VIEWING a Field Experience Binder

To open a Field Experience Binder, locate it in your pending tasks. You can find your pending tasks by clicking on the "flag" icon in the top right of the screen. Note that the icon will be red if you have unread pending tasks.

Pending Tasks Flag
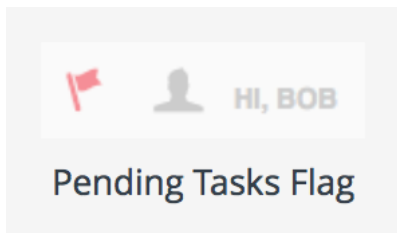
If the binder doesn't show up there, you may need to click **View All Tasks** to locate it.

Binder Layout
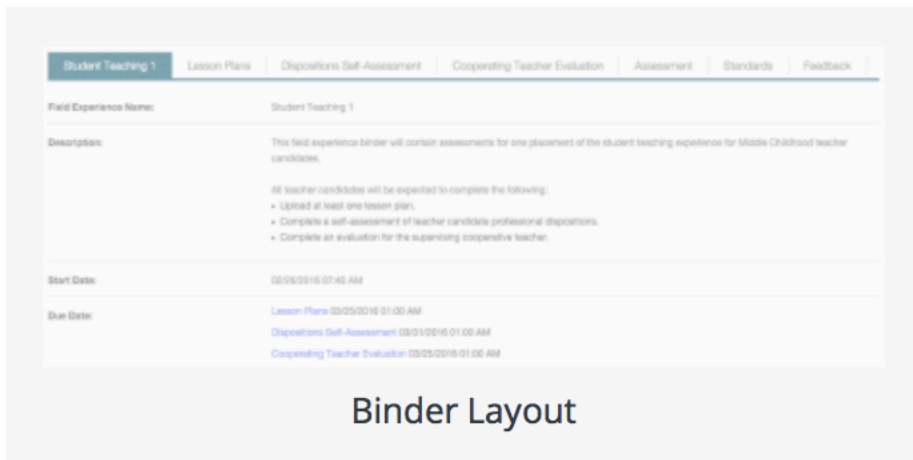
- **Title & Instructions:** title and pertinent instructions are located on the Field Experience Binder cover page.

- **Binder Tabs:** each sub-tab represents a different section of the binder.

- **Assessment:** instructor and site supervisor(s) assessments of your work.

- **Feedback:**   your instructor may leave feedback about your work.

- **Due Dates:** binder, tab, or attachment due dates provided by your instructor.

- **Placement Information (not shown):** relevant placement information and site location details are also provided as you scroll down the page.

