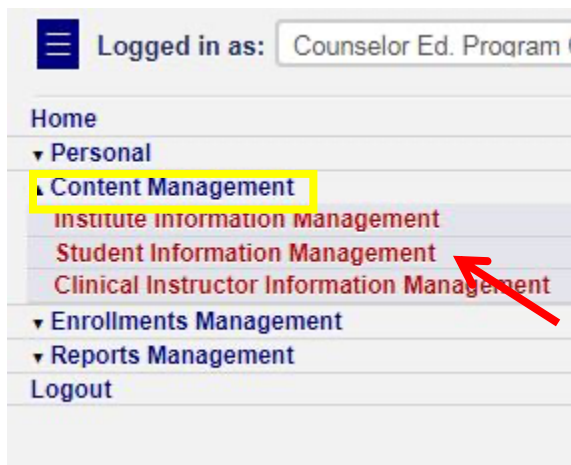


## Advisor Check: Graduate Field Experience Log

Graduate candidates assemble the Field Experience Log and artifacts into a single package and submit it to their advisor. The advisor signs the Field Experience Log Sheet and sends it to the Graduate Activities Specialist. **The advisor should not sign the log sheet until checking to see if the candidate submitted the Field Experience Log information in the assessment system.** Artifacts and other additional materials are not submitted in the Assessment System, only the log sheet information. Advisors do not need to submit a confirmation of the log in the system. Advisors are just checking to see if the student submitted the information correctly. If students need help logging their information in the assessment system, refer them to the Teacher Education Graduate Handbook or the Quick Guide on the Assessment System Help Page.

Below are steps for **advisors** on how to successfully check that candidates have submitted the information in the assessment system:



**Log into the SOE Assessment System.**

<https://olemiss.edu/depts/education/assessment/login.php>

**Click “Content Management” in the Navigation Menu.**

**Next, click “Student Information Management” from the drop down menu.**

University of Mississippi School of Education's Student Information

Filter By Name(s) or Program or Student ID:

Gabrielle Vogt

Show 20 students.

Search Students

Showing 13 Results - (3.71 seconds)

Student ID	Name	Program	
10495722	<b>Gabrielle Lynn Vogt</b>	M.Ed. In Secondary Education	<b>View</b>
10377192	Natasha Vogelman-Dinsmore	M.A.Ed. In Curriculum & Instruction MTC - Biology	View
10315049	Jessica Gabrielle Evans	M.A. In Higher Education Online	View

**The Student Information Management page will open. In the “Filter by Name(s)” bar type either the students’ name or ID number.**

**Then click, “Search Students.”**

**The student will generate below. Next, click “View” on the line corresponding to the student.**

## Student Information for Gabrielle Vogt

### Student Demographic Information

Name	Gabrielle Vogt
Gender	Female
Race	White
Age	23 Years - 1995-08-21
Email	

[Edit Demographic Information](#)

### Student General Information

Student ID	
Student Email	
Full Time/Part-Time	Full-Time
Teacher Assistant?	Yes
Background Check	2016-09-06
Insurance Expiration	2018-08-31

[Edit Student General Information](#)

## Assessment Instrument Reports

### Standard Instrument Reports

Instrument	
CEI 2015	<a href="#">View</a>
English TIAI-B	<a href="#">View</a>
Secondary Portfolio	<a href="#">View</a>
TIAI	<a href="#">View</a>
Graduate Field Experience Log	<a href="#">View</a>

**The Student Information Overview page will open. Scroll down the page until the heading “Assessment Instrument Reports” appears. If any part of the Graduate Field Experience Log has been submitted it will appear in the list of submitted instruments.**

**Next, click “View” to the right of Graduate Field Experience Log.**

**Evaluator Role(s):**  
Secondary Ed. Undergraduate Student

**Evaluator(s):**  
Gabrielle Vogt - Secondary Ed. Undergraduate Student

**Generate Report**

**The “Generate Report” page will open. No selections need to be made.**

**Scroll down to the bottom of the page and click “Generate Report.”**

**Generate Report**

Generated Report! - (5.66 seconds)

Submissions	
Submitted by Gabrielle Vogt (Secondary Ed. Undergraduate Student) On 2019-05-20 15:06:37	<a href="#" style="color: white;">View Report</a>

**After clicking “Generate Report,” a submissions box will appear. Click “View Report” in the submissions box.**

**Field Experience Log**

Required Experience for all Programs	
1. Visit a School	5
1. Visit a School (Diverse Setting)	Yes
If applicable: Visit School Diverse Setting Comments	
Gulfport High School	
1. Visit a School Completion Date	2018-09-07
2. Observe/Evaluate an NBPTS Teacher	5
2. Observe/Evaluate an NBPTS Teacher (Diverse Setting)	Yes
If applicable: Observe/Evaluate an NBPTS Teacher Diverse Setting Comments	
Amanda Witt At Oxford High School	
2. Observe/Evaluate an NBPTS Teacher Completion Date	2019-01-10
3. Observe/Evaluate a Teacher Candidate	5
3. Observe/Evaluate a Teacher Candidate (Diverse Setting)	Yes
If applicable: Observe/Evaluate a Teacher Candidate Diverse Setting Comments	
Breanna Comley At Oxford High School	
3. Observe/Evaluate a Teacher Candidate Completion Date	2019-01-10
Present	
4. Staff Development	No Response

**The Graduate Field Experience Log report pictured above will open. All options for earning field experience hours will appear on the report. If a candidate has submitted hours for a particular category, it will appear on the right side of the report. If the candidate did not submit hours for a category, “No Response” will be listed. Any comments the candidate has made as well as completion dates will also appear on the report.**