

How To Log Field Experience Hours In Portfolio


1 Use these instructions to log the field experience hours that you complete for your course

2 If your instructor has provided a link in your Blackboard course, use this to navigate to Portfolio.

emo Course

Announcements Discussions Gradebook Messages Analytics Groups

Course Content

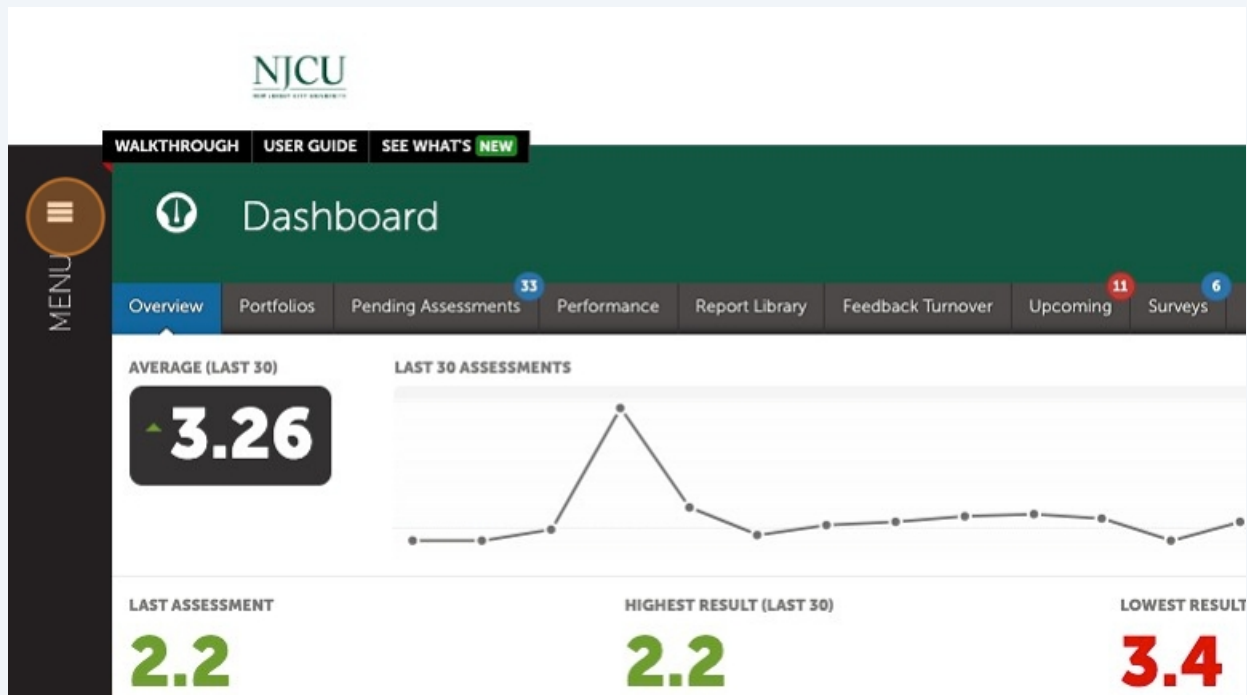
 Clinical Experience Hours
Visible to students ▼

If your instructor has not provided a link, navigate to <https://njcu.chalkandwire.com>. Click the button for "Sign in with Your School ID" **before** using your GothicNet ID and password to log in.