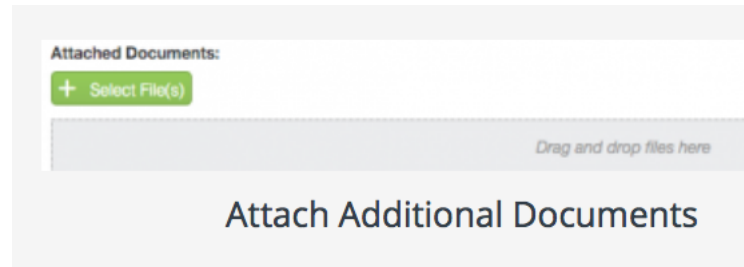## COMPLETING a Field Experience Binder

Artifact Attachment

1. Click on the sub-tab to the right of the Field Experience Binder cover page. (Tab title will vary.)

The First Sub-Tab
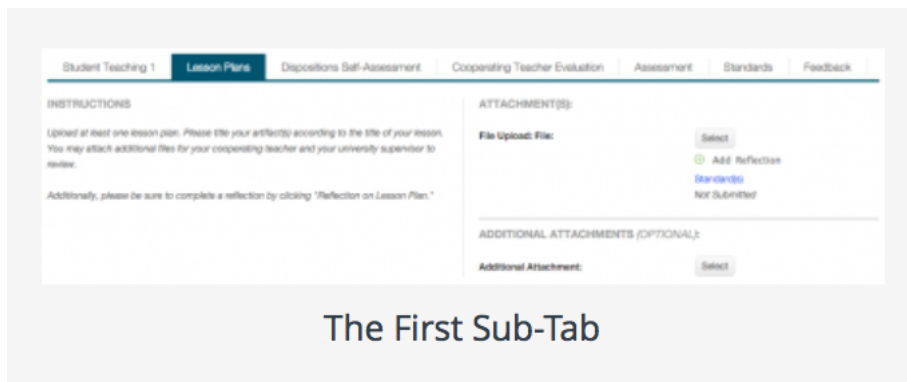
2. Field Experience Binders require you to fill in defined submission fields know as **Artifacts.** Click on **Select** underneath Attachment(s).
   a. All fields with an asterisk (*) must be filled in before the system will let you add your artifact.
   b. If you are required to attach additional documentation to your artifact, click on the **Select files** button to search for a files(s) on your computer, or drag and drop in the indicated area. To remove the file , click ⊗ next to that file.

Attached Documents:
+ Select File(s)

Drag and drop files here

Attach Additional Documents

3. Once you have completed your artifact, click on **Add.** Your attachment will be listed underneath **Attachment(s)** as shown.

ATTACHMENT(S):

File Upload: File:
⊖ Lesson Plan, Week 1
⊕ Add Reflection
Standard(s)
Not Submitted

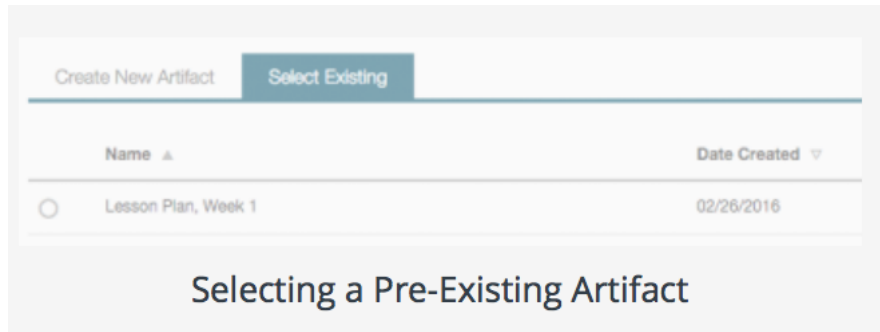**Attached Artifacts Listed Under Attachments**

4. Continue in a similar fashion until you have attached all required artifacts for each sub-tab of the Field Experience Binder.
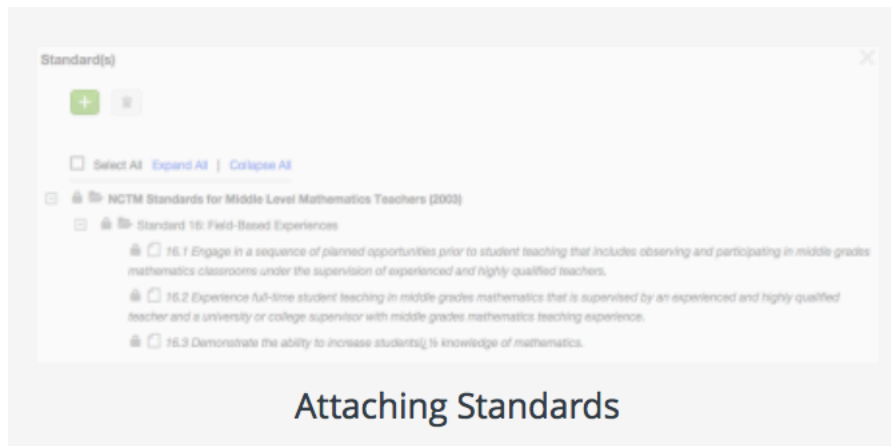
Note(s):
- If you have previously created an artifact, it can be selected when attaching an artifact. Existing artifacts of the same type are located in the attachment sub-tab as shown.

Selecting a Pre-Existing Artifact

- If you are required to attach additional standards, click on the **Standard(s)** link for any artifact.

