Field Experience Documentation System

FEDS   101

Field Experiences Handbook. This handbook may be downloaded at:
http://education.depaul.edu/contents/forms_pdfs/FieldExp_Handbook03.pdf
In the handbook you will find information Field Experience Policy and Procedures and
Student Teaching Policies and Procedures. It includes information on which courses
contain field experiences and tips on how to select a site for field experiences. Reading
the Field Experience Handbook early in the quarter is highly recommend and may save
unnecessary confusion later.

Field Experience Documentation System (FEDS). Before going to a school for field
experiences, you must enter important information about the school on the FEDS
website: **https://robin.depaul.edu/clinicalexp/login.asp**

BEFORE YOU DO ANYTHING ELSE, REGISTER FOR FEDS

YOU SHOULD COMPLETE STEPS 1&2 THE SAME DAY YOU RECEIVE YOUR CAMPUS CONNECTION USER ID AND PASSWORD.

Follow the directions below to log on to the FEDS system and properly document your field experience hours.

1. Logging On

    a.   Log onto www.education.depaul.edu

    b.   Click on "For Current Students"

    c.   On the left side of the page, click on "Student Services"

    d.   Scroll to the bottom of the page, click on "Field Experience Documentation System (FEDS)"

    e.   The following screen should appear. Please enter your Campus Connect user ID and password and click on "Enter Field Experience Documentation System".
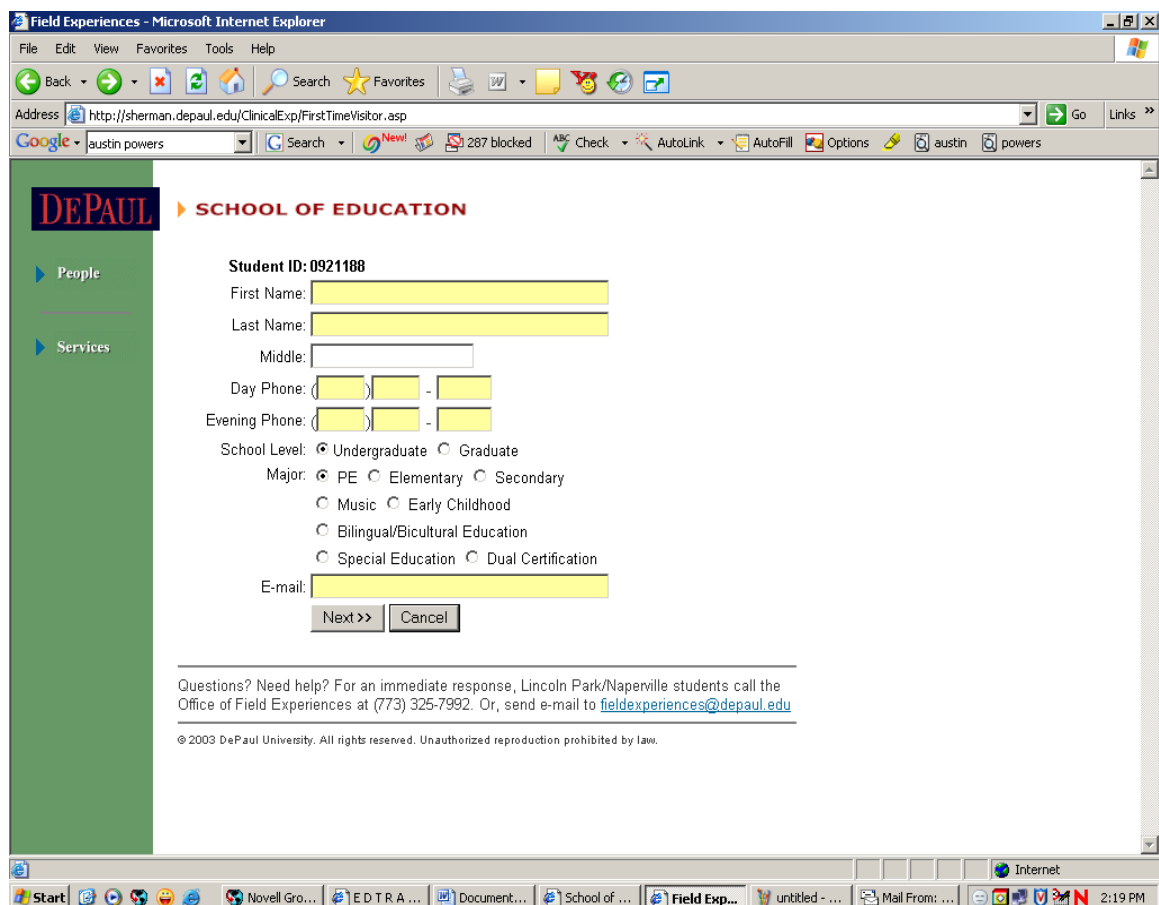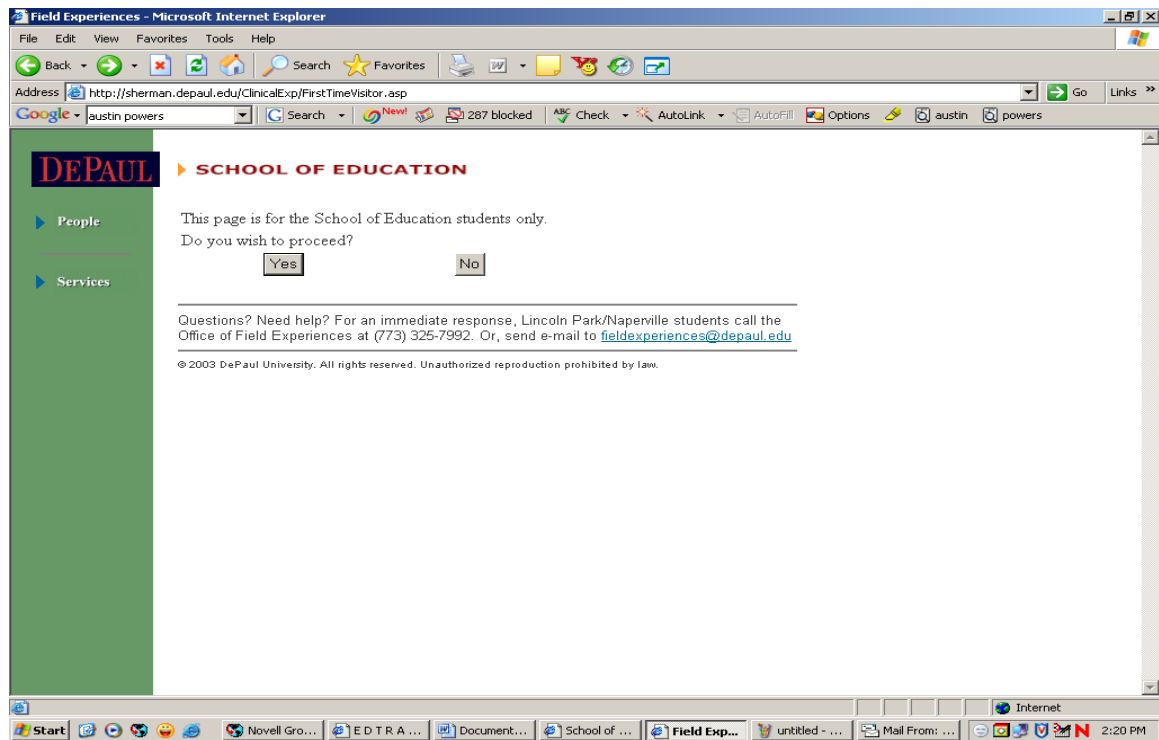
2. Registering

