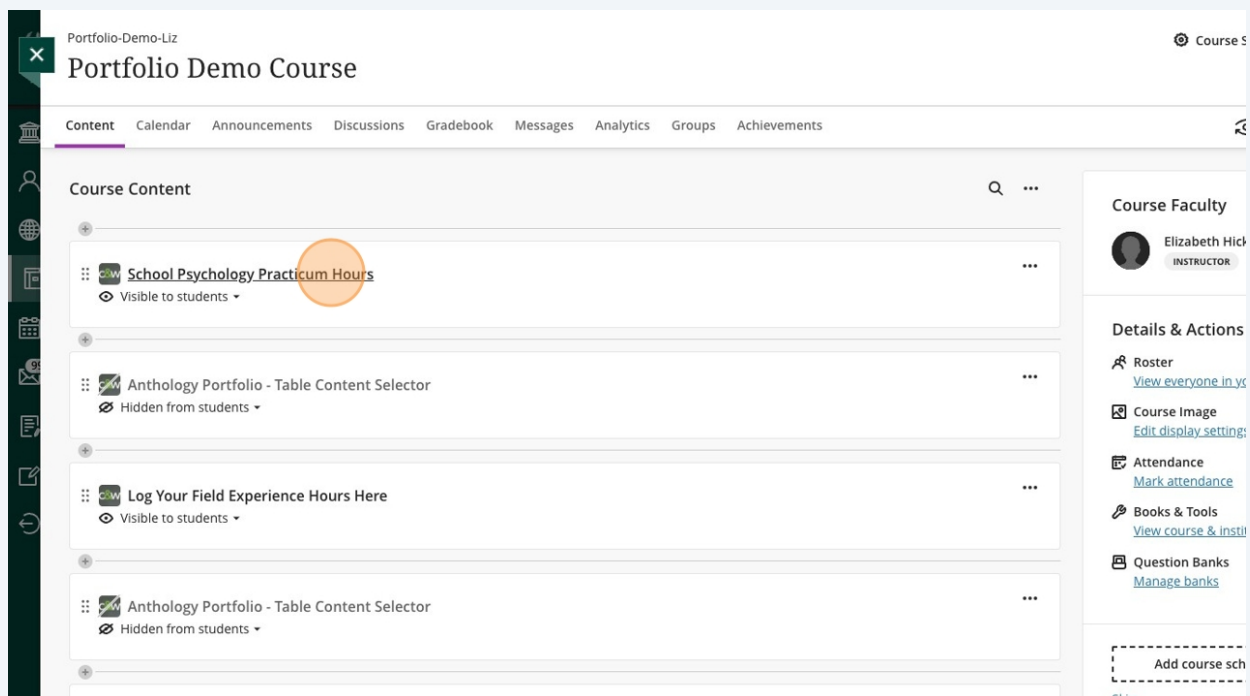


# How to Log School Psychology Practicum and Externship Hours in Portfolio

Students enrolled in School Psychology Practicum and Externship courses will use the Portfolio system to log their activity hours and submit them for approval. The faculty advisor will approve each activity log. Students can download an Excel spreadsheet with the total number of hours and details for each activity.

1

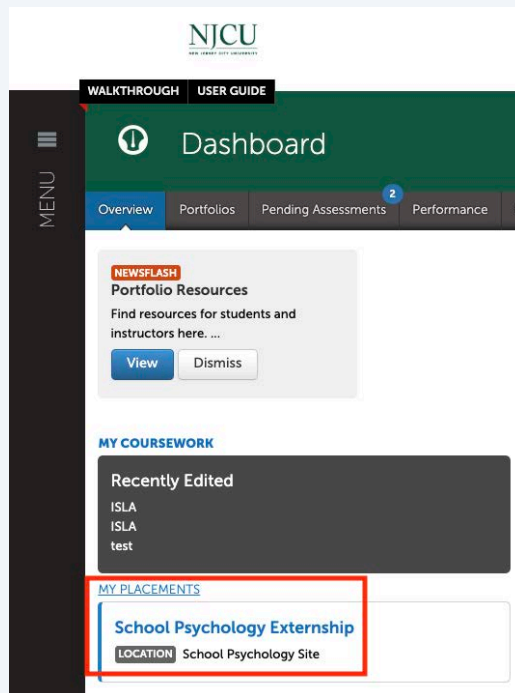
Students can use the link that has been provided for them in Blackboard to access Portfolio. Students can also access Portfolio by navigating to <https://njcu.chalkandwire.com>.