Attaching Standards

- If you are required to complete reflections of your experience, click on the **reflection form link** for any artifact.

Submitting a Field Experience Binder

Depending on how your binder has been set up, you may have one due date for the whole binder, due dates for tabs or due dates for individual assignments.

Option 1: Submitting the Binder

1. To open a Field Experience Binder, click on **Home,** then click on its title under the **Pending Task** section located in the center of your screen.

2. Attachments can be edited prior to submission by clicking on the attachment title.
3. From any binder tab, you can:
   a. **Save:** save your work and return at a later time.
   b. **Submit**: submit the binder tabs for review.
   c. **Close**: exit the course binder without saving any changes.

Option 2: Submitting a Tab

1. To open a Field Experience Binder, click on **Home**, then click on its title under the **Pending Tasks** section located in the center of your screen.
2. Attachments can be edited prior to submission by clicking on the attachment title.
3. From any binder tab, you can:
   a. **Save:** save your work and return at a later time.
   b. **Submit:** submit one or more binder tabs for review, by checking the box next to the binder title and clicking Submit again.
   c. **Close:** exit the course binder without saving any changes.

Option 3: Submitting an Assignment

1. To open a Field Experience Binder, click on **Home**, then click on its title under the **Pending Tasks** section located in the center of your screen.

Select the attachment(s) you would like to submit:

STUDENT TEACHING 2

Lesson Plans
- ☐ Weekly Lesson Plan: Week 1: Weekly Lesson Plan: Week 1
- ☐ Weekly Lesson Plan: Week 2 (Incomplete)
- ☐ Weekly Lesson Plan: Week 3 (Incomplete)

Dispositions Self-Assessment
- ☐ Student Teaching Evaluation: Mid (Incomplete)
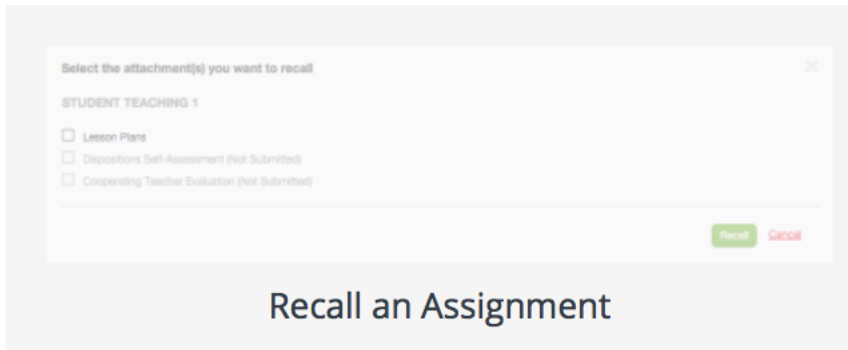- ☐ Student Teaching Evaluation: Post (Incomplete)

Submitting an Assignment

2. Attachments can be edited prior to submission by clicking on the attachment title.
3. From any binder tab, you can:
    a. **Save:** save your work and return at a later time.
    b. **Submit**: submit one or more assignments for review, by checking the box(es) next to assignment title(s) and clicking Submit again.
    c. **Close**: exit the course binder without saving any changes.

Recalling a Submitted Assignment

1. Log in to your server and click on the Field Experience tab.

2. Place a checkmark next to the Field Experience Binder, then click [↺] .

Select the attachment(s) you want to recall

STUDENT TEACHING 1

☐ Lesson Plans
☐ Dispositions Self-Assessment (Not Submitted)
☐ Cooperating Teacher Evaluation (Not Submitted)

[Recall] Cancel

Recall an Assignment

3. Choose which submission you want to recall by checking the appropriate box. Only submitted assignments will be available for recall.
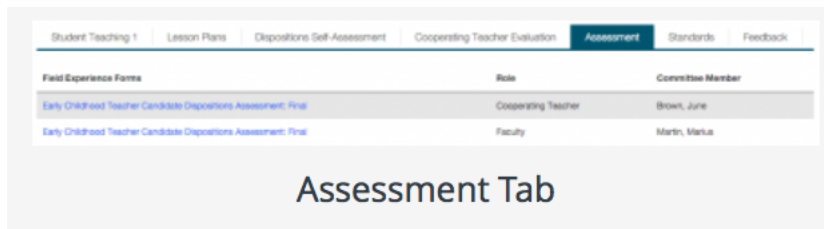
4. Click **Recall.**

