction - Lesson Plans
    -   Part 6. Assessment Results
    -   Part 7. Learning from Practice - THE REFLECTION

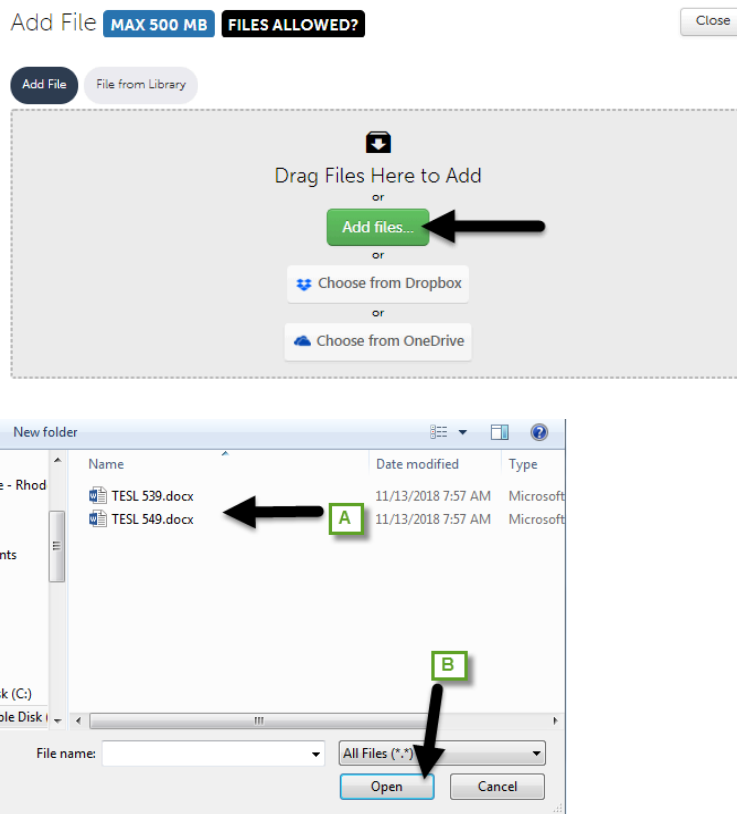
7. Click on the correct subsection.

- ▲  Welcome and Cover Page
    - ▲  Observation and Progress Reports
      - ▲  Observations by the College Supervisor
        -   Observation #1 by the College Supervisor
        -   Observation #2 by the College Supervisor
        -   Observation #3 by the College Supervisor
        -   Observation #4 by the College Supervisor
      - ▲  Observations by the Cooperating Teacher
        -   Observation #1 by the Cooperating Teacher
        -   Observation #2 by the Cooperating Teacher
        -   Observation #3 by the Cooperating Teacher
        -   Observation #4 by the Cooperating Teacher
- 
- 
- 

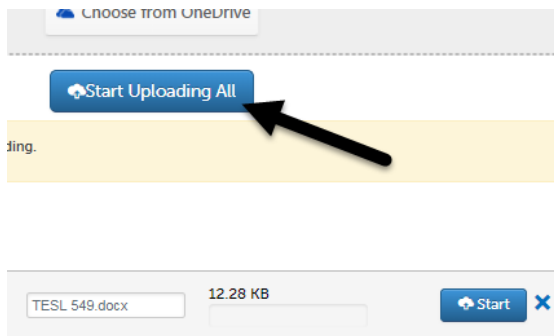
8. To the right of “ADD CONTENT” click the down arrow and then select “Add File”.



9. Click on “Add files”, located your file on your local machine and then click “Open”.



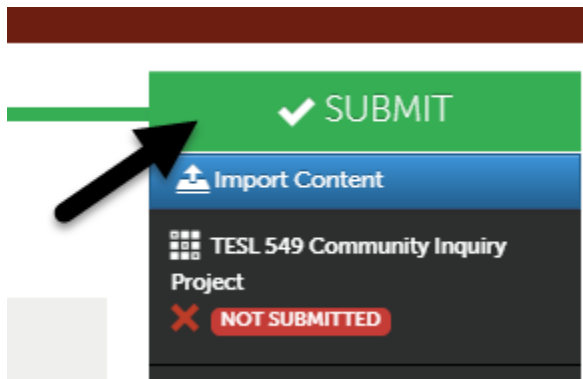
10. Click “Start Uploading All”.



