Field Supervisor DocuSign Training Manual

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Field Supervisor Observations

Go to DocuSign Forms website:
http://links.utexas.edu/bjslxsm

Two templates are provided to document the observation.

- Use your own or Coordinator provided one, if preferred

- Must use STOT for student teachers

Have your completed observation document ready to attach.

Submit observation document via DocuSign link.

DocuSign Forms for the College of Education

Participating Cohorts for Fall 2018 include B, E, F, G, H, K, L, R, and Y

Interns

- Submit Cooperating Teacher Observation via DocuSign
- Instructions for Submitting Log of Observations and Active Engagement
- Submit Log of Observations and Active Engagement via DocuSign
- Reflection Form of Observations and Active Engagement

Student Teachers

- Submit Cooperating Teacher Observation via DocuSign
- Submit Student Teacher Attendance Log via DocuSign

Field Supervisors

- Submit Field Supervisor Observation via DocuSign ← FS Observation PowerForm
- Anecdotal Record Template
- Student Teacher Observation Template

FS Observation Routing

Start the submission by entering recipient information:

- Field supervisor name and utexas email (will sign)

- Student name and utexas email (will sign)

- Cooperating teacher name and school district email
(receives copy)

Click yellow Begin Signing button to start DocuSign submission.

* A DocuSign PowerForm is a self-service webpage with routing logic.

* PowerForm Signer Information

Field Supervisor, please enter your name and @utexas email address

Please enter your name and email
to begin the signing process.

Your Role:

Field Supervisor, enter your utexas email address

Your Name:

Julian Supervisor

Your Email:

jchapa@utexas.edu

Please provide information for any other
signers needed for this document.

Role:

Preservice Teacher, enter PT utexas email address

Name:

Ivana Teach

Email:

ivana.teach@utexas.edu

Role:

Cooperating Teacher, enter CT school district
email address

Name:

Amy Gerber

Email:

agerber@austinisd.org

Begin Signing

Electronic Records and Signatures

Read the Electronic Record and Signature Disclosure.

Click the checkbox to agree to use electronic records and signatures.

Signatures Page

Complete the fields at the top:

- Preservice Teacher name

- Cooperating Teacher name

- School and district name

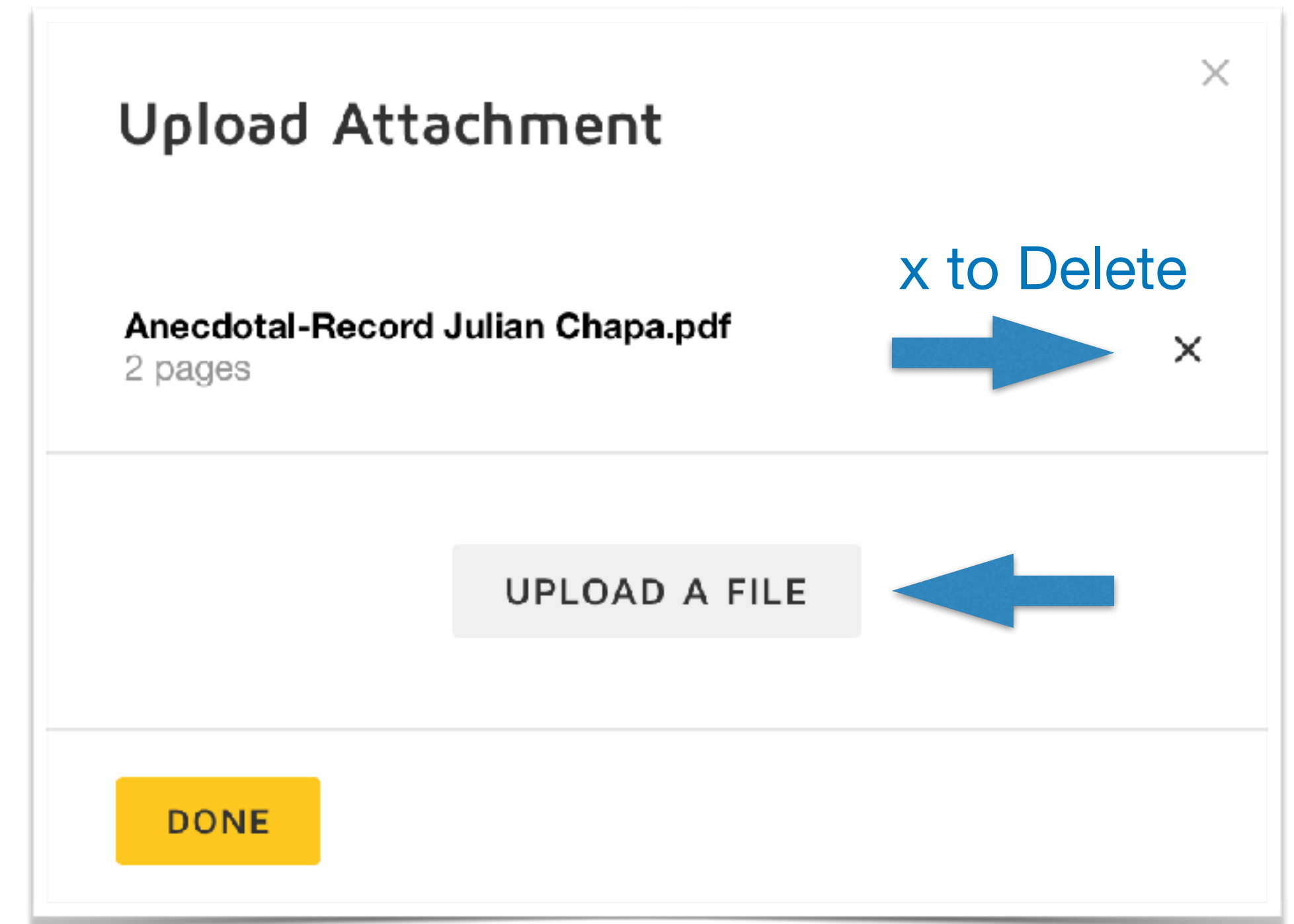Click yellow paper clip icon to attach your completed observation form.

