

Field Supervisor DocuSign Training Manual

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DocuSign Unit Contact, College of Education

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](#) 
- [Anecdotal Record Template](#) 
- [Student Teacher Observation Template](#) 

FS Observation
PowerForm



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.

* 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:

Your Email:

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

Role:
Preservice Teacher, enter PT utexas email address

Name:

Email:

Role:
Cooperating Teacher, enter CT school district email address

Name:

Email:


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

Electronic Records and Signatures


Read the Electronic Record and Signature Disclosure.


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

Please Review & Act on These Documents



UT Field Experiences
University of Texas at Austin



Powered by 

PRIVATE MESSAGE: Field supervisor, please upload your completed observation form. Your signature will affirm that the observation occurred on the date and time stated on the form.
[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

[CONTINUE](#) [OTHER ACTIONS ▾](#)


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.


DocuSign Envelope ID: 1DED29D9-D2F3-47E9-BC5F-8AF37F25395A

 **The University of Texas at Austin**


College of Education
Education Services:
Field Experiences and Career Services

Field Supervisor Observation

Preservice Teacher:
Cooperating Teacher: Field Supervisor: Julian Supervisor
School/District:



I affirm that the preservice teacher listed above was observed on the date and time stated on the attached field supervisor observation form.

 _____ 2017-09-14 | 19:17:40 CDT
Field Supervisor, Julian Supervisor Date Signed

I verify that I was observed on the date and time stated on the attached field supervisor observation form.

_____ Date Signed
Preservice Teacher,

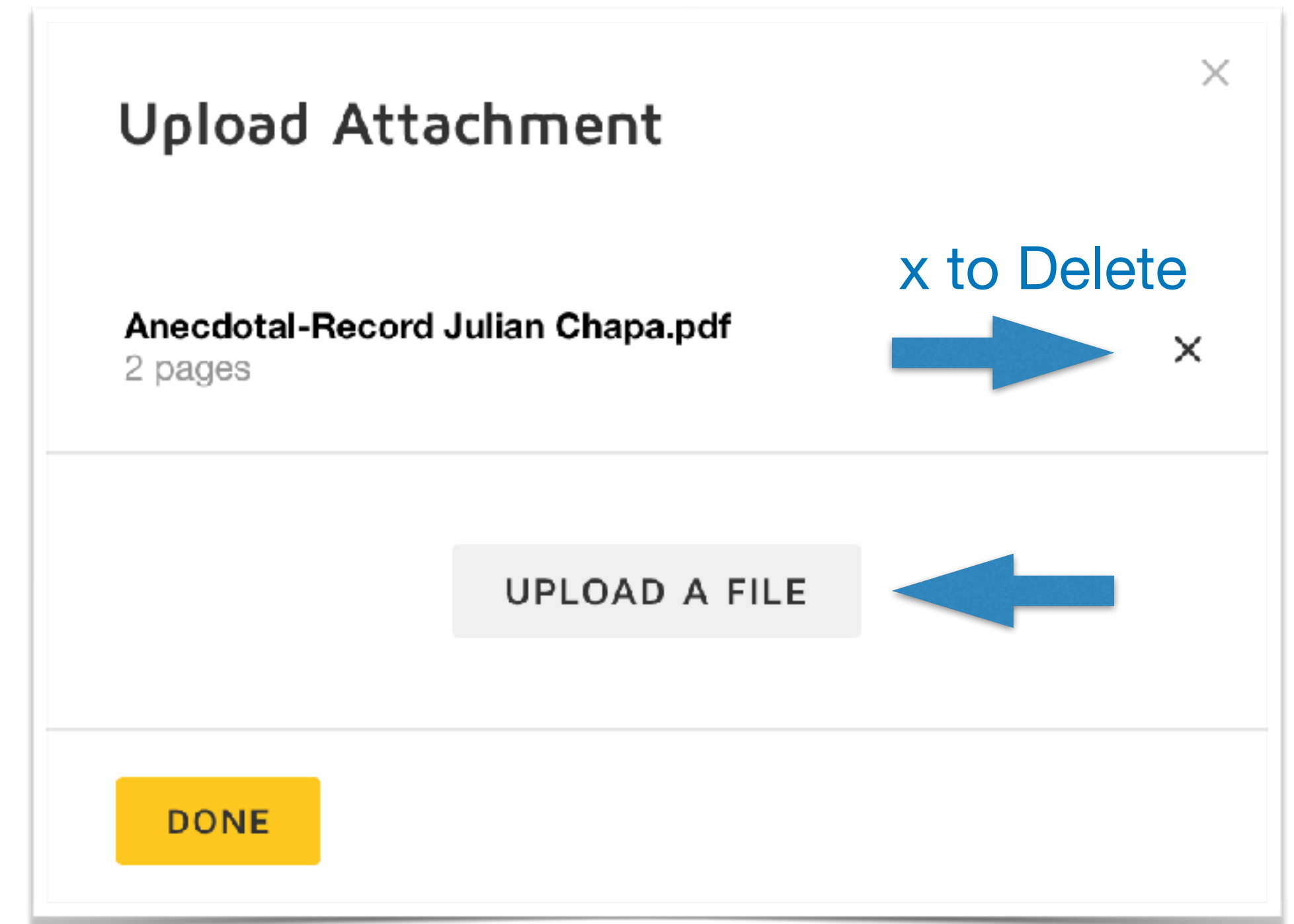
Upload Observation Form

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.






