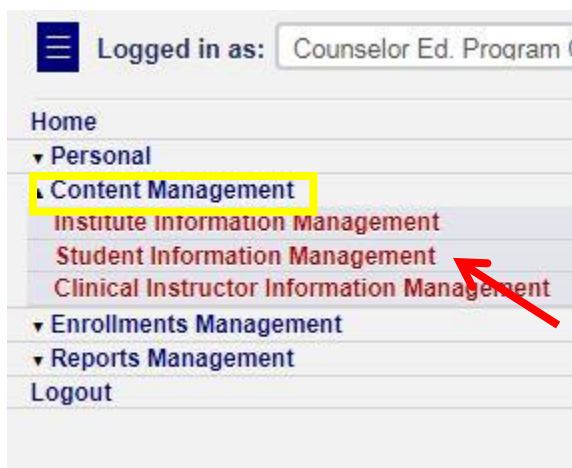


Advisor Check: Graduate Field Experience Log

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.

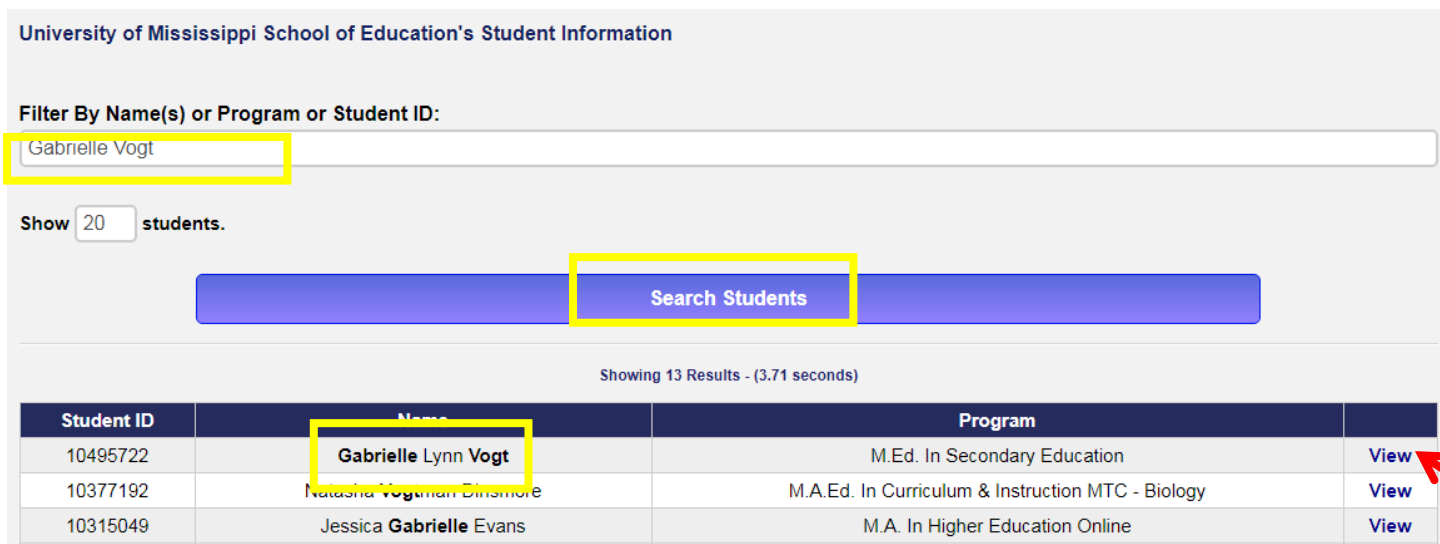
Below are steps for **advisors** on how to successfully check that candidates have submitted their Field Experience Cover Sheet in the assessment system:



Log into the SOE Assessment System.
<http://education.olemiss.edu/assessment/home.php>

Click “Content Management” in the Navigation Menu.

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.

Student Information for Gabrielle Vogt

Student Demographic Information

Name	Gabrielle Vogt
Gender	Female
Race	White
Age	23 Years - 1995-08-21
Email	

[Edit Demographic Information](#)

Student General Information

Student ID	
Student Email	
Full Time/Part-Time	Full-Time
Teacher Assistant?	Yes
Background Check	2016-09-06
Insurance Expiration	2018-08-31

[Edit Student General Information](#)

Assessment Instrument Reports

Standard Instrument Reports

Instrument	
CEI 2015	View
English TIAI-B	View
Secondary Portfolio	View
TIAI	View
Graduate Field Experience Log	View



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.

Evaluator Role(s):
Secondary Ed. Undergraduate Student

Evaluator(s):
Gabrielle Vogt - Secondary Ed. Undergraduate Student

Generate Report

The “Generate Report” page will open. No selections need to be made.

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

Generate Report

Generated Report! - (5.66 seconds)

Submissions	
Submitted by Gabrielle Vogt (Secondary Ed. Undergraduate Student) On 2019-05-20 15:06:37	View Report

After clicking “Generate Report,” a submissions box will appear. Click “View Report” in the submissions box.

Field Experience Log

Required Experience for all Programs	
1. Visit a School	5
1. Visit a School (Diverse Setting)	Yes
If applicable: Visit School Diverse Setting Comments	
Gulfport High School	
1. Visit a School Completion Date	2018-09-07
2. Observe/Evaluate an NBPTS Teacher	5
2. Observe/Evaluate an NBPTS Teacher (Diverse Setting)	Yes
If applicable: Observe/Evaluate an NBPTS Teacher Diverse Setting Comments	
Amanda Witt At Oxford High School	
2. Observe/Evaluate an NBPTS Teacher Completion Date	2019-01-10
3. Observe/Evaluate a Teacher Candidate	5
3. Observe/Evaluate a Teacher Candidate (Diverse Setting)	Yes
If applicable: Observe/Evaluate a Teacher Candidate Diverse Setting Comments	
Breanna Comley At Oxford High School	
3. Observe/Evaluate a Teacher Candidate Completion Date	2019-01-10
Present	
4. Staff Development	No Response

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.