Upload Observation Form

Click the Upload A File button.

- Select the document from your computer

- Attachment name will display

- Can delete/replace attachment by clicking on X

Click the Done button.

The attachment will appear inline after the signature page.

Upload Attachment

x to Delete

Anecdotal-Record Julian Chapa.pdf
2 pages

×

UPLOAD A FILE

DONE

Inline Attachment

Signatures page

Can replace attachment by clicking on paper clip icon.

Observation form will appear as an inline attachment

Signing

Click the yellow Sign here icon.

Adopt (select) a signature style.

Draw your own

To select other styles → Change Style

Choose from eleven pre-formatted styles (recommended option)

Click Adopt and Sign button

Finish Observation Submission

Click the yellow Finish button at the bottom.

Note: Document will be lost and you'll have to start over if you stop before clicking Finish.

DocuSign will forward to student for their review and signature.

Important Notes

Inform recipients (students and CTs) ahead of time that DocuSign will be used to collect signatures and receive signed copies.

- Expect email from "UT Field Experiences via DocuSign" (dse@docusign.net)

- Check junk/spam folder

Submit observations via DocuSign and upload them to student's Box folder as soon as possible. Don't wait until the end of the semester.

Issues with DocuSign or a submitted form?

- Contact your DocuSign Unit Contact (DUC) first
  Julian Chapa, jchapa@austin.utexas.edu

- **Don't submit the same observation a second time**

Observation Next Steps

Student receives an email from DocuSign to review and sign the observation.

Fields Supervisor receives an email from DocuSign to download signed copy.

- Click Review Documents in email

- Click download button on DocuSign website

- Choose "Combined PDF" option and save to your computer

- Rename document according to naming convention (read on)

- Upload to student's UT Box cohort folder
(Your Coordinator can give you access)