Inline Attachment


The University of Texas at Austin
College of Education
Education Services
Field Experiences and Career Services

Field Supervisor Observation

Preservice Teacher: Julian Student
Cooperating Teacher: Julian Teacher Field Supervisor: Julian Supervisor
School/District: Becker Elementary/AIDS

I affirm that the preservice teacher listed above was observed on the date and time stated on the attached field supervisor observation form.

 _____ 2017-09-14 | 08:57:44 CDT
Date Signed

Field Supervisor, Julian Supervisor

I verify that I was observed on the date and time stated on the attached field supervisor observation form.

_____ _____
Date Signed

Preservice Teacher,

Observation-Signature-Page.pdf

The University of Texas at Austin
College of Education
Education Services
Field Experiences and Career Services

Field Experiences Anecdotal Record

Preservice Teacher: Ivana Teach Observer: Julian Supervisor
Placement Start Date: 8/30/2017 Observation Date: 9/14/2017
Placement End Date: 12/8/2017 Start Time: 9:00 AM

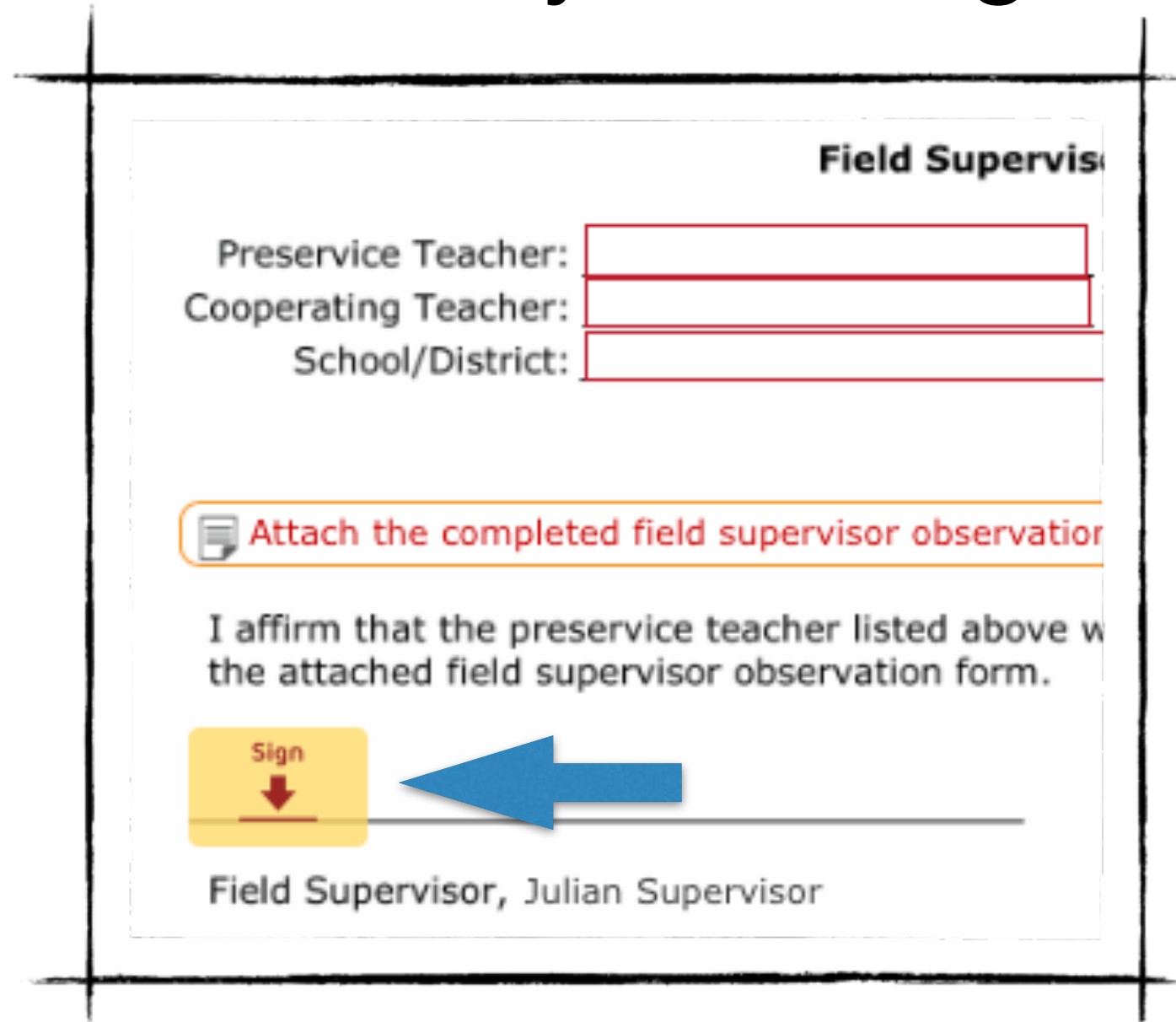
Signatures page

Can replace attachment by clicking on paper clip icon.

