



# How to Approve Pre-Student Teaching Experience Documents

**Application:** Campus Solutions

## **Procedure**

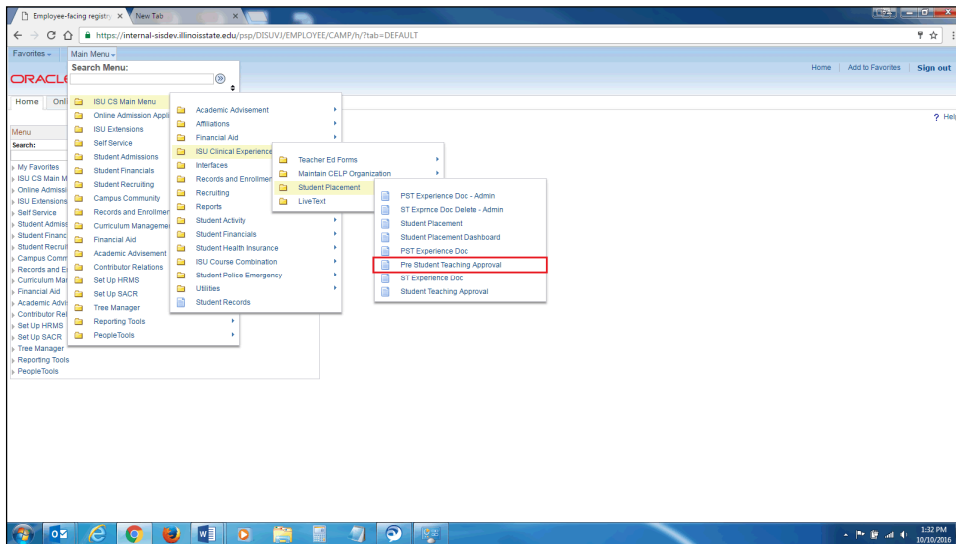
In this topic, you will learn how to **Approve Pre-Student Teaching Experience Documents**.

## **Before you Begin**

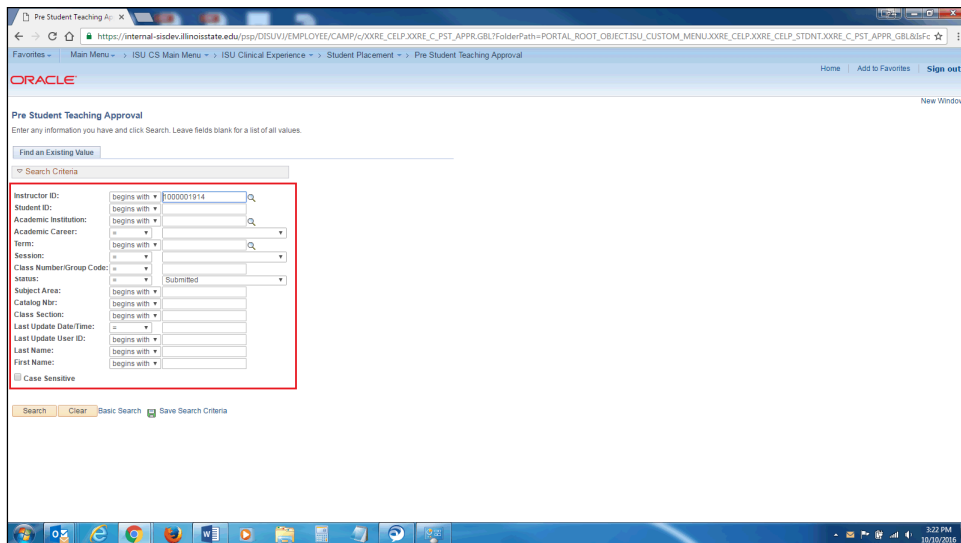
To sign in to Campus Solutions, go to [sis.illinoisstate.edu](https://sis.illinoisstate.edu). Once there, click the **Please click here to PeopleSoft logon page** link. Then, you will be prompted to log in with your ULID and password.

Once you log in, the options on your screen will depend on your security access.

