To Add a Field Experience:
Click on Artifacts tab (top row)
Click on Field Experience (button on left or words across top)
Click on Initialize New Field Experience (right side)
Click on select button next to Teacher Preparation (Initial) Spring 2006.
Type in a name for the observation file (EDUC 2020 #1, EPSY 3000 #2, etc.).
Click on arrow to enter the correct Date of the observation
Choose course (click on arrow for list). Courses listed in order by course number within each subject: ECED; EDUC; EPSY; HED; HP; LIS; MUED; PE; RDG; SPED
Choose Level of experience (click on arrow for list)
Choose Site for experience (click on arrow for list)
Choose Contact choice (click on arrow for list). If teacher’s name is not listed, click Cancel and contact the PASS-PORT Coordinator so the teacher can be added.

To continue adding field experience information:
Click on Edit Basic Info First button (click on arrows to make any changes)
Type in Number of participants and hours/minutes
Type in Hour/Period if you would like to clarify this observation – it can be left blank
Click on EDIT button (far right side) to load information about each area listed below:

ALL AREAS EXCEPT JOURNAL ENTRY MUST HAVE INFORMATION ADDED
Gender (must equal total number of participants listed above)
Exceptionalities (leave 0 in box unless you have a number for that exceptionality)
Grade Level (choose the grade that apply for this observation)
Subjects by hour (must equal total hours listed above)
Ethnicity (must equal total number of participants listed above)
Primary Subject (click on subject that you spent the most time in for this observation)
Limited English Proficiency (must put in 0 or number not to exceed number of participants)
Click Complete Field Experience button (bottom right side of page) when information has been added in ALL areas EXCEPT journal entry.

Problems?? Use contact information listed above. Also try: http://www.nsula.edu/passport.