LOGIN

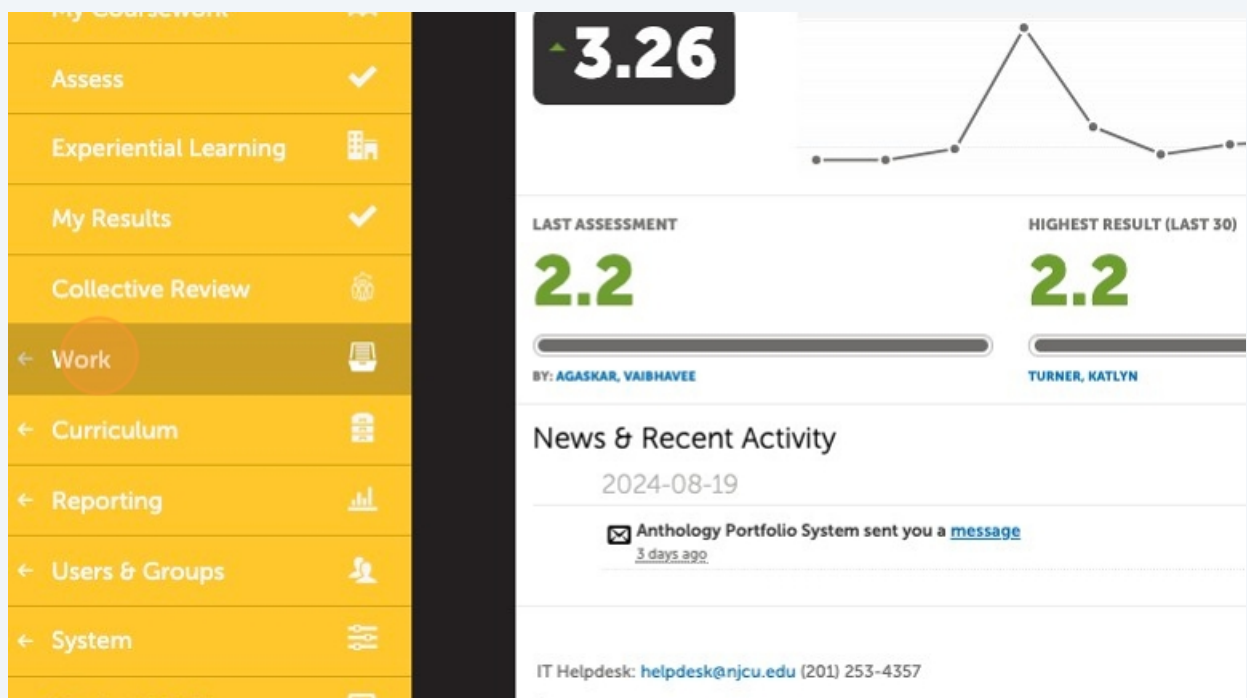
SIGN IN WITH YOUR SCHOOL ID →

3 After logging into Portfolio, click the Menu at the top left of the Dashboard page.



The screenshot shows the NJCU Portfolio Dashboard. At the top left, there is a dark green header with the NJCU logo and navigation links: WALKTHROUGH, USER GUIDE, and SEE WHAT'S NEW. Below this is a dark green bar with the word "Dashboard" and a home icon. A horizontal menu bar contains several items: Overview (selected), Portfolios, Pending Assessments (with a blue badge '33'), Performance, Report Library, Feedback Turnover, Upcoming (with a red badge '11'), and Surveys (with a blue badge '6'). On the left side, a vertical "MENU" bar is visible, with a hamburger icon highlighted by a red circle. The main content area displays an "AVERAGE (LAST 30)" of 3.26, a "LAST 30 ASSESSMENTS" line graph, and three summary cards: "LAST ASSESSMENT" (2.2), "HIGHEST RESULT (LAST 30)" (2.2), and "LOWEST RESULT" (3.4).

4 Click "Work"



The screenshot shows the Portfolio Dashboard with the "Work" menu item highlighted by a red circle. The "MENU" bar on the left lists: Assess, Experiential Learning, My Results, Collective Review, Work (highlighted), Curriculum, Reporting, Users & Groups, and System. The main content area shows the same dashboard as in step 3, but with the "News & Recent Activity" section expanded. It shows a date of 2024-08-19 and a message from the Anthology Portfolio System sent 3 days ago. At the bottom, there is an IT Helpdesk contact: helpdesk@njcu.edu (201) 253-4357.

5 Click "Journals"

The screenshot shows a dashboard with a yellow sidebar on the left containing menu items: My Coursework, Experiential Learning, Placement Finder, Collaboration, Journals (highlighted with a red circle), and File Library. The main content area displays an 'AVERAGE (LAST 30)' of 3.26, a 'LAST 30 ASSESSMENTS' line graph, a 'LAST ASSESSMENT' of 2.2 by AGASKAR, VAIBHAVEE, and a 'HIGHEST RESU' of 2.2 by TURNER, KATLYN. Below this is a 'News & Recent Activity' section dated 2024-08-19, featuring a message from Anthology Portfolio System sent 3 days ago.

