

Student Teaching Binder Tutorial for Cooperating Teachers

1. Login to <http://tk20.jmu.edu> with your assigned username and password. If you do not know your username and password contact tk20@jmu.edu. If you have logged in before and setup a recovery email and secret question you can use the password reset link in the Resources section under the login.
2. Click on **Field Experience** (a) and then click the **link to the binder** (b)

| Student ▲ | Name ▼ | Term ▼ | Cour |
|---------------------|--------------------------------------|----------------------|------|
| Lumpkin, Alexandria | Student Teaching Binder 2018 Block 3 | Spring Semester 2018 | STCH |

3. Read your student teacher's block organizer. Click the **Block Organizer** tab (c) then click the **link to the organizer** (d).

Complete this section first. Refer to the steps below to complete the Block Organizer section of the Field Experience Binder. You will be doing similar actions for the remaining tabs of this Student Teaching Field Experience Binder.

1. Meet with your Cooperating Teacher to discuss each of the sections in this form. These include:
 - Special scheduling concerns
 - Important school /student testing dates
 - Specific curriculum topics/units to be covered, critical SOLs to be taught
 - Student information - this section includes specific student information. Include only numerals/numbers in this section.
 - Evaluation - how will we know students are learning.
2. Create an artifact using the template called "STUDENT TEACHING BLOCK ORGANIZER" and provide all information regarding your student teaching placement setting that you discussed with your Cooperating Teacher.
 - Click on the "click here to attach" link below. A dialog box will appear to help you create a new artifact [or attach an existing artifact that you already created].
 - Click the "Continue" button to create your new artifact using this template.
 - Drag the window larger by using your mouse on the lower right corner of the window to re-size it to more easily see the form.
 - Give this artifact a title that you will remember if you want to modify it later.
 - Complete ALL the sections of the form - you cannot save the artifact without completing all the sections.
 - **Note:** You can more easily format your text in the large text boxes by clicking on the "Rich formatting" link to open up formatting tools. (This will work with most browsers - Firefox is recommended)
3. Save this artifact and it will be attached to your binder.
4. IMPORTANT: **SAVE** the field experience binder so. **If you exit out of the binder without saving it, the artifact you created and the binder changes will be lost.**

NOTE: You can modify your artifact later after you attached it to the binder by going to the "Artifacts" tab and open the artifact that you created, modify the contents, and save it. These changes will automatically be changed on the artifact that you attached to the binder.

| Name | Status | Type | Standard | Refle |
|------------------------------------|---------------|----------------------------------|----------|-------|
| STUDENT TEACHING BLOCK ORGANIZER 2 | Not Submitted | STUDENT TEACHING BLOCK ORGANIZER | | |

4. Under the **Activity Log** tab (e) your student teacher will complete an **Activity Log** (f) before the start of each week and a **Reflection** (g) at the end of each week.

Student Teaching Binder 2018 Block 3 Block Organizer **Activity Log** Check Out List

Complete a **Student Teaching Activity Log** and a **Student Teaching Reflection Form** at the end of each week of your placement. Activity logs detail your hours from the prior week and your expected teaching times for the next week. Reflection forms contain your reflections from the past week's activities.

Lesson plans can be attached by clicking the **Select** button next to **Additional Attachments** at the bottom of the page. If you have already uploaded your lesson plan, select it from "My Items, otherwise select "Create a new artifact and click Continue. Select File from the Artifact Type drop-down menu. Provide a descriptive title containing your last name, attach the document, and click Add.

Attn: PHETE students - Please attach the lesson plan for the previous week before completing your activity log or reflection for the current week.

More detailed instructions can be found in the **Student Teaching Binder Tutorial for Student Teachers**, available at <http://teach.coe.jmu.edu/esc/binder-tutorial>

| Name | Status | Type | Standard | Reflection |
|--|---------------|-------------------------------|----------|--|
| STUDENT TEACHING ACTIVITY LOG - week 1 | Not Submitted | STUDENT TEACHING ACTIVITY LOG | | Student Teaching Reflection Form |

5. Each week you will provide feedback for your student teacher. Click **Field Experience Forms** (h) and then click **Weekly Feedback by Cooperating Teacher** (i).