If you are not logging in through Blackboard, you can log into Portfolio by clicking "Sign in with Your School ID." Use your GothicNet UserID and password to log in.

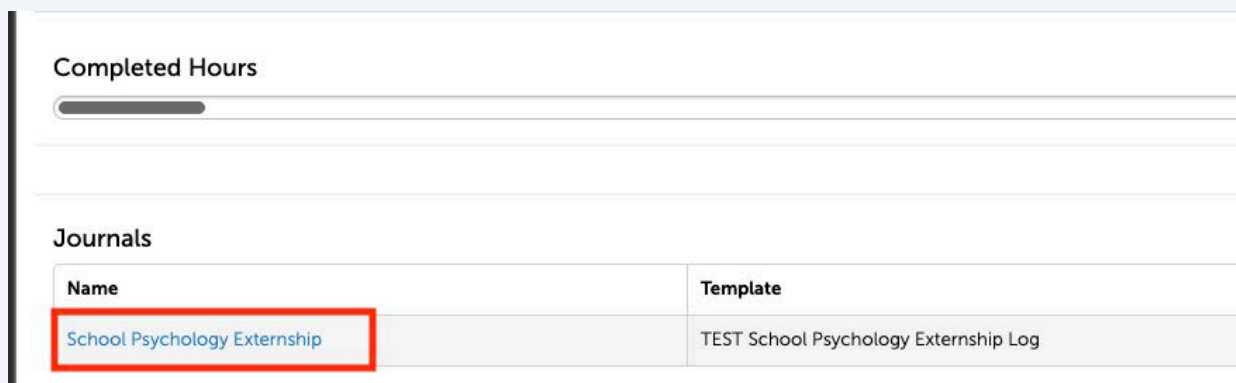
2

Click the link under "My Placement" for the School Psychology Practicum or Externship.