6 You will need to enter a name for your journal entries when you start your new journal. You can name your entries whatever you would like.

The screenshot shows the 'Journals Guide' page. At the top, there is a 'JOURNALS GUIDE' header and a 'Journals' title with a feather icon. Below this is a 'Start a New Journal' section with a 'Name' input field (highlighted with a red circle), a 'Choose Journal Template' dropdown menu set to 'COE Field Experience Hours', and a 'Start New Journal' button. Below the form is a 'My Journals' section with a '15 records per page' dropdown and a table listing existing journals.

Name	Template
TEST Field Experience Hours	Clinical Practice Time Log
TEST School Psychology Journal	School Psychology Externship Activity Lc

7

Use the drop-down menu for Choose Journal Template to choose **COE Field Experience Hours**.

8

Click "Start New Journal"

Journal

irs

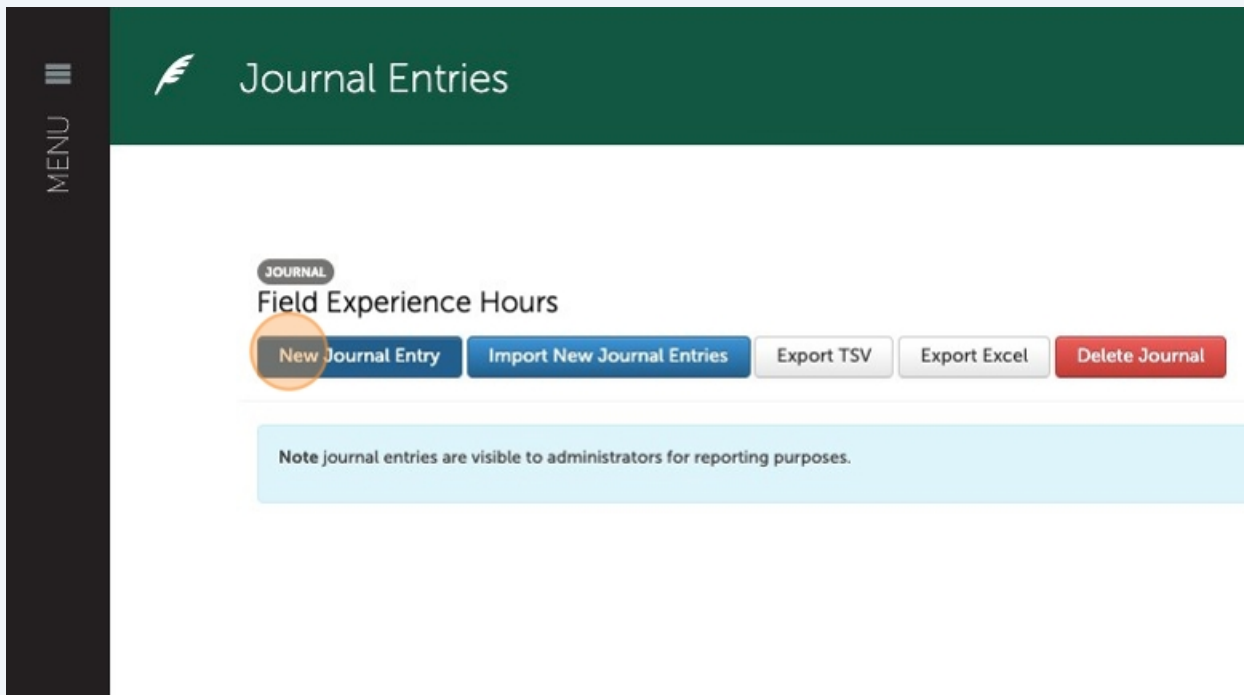
Choose Journal Template

COE Field Experience Hours

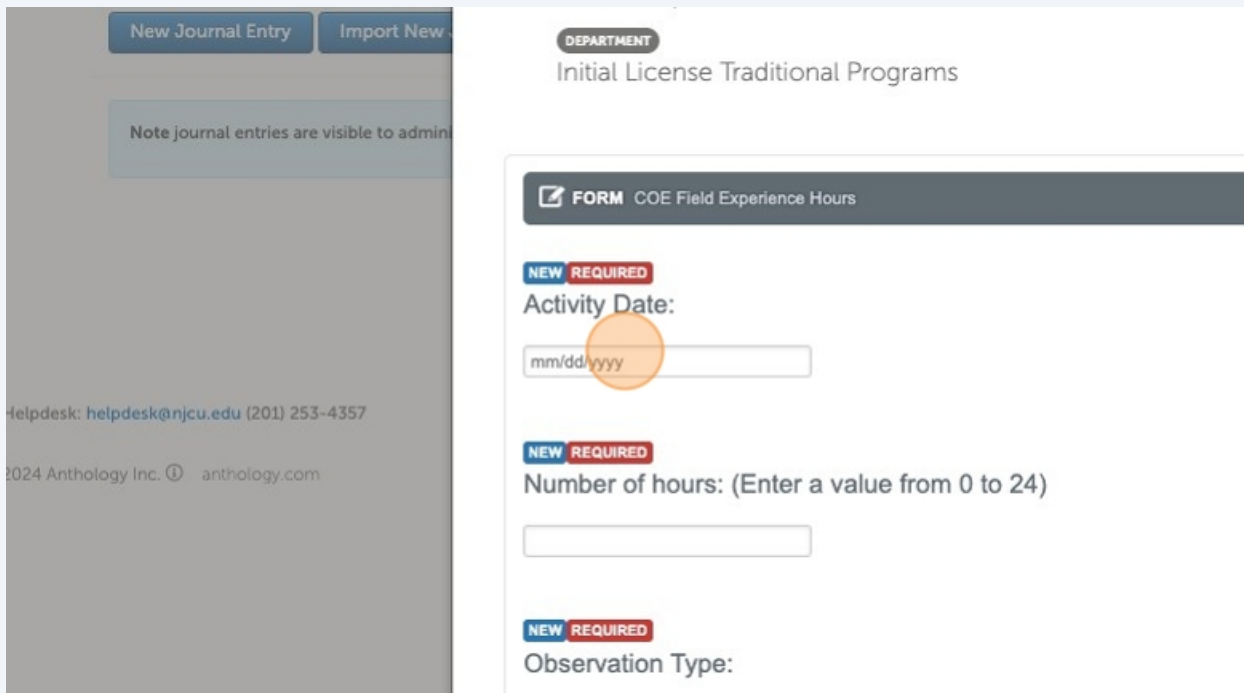
Start New Journal

	Template
ce Hours	Clinical Practice Time Log
slogy Journal	School Psychology Externship Activity Log

9 Click "New Journal Entry"



10 Click the "mm/dd/yyyy" field to enter a date for your entry.



11 Complete the form to enter the details for this entry.

FORM COE Field Experience Hours

NEW REQUIRED
Activity Date:
08/22/2024

NEW REQUIRED
Number of hours: (Enter a value from 0 to 24)
[Input field with a highlighted orange circle]

NEW REQUIRED
Observation Type:
 In-person observation
 Video observation
 Other (please specify): [Input field]

12 You will need to enter your instructor's name so that they can approve your journal entries. Click "Choose Supervisor"

Please select your course:

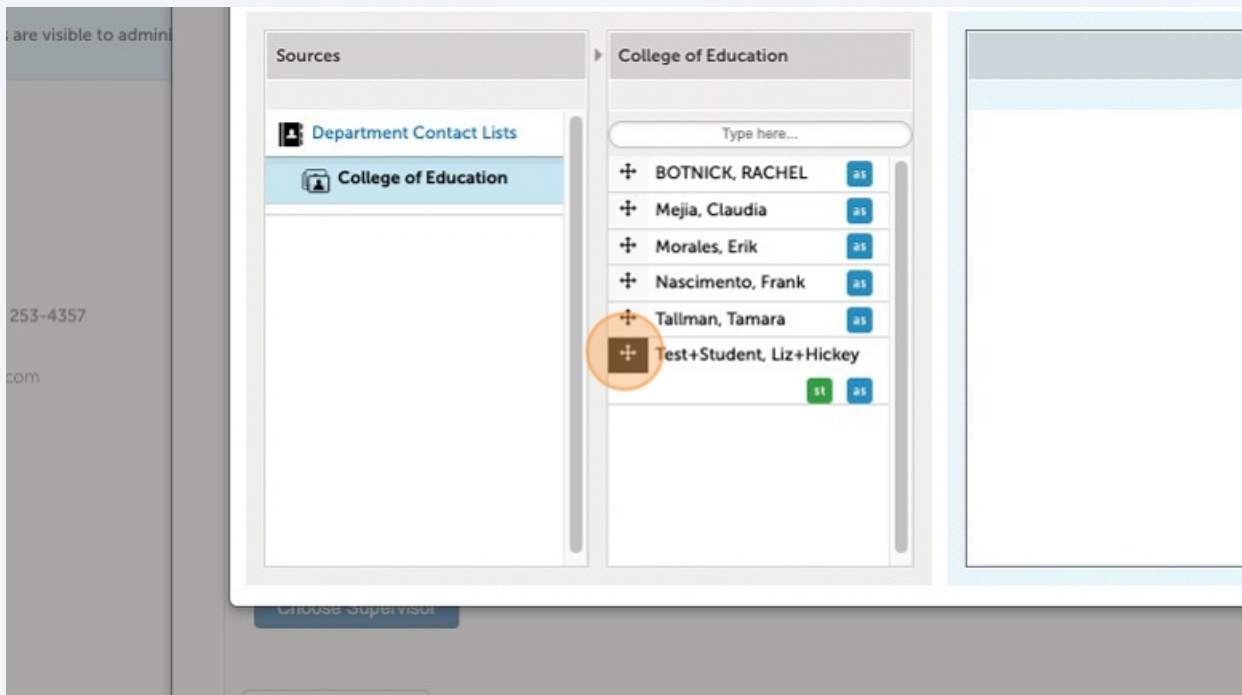
- EDU 280
- EDU 654
- LTED 230
- LTED 270
- SPEC 251

NEW REQUIRED
Please enter the name of your course instructor:
Choose Supervisor [Highlighted with an orange circle]

