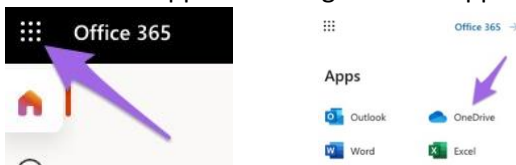


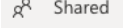

Student Teacher Field Experience Instructions

You will use OneDrive to share documents with your cooperating teacher and supervisor during your field experience. Follow the steps below to setup the shared space and complete your assignments.

Accessing Your Student Teaching Shared Folder

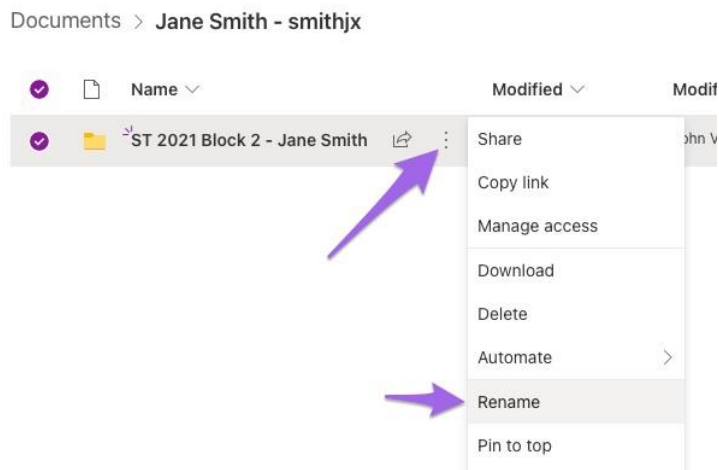
1. Before your placement begins you will be sent an email from SharePoint Online <no-reply@sharepointonline.com> with a link that will give you access to your Student Teaching Shared Folder. Click on the link. If you are prompted with a “Welcome to SharePoint Online” screen (<https://coe.jmu.edu/screenshot/sharepoint1>) click on **Organizational account**. If the link does not work, open it again in an Incognito or Private window (<https://coe.jmu.edu/private-window-instructions>).
2. Login to your OneDrive.
 - Open a web browser and go to <https://dukes.jmu.edu>.
 - Login with your Dukes email (eID@dukes.jmu.edu) and password.
 - Click on the App Launcher grid in the upper left corner of your screen and choose OneDrive.



3. Click Shared in the left menu 
4. Find your student teaching folder. It should be titled with your name – your eID. The path underneath the folder should start with sites > StudentTeaching... 

Renaming Your Shared Folder

5. Click on the 3 dots next to the folder “ST 202X Block X – Your Name” and select **Rename**.



6. Rename the folder with the appropriate block and your name. For example, if your name is Jane Smith and you are student teaching in March 2021 your folder should be named “ST 2021 Block 4 -- Jane Smith”. See the table below to determine which block you will be student teaching in.

If you are student teaching during	Your block is
August – October	Block 1
October – December	Block 2
January – March	Block 3
March – May	Block 4
One extended placement (10, 12, or 16 weeks)	Extended
Mid-semester for PHETE grads only	Midblock

Your folder should now look like the example below.

The screenshot shows a OneDrive interface. At the top, a folder named "Student Teaching Fall 2021" is highlighted with a green "ST" icon. Below it, a navigation bar contains options like "+ New", "Upload", "Share", "Copy link", "Sync", "Download", "Export to CSV", "Power Apps", and "Aut". The breadcrumb path is "Documents > Jane Smith - smithjx > ST 2021 Block 2 - Jane Smith". A table of files is displayed below, with columns for Name, Modified, and Modified By. The files include instructions for different roles and weekly activity logs.

