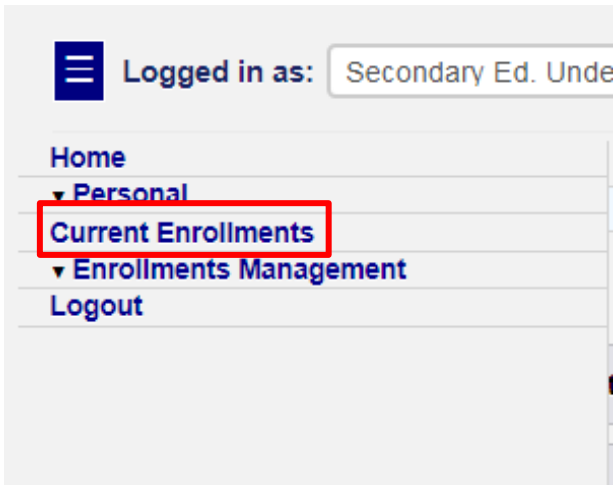


EDSE 400 Field Experience Timesheet

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 **students** on how to successfully log field placement hours in the assessment system.

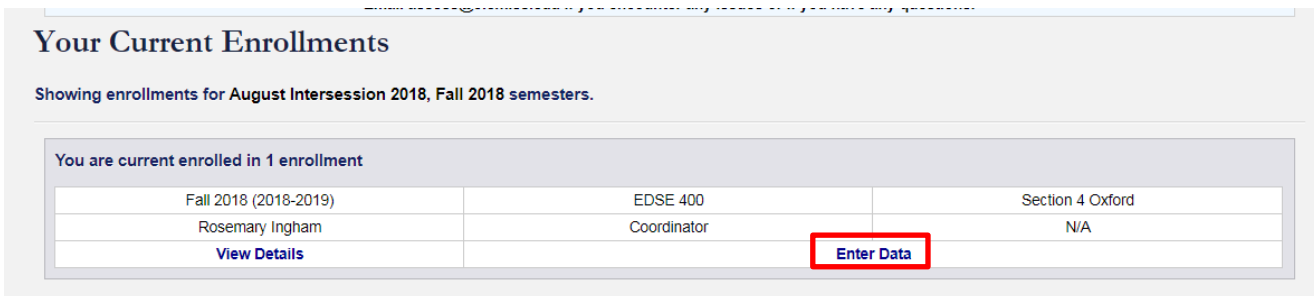
Students: Steps for logging field placement hours in the Assessment System



Log into the SOE Assessment System.

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

Click “Current Enrollments” in the Navigation Menu.



On your “Current Enrollments” page your EDSE 400 section should be listed. Click “Enter Data” for EDSE 400.

Placement Information

Clinical Instructor:	Sara Irby
Clinical Instructor Role:	K-12 Clinical Instructor
Site:	Lafayette High
Type:	School

[View Clinical Instructor Info](#)
[View Site Details](#)

Assessment Instruments

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.”

Field Experience Timesheet

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

Personnel Information:
Rosemary Ingham - Coordinator
Luke Lee(UID5b6211c68a91a) - Secondary Ed. Undergraduate Student

Placement Information:
Sara Irby - K-12 Clinical Instructor
Lafayette High

Submission By: Luke Lee (Secondary Ed. Undergraduate Student)

Instructions
Please submit the correct hours.

Submit Your Hours

Date:
10/17/2018

Start Time:
08:35 AM

End Time:
02:20 PM

Hours Type:
Standard

[Add Hours](#)

On the “Field Experience Timesheet” page, scroll down to the heading “Submit Your Hours.” Enter the Date, Start Time, and End Time for every set of field placement hours accumulated. Click “Add Hours” to submit the field placement hours. Students should continue to complete this same process every time they add hours. Field placement hours will begin to record at the bottom of the timesheet.