



# Approving Student Teaching Experience Documents

**Application:** Campus Solutions

## **Procedure**

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

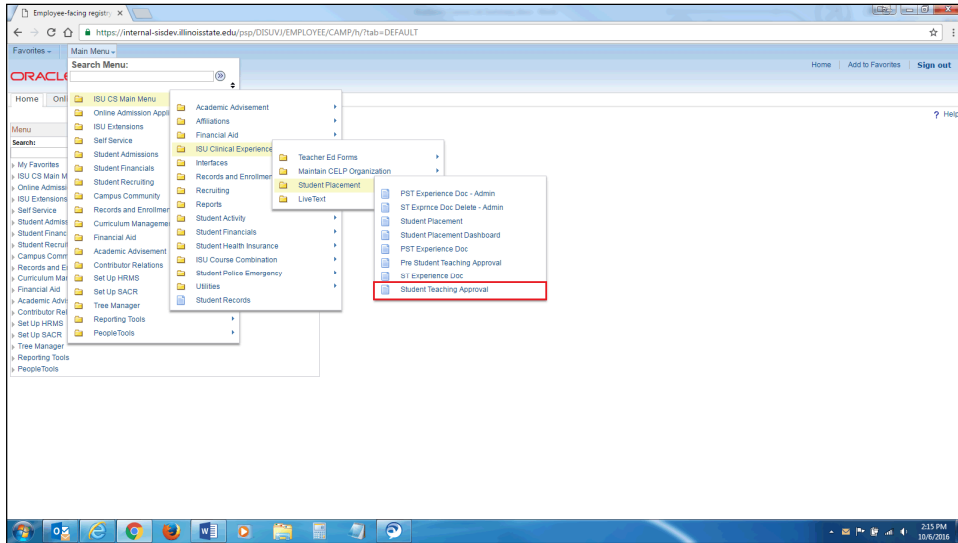
## **Before You Begin**

To sign in to Campus Solutions, go to [sis.illinoisstate.edu](http://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.

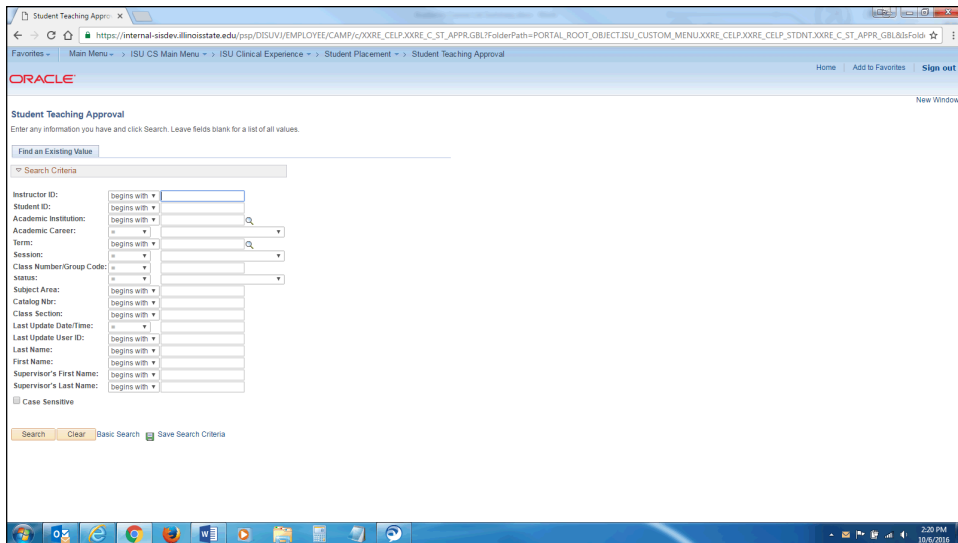
Once you log in, the options on your screen will depend on your security access.

If you are unable to sign in, or do not see the options listed in this document, you may not have the necessary permissions. Please contact the **Technology Support Center (TSC)**, formerly known as the Help Desk, by phone at *309-438-HELP (4357)* or email them at [SupportCenter@IllinoisState.edu](mailto:SupportCenter@IllinoisState.edu) to request additional permissions.