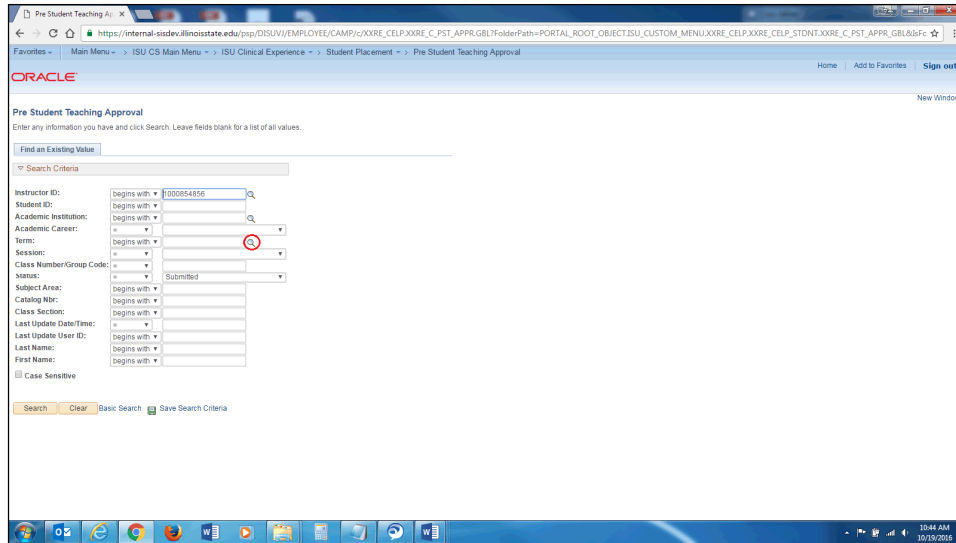
1. To go to the Pre-Student Teaching Experience Approval page, go to **Main Menu > ISU Clinical Experience > Student Placement > Pre Student Teaching Approval**.



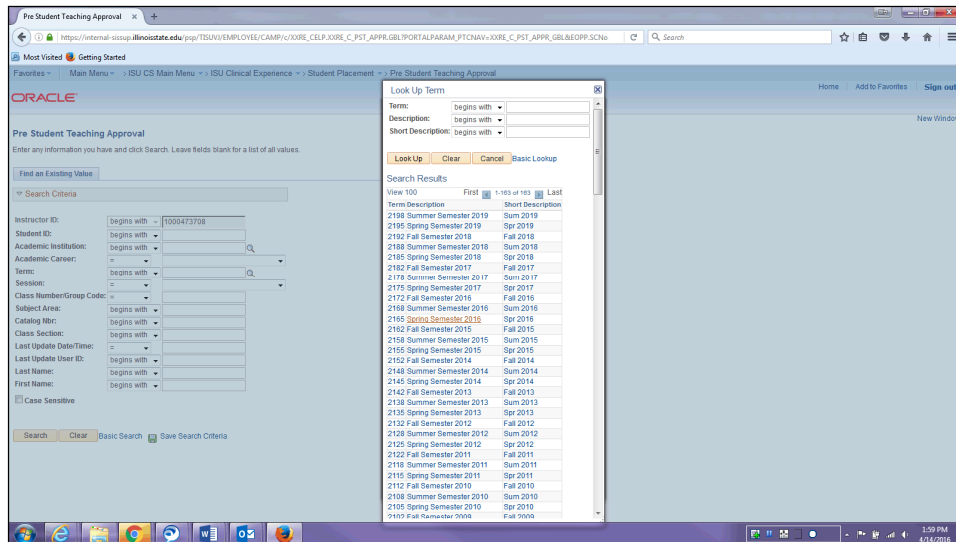
2. Use the **Search Criteria** fields to narrow down the students you are looking for. By searching for students using these fields, the search results that display will filter out students that do not meet the determined criteria. The search options are preset to show submitted documents.