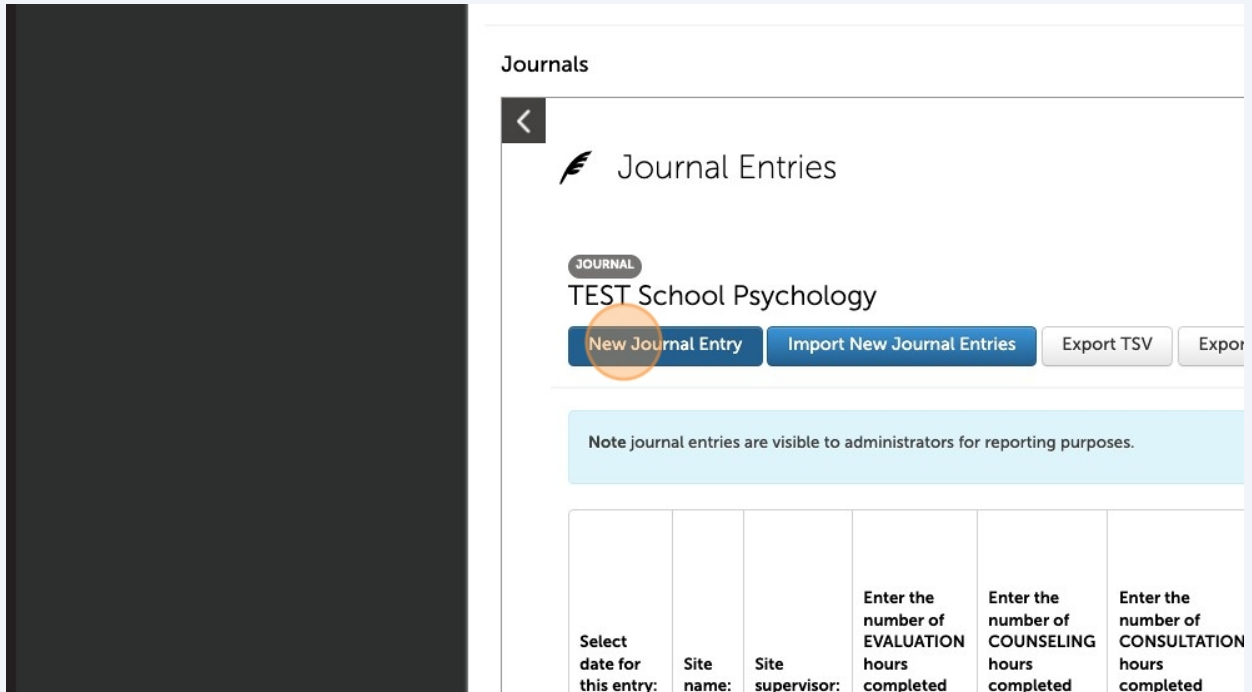


3

Scroll down to the "Journals" section, then click the link for the School Psychology Practicum or Externship.

