

# Submitting Attendance Logs via DocuSign

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Instructions for Preservice Teachers

**Julian Chapa**

DocuSign Unit Contact, College of Education

# Log Submission

Have your completed attendance log ready to attach.

- Interns I and II:  
Observation and Active Engagement Log
- Student Teachers:  
Student Teacher Attendance Log





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

Submit log via DocuSign link




## DocuSign Forms for the College of Education

Created by Susan A LaRonde, last modified by Julian Chapa on Apr 30, 2019

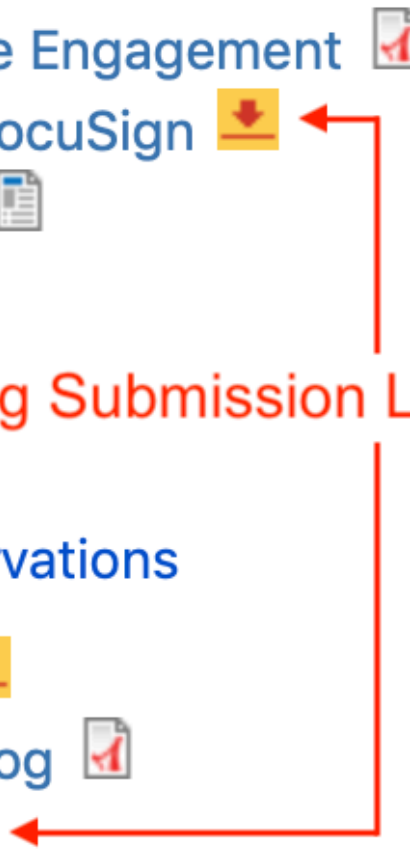
### Interns

- > [Instructions for Submitting Cooperating Teacher Observations](#)
- [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

- > [Instructions for Submitting Cooperating Teacher Observations](#)
- [Submit Cooperating Teacher Observation via DocuSign](#) 
- [Instructions for Submitting Student Teacher Attendance Log](#) 
- [Submit Student Teacher Attendance Log via DocuSign](#) 

DocuSign Log Submission Links



# Log Routing

Start the submission by entering recipient information:

- Preservice Teacher name and utexas email (will sign)
- Cooperating Teacher name and **school district** email (will sign)

Click yellow Begin Signing button to start DocuSign submission

\* PowerForm Signer Information

Preservice Teacher, please enter your name and @utexas email address.

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

Your Role:  
**Preservice Teacher, enter your utexas email address**

Your Name:

Your Email:

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

Role:  
**Cooperating Teacher, enter CT school district email address**

Name:

Email:

**Begin Signing**


\* 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:** Please upload your Observations and Active Engagement Log. Sign the DocuSign page to affirm that the dates and times you are submitting on the log are true and accurate.  
[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:


- UT Field Supervisor name
- Cooperating Teacher name
- School and district name

Note: Student teachers do not report hours of active engagement nor grand total hours.

Click yellow paper clip icon to attach your log

Interns

DocuSign Envelope ID: FD949877-02A0-4CA1-A498-85BEF70E82C5

 The University of Texas at Austin

College of Education  
Education Services:  
Field Experiences and Career Services

**Observations and Active Engagement Log Signature Page**


UT Student: Jules Student      Cooperating Teacher:

UT Field Supervisor:       School/District:

Attach your Observations and Active Engagement Log and enter the grand total and active engagement hours below.

Hours of active engagement with students

Grand total hours



I affirm that the Log below are


UT Student, Jules Student

I affirm that the engaged with s Engagement L

Cooperating Te

Student Teachers

DocuSign Envelope ID: 4A9B66BC-DF98-4914-A2FB-334D29360B6F

 The University of Texas at Austin


College of Education  
Education Services:  
Field Experiences and Career Services

**Student Teacher Attendance Log Signature Page**

UT Student: Julian Student      Cooperating Teacher:

UT Field Supervisor:       School/District:

I affirm that the dates and times reported each week on the attached Student Teacher Attendance Log below are true and accurate.

Use the paper clip icon to the right to attach your attendance log. 

2018-08-21 | 09:05:57 PDT  
Date Signed

UT Student, Julian Student

I affirm that the dates and times reported each week by the UT student listed above on the attached Student Teacher Attendance Log are true and accurate.