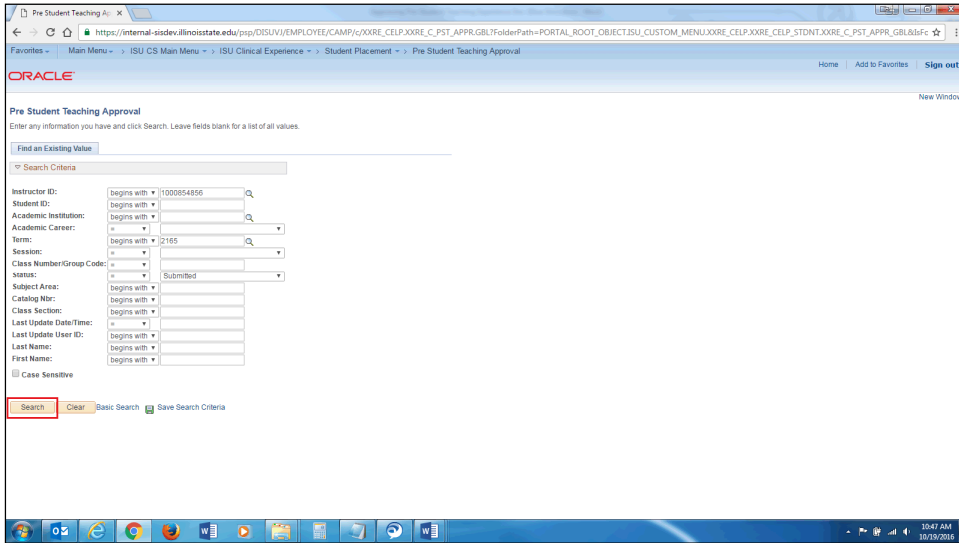
- Click the **Look up Term** button to search for all the students within a certain semester.



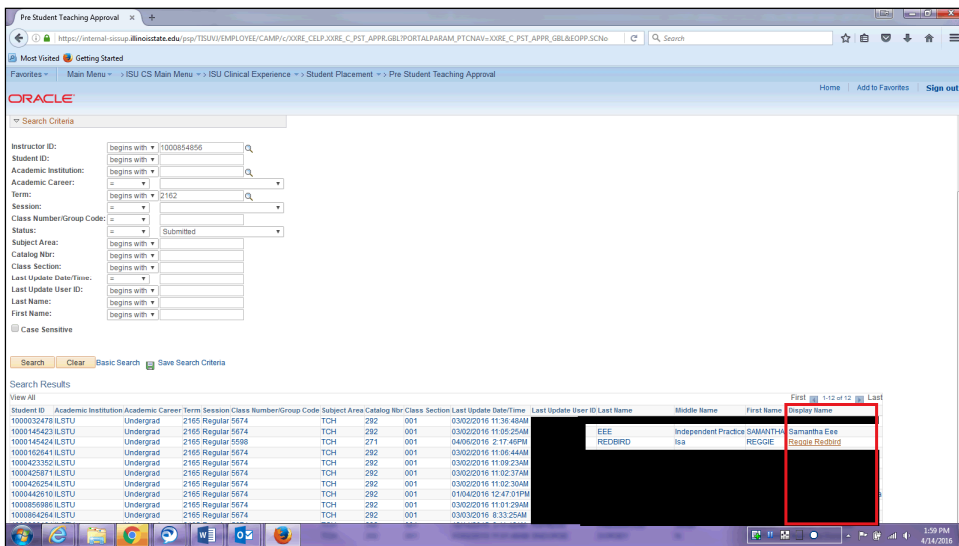
- Select the current semester from the search results.



