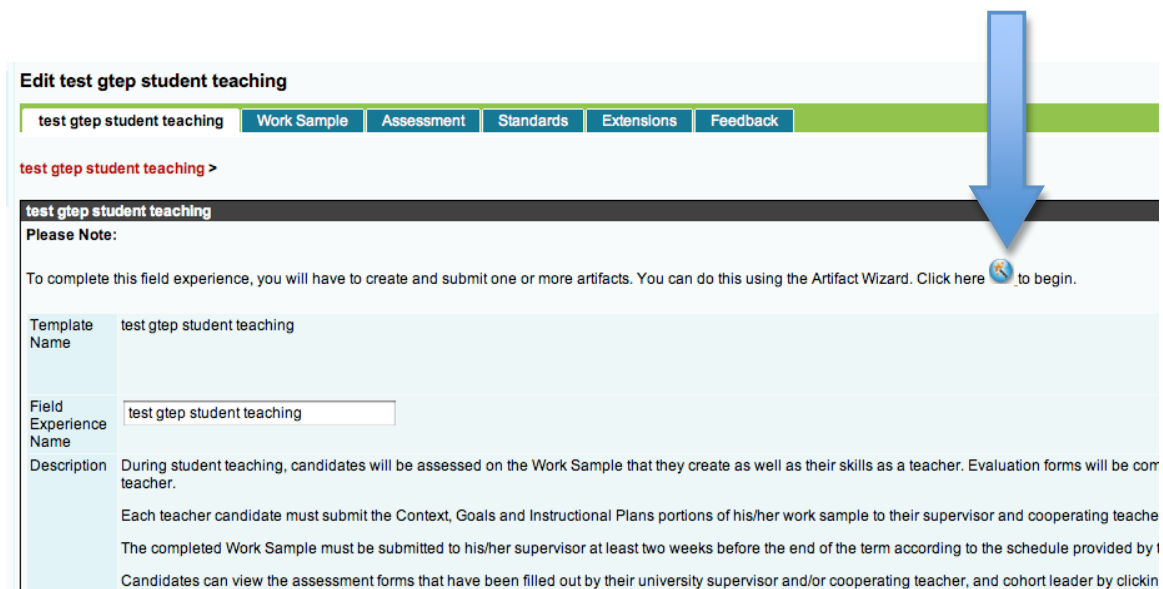


“Submitting” Your Field Experience Work Sample**Step 1: Click the link to the appropriate field experience one of two ways**

- 1) Locate and click the link under the Pending Tasks section on the Home tab, or
- 2) Locate and click the link under the Field Experiences section of the Field Experience tab

Step 2: Click the Artifact Wizard icon



Edit test gtep student teaching

test gtep student teaching | **Work Sample** | Assessment | Standards | Extensions | Feedback

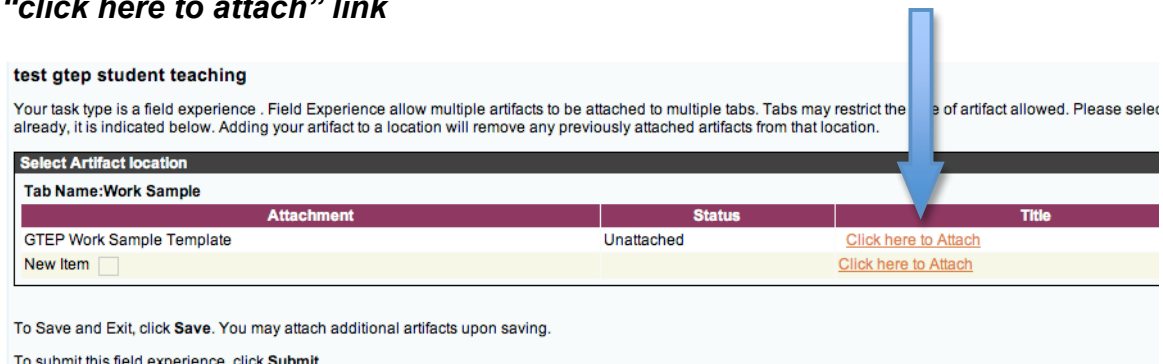
test gtep student teaching >

test gtep student teaching

Please Note:

To complete this field experience, you will have to create and submit one or more artifacts. You can do this using the Artifact Wizard. Click here  to begin.