Observation form will appear as an inline attachment


Signing

Click the yellow Sign here icon.




Field Supervisor

Preservice Teacher:
Cooperating Teacher:
School/District:

 Attach the completed field supervisor observation form

I affirm that the preservice teacher listed above with the attached field supervisor observation form.

Sign 

Field Supervisor, Julian Supervisor

Adopt (select) a signature style.



Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

Select Style Draw 

PREVIEW To select other styles → Change Style

DocuSigned by:
Julian Ptacher 
7FCA378461ED430...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL


Draw your own

Choose from eleven pre-formatted styles (recommended option)

Click Adopt and Sign button

Finish Observation Submission

Click the yellow Finish button at the bottom.

School/District: <u>Becker Elementary/AIDS</u>		End Time: <u>9:45 AM</u>	
Grade/Subject: <u>6th grade</u>		Observation #: <u>1</u>	
Post Conference Date: <u>9/14/2017</u>			
Observations		Questions/Comments	
Nec urna vitae tempor, donec tempor. Pellentesque platea aenean ut libero morbi pellentesque. Pariatur nulla fermentum, ante lectus vel sed vivamus nec faucibus.		Donec suspendisse nibh nulla purus nam, ridiculus sit quam lectus non nec quam, egestas bibendum sed ipsum lorem, turpis congue nulla non dolor venenatis. Eligendi in, ut nulla id nunc	
Done! Select Finish to send the completed document.		FINISH OTHER ACTIONS ▾	
Powered by 		English (US) ▾ Copyright © 2017 DocuSign Inc.	

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?

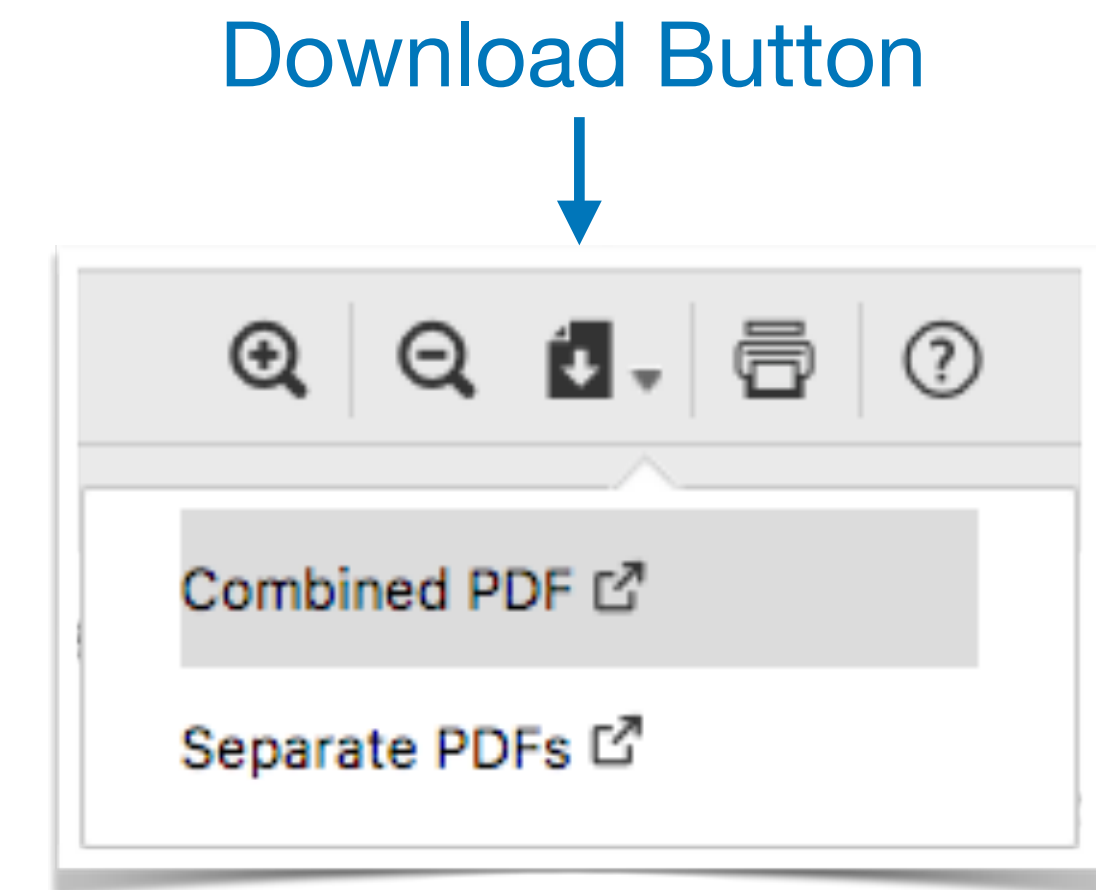
- Contact your DocuSign Unit Contact (DUC) first
Julian Chapa, jchapa@austin.utexas.edu
- **Don’t submit the same observation a second time**

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)



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