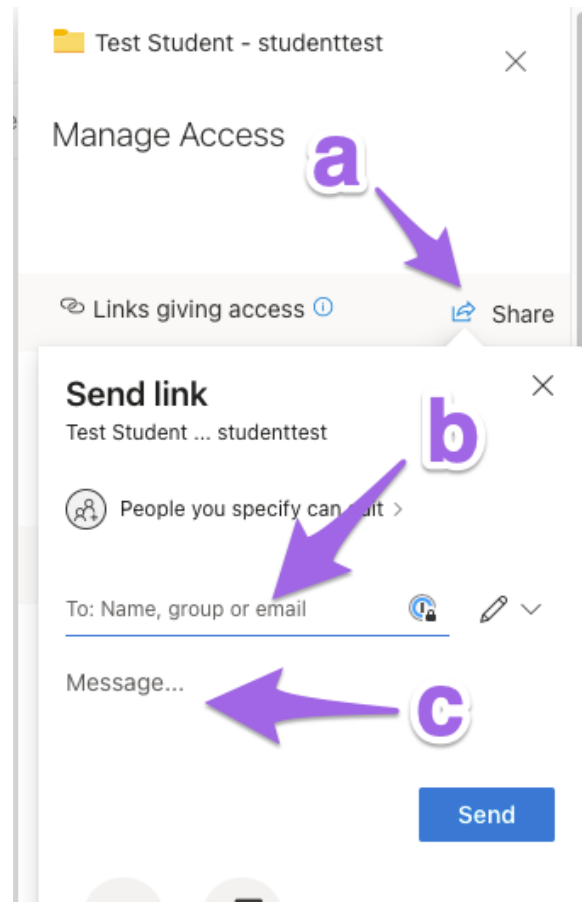
Name	Modified	Modified By
Instructions - Student Teacher.pdf	A few seconds ago	John Vaughan
Instructions - University Supervisor.pdf	A few seconds ago	John Vaughan
Instructions - Cooperating Teacher.pdf	A few seconds ago	John Vaughan
Student Teaching Block Organizer.docx	A few seconds ago	John Vaughan
Week 1 - Activity Log and Reflection.docx	A few seconds ago	John Vaughan
Week 2 - Activity Log and Reflection.docx	A few seconds ago	John Vaughan
Week 3 - Activity Log and Reflection.docx	A few seconds ago	John Vaughan
Week 4 - Activity Log and Reflection.docx	A few seconds ago	John Vaughan
Week 5 - Activity Log and Reflection.docx	A few seconds ago	John Vaughan
Week 6 - Activity Log and Reflection.docx	A few seconds ago	John Vaughan
Week 7 - Activity Log and Reflection.docx	A few seconds ago	John Vaughan
Week 8 - Activity Log and Reflection.docx	A few seconds ago	John Vaughan
Week X - Activity Log and Reflection - Co...	A few seconds ago	John Vaughan

Sharing Your Folder with CT and US

- Once you have the email address of your cooperating teacher and university supervisor you will share these files with them. It is important that they are shared one at a time using the directions below. Entering multiple email addresses at one time can cause issues. To share the files, go back to the ST folder, click on the **3 vertical dots**, and select **Manage Access**:

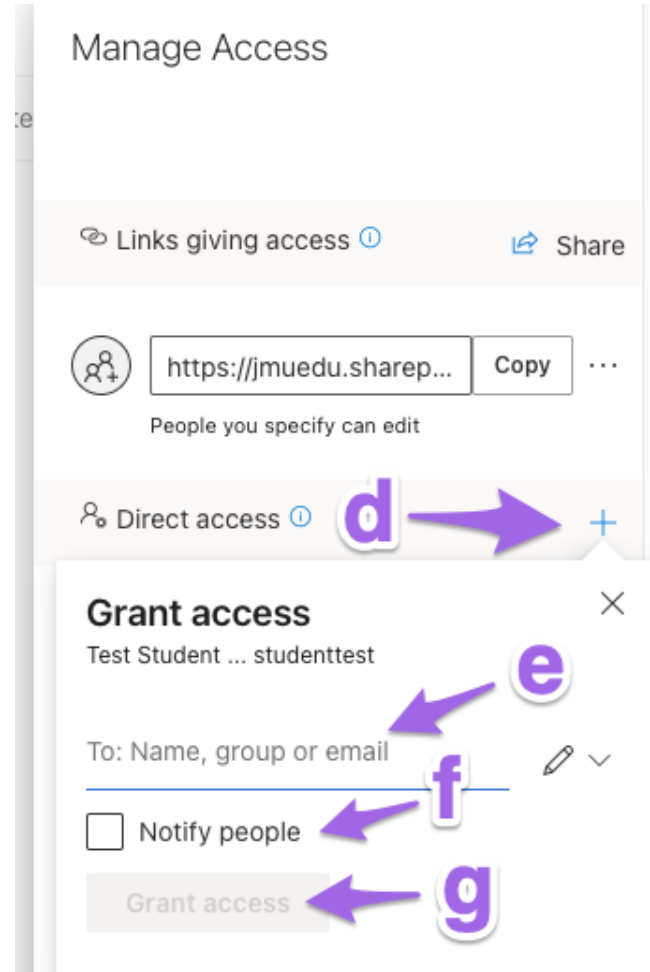


- Click **Share** (a) and enter the email address of your cooperating teacher (b).
- Enter the following into the Message field (c):
Hello, my name is [YOUR NAME]. I look forward to student teaching with you. Please use this link to access our shared folder. Directions for cooperating teachers can be found at <https://coe.jmu.edu/ct-folder-instructions>.
- Click **Send**.
- Do the same for your university supervisor. Click Share (a) and enter the email address of your university supervisor (b). If you have not been assigned a supervisor you will need to come back to this section and add their email once it is known.
- Enter the following into the Message field (c):
Hello, my name is [YOUR NAME]. I look forward to student teaching with you. You may use this link or the Shared section of your OneDrive to access our shared folder. Directions for university supervisors can be found at <https://coe.jmu.edu/us-folder-instructions>.

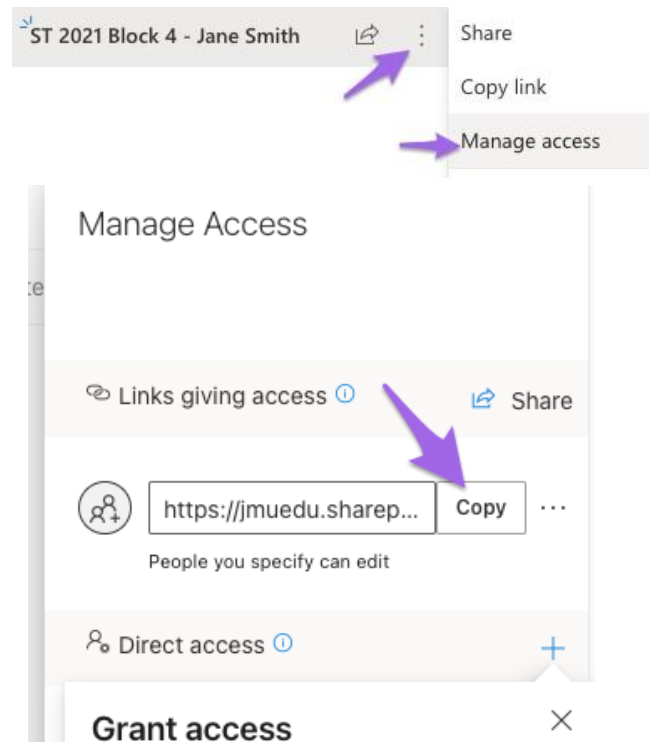


- Click **Send**. Your cooperating teacher and university supervisor should now be able to access your folder using the link that was sent to them.

14. Click the **plus sign** next to direct access (d) and enter the email address of your university supervisor (e). Only JMU email addresses should be given Direct Access.
15. Uncheck **Notify people** (f). Your supervisor was already sent an email in the previous steps.
16. Click the **Grant access** button (g). Your university supervisor should now have access to your shared folder in the shared section of their OneDrive.



