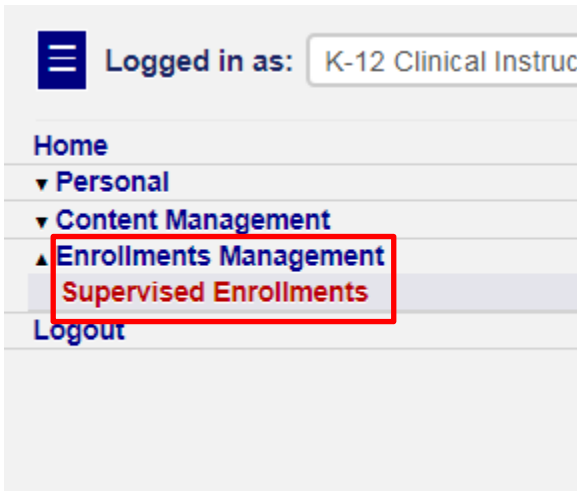


EDSE 400 Field Experience Timesheet

All EDSE 400 students will be required to log placement hours in the School of Education Assessment System. It is recommended that students add hours in the assessment system throughout the semester instead of waiting until the end to ensure an accurate record of field placement hours. Clinical Instructors will need to log in to the assessment system to confirm these hours. It is also recommended that clinical instructors confirm hours throughout the semester. Below are steps for **clinical instructors** on how to successfully confirm field placement hours in the assessment system.

Clinical Instructors: Steps for confirming field placement hours in the Assessment System



Log into the SOE Assessment System.
<https://olemiss.edu/depts/education/assessment/login.php>

Click “Enrollments Management” in the Navigation Menu.

Next, click “Supervised Enrollments” from the drop down menu.

Supervised Enrollment Courses

Showing courses which you have a supervisory role in for August Intersession 2018, Fall 2018 semesters.

You are a supervisor for 1 course.

EDSE 400

Principles of Education

[View Roll](#)

On your “Supervised Enrollment Courses” page an EDSE 400 section should be listed. Click “View Roll” for EDSE 400.

Supervised Enrollment Course Roll

Showing enrollments which you have a supervisory role in for August Intersession 2018, Fall 2018 semesters and the course EDSE 400.

You are supervising 1 student.

Luke [REDACTED]	Secondary Ed. Undergraduate Student	B.A.Ed. In Secondary Education
Fall 2018 (2018-2019)	EDSE 400	Section 4 Oxford
Rosemary Ingham	Coordinator	N/A
Sara [REDACTED]	K-12 Clinical Instructor	Lafayette High
View Details	Enter Data	

On the following page, “Supervised Enrollment Course Roll,” find the student whose hours you are confirming. Click “Enter Data” in the box with their name listed.

Placement Information

Clinical Instructor:	Sara [REDACTED]
Clinical Instructor Role:	K-12 Clinical Instructor
Site:	Lafayette High
Type:	School
View Clinical Instructor Info View Site Details	

Assessment Instruments

Math TIAI-B	Submit
Science TIAI-B	Submit
Social Studies TIAI-B	Submit
Field Experience Timesheet	Submit

On the “Enter Data for Enrollment Page” scroll down to the heading “Assessment Instruments,” and click the “Submit” button to the right of “Field Experience Timesheet.”

Assessment Instrument

Field Experience Timesheet

Enrollment Information:
Fall 2018 - EDSE 400 - Section 4 Oxford

Personnel Information:
Rosemary Ingham - Coordinator
Luke [REDACTED] - Secondary Ed. Undergraduate Student

Placement Information:
Sara [REDACTED] - K-12 Clinical Instructor
Lafayette High

Evaluation By: Sara [REDACTED] - K-12 Clinical Instructor for Luke [REDACTED]

Instructions
Please submit the correct hours.

The top of the “Field Experience Timesheet” page will list the Enrollment, Personnel, and Placement information for the student.

Review Hours

Date	Start Time	End Time	Total Hours	Type	Status	Confirm	Doubt
2018-08-22	01:45 PM	03:45 PM	2.00	Standard	Confirmed	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-08-29	01:45 PM	03:45 PM	2.00	Standard	Confirmed	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-09-13	10:45 AM	03:15 PM	4.50	Standard	Confirmed	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-09-19	10:45 AM	03:15 PM	4.50	Standard	Confirmed	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-09-24	10:45 AM	03:15 PM	4.50	Standard	Confirmed	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-10-17	10:45 AM	02:15 PM	3.50	Standard	Confirmed	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-10-25	10:45 AM	02:15 PM	3.50	Standard	Doubt	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-11-07	10:45 AM	02:15 PM	3.50	Standard	Pending	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-11-08	10:45 AM	02:15 PM	3.50	Standard	Pending	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-11-13	10:45 AM	02:15 PM	3.50	Standard	Pending	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-11-14	10:45 AM	02:15 PM	3.50	Standard	Pending	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-11-16	10:45 AM	02:15 PM	3.50	Standard	Pending	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>
2018-11-26	10:45 AM	02:15 PM	3.50	Standard	Pending	<input type="button" value="Confirm"/>	<input type="button" value="Doubt"/>

Scroll down the “Field Experience Timesheet” page to the heading “Review Hours.”

All field placement hours that the student has logged into the assessment system will be listed.

To confirm a set of hours click “Confirm.” If you believe the hours logged are inaccurate click “Doubt.”

Hours that have yet to be verified by the clinical instructor will be listed as “Pending” and will not be highlighted. Hours that have been confirmed will be highlighted green. Hours that have been doubted will be highlighted red.