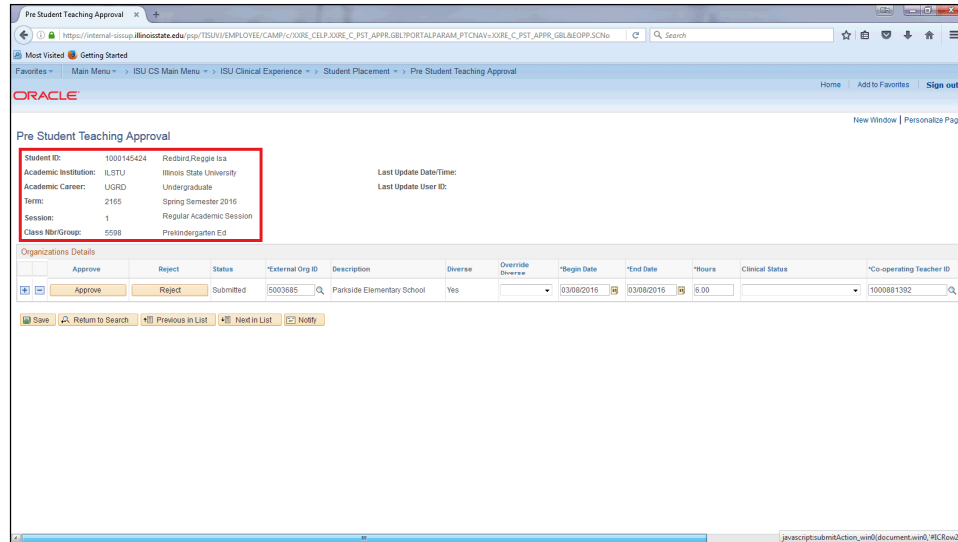
5. Click the **Search** button.



6. Select the student you would like to approve first from the students in the Search Results.



7. Confirm the correct teacher candidate was selected.



Pre Student Teaching Approval

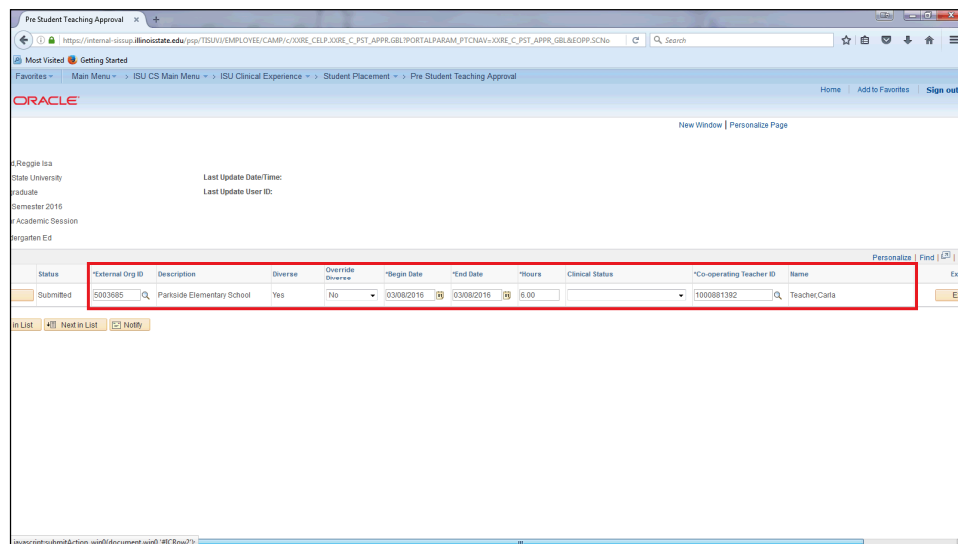
Student ID: 1000145424    Reggier, Reggie Ica  
 Academic Institution: ILSTU    Illinois State University  
 Academic Career: UGRD    Undergraduate  
 Term: 2155    Spring Semester 2016  
 Session: 1    Regular Academic Session  
 Class Nbr/Group: 5598    Prekindergarten Ed

Last Update Date/Time:  
 Last Update User ID:

Approve	Reject	Status	*External Org ID	Description	Diverse	Override Diverse	*Begin Date	*End Date	*Hours	Clinical Status	*Co-operating Teacher ID
Approve	Reject	Submitted	5003685	Parkside Elementary School	Yes		03/08/2016	03/08/2016	6.00		1000881392

Save    Return to Search    Previous in List    Next in List    Notify

8. Confirm the teacher candidate selected the correct School, Begin Date, End Date, Hours, and Co-operating Teacher. Correct any inaccurate information.