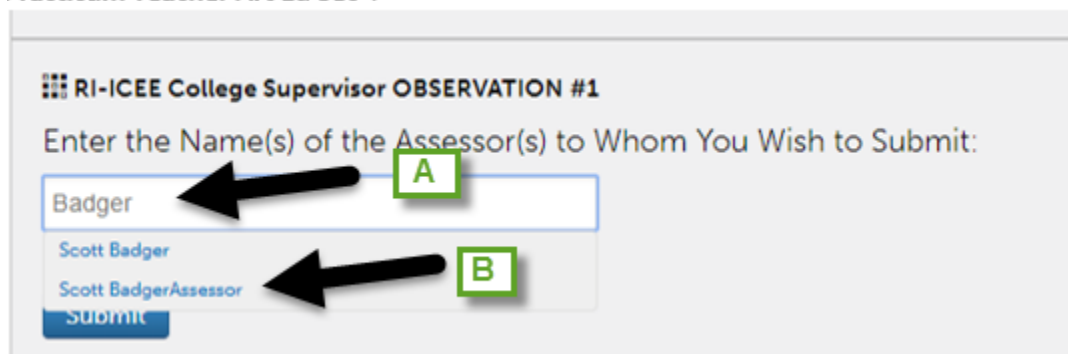
11. Click the “Close” button.



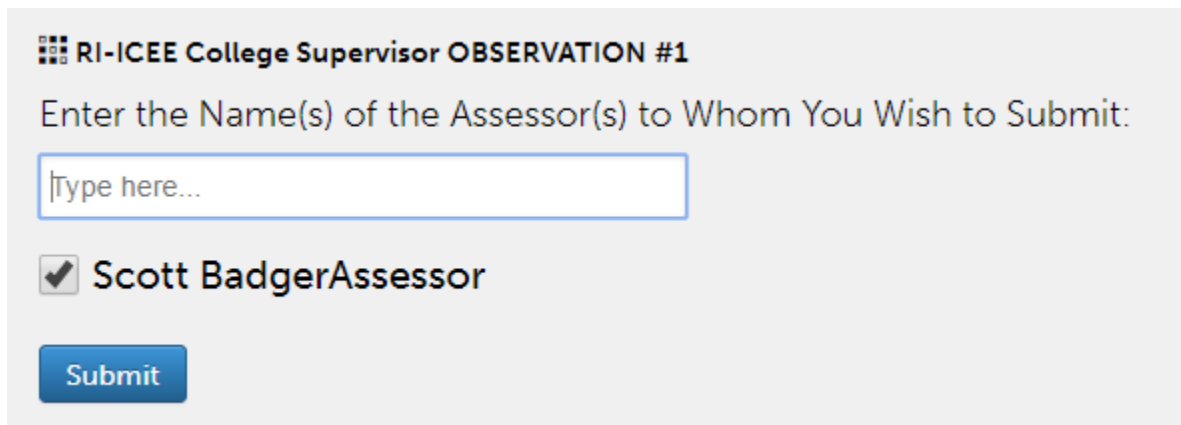
12. Click “Submit”.



13. Type your assessor’s last name and then select your assessor’s name in blue.



14. Click **“Submit”**.



The screenshot shows a web form titled "RI-ICEE College Supervisor OBSERVATION #1". Below the title is a text prompt: "Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:". This is followed by a text input field containing the placeholder text "Type here...". Below the input field is a checked checkbox next to the text "Scott BadgerAssessor". At the bottom of the form is a blue "Submit" button.

Your submission has been sent over to your Professor for grading.