# **Clinical Practice Assessments for Students in Portfolio**

At the end of the semester, students in Clinical Practice are required to complete a Journal Entry to log their hours and the Candidate Self and Site Report to provide feedback on their experience.



**3** Find the row with the Self and Site Report and click "Take"

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e Self and Site Report	Take
e Self and Site Report	Take
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for Cooperating Teacher	Take
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**4** Complete all the required questions for the form.

	Choice 1
<sup>-</sup> all 2024)	
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5

# Click "Save" when you are finished.

	NEW Additional Comments:
	Save & Continue
IT Helpdesk: hel	lpdesk@njcu.edu (201) 253-4357
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<b>6</b> Click "Return" to return to the Dashboard page.				
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**7** To enter your hours, click the Menu icon at the top left of the page.

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### 8 Click "My Placements"



**9** Underneath "Journals," click the hyperlink for the Clinical Practice

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Journals			
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Candidate	Clinical Supervisor	Danielson Framework for Te	Danielson Framewo

# **10** Click "New Journal Entry"

Journals
<ul> <li>Journal Entries</li> </ul>
JOURNAL         COE Clinical Practice I TEST         New Journal Entry         Import New Journal Entries         Export TSV         Export Excel
Note journal entries are visible to administrators for reporting purposes.

**11** Enter your hours. Note that students should enter 180 hours for Clinical Practice I and 450 hours for Clinical Practice II.

FORM Clinical Practice T	ime Log		
Liz+Hickey	Test+Student		
<b>PLACEMENT</b> COE Clinic	al Practice I TEST		
Enter the number of h	ours completed	this semester: (Enter a valu	e from
Students should enter 180 hou	rs for Clinical Practice I a	nd 450 hours for Clinical Practice II.	
NEW			
Optional comments:			
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## **12** Click "Save" when finished.

NEW Optional comm	nents:			
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# 13 Click "Close" to exit.

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