Download Button

Combined PDF
Separate PDFs
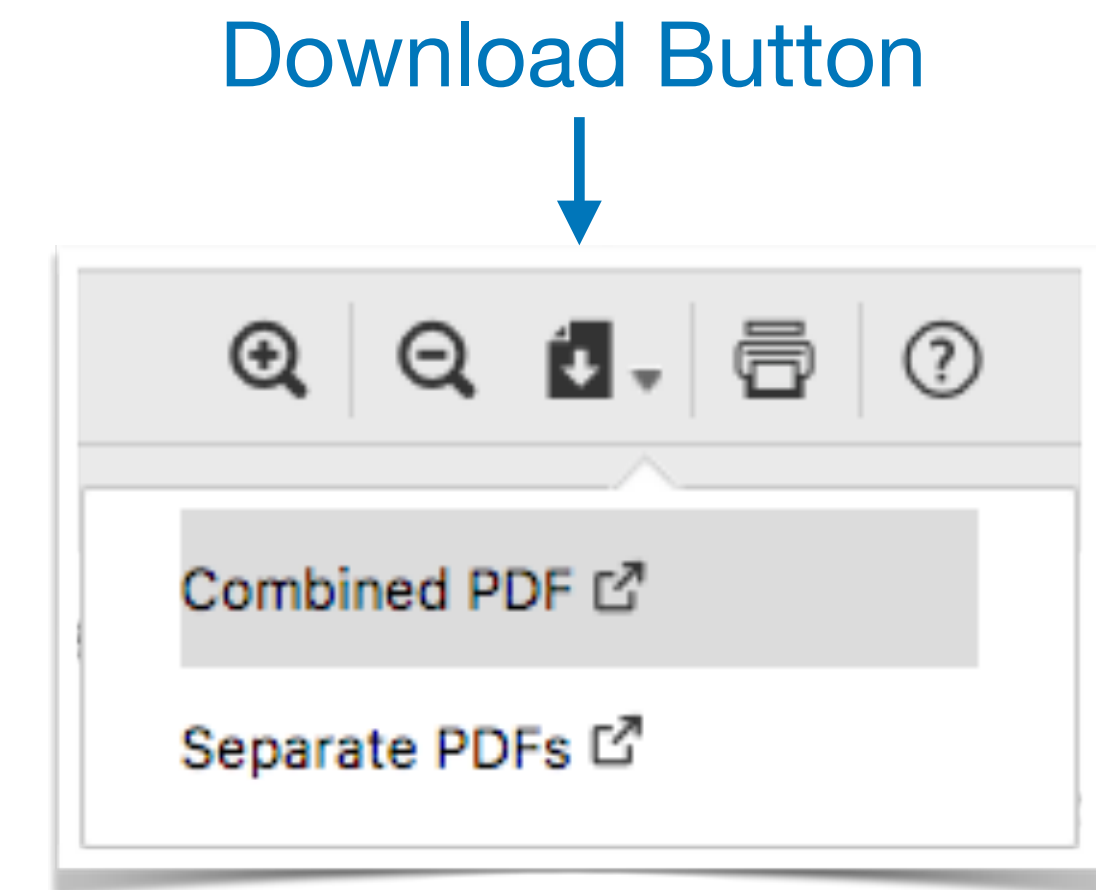
The document is complete. Cooperating Teacher receives email from DocuSign to download a copy for their records and, if needed, share with principal.

Cooperating Teacher Observations

The student initiates the DocuSign submission process for Cooperating Teacher observations from DocuSign Forms website.

- Student collects observation document from Cooperating Teacher

- Student submits via DocuSign link; attaches CT observation and signs

- Cooperating Teacher signs

Field Supervisor receives an email from DocuSign to download a signed copy. Field Supervisor is responsible for:

- Downloading each Cooperating Teacher observation (see previous slide)

- Renaming file according to naming convention (read on)

- Uploading to student's UT Box cohort folder

Naming Conventions

Field Supervisor observations

- Default name as downloaded from DocuSign:
  FS_Observation_for_StudentFirstName_StudentLastName.pdf

- Add observation number immediately after "Observation"
  FS_Observation1_for_Julian_Chapa.pdf, FS_Observation2_for_Julian_Chapa.pdf, etc.

Cooperating Teacher observations

- Default name as downloaded from DocuSign:
  CT_Observation_for_StudentFirstName_StudentLastName.pdf

- Add observation number immediately after "Observation" (no space, no underscore)
  CT_Observation1_for_Julian_Chapa.pdf, CT_Observation2_for_Julian_Chapa.pdf, etc.

Reminders

- Inform students and CTs ahead of time that DocuSign will be used to collect signatures

- DocuSign email received from "UT Field Experiences via DocuSign" (dse@docusign.net)

- Have observation document ready to attach before starting FS observation submission

- Per Dr. Evans, submit FS observations via DocuSign AND upload to UT Box ASAP

- Following file naming conventions

- Any questions or problems with DocuSign?

  - Contact Julian Chapa, jchapa@austin.utexas.edu, first

  - Do not submit the same observation a second time