Save & Continue

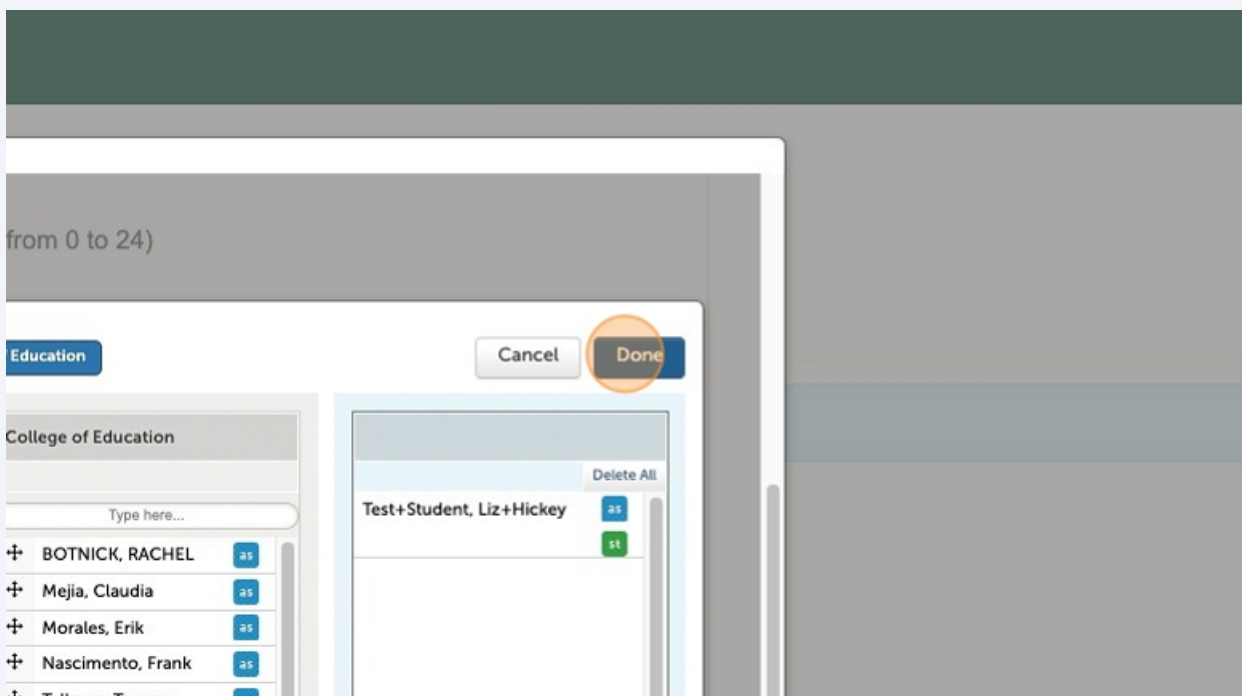
13

Choose your instructor's name, then drag and drop it into the box at the right to select it.

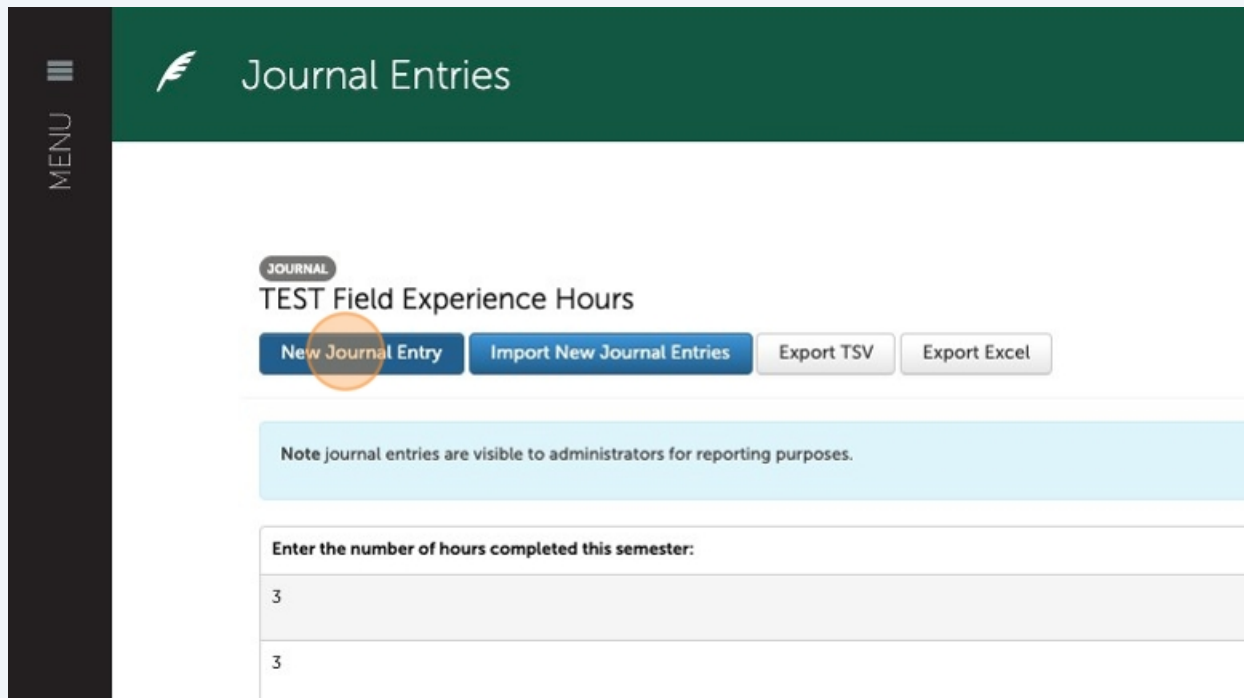


14

Click "Done"



15 You can then continue adding new entries by clicking "New Journal Entry"



If you need to add a new journal entry at a later time, log into Portfolio and navigate to Journals. Click the row for your previous entries under "My Journals," then select Edit. Repeat the instructions above to submit more entries.

My Journals

15 records per page

Name	Template
Copy of TEST Clinical Practice Fall 2024	Clinical Practice Time Log
School Psychology PSYC601	School Psychology Externship Activity Log
TEST Clinical Practice Fall 2024	Clinical Practice Time Log
EDU280 Field Experience	COE Field Experience Hours
EDU280 Field Experience	COE Field Experience Hours