Pre Student Teaching Approval

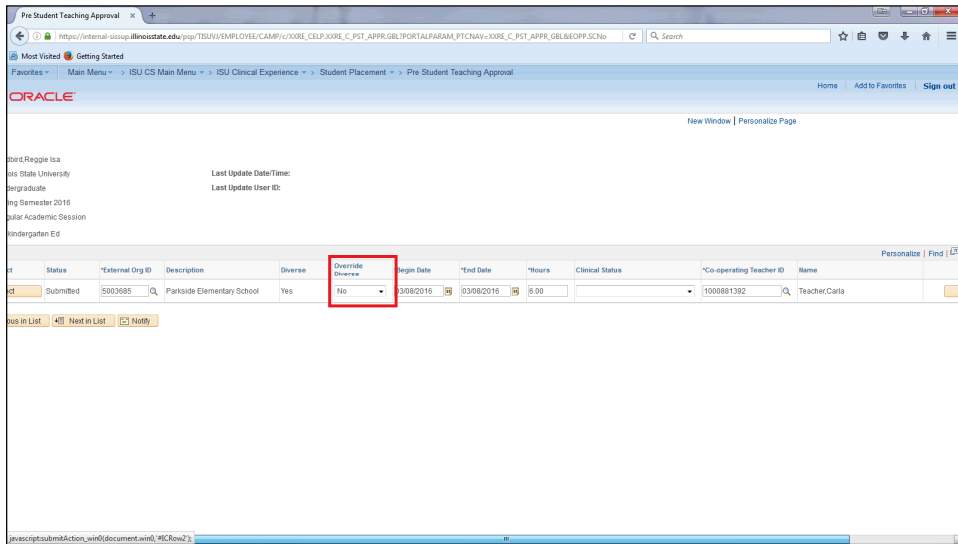
Reggie Ica  
 Illinois State University  
 Undergraduate  
 Spring Semester 2016  
 Regular Academic Session  
 Prekindergarten Ed

Last Update Date/Time:  
 Last Update User ID:

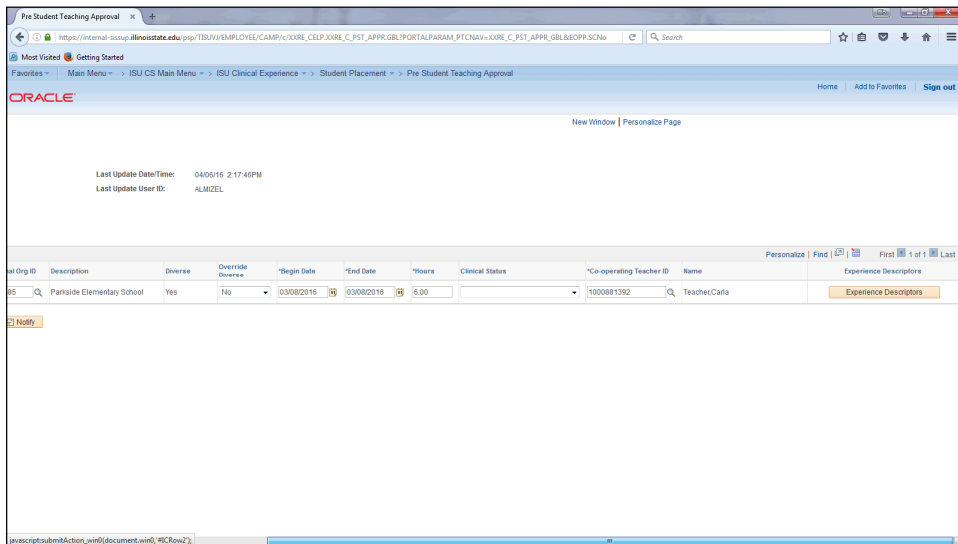
Status	*External Org ID	Description	Diverse	Override Diverse	*Begin Date	*End Date	*Hours	Clinical Status	*Co-operating Teacher ID	Name
Submitted	5003685	Parkside Elementary School	Yes	No	03/08/2016	03/08/2016	6.00		1000881392	Teacher: Carla

