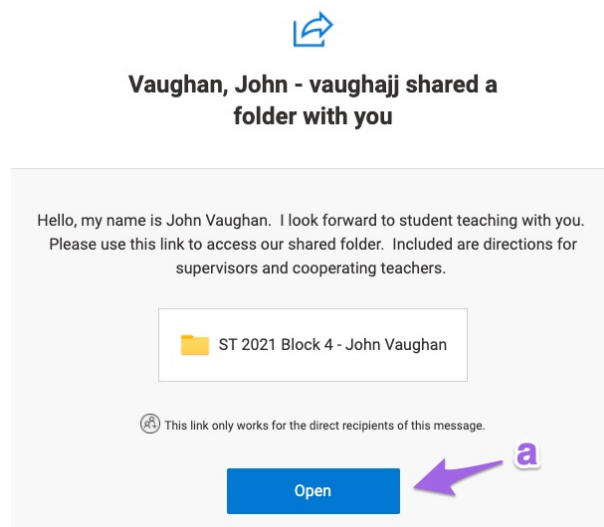


Cooperating Teacher Field Experience Instructions

1. During the first week of the placement your student teacher will share a folder with you. This folder is where you will review the student teacher's work and provide feedback. Check your email for a message from SharePoint Online <no-reply@sharepointonline.com> with the subject "[STUDENT TEACHER NAME] shared the folder ST [Current Year]...". If the email arrives in your spam folder please click any buttons provided to tell your email provider that this is not spam. **SAVE this email. It contains a button that you will use each time you access the folder.**

2. Login to your student teacher's shared folder by clicking on the **Open button** (a) in the email. If you do not see a button you should be able to right click on the link, select copy link, and paste into your browser.

3. If your school does not use Office365 for email you will be prompted to send a code to the email address you provided your student teacher. Click the **Send Code button** (b). If you don't receive an email check your Spam folder. The subject of the email should be "[NUMBER] is your Microsoft OneDrive verification code". Enter the code in the **Enter Code** textbox (c).




Request Verification Code

You've received a secure link to:

 ST 2021 Block 4 - John Vaughan

To verify your identity, we'll send a code to you at jjvaughan@gmail.com.

 **Send Code**

By clicking Send Code you allow James Madison University to use your email address in accordance with their privacy statement. James Madison University has not provided links to their terms for you to review.

Enter Verification Code

You've received a secure link to:

 ST 2021 Block 4 - John Vaughan

To open this link, enter the code we just emailed to jjvaughan@gmail.com. **Send again**



Verify

Keep me signed in

4. If the verification code does not arrive in a timely manner or you can not find the verification code email you may use an alternate email address. Please look for the verification code in spam, search for "no-reply@sharepointonline.com," and search for "Microsoft OneDrive verification code" before using an alternate email. Instructions can be found at: <https://coe.jmu.edu/alternate-login-shared-folder>
5. If you receive an error message that you do not have an account, please contact your student teacher or field-experience@jmu.edu and a web link will be emailed to you. SharePoint allows guest access to shared folders. You do not need a Microsoft account. If you receive this error you may be using the student or supervisor's login page instead of the guest login page or you may be trying to access it using a bookmark.
6. **If your school uses Google Mail or any email product other than Microsoft O365, do not bookmark the shared folder webpage.** If you bookmark the page it will ask for a username and password which you do not have. Always access the shared folder using the button in the email invitation from step 1.
7. Click on the file named **Student Teaching Block Organizer** to read it. The file will open in a new browser tab.
8. You can make comments directly in the block organizer by clicking on the **Comments button** (d) in the top right corner. If you wish to highlight a specific portion of the document to comment on you can **select a portion of text** (e) and then click **New** (f). **Write your comment** (g) and then click the blue **airplane button** (h) to send it.

The screenshot shows the Microsoft Word interface for a document titled "Student Teaching Block Organizer". The document content includes a table with two columns. The left column is titled "SPECIAL SCHEDULING CONCERNS" and lists various scheduling issues. The right column contains text about student placement and grading periods. A "Comments" sidebar is open on the right, showing a "New" button and a comment input field with the text "Let's talk more about expectations on in-service days".

Annotations in the image:

- d. Click Comments to open the Comments sidebar**: Points to the "Comments" button in the top right of the document editor.
- e. Select text (optional)**: Points to a highlighted sentence in the right column of the document: "There will be an in-service day Friday, March 14th, and the students and staff will have Good Friday off-April 18th. Rockingham County no longer will be having their spring break."
- f. Click new to add a new comment**: Points to the "New" button in the "Comments" sidebar.
- g. Write your comment**: Points to the text input field in the comment box.
- h. Send it**: Points to the blue airplane button in the comment box.

9. Your student teacher will complete an Activity Log and a Reflection at the end of each week. **You will provide weekly feedback at the end of each week.** Click on the file named **Week[number] Activity Log and Reflection** to open it. You can make comments at any time using the **Comments sidebar** (d). Your weekly feedback should be entered at the bottom of the page under **Weekly Cooperating Teacher Feedback**.

10. When you reach the midpoint of the placement, you and the supervisor will each complete a **mid-block assessment** of your student teacher's performance. To complete, go to <https://coe.jmu.edu/st-performance-assessment>. The form will ask for your email and email addresses for the university supervisor and student teacher. The website will send a copy of your submission to these addresses to discuss during your next conference.

If you can not find the email please search for emails from noreply@mail.questionpro.com and check your spam folder. The student teacher will copy the contents of the email and paste into the appropriate "Student Teaching Performance Assessment" document in the shared folder.

11. At the end of the placement, you and the supervisor will each complete a **final assessment** of your student teacher's performance. To complete, go to <https://coe.jmu.edu/st-performance-assessment>. The form will ask for your email and email addresses for the university supervisor and student teacher. The website will send a copy of your submission to these addresses to discuss during your next conference.

If you can not find the email please search for emails from noreply@mail.questionpro.com and check your spam folder. The student teacher will copy the contents of the email and paste into the appropriate "Student Teaching Performance Assessment" document in the shared folder.

12. At the end of the placement, review the **Check-Out List** with your student teacher to confirm all tasks have been completed. Once completed, a signed copy of the Check-Out List will be sent to you from noreply@mail.questionpro.com. The student teacher will copy the contents of the email and paste into the "Check-Out List" document in the shared folder.

13. Provide **feedback on the university supervisor** by going to <https://coe.jmu.edu/ct-feedback-us>. Your responses are confidential and will not be shared with the student teacher or university supervisor.