The screens below are illustrations of the registration process. Once you have logged in, follow the prompts and fill in all the required information. Please note: if you have accessed FEDS in the past, you may proceed to step #3.

3. The Summary Page

The next screen, shown below, is referred to as the Summary Page. Read the provided directions carefully. If you are entering information for a new experience, click on "Enter Information for New Clinical Experience". Additional directions for entering new experiences are below. Please note the Summary at the bottom of this page. Once you enter the hours, this screen will reflect those hours and their current status. In addition, you can update your student teaching quarter and year on this screen.

4. Documenting the Experience

The next screen is posted below. We've included a sample for your reference. Please note that this is only a sample and the experiences you enter will differ depending your specific program, experience, and course. The information entered should accurately reflect the experience you completed. Once the information is entered, you will click "Submit". If you completed hours for special education credit, it is vital that you check one of the three options under the "Exceptional Child" heading. Marking one of the options allows the system to separate the special education hours from the regular education hours.

5. Entering the Specific Number of Hours

The next screen displays the school site information you previously entered. The next step is to enter the exact number of hours you spent at that location. To do this you:

   a. Find the name of the school for which you are reporting hours.
   b. Click on the "Reflect" icon to the right of the school name
   c. On the next screen, below the school information, you will see a box that next to "Hours Earned", enter the number of clock hours you spent at that school in the box.
   d. Click on "Submit and Return to Summary"

**Note: Students are NOT required to submit
a reflection in the space provided on this screen!**

6. Signatures

By clicking on "Submit and Return to Summary" you will return to the Summary page, only now you will see the number of hours completed you completed. If you checked a box in the "Exceptional Child" category, you will also see the number of special education hours you completed in a separate column. The next step is to print this screen and have the hours signed by the cooperating teacher or your course instructor.

Please note that in the example provided, the only School that is eligible for signature is the 3rd entry. The other two options do not have the number of hours completed at the school displayed. Therefore, the Summary Page cannot be signed until the hours are posted on this screen.

7. Submitting your Signed Summary Page

Once the Summary Page has been signed, you will submit it to the Office of Field Experiences, SAC 481B or fax to (773) 325-4744. Next, a representative from the office will verify your experience and approve your hours within two business days. Below is a picture of a screen with approved hours. If you submit the signed Summary Page, but your hours are not approved, you should email fieldexperiences@depaul.edu immediately to inquire.