In List    Next in List    Notify

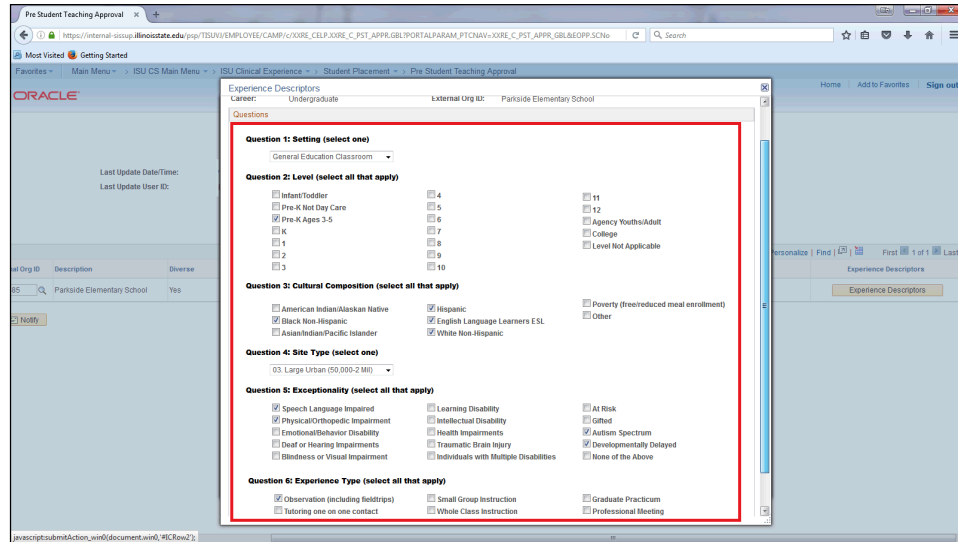
- If the classroom the teacher candidate did his/her clinical experience in is diverse and the school is not, use the **Override Diverse** dropdown menu to select **Yes**, otherwise you can leave this blank or select **No**.



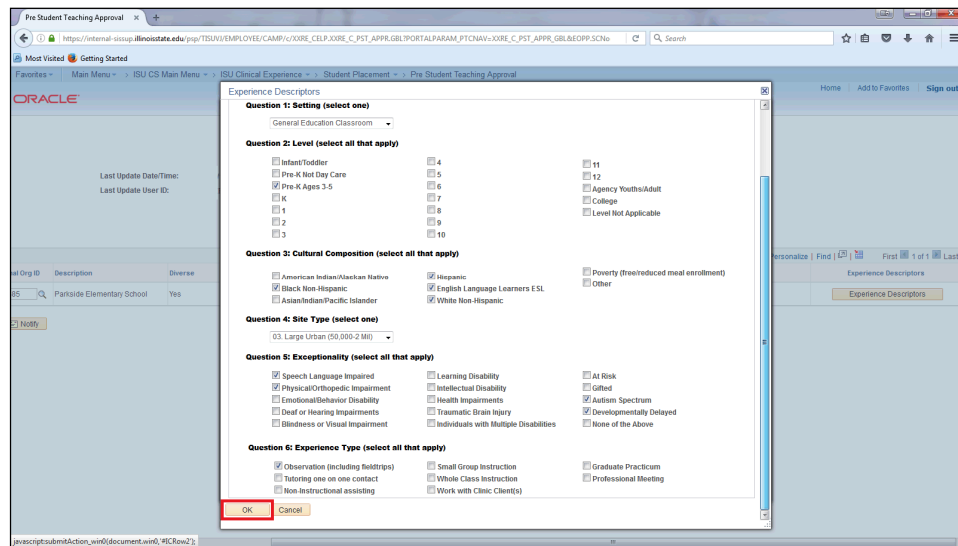
- Click the **Experience Descriptors** button.