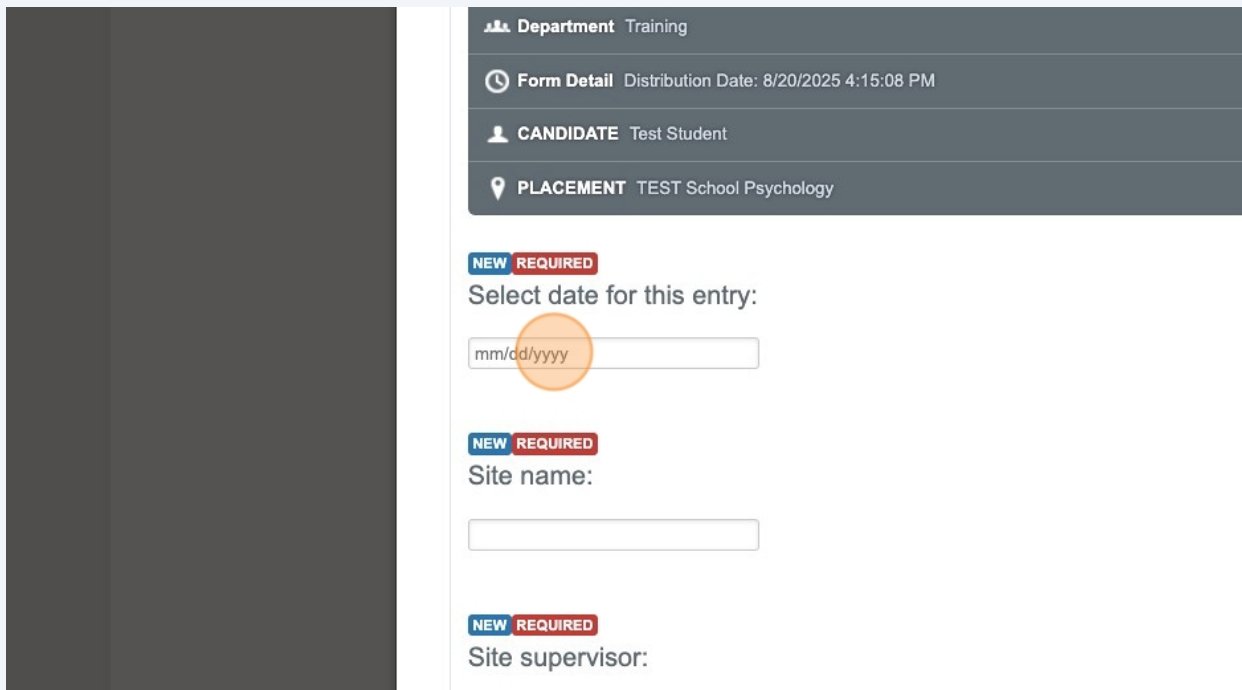


#### 4 Click "New Journal Entry"



The screenshot shows a web interface for 'Journals'. At the top, there's a header 'Journals' with a back arrow. Below it, a section titled 'Journal Entries' with a feather icon. Underneath, a 'JOURNAL' label is followed by 'TEST School Psychology'. A row of buttons is displayed: 'New Journal Entry' (highlighted with an orange circle), 'Import New Journal Entries', 'Export TSV', and 'Export'. A light blue note box states: 'Note journal entries are visible to administrators for reporting purposes.' Below this is a table with six columns: 'Select date for this entry:', 'Site name:', 'Site supervisor:', 'Enter the number of EVALUATION hours completed', 'Enter the number of COUNSELING hours completed', and 'Enter the number of CONSULTATION hours completed'.

#### 5 Complete the information for the date, site name, and site supervisor.



The screenshot shows a form for creating a new journal entry. It features a dark sidebar on the left. The main content area has a header with four items: 'Department Training', 'Form Detail Distribution Date: 8/20/2025 4:15:08 PM', 'CANDIDATE Test Student', and 'PLACEMENT TEST School Psychology'. Below this, there are three sections, each starting with a 'NEW REQUIRED' label in a red box. The first section is 'Select date for this entry:' with a date input field (mm/dd/yyyy) highlighted by an orange circle. The second section is 'Site name:' with a text input field highlighted by an orange circle. The third section is 'Site supervisor:' with a text input field highlighted by an orange circle.

6

Enter the number of hours completed for each activity for this date. If you did not complete an activity, you can leave that entry blank.

**NEW REQUIRED**  
Site supervisor:

**NEW**  
Enter the number of EVALUATION hours completed (Enter a value from 0 to 10)

**NEW**  
Enter the number of COUNSELING hours completed (Enter a value from 0 to 10)

**NEW**  
Enter the number of CONSULTATION hours completed (Enter a value from 0 to 10)

7

Provide a description for the activities you completed.

**NEW**  
Enter the number of OTHER hours completed (Enter a value from 0 to 10)

**NEW REQUIRED**  
Description:

**NEW REQUIRED**  
Select your course:

8

Choose the course for which you completed the hours.

The screenshot shows a web form with a dark sidebar on the left. The main content area has a white background. At the top, there is a text input field containing the word "test". Below this, there is a section titled "NEW REQUIRED" in a red box, followed by the text "Select your course:". Underneath, there are three radio button options: "PSYC 708", "PSYC 709", and "PSYC 710". The "PSYC 709" option is highlighted with an orange circle. Below these options, there is another "NEW REQUIRED" section with the text "Select the name of your faculty advisor for signoff:". At the bottom of this section is a blue button labeled "Choose Supervisor".

