EDRD 355 Confirming Field Experience Hours

All EDRD 355 students will be required to log placement hours in the School of Education Assessment System. It is recommended that students add hours in the assessment system throughout the semester instead of waiting until the end to ensure an accurate record of field placement hours. Clinical Instructors will need to log in to the assessment system to confirm these hours. It is also recommended that clinical instructors confirm hours throughout the semester. Below are steps for clinical instructors on how to successfully confirm field experience hours in the assessment system.

Clinical Instructors: Steps for confirming field placement hours in the Assessment System


First time users should click “Register Here” to create an account. If you already have an Assessment System account click “Sign In.”

Click “Enrollments Management” in the Navigation Menu.

Next, click “Supervised Enrollments” from the drop down menu.

On your “Supervised Enrollment Courses” page an EDRD 355 section should be listed. Click “View Roll” for EDRD 355.

On the following page, “Supervised Enrollment Course Roll,” find the student whose hours you are confirming. Click “Enter Data” in the box with their name listed.
On the “Enter Data for Enrollment Page” scroll down to the heading “Assessment Instruments,” and click the “Submit” button to the right of “Field Experience Timesheet.”

The top of the “Field Experience Timesheet” page will list the Enrollment, Personnel, and Placement information for the student.

Scroll down the “Field Experience Timesheet” page to the heading “Review Hours.”

All field placement hours that the student has logged into the assessment system will be listed.

To confirm a set of hours click “Confirm.” If you believe the hours logged are inaccurate click “Doubt.”

Hours that have yet to be verified by the clinical instructor will be listed as “Pending” and will not be highlighted. Hours that have been confirmed will be highlighted green. Hours that have been doubted will be highlighted red.