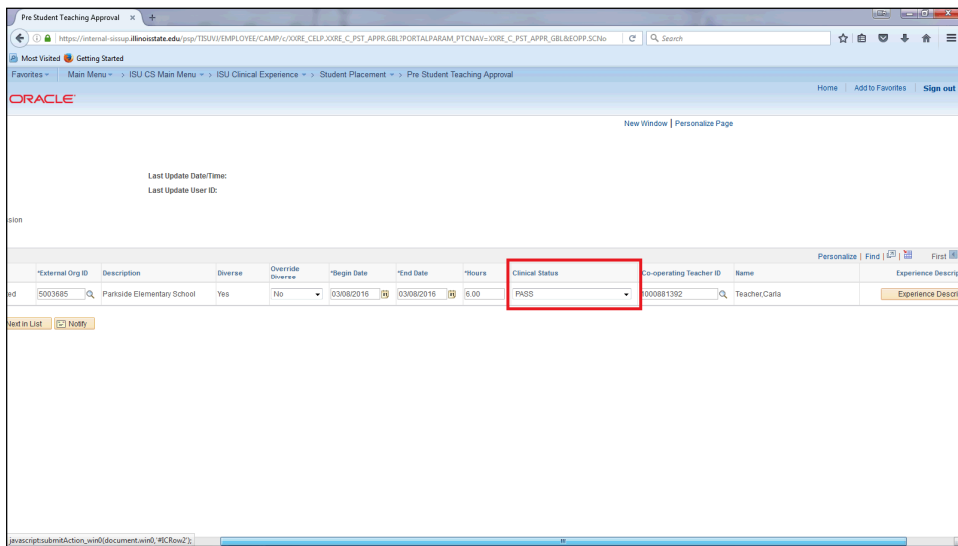
11. Confirm the teacher candidate selected all the correct experience descriptors. Correct any that need to be corrected.



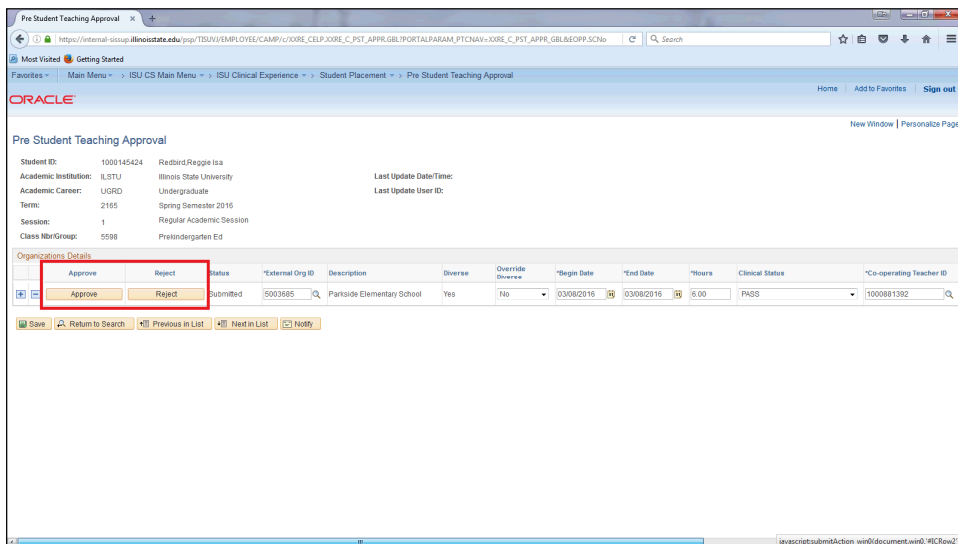
12. Once all experience descriptors have been confirmed, click the **OK** button.



13. Use the **Clinical Status** dropdown menu to select the status for the clinical experience.



14. Click the **Approve** button if everything is accurate. Click the **Reject** button if the teacher candidate needs to make edits.