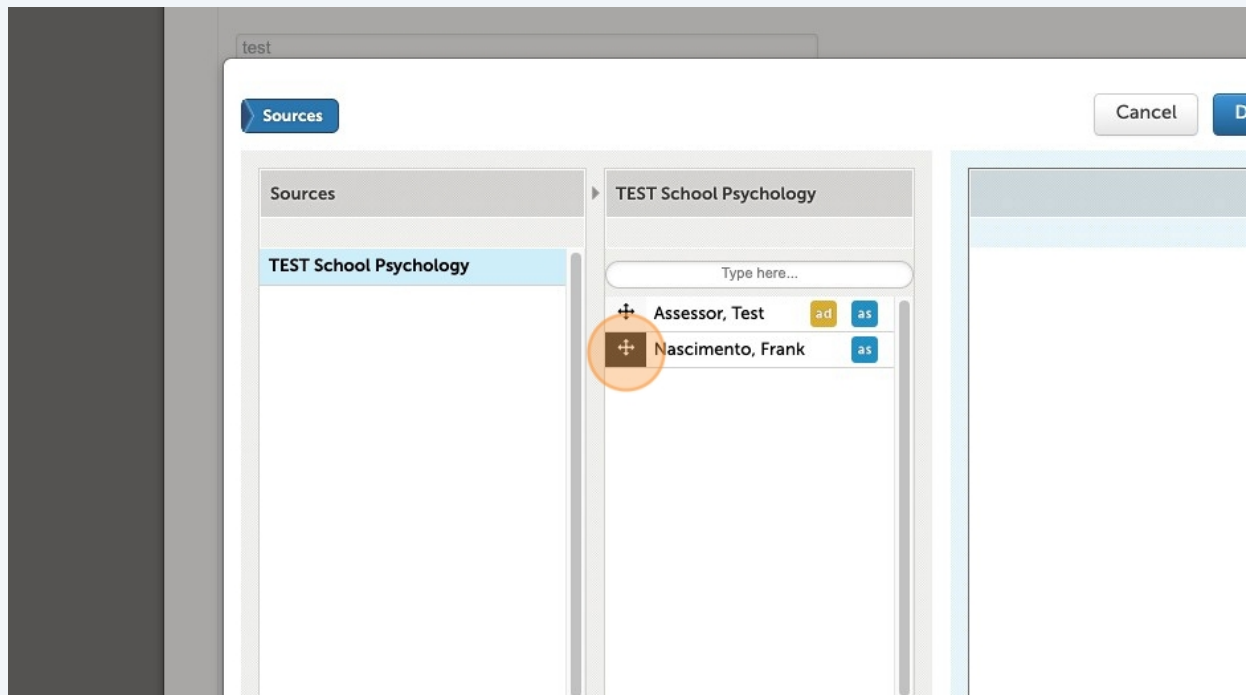
9

Click "Choose Supervisor"

This screenshot shows the same web form as the previous one, but with changes. The "PSYC 709" radio button is now selected, indicated by a blue dot and an orange circle. Below the course selection section, the "NEW REQUIRED" section with the text "Select the name of your faculty advisor for signoff:" is still present. The blue "Choose Supervisor" button is now highlighted with an orange circle. A new green "Save" button has appeared below the "Choose Supervisor" button.