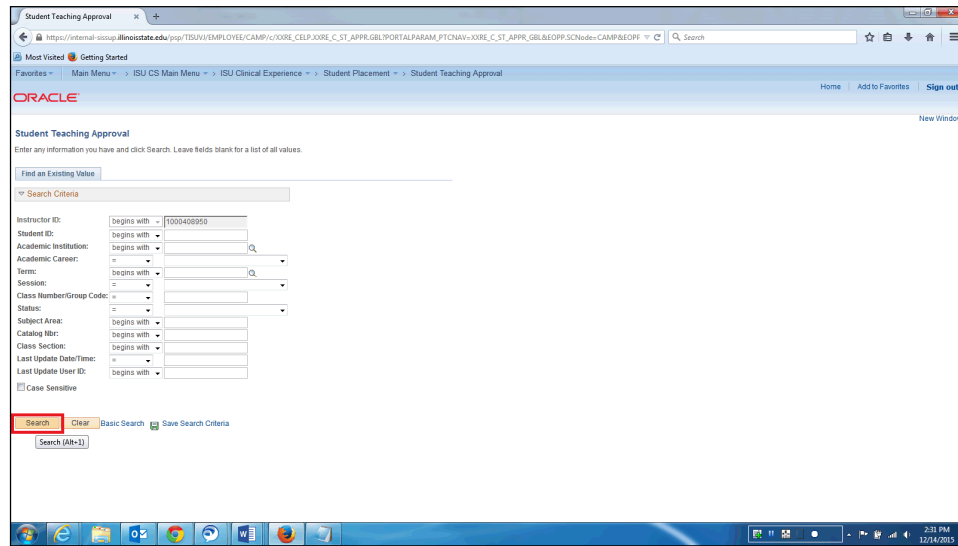
1. To get to the Student Teaching Approval page, go to **Main Menu > ISU CS Main Menu > ISU Clinical Experience > Student Placement > Student Teaching Approval**.



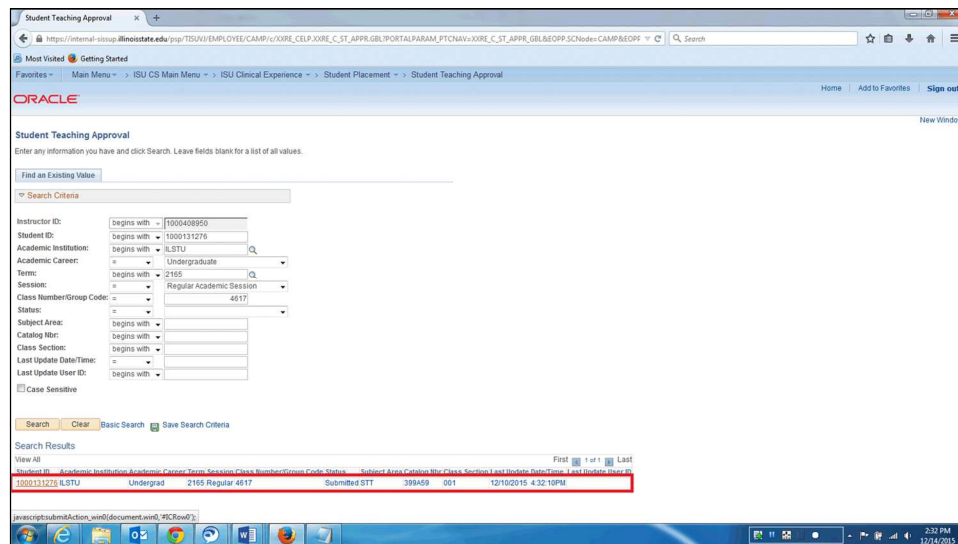
2. If you wish to narrow down your search results, enter the search criteria in the fields.



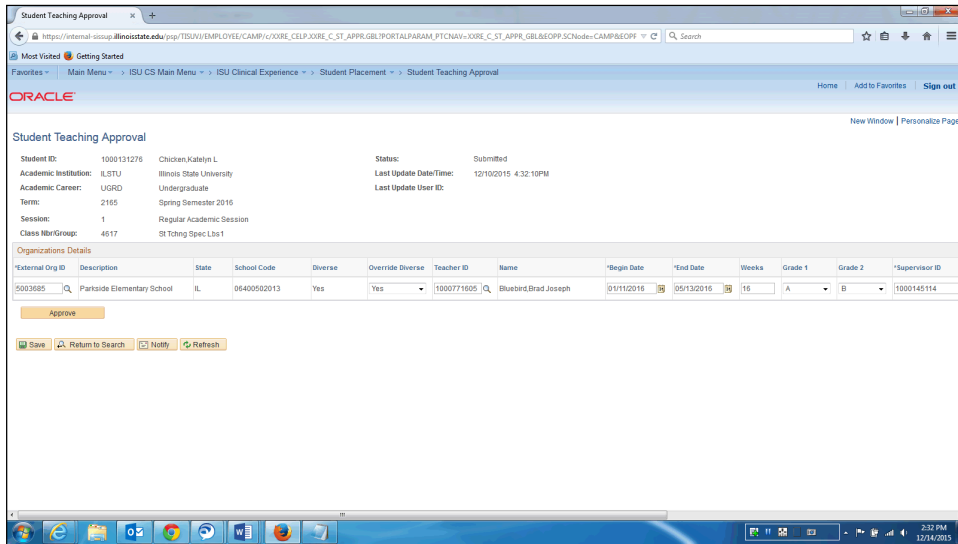
3. Click the **Search** button.