Field Experience Forms Due Date(s) Feedback

FIELD EXPERIENCE FORMS

| Field Experience Form | Description |
|---|--|
| Weekly Feedback by Cooperating Teacher (8 week) | <p>Instructions for University Supervisors & Cooperating Teachers</p> <ul style="list-style-type: none"> Complete this form for each student teacher during the MID BLOCK week of the student teaching/internship placement. Please use the comments box to provide additional information if needed. <p>Bottom of form</p> <ul style="list-style-type: none"> Ignore the Grade field, this is not used for this form. The score is automatically generated by the form when you click on the "Calculate Grade" or "Save" button. When you have completed the form, click the "Save" button at the bottom of the form. |

Tip: To create a backup of your feedback, use MS Word to write and save your feedback, then paste it into the text box.

Important: To save your work you must click the Save button before leaving the binder.

6. When you reach the midpoint of the placement, you and the supervisor will each complete a mid-block evaluation of your student teacher's performance. To complete, click **Field Experience Forms** (h) then click **MID BLOCK – PROFILE OF STUDENT TEACHING PERFORMANCE** (j).
7. At the end of the placement you will evaluate your student teacher's performance again. To complete, click **Field Experience Forms** (h) then click **FINAL – PROFILE OF STUDENT TEACHING PERFORMANCE**.

8. Review the Check Out List with your student teacher. Click the **Check Out List** tab (k), then click the **link to the document** (l).

Student Teaching Binder 2018 Block 3 | Block Organizer | Activity Log | **Check Out List** Print-Friendly View

Complete a STUDENT TEACHING SIGN-OUT LIST artifact checking off all the required elements indicating that you have returned all items at the conclusion of your student teaching experience. Meet with your Cooperating Teaching to verify that all is complete on this form. Enter the date and time of this meeting on the form and attach the saved artifact to this section of the field experience binder.

Make sure you **SAVE** this field experience binder! If you exit out of the binder without saving it, the artifact you created and the binder changes will be lost.

After you have completed all of the sections in this Student Teaching binder, you can click the **COMPLETE** button as the final step for this field experience binder.

| Name | Status | Type | Standard | Refle |
|---|---------------|---------------------------------|----------|-------|
| STUDENT TEACHING CHECK-OUT LIST 2 | Not Submitted | STUDENT TEACHING CHECK-OUT LIST | | |

9. Evaluate the supervisor by clicking **Field Experience Forms** (m) then click **COOPERATING TEACHER FEEDBACK FOR UNIVERSITY SUPERVISOR** (n).

Submit Close Print-Friendly View

Student: Alexandria Lumpkin
 Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

Field Experience Forms | Due Date(s) | Feedback

FIELD EXPERIENCE FORMS

| Field Experience Form | Description | Last Update |
|--|---|---------------------|
| Weekly Feedback by Cooperating Teacher (8 week) | | 02/15/2018 09:15 AM |
| MIDBLOCK - PROFILE OF STUDENT TEACHING PERFORMANCE | Instructions for University Supervisors & Cooperating Teachers <ul style="list-style-type: none"> Complete this form for each student teacher during the MID BLOCK week of the student teaching/internship placement. Please use the comments box to provide additional information if needed. Bottom of form <ul style="list-style-type: none"> Ignore the Grade field, this is not used for this form. The score is automatically generated by the form when you click on the "Calculate Grade" or "Save" button. When you have completed the form, click the "Save" button at the bottom of the form. | 02/19/2018 12:08 PM |
| FINAL - PROFILE OF STUDENT TEACHING PERFORMANCE | Instructions for University Supervisors & Cooperating Teachers <ul style="list-style-type: none"> Complete this form for each student teacher during the FINAL week of the student teaching/internship placement. Please use the comments box to provide additional information if needed. Bottom of form <ul style="list-style-type: none"> Ignore the Grade field, this is not used for this form. The score is automatically generated by the form when you click on the "Calculate Grade" or "Save" button. When you have completed the form, click the "Save" button at the bottom of the form. | |
| COOPERATING TEACHER FEEDBACK FOR UNIVERSITY SUPERVISOR | Cooperating Teacher feedback of University Supervisor | |

10. After completing all of the steps above, click the **Submit** button (o).

Help and Support

Technical Tk20 questions tk20@jmu.edu

Placement questions teacher-ed@jmu.edu