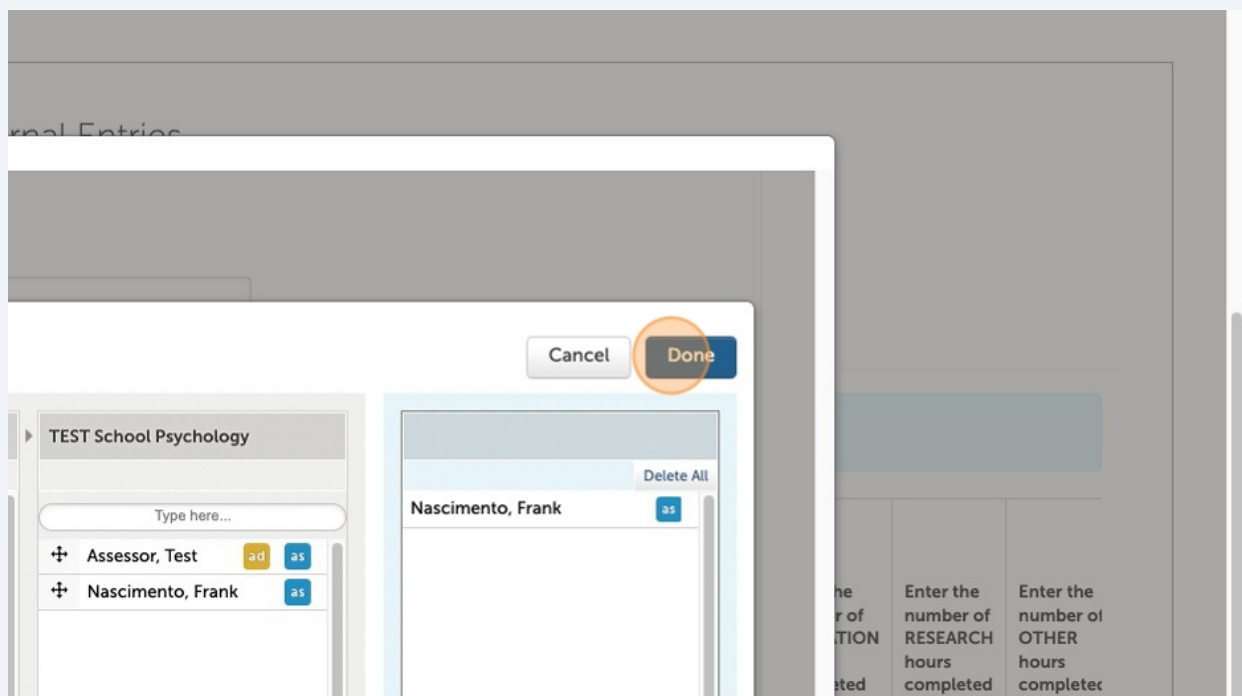
10

Choose the name of your faculty supervisor, then drag and drop it into the box to the right.



11

Click "Done"



- 12 Click "Save" when you have finished adding all the information for the log entry.

☐ PSYC 708  
☒ PSYC 709  
☐ PSYC 710

**NEW REQUIRED**

Select the name of your faculty advisor for signoff:

Nascimento, Frank [Choose Supervisor](#)

[Save](#)

- 13 Click "Close" to return to the previous page.

[Close](#)

Internship Log

Date	Time	Log
39		
2025 4:17:14 PM		
ogy		

Enter the number of RESEARCH hours completed	Enter the number of OTHER hours completed
0	0

14

To export a spreadsheet with information for all your logged hours, click "Export Excel"

Journal Entries

Journal

TEST School Psychology

New Journal Entry Import New Journal Entries Export TSV **Export Excel**

Note: Journal entries are visible to administrators for reporting purposes.

Entry Date	Site name:	Site supervisor:	Enter the number of EVALUATION hours completed	Enter the number of COUNSELING hours completed	Enter the number of CONSULTATION hours completed	Enter the number of SUPERVISION hours completed	Enter the number of EDUCATION hours completed	Enter the number of RESEARCH hours completed	Enter the number of OTHER hours completed
10/2025	test	Test	3	2	1				

15

If you need to make a change to your time logs, click the "Menu" icon.

NJCU

WALKTHROUGH PLACEMENT GUIDE

My Placements

My Placements My Applications & Proposals Diversity

Find Placements

In Progress

TEST School Psychology

School Psychology Site

2025-08-20 • 2025-09-30

Not Started

Completed

School Psychology Practicum TEST

School Psychology Site

2024-09-03 • 2024-12-20

TEST STUDENT

Download Roll-up

TEST School Psychology

PREASSIGNED IN PROGRESS

Candidate

Test Student

Paired Institutional Advisor

None

Stakeholders

Test Assessor (Site Assessor)

Frank Nascimento (Faculty Advisor)

Department/Group

School Psychology

Subject/Field

test

Grade/Level

test

Duration

2025-08-20 • 2025-09-30 300 Hours

Journal Template

TEST School Psychology Externship Log

Notes

-

Completed Hours

24.5 / 300 HRS

Journals



## 16 Choose "Work" from the Main Menu.

The screenshot shows the NJCU My Placements interface. On the left is a yellow 'Main Menu' sidebar with options: Dashboard, My Coursework, My Results, My Placements, Work (highlighted with a red circle), Reporting, Contact List Manager, and Help. The main content area has a dark green header with 'WALKTHROUGH' and 'PLACEMENT GUIDE' tabs. Below the header is a 'My Placements' section with tabs for 'My Placements', 'My Applications & Proposals', and 'Diversity'. A search bar 'Find Placements' is present. The 'In Progress' section lists 'TEST School Psychology' with a 'TEST STUDENT' button. The 'Not Started' section lists 'School Psychology Practicum TEST'. The 'Completed' section lists 'School Psychology Site'. The right sidebar contains fields for 'Candidate' (Test Student), 'Paired Institutional Advisor' (None), 'Stakeholders' (Test Assessor, Frank Nascimento), 'Department/Group' (School Psychology), 'Subject/Field' (test), 'Grade/Level' (test), 'Dura' (2025), 'Journ' (TEST), and 'Note'.