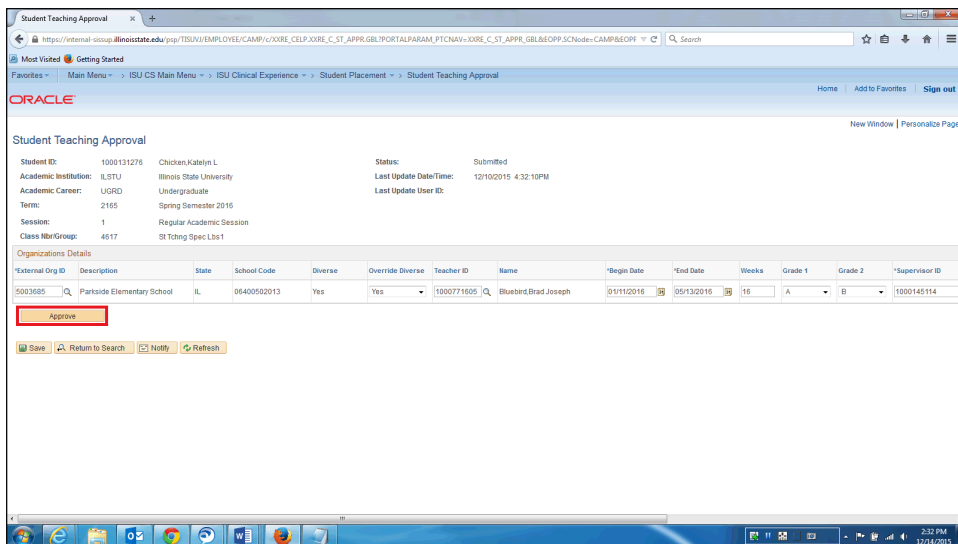
4. Select the desired student teacher's record from your search results.



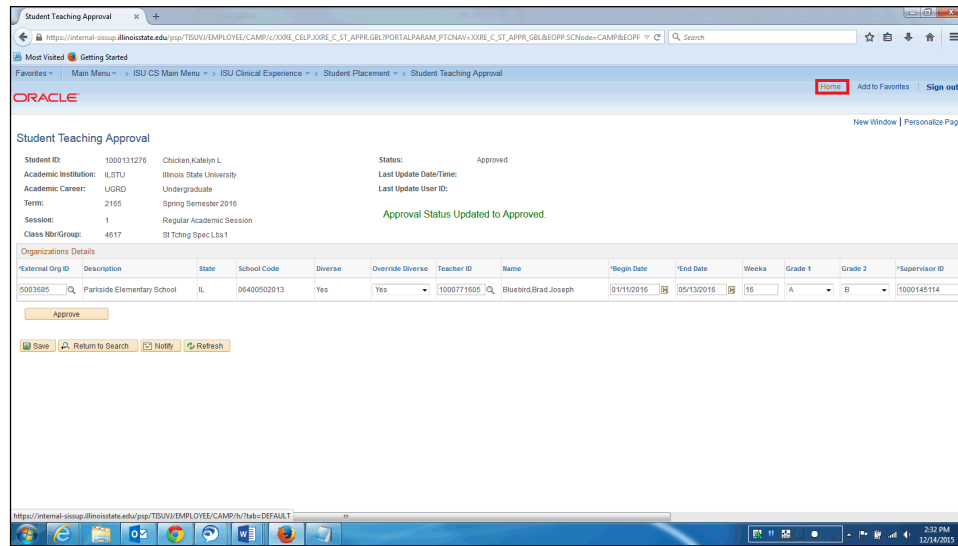
5. Confirm all the information that has been filled in is correct. Fix any inaccurate information by clicking the **Look Up** icon next to the field and selecting the correct option.



6. Click the **Approve** button.



7. Click the **Home** link at the upper right corner of the screen to return to the home page.



8. If a submission contains no data, please contact the Cecilia J Lauby Teacher Education Center to request that it be deleted. You can give them a call at (309) 438-3541, or email them at [ClinicalQuestions@IllinoisState.edu](mailto:ClinicalQuestions@IllinoisState.edu).

## 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 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).