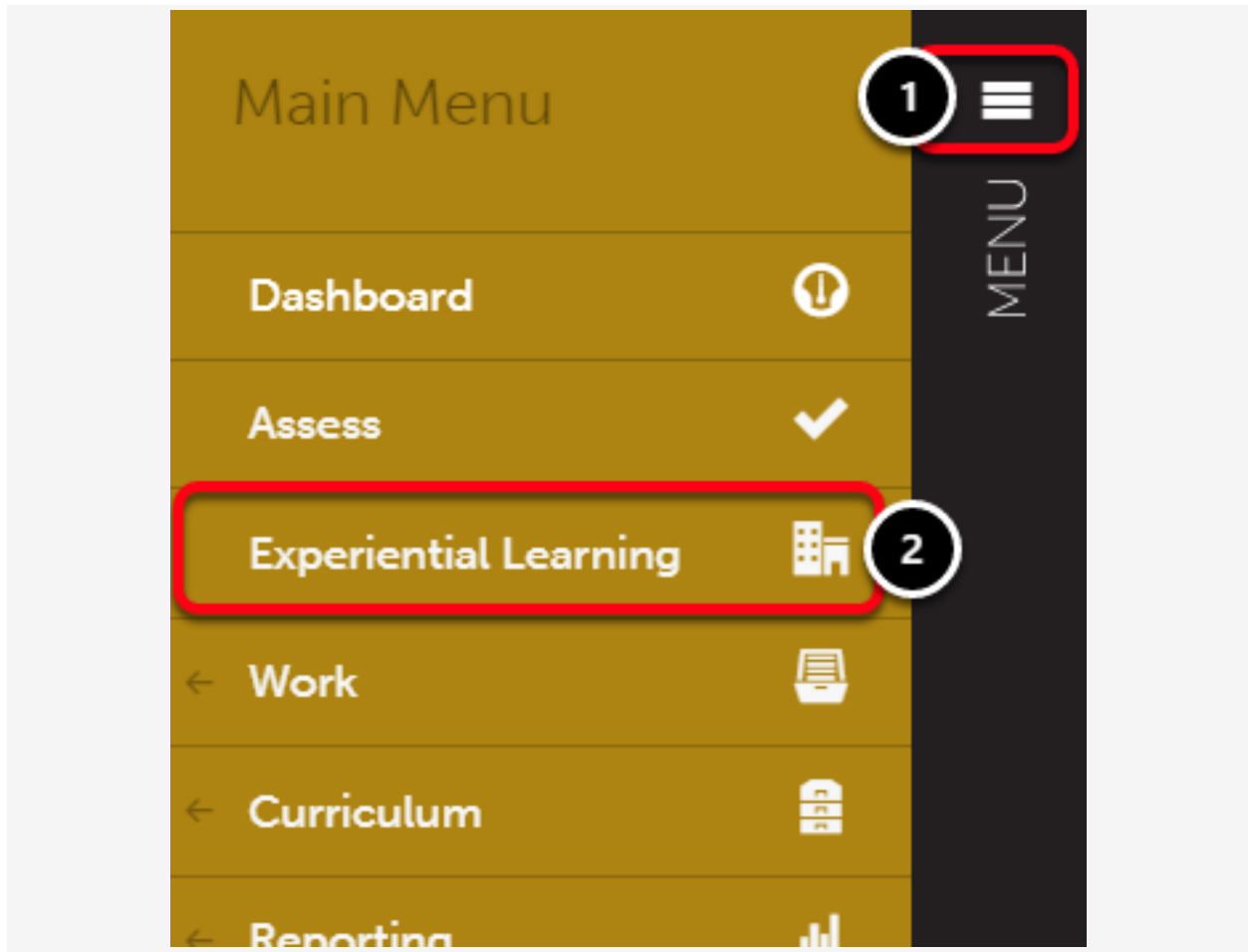


View Placements/Hour Logs

Once you have been assigned to a placement as either a Site Assessor or Institutional Advisor, you will be able to track the student's progress, complete assessments, and take surveys associated with the placement.

Step 1: Access Experiential Learning



1. Click on the **Main Menu**.
2. Select **Experiential Learning**.

Step 2: View and Assess the Placement

The screenshot shows the 'Experiential Learning' dashboard with the 'Field Placements' tab selected. A search bar is at the top. Below it is a table with columns: Name, Candidate, Location, Start Date, Length (hrs), Institutional Advisor, Site Assessor, and Status. The first row shows 'Athens Elem. Placement' with candidate 'Mike Dorrington', location 'athens elementary school', and status 'PREASSIGNED IN PROGRESS'. A red arrow points to the 'View' button in the 'Start Date' column for this row, which is also circled with a red '3'.

The 'view' screen for a placement provides an overview of the placement, as well as the opportunity to begin assessments and/or surveys (if applicable).

In the **Placements** tab of the **Experiential Learning** screen, locate the placement in question:

3. Click on the placement to reveal its options, and select **View**.

View the Placement

The 'View Placement' screen for Mike Dorrington shows the following details:

- Candidate:** Mike Dorrington
- Paired Institutional Advisor:** Dan Snyder
- Site Assessor:** Margot Hudson
- Dept/Course:** Elementary
- Subject/Field:** Elementary Education
- Grade/Level:** 3/4
- Duration:** 2015-01-01 - 2015-04-30, 200 Hours
- Journal Template:** Teacher Candidate Log of Hours
- Tags:**
- Notes:**
- Completed Hours:** 0 / 200 HRS
- Journals:** No journals have been set up

At the top of the 'view' screen, you can review the placement's details. This includes information about the candidate, institutional advisor, site assessor, duration, and more. The candidate's journal entries will document the days of attendance, hours for

each day, and whether the day is a full-time teaching day for the candidate. In addition, cooperating teachers will sign off on each hour log to ensure the times recorded are accurate.