## 17 Click "Journals"

The screenshot shows the NJCU My Placements interface with the 'Work' menu open. The 'Work' menu has options: BACK, My Coursework, My Placements, Placement Finder, Collaboration, Journals (highlighted with a red circle), File Library, and Themes. The main content area is the same as in the previous screenshot, but the 'Journals' section at the bottom is now visible, showing a 'Journal Entries' button.

## 18 Click the row for your Practicum or Externship log, then click "Edit"

**Journals**

Start a New Journal

Name:  Choose Journal Template:  [Start New Journal](#)

My Journals

15 records per page [Show / hide columns](#) [Print](#) [CSV](#) [Clear Sort](#) Search:

Name	Template	Created	Last Edited	# Entries
TEST School Psychology	TEST School Psychology Externship Log	2025-08-20	2025-08-20	4
TEST Field Experience Hours	COE Field Experience Hours	2025-01-28	2025-01-28	1
TEST	School Psychology Practicum Activity Log	2024-09-05	2024-09-05	1
TEST Field Experience Hours	COE Field Experience Hours	2024-08-21	2024-08-29	4
Copy of COE Clinical Practice I	Clinical Practice Time Log	2024-08-27	2024-08-27	1
TEST School Psych Practicum	School Psychology Practicum Activity Log	2024-08-21	2024-08-21	1
TEST School Psychology Externship	School Psychology Externship Activity Log	2024-08-21	2024-08-21	1
Clinical Practice Hours	Clinical Practice Time Log	2024-08-20	2024-08-20	1
TEST COE Clinical Practice I	Clinical Practice Time Log	2024-08-20	2024-08-20	1
School Psychology TEST	Clinical Practice Hours Log	2024-08-16	2024-08-16	1
CPI Test	Clinical Practice Hours Log	2024-07-26	2024-07-26	1

## 19 Click "Edit" to make changes to a time log entry.

**Journal Entries**

JOURNAL TEST School Psychology

[New Journal Entry](#) [Import New Journal Entries](#) [Export TSV](#) [Export Excel](#)

Note journal entries are visible to administrators for reporting purposes.

Select date for this entry:	Site name:	Site supervisor:	Enter the number of EVALUATION hours completed	Enter the number of COUNSELING hours completed	Enter the number of CONSULTATION hours completed	Enter the number of SUPERVISION hours completed	Enter the number of EDUCATION hours completed	Enter the number of RESEARCH hours completed	Enter the number of OTHER hours completed	Description:	Select your course:	Select the name of your faculty advisor for signoff:	Comment
8/20/2025	test	Test	3	2	1					test	PSYC 709	Liz Hickey (Pending)	<a href="#">Edit</a> <a href="#">Delete</a>
8/5/2025	test	test	1	3	2.5	0	0	0	0	test	PSYC 709	Test Assessor (Pending)	<a href="#">Edit</a> <a href="#">Delete</a>
8/6/2025	test	test	1		5	3				test	PSYC 708	Liz Hickey (Pending)	<a href="#">Edit</a> <a href="#">Delete</a>
8/20/2025	test	test	1	2						test	PSYC 709	Frank Nascimento (Pending)	<a href="#">Edit</a> <a href="#">Delete</a>
			Total	Total	Total	Total	Total	Total	Total				

20

Click "Save" when you have finished making changes.

Select date for this entry:

8/20/2025

8/5/2025

8/6/2025

8/20/2025

Select your course:

☐ PSYC 708

☒ PSYC 709

☐ PSYC 710

REQUIRED

Select the name of your faculty advisor for signoff:

Liz Hickey (Pending)

Change Supervisor

Save