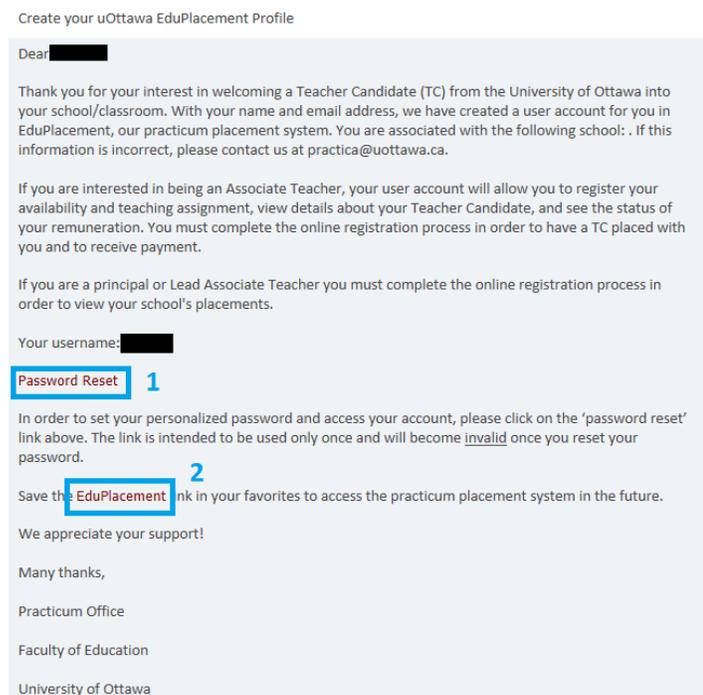


Associate Teacher/Lead Associate Teacher User Guide

This guide will take you through the steps to create a profile in EduPlacement. Once an account has been created for you, you can update your upcoming availability, have Teacher Candidates assigned to you, and view placement and payment details.

How to find EduPlacement

If you are reading this guide, you have probably received an email similar to the one below from the Practicum Office.



This email contains two important links:

1 – Password Reset

Click this link to access your account for the first time and to set up your password. See “Setting your password (first time only)” below.

2 – Link to EduPlacement

Click this link to go to the EduPlacement login page; we recommend that you bookmark it.

Setting your password (first time only)

The screenshot shows the 'Change Password' form in the EduPlacement system. The form is titled 'Change Password' and is located within the 'uOttawa' and 'EduPlacement' header. The form contains the following fields and elements:

- Password Details**: A section header with a 'Save' button (highlighted with a blue box) and a 'Cancel' button.
- New Password**: A text input field.
- Re-Enter New Password**: A text input field.
- Captcha Verification**: A captcha image showing the characters 'DCQEQM' and a small blue icon with a question mark. Below the image is a text input field for the captcha code.
- Password Requirements**: A section header with a list of requirements:
 - New Password must be a **minimum of 8 characters**
 - New Password and Re-Enter New Password **must match**
 - Please **input the character code** from the captcha image into the textbox provided

The footer of the page includes the text 'Faculté d'éducation | Faculty of Education' and 'education.uottawa.ca', along with social media icons for Facebook, Twitter, and Instagram.

The “Change Password” page will ask you to choose a new password, of at least 8 characters, for your EduPlacement account. Enter your chosen password twice, type in the Captcha verification characters, and click “Save” (top, right-hand corner).

If the new password and the Captcha verification are valid, you will see the following message:

The screenshot shows the 'Password Saved' message in the EduPlacement system. The message is displayed in a white box with a grey border, centered on the page. The message text is:

Password Saved

Your password has been successfully updated.
Please proceed to the [Login](#) to access the system.

The footer of the page includes the text 'Faculté d'éducation | Faculty of Education' and 'education.uottawa.ca', along with social media icons for Facebook, Twitter, and Instagram.

You can then close the page and proceed to the login page using the “Link to EduPlacement” in the email.

