Advisor Check: Graduate Field Experience Log

All candidates enrolled in any Teacher Education graduate program (with the exception of the Ph.D. in Special Education) will be required to submit their Field Experience Log Cover Sheet in the School of Education Assessment System. Steps for candidates on how to submit their Field Experience Cover Sheet in the assessment system can be found in the Teacher Education Graduate Handbook and on the Assessment System Help Page.

Candidates will need to submit their cover sheet and all supporting materials to their advisor. The advisor will then check to see that the candidate has correctly submitted their Field Experience Log Cover Sheet in the assessment system. Advisors do not need to confirm the submission in the system. However, advisors should work with candidates to make sure they log their graduate field experience hours into the assessment system.

Below are steps for advisors on how to successfully check that candidates have submitted their Field Experience Cover Sheet in the assessment system:

2. Click “Content Management” in the Navigation Menu.
3. Next, click “Student Information Management” from the drop down menu.

The Student Information Management page will open. In the “Filter by Name(s)” bar type either the students’ name or ID number.
Then click, “Search Students.”
The student will generate below. Next, click “View” on the line corresponding to the student.
The Student Information Overview page will open. Scroll down the page until the heading “Assessment Instrument Reports” appears. If any part of the Graduate Field Experience Log has been submitted it will appear in the list of submitted instruments.

Next, click “View” to the right of Graduate Field Experience Log.
The “Generate Report” page will open. No selections need to be made.

Scroll down to the bottom of the page and click “Generate Report.”


The Graduate Field Experience Log report pictured above will open. All options for earning field experience hours will appear on the report. If a candidate has submitted hours for a particular category, it will appear on the right side of the report. If the candidate did not submit hours for a category, “No Response” will be listed. Any comments the candidate has made as well as completion dates will also appear on the report.