Supplemental Instructions for doing the final SUBMIT of your field experience binders

Once you have completed all of your work, you need to submit your work in order to complete the entire process.

Click on the Artifact Wizard, and bring up the summary page that shows all of your assignments.
At the bottom of the page, you will see a SUBMIT button. Click on that.

If you have not filled all of the “slots,” though, you will get a message that you still have materials to submit. This will happen most likely in two situations:

a. You had two of your formal observations and reflections in one binder (using up four slots) but then your remaining observation and reflection in the other binder (using up only two of the four slots). If that is your situation, create a blank document in Word, give it a title of something like “dummy document,” and then upload that to the remaining slots.

b. You are a business education student with the same cooperating teacher for both placements. In this situation, you only need one site summary and one evaluation of clinical supervision experience, but you still need to fill all of the blanks. When you click on the links to upload those two documents, simply attach the one you already have in your artifacts folder, that you used for the first binder.