Note(s): If you are unable to recall your field experience binder, you will need to contact an administrator for help in reopening your field experience binder for editing.
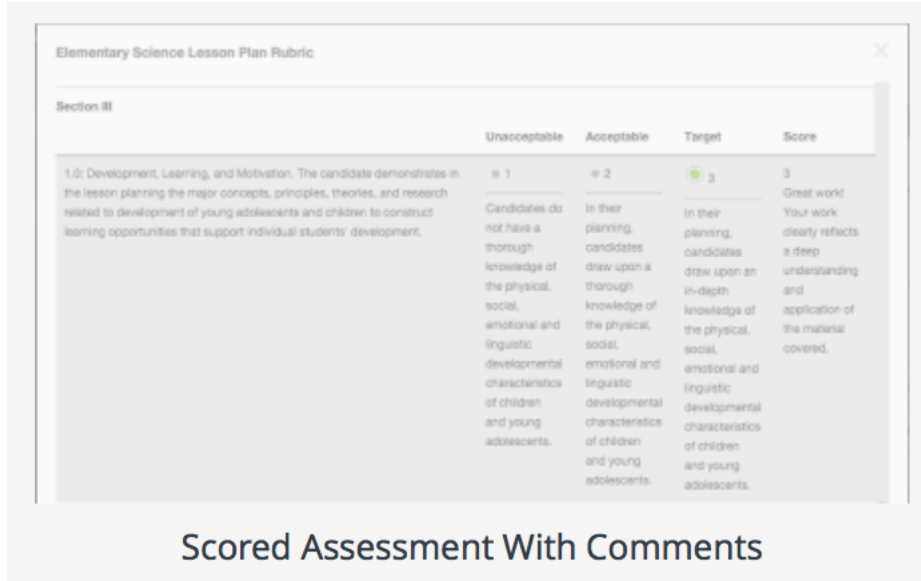
Reviewing Assessor Feedback

1. Log in to your server and click on the Field Experience tab.
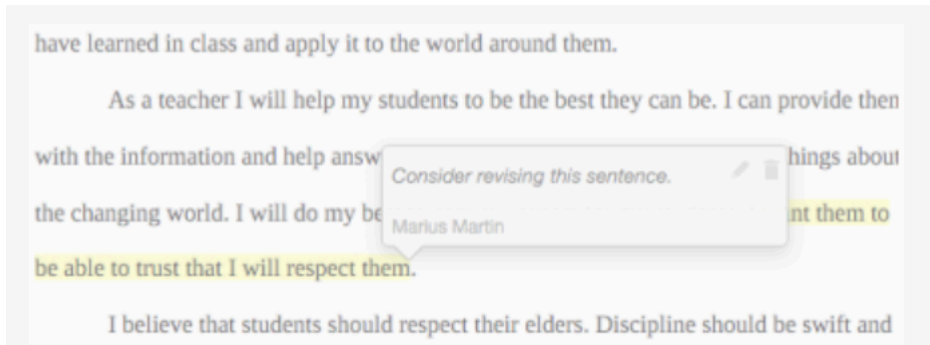

Assessment Tab

2. Click on the Field Experience Binder you want to view.
3. From the Assessment tab, you can view the scored assessment and your instructors comments (if any).

Scored Assessment With Comments

Instructor Comments in your File

Assessment Tool(s)

Click on the Assessment sub-tab to view your assessment(s).

Note(s): Your **Performance Rating** for each **Criterion** and comments from your instructor may appear in the score column.

File Upload Comments

If you attached files to your assignment, your instructor may have left comments within the file. To review their comments:

1. Click on the **sub-tab** containing your file.
2. Click on the **attachment title**.
3. Click on **View** next to your file to view any comments.

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