Cooperating Teacher, \_\_\_\_\_ Date Signed \_\_\_\_\_

# Upload Log File

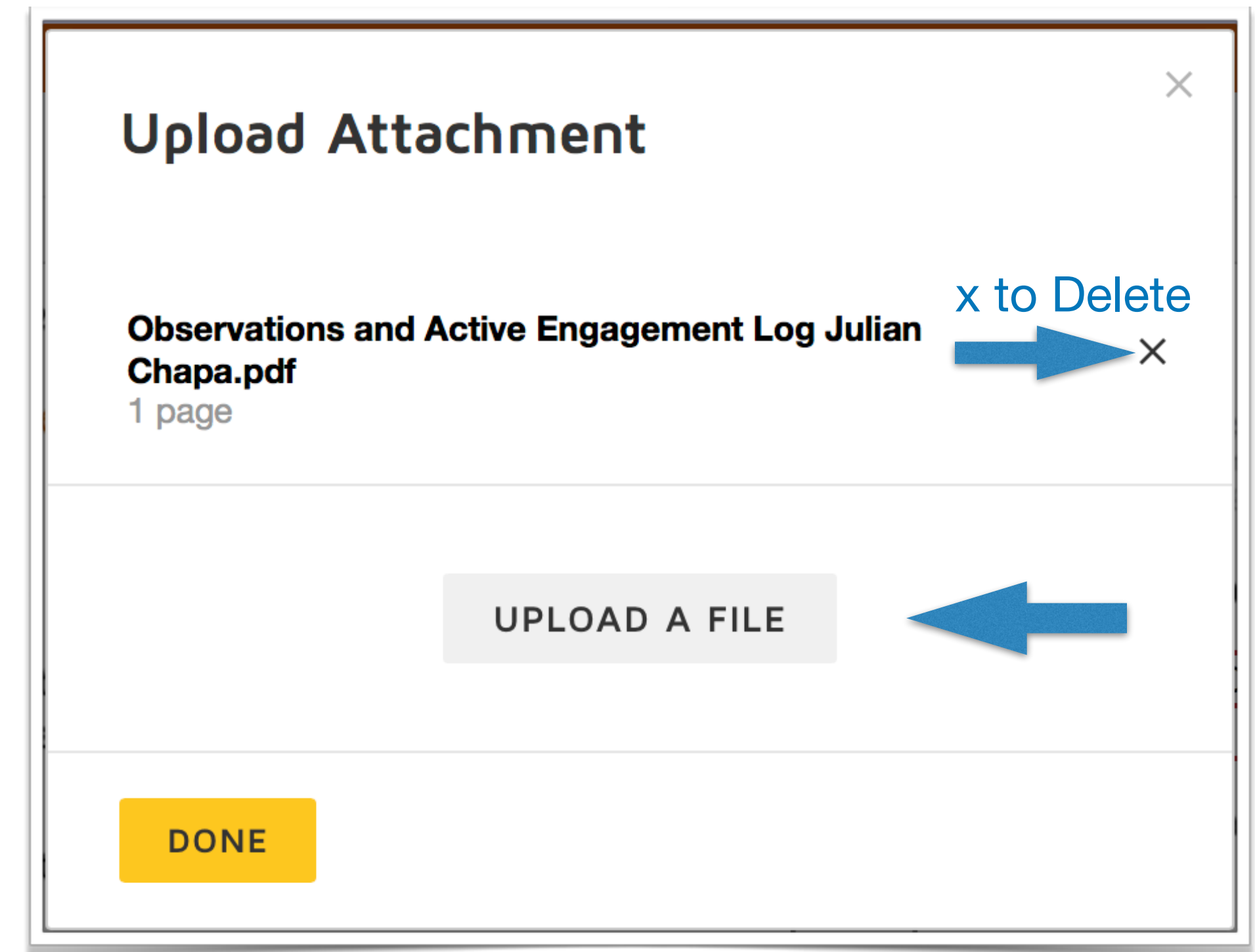
Click Upload A File button

- Select log file from your computer
- Attachment name will display\*
- Can delete/replace attachment by clicking on X

Click Done button

Attachment will appear inline after the signature page

\* OAE Log shown as example



# Inline Attachment

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

**Observations and Active Engagement Log Signature Page**

UT Student: Jules Student Cooperating Teacher: Julian Chapa  
UT Field Supervisor: Amy Kinkade School/District: Becker Elementary/AISD

Attach your Observations and Active Engagement Log and enter the grand total and active engagement hours below.

53 Hours of active engagement with students  
91 Grand total hours

I affirm that the hours reported each week on the attached Observations and Active Engagement Log below are true and accurate.

Sign 2018-04-24 | 10:10:32 PDT  
Date Signed

UT Student, Jules Student

I affirm that the UT student intern listed above was observing me teach and/or actively engaged with students for the hours stated each week on the attached Observations and Active Engagement Log below.

Cooperating Teacher, Date Signed

DAE Log Signature Page.pdf 1 of 1

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

UT Pre-Student Teaching Field Based Observations and Active Engagement Log

UT Student Jules Student Cooperating Teacher Julian Chapa  
UT Field Supervisor Amy Kinkade School/District Becker Elementary/AISD

Week Of	M	T	W	Th	F	Hours Observing CT Teach	Active Engagement with Students	
	(Initial each day you are at field placement)						Hours	AE Type*

Signatures page

Can replace attachment by clicking on paper clip icon.

Log attachment\*  
(OAE or Student Teacher Attendance Log)

\*OAE Log shown as example

# Signing

Click yellow Sign icon.

**Observations and Active Eng**

UT Student: Jules Student  
UT Field Supervisor: Amy Kinkade

Attach your Observations and Active Engagement engagement hours below.

53 Hours of active engagement with student  
91 Grand total hours

I affirm that the hours reported each week on the Log below are true and accurate.

**Sign**

UT Student, Jules Student

Adopt (select) a signature style.

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

Full Name\* Julian Pteacher  
Initials\* JP

Select Style Draw

PREVIEW To select other styles Change Style

DocuSigned by: Julian Pteacher DS JP  
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 Log 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 CT for their review and signature.

# Next Steps

Cooperating Teacher receives email from DocuSign to review and sign your log.

Preservice Teacher receives email notice that document is completed/signed.

- Click Review Documents button in email
- Click download button on DocuSign website
- Choose “Combined PDF” option and save to your computer
- Upload log to your UT Box student cohort folder  
(Your Coordinator will give you access)