Login screen

The screenshot shows the login interface for EduPlacement. At the top, there is a dark red header with the uOttawa logo and the text "uOttawa" on the left, and "EduPlacement" on the right. In the top right corner, there are links for "Guest" and "Log In". The main content area is light gray and contains a "LOG IN" form with two input fields: "Username" and "Password", and a "Log In" button. Below the form, there is a message: "If you experience difficulties with the application or if you have specific needs, please contact practica@uottawa.ca." At the bottom, there is a dark gray footer with the text "Faculté d'éducation | Faculty of Education" and "education.uottawa.ca" on the left, and social media icons for Facebook, Twitter, and Instagram on the right.

Enter your username and password. If the login is successful, you will be sent to the Main Menu.

Main menu

The screenshot shows the main menu for an Associate Teacher. At the top, there is a dark red header with the uOttawa logo and the text "uOttawa" on the left, and "EduPlacement" on the right. In the top right corner, there is a "Logout" button. Below the header, there is a breadcrumb trail: "UOttawa Practicum > Associate Teacher Main Menu". The main content area is light gray and contains a red header with the text "Associate Teacher Management". Below this, there is a box titled "Select from the following options:" with three numbered options: 1. Update Profile (with a person icon), 2. Payment Information (with a payment icon), and 3. View Assigned Teacher Candidates (with a person icon). At the bottom, there is a dark gray footer with the text "Faculté d'éducation | Faculty of Education" and "education.uottawa.ca" on the left, and social media icons for Facebook, Twitter, and Instagram on the right. The URL "https://edupracticum.uottawa.ca/" is visible in the bottom left corner.

There are three options in the Main Menu:

1 - Update Profile

In this section, enter your contact information, teaching assignment, and upcoming availability for practicum placements.

2 - Payment Information

This section displays information about your honorarium once the placements are completed.

3 - View Assigned Teacher Candidates

This section will display information about the Teacher Candidate(s) that have been assigned to you once the Practicum Office has confirmed the placement(s).

Update Profile

1 UOttawa Practicum Dev > Associate Teacher Main Menu > Update Profile

2 Save Cancel Password

3 **User Details** (All fields marked with * are required)

User Name * [] First Name * []
OCT Registry Number * [] Last Name * []
Language of Instruction * English [v]

4 **Contact Info** (All fields marked with * are required)

Street * [] Email * []
City * [] Phone * []
Province * Select from the following... [v] Work Phone []
Postal Code * []

5 **Teaching Assignments**

Division(s) Primary Junior Intermediate Senior

Grade(s) JK SK 1 2 3 4 5 6 7 8 9 10 11 12

Teachable Subjects

- Biology
- Chemistry
- English First Language
- Fine Arts - Drama
- Fine Arts - Music
- Fine Arts - Visual Arts

Add >> << Remove Clear

1 – This navigation line displays where you are in EduPlacement. The Main Menu is on the left and the current page is on the right.

Click any location on this line to go to the corresponding page. However, if you use this line to navigate, remember to save your profile because using this method will not automatically save your current page.

2 – “Save/Cancel/Password” line

Click “Save” to record any changes made and return to the Main Menu.

Remember to save your profile after filling in the “User Details” and “Contact Info” sections to prevent loss of information.

Click “Cancel” to return to the Main Menu without saving any changes to the page.

Click “Password” to open a section at the top of the page where you can change your password.

3 – User Details

This section displays user information, including username, first name, and last name. Feel free to update your first name and last names, but **do not change your username as this could lock you out of the system**. You will be asked to provide your OCT Registry Number and Language of Instruction.

4 – Contact Info

The fields in this section are mandatory and you will not be able to save your profile until you fill them out. Your contact information is required to process your honorarium payment.

5 – Teaching Assignments

Select your division(s), grade(s), and teaching subjects. You can select multiple divisions, grades, and subjects to reflect your teaching assignment(s).

To add subjects to your profile, click the desired subject in the left-hand column and then click “Add>>”. If you added a subject by mistake, you can remove it by selecting it from the right-hand column and then clicking “<<Remove”. To remove all the subjects from your list, click “Clear”. Use the scroll bar to display more subject options.

The screenshot shows two sections of