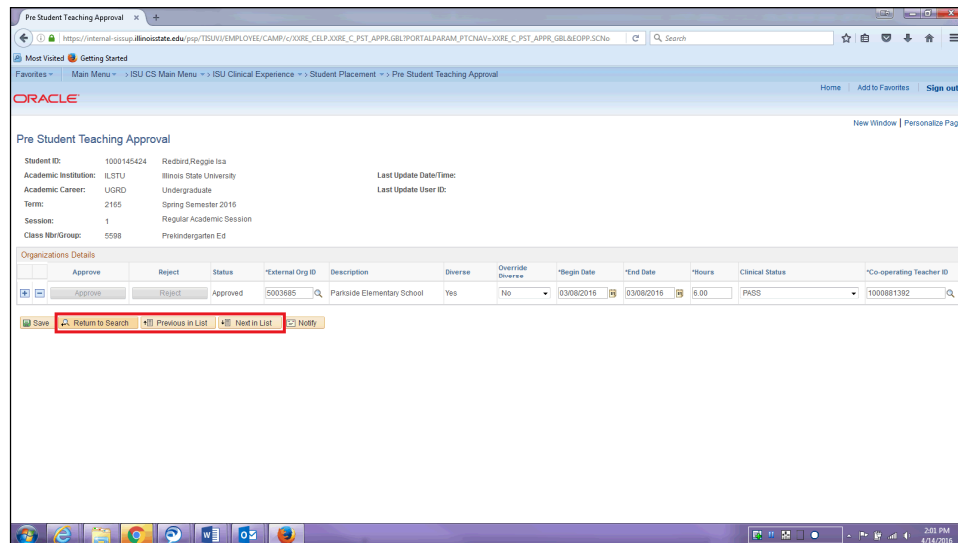




# ADMINISTRATIVE TECHNOLOGIES

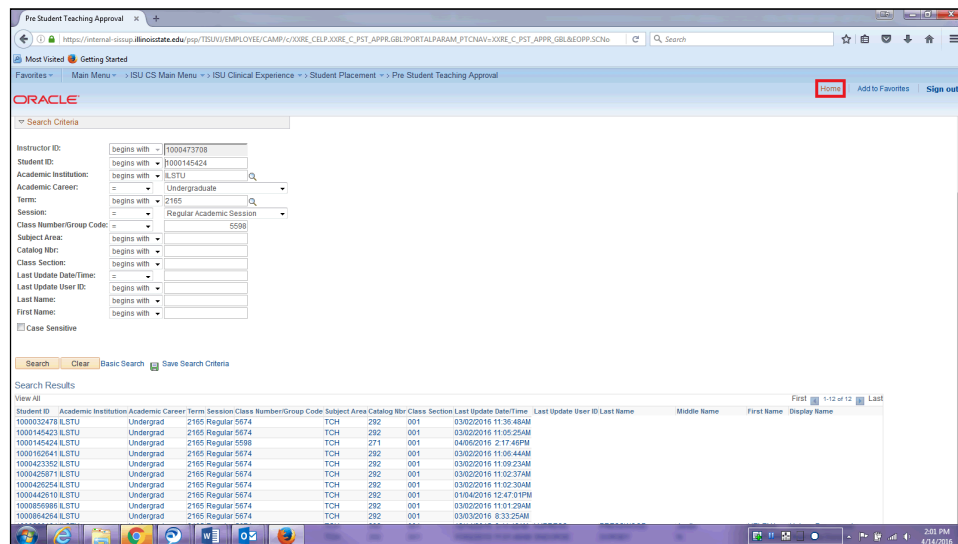
Illinois State University

15. Click the **Return to Search** button to return to you search results. Click the **Previous in List** button to see the previous teacher candidate's submission. Click the **Next in List** button to see the next teacher candidate's submission.



16. If you have questions about the form or your students' submissions, contact the Cecilia J Lauby Teacher Career Education Center. You can give them a call at (309) 438-3541, or email them at [clinicalquestions@illinoisstate.edu](mailto:clinicalquestions@illinoisstate.edu).

17. Click the **Home** link to return to the Home screen.



## **Need Help?**

If you are unable to sign in to my.illinoisstate.edu, please contact the Technology Support Center (TSC) by phone at 309-438-HELP (4357) or email them at [SupportCenter@IllinoisState.edu](mailto:SupportCenter@IllinoisState.edu).

If you have questions about approving pre-student teaching documentation, or the school or cooperating teacher is not listed, please contact the Cecilia J Lauby Teacher Education Center at (309) 438-3541 or email them at [ClinicalQuestions@IllinoisState.edu](mailto:ClinicalQuestions@IllinoisState.edu).

To view more instructional documents and training videos, or to sign up for an in-person training session, contact the AT Training team at [ATtraining@ilstu.edu](mailto:ATtraining@ilstu.edu) or visit [AT.IllinoisState.edu/Training](http://AT.IllinoisState.edu/Training).