EDSE 400 Field Experience Timesheet-Candidates

All EDSE 400 students will be required to log placement hours in the School of Education Assessment System. It is recommended that candidates 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 candidates on how to successfully log field placement hours in the assessment system.

Candidates: Steps for logging field placement hours in the Assessment System

1. Log into the SOE Assessment System.
   [http://education.olemiss.edu/assessment/home.php](http://education.olemiss.edu/assessment/home.php)
   Click “Current Enrollments” in the Navigation Menu.

2. On your “Current Enrollments” page your EDSE 400 section should be listed. Click “Enter Data” for EDSE 400.
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.”

On the “Field Experience Timesheet” page, scroll down to the heading “Submit Your Hours.” Enter the Date, Start Time, and End Time for every time you visit your field placement. Click “Add Hours” to submit the field placement hours. Candidates should continue to complete this same process every time they add hours. Field placement hours will begin to record at the bottom of the timesheet.