

Field Supervisor: How to Locate Students Work

Once you've completed steps 1-3 (above) to locate the student and review the binder please follow the steps below to locate the students work within in the binder. The students work is always located on the left-hand side of your screen.

1. Click on the tab located on the left-hand side.
2. Using the Scroll located in the center/divider scroll to the bottom of the form.

The screenshot shows a web interface with a left-hand navigation pane and a main content area. A red box labeled "Click on Tab" points to the "ILT Conferences" tab in the left pane. A second red box labeled "Use the divider scroll to scroll to bottom of page." points to the vertical scrollbar in the center of the main content area.

Click on Tab

Use the divider scroll to scroll to bottom of page.

3. All forms located within the tab will be located at the bottom of the page. Once a student has completed one of the forms the form name will turn BLUE. If BLUE you can click on the blue form name to review the form completed by the student.

Additional ILT Conferences

Acknowledgement of Additional ILT Conferences (optional)- if you participate in ILT's not documented above you may add to this form.

[Print-Friendly View](#)

Name	Status	Attachment
Acknowledgement of ILT Conference Rotation 1 1	Not Submitted	Attachment
Acknowledgement of Midterm ILT Conference 1	Not Submitted	Midterm ILT Conference
Midterm ILT Evaluation not attached.	Not Submitted	Midterm ILT Evaluation
Mentor Midterm ILT Evaluation Upload not attached.	Not Submitted	Mentor Midterm ILT Evaluation Upload
Acknowledgement of ILT Conference Rotation 2 not attached.	Not Submitted	Acknowledgement of ILT Conference Rotation 2
Acknowledgement of Final ILT Conference not attached.	Not Submitted	Acknowledgement of Final ILT Conference
Final ILT Evaluation not attached.	Not Submitted	Final ILT Evaluation

Click on the blue form name to review

Student: [last student]

Experience Forms Due Date(s) Feedback

EXPERIENCE FORMS

Experience Form	Description	Last Update
Field Supervisor Visit Data Log	Supervisors will log each student visit on campus. This form will also be used to run reports for the visit log TEA ASEP reporting. The form became active spring 2017 with interns and residents.	
Field Supervisor Lesson Evaluation-Rotation 1		
Field Supervisor Mid-Term Evaluation Form- ILT	The field Supervisor will complete the evaluation form mid-term	
Field Supervisor Lesson Evaluation-Rotation 2		
Field Supervisor Final Evaluation Form- ILT	The field Supervisor will complete the evaluation form at the end of the semester	
Field Supervisor-Residency Approval	The Field Supervisor will determine a students approval to begin the Resident semester.	