Submitting Attendance Logs via DocuSign

Instructions for Preservice Teachers

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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
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

* 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
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.
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

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.

Adopt (select) a signature style.

Choose from eleven pre-formatted styles (recommended option)

Draw your own

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)