Student Teacher Instructions for Initiating DocuSign UTL 360 Weekly Hours Log
Email kaitlyn.crawford@austin.utexas.edu for assistance.

Initiate the form when you are ready for your Cooperating Teacher (CT) to sign off on your time. This should be done EVERY week. Work with your CT to determine the best day to initiate the form.

Form Location:
- https://liberalarts.utexas.edu/uteach/students/student-teachers.html
- Go to the Student Teacher Weekly Hours Log section.
- Click the Student Teacher Weekly Hours Log - Docusign Form link.

Initiating the Weekly Hours Log Docusign form:
- Enter your properly capitalized first and last name and your @utexas.edu email address.
- Enter the required information. Be sure to copy and paste your faculty’s name and email as shown on the form.
- Click BEGIN SIGNING and enter the Access Code:
- A box may pop up asking you to allow your current location. You may select whatever option you’d like. It will not affect the completion of the form.
- Once the code is entered and you begin the form, you will receive an email automatically generated by DocuSign. It will show that it is from Kaitlyn Crawford via DocuSign <dse@docusign.net>.

Completing the Weekly Hours Log:
- Check the GOT IT box.
- Click CONTINUE or FINISH LATER. (If you choose to finish later, you’ll need to refer to the Docusign email and then click on the yellow REVIEW DOCUMENT button. After re-entering the code, you can begin where you left off.)
- Please enter the date for each day of the work week you are reporting. Then select the start and stop time for each date. The form should calculate the total for each day and for the entire week. If the hours for a day are not calculating correctly, try re-selecting the start and stop time for that day.
- If you need to enter a second time period for a specific day of the week, use one of the “Additional Hours” entries to select the second time period for that date.
- If you did not meet your minimum hours for that week, you must provide a reason in the box. Examples include: illness, illness with doctor’s note, or family event.
- Finally, enter your CT’s school, their district, and the name of your UTL 360 instructor at the bottom.
- Click the yellow FINISH button.
- The form will then be routed to the Cooperating Teacher.

Once completed, you, the CT and your professor will receive a certified copy of the document.
Instructions for UTL 360 Student Teachers Initiating DocuSign Evaluation Forms for Cooperating Teachers

Email kaitlyn.crawford@austin.utexas.edu for assistance.

Do not initiate a form until you and your Cooperating Teacher (CT) agree that they are ready to complete it.

Find the correct form:

- https://liberalarts.utexas.edu/uteach/students/student-teachers.html
- Go to the UTL 360 Evaluation Forms for Cooperating Teachers – DocuSign section at the bottom of the webpage.
- Click on the link for the type of form you want your CT to complete: Observation, Formative Assessment, or Summative Assessment

Initiating the Observation Form:

*Note: Names will appear on the form as they are entered.*

- Enter your properly capitalized first and last name and your @utexas.edu email address.
- Enter the information requested. *Be sure to copy and paste your faculty’s name and email as shown on the form.*
- Click **BEGIN SIGNING** and enter the **Access Code**;
- A box may pop up asking you to allow your current location. You may select whatever option you’d like. It will not affect the completion of the form.
- Once the code is entered and you begin the form, you will receive an email automatically generated by DocuSign. It will show that it is from Kaitlyn Crawford via DocuSign <dse@docusign.net>.

Completing the Top Portion of the Observation Form:

- Check the **GOT IT** box.
- Click **CONTINUE** or **FINISH LATER**. (If you choose to finish later, you’ll need to refer to the Docusign email and then click on the yellow **REVIEW DOCUMENT** button. After re-entering the code, you will be taken back to where you left off.)
- Fill in the following:
  - Lesson Format.
  - School and School District.
  - Observation Date.
  - Topic – If necessary, abbreviate to make it fit into the field.
  - Click the yellow **FINISH**.
- The form will then be routed to the CT for their evaluation.

*Once completed, you should receive a certified copy of the document. If you can’t locate a copy, email Kaitlyn.*
Instructions for Student Teachers Signing
UTL 360 Observations from Field Supervisors
Email Kaitlyn kaitlyn.crawford@austin.utexas.edu for assistance.

- You will receive an email from DocuSign <dse@docusign.net> that the document has been completed.
- To review the completed form, click on the VIEW COMPLETED DOCUMENT button.
- You will NOT be signing the document. Reviewing the document will complete your step in the process. THE DOCUMENT WILL NOT SHOW UP AS COMPLETE UNTIL YOU OPEN AND VIEW THE FORM.