Template Name	test gtep student teaching
Field Experience Name	test gtep student teaching
Description	<p>During student teaching, candidates will be assessed on the Work Sample that they create as well as their skills as a teacher. Evaluation forms will be completed by the cooperating teacher.</p> <p>Each teacher candidate must submit the Context, Goals and Instructional Plans portions of his/her work sample to their supervisor and cooperating teacher.</p> <p>The completed Work Sample must be submitted to his/her supervisor at least two weeks before the end of the term according to the schedule provided by the university.</p> <p>Candidates can view the assessment forms that have been filled out by their university supervisor and/or cooperating teacher, and cohort leader by clicking on the 'View Assessment' link.</p>

Step 3: Select the type of artifact you want to create by clicking on the “click here to attach” link


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Your task type is a field experience. Field Experience allow multiple artifacts to be attached to multiple tabs. Tabs may restrict the type of artifact allowed. Please select a tab. If a tab is already selected, it is indicated below. Adding your artifact to a location will remove any previously attached artifacts from that location.

Select Artifact location		
Tab Name: Work Sample		
Attachment	Status	Title
GTEP Work Sample Template	Unattached	Click here to Attach
New Item <input type="checkbox"/>		Click here to Attach

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.

To submit this field experience, click **Submit**.

Step 4: Leave the *Create a new GTEP Work Sample Template* option checked, and click the *Continue* button

Attach GTEP Work Sample Template

Select Artifact

☒ Create a new GTEP Work Sample Template

Please select an existing artifact from the list below.

Search by Title

GTEP Work Sample Template Artifact			
	Title	Type	Last Update
<input type="radio"/>	ttt	GTEP Work Sample Template	2010-01-21

Step 5: Upload the document you want to attach using the “Choose File” button (you can attach additional documents using the “Click to attach another file” link), and fill in the blanks for the artifact template, then click Save.

The screenshot shows a web browser window titled "Attach GTEP Work Sample Template". The page has a black header bar with the title in white. Below the header, the main content area is white. At the top of the content area is a section titled "Create a New GTEP Work Sample Template". Below this is a section titled "Upload Document" with a dark header. Inside this section, there is a light blue box containing the text: "To attach a document to your artifact, click on the Browse button and select your file from the file manager ?". To the right of this text is a button labeled "Choose File" and the text "no file selected". Further to the right is a link that says "Click to attach another file". Below the "Upload Document" section is a section titled "Artifact Details" with a dark header. Below this header is a line of text: "Please complete the artifact details below (Fields marked with an * are required fields)". There are four form fields: "Title*" (a single-line text input), "Description" (a multi-line text area), "Authorization Level:*" (a row of four radio buttons labeled "ECE", "ELEM", "ML", and "HS"), and "District:*" (a single-line text input). A large blue double-headed arrow is positioned over the "Description" and "Authorization Level" fields. Two blue arrows point to the "Choose File" button and the "Click to attach another file" link. A vertical scrollbar is visible on the right side of the form.

Step 6: You will know your artifact is attached when the word “attached” appears under the status bar. Click Save to save and exit if you want to return and make changes later. Click Submit if your work is complete.

test gtep student teaching

Your task type is a field experience . Field Experience allow multiple artifacts to be attached to multiple tabs. Tabs may restrict the type of artifact allowed. Please already, it is indicated below. Adding your artifact to a location will remove any previously attached artifacts from that location.

Select Artifact location

Tab Name: Work Sample

Attachment	Status	Title
GTEP Work Sample Template	Attached	Trees Work Sample ✕
New Item <input type="checkbox"/>		Click here to Attach

To Save and Exit, click **Save**. You may attach additional artifacts upon saving.
To submit this field experience, click **Submit**.
To Exit without saving, click **Cancel**