17. If your Cooperating Teacher or University Supervisor has trouble logging in you can create a link for them by clicking on the **3 vertical dots** and select **Manage Access**. Click the **Copy button** and paste the entire link into an email. This link will only work if you have already given access to your cooperating teacher and university supervisor in the previous steps.



18. If your cooperating teacher is unable to find the verification code or the verification code consistently arrives late you may request they use an alternate email address and direct them to <https://coe.jmu.edu/alternate-login-shared-folder>. You will need to share your folder with the alternate email address by revisiting steps 7-10 above. Please verify that your cooperating teacher has looked in the spam folder and searched for emails from no-reply@sharepointonline.com before using an alternate email.

Using Your Shared Folder

19. Click into the ST folder and then click on the file named **Student Teaching Block Organizer** to read it. The file will open in a new browser tab. You should fill out the Block Organizer during the first meeting with your cooperating teacher.
20. Your cooperating teacher and university supervisor may add comments to the Block Organizer or any other Word or Excel document in your shared folder. **Comments** (a) should appear automatically when you open the document. If the comment is linked to a specific part of the document that **text will be highlighted** (b) when you click on a comment. To reply to the comment **write in the box below it** (c) and click on the **blue paper airplane button** (d) to send it.

Student Teaching Block Organizer
The student teacher, cooperating teacher and university supervisor should discuss the following issues and complete this form at the beginning of each student teaching block.

<p>SPECIAL SCHEDULING CONCERNS (block scheduling, departmental planning, itinerant classes, parent conferences, grading periods, field trips, teacher in-service / work days, etc.)</p>	<p>I will be working with students K-5. The students in Kindergarten stay in their homeroom all day long, and the students in grade 1-5 switch for core subjects. All of the students follow a nine-week grading schedule, and receive report cards at the end of those grading periods.</p> <p>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.</p>
<p>IMPORTANT SCHOOL / STUDENT TESTING DATES (Standards of Learning, standardized tests, teacher exams, etc.)</p>	
<p>Specific CURRICULUM TOPICS / UNITS to be</p>	

Diagram illustrating the comment process:

- a**: Points to the comment text.
- b**: Points to the highlighted text in the document.
- c**: Points to the reply box.
- d**: Points to the blue paper airplane button.

21. Add lesson plan and observation form documents using the upload button or dragging them into your shared folder.
22. You will complete an Activity Log and a Reflection at the end of each week. Click on the file named **Week [number] - Activity Log and Reflection** to open it. Your cooperating teacher will provide weekly feedback at the bottom of the page under **Weekly Cooperating Teacher Feedback**.
23. You will be assessed twice during your placement. Once at the midpoint and again at the end of the placement. You will be emailed a copy of the evaluation from QuestionPro. If you do not find the email please search for emails from noreply@mail.questionpro.com and check your spam folder. Copy and paste the contents of the email into the appropriate "Student Teaching Performance Assessment"

document in the shared folder. There is one document for the cooperating teacher and another for the university supervisor.

You can view the questions on the assessment by going to <https://coe.jmu.edu/st-performance-assessment-pdf>

24. At the end of the placement **provide feedback on your university supervisor** by going to <https://coe.jmu.edu/st-feedback-us>. Your responses are confidential and will not be shared with the cooperating teacher or university supervisor.
25. At the end of the placement **provide feedback on the placement** by going to <https://coe.jmu.edu/st-feedback-placement>. Your responses are confidential and will not be shared with the cooperating teacher or university supervisor.
26. At the end of the placement **complete the Self-Evaluation Performance Assessment** by going to <https://coe.jmu.edu/self-eval>. Your responses are confidential and will not be shared with the cooperating teacher or university supervisor.
27. Complete the **Check-Out List** by going to <https://coe.jmu.edu/st-checkout-list>. The form will ask for your email and email addresses for the cooperating teacher and university supervisor. The website will send a copy of your submission to these addresses. Copy and paste the contents of the email into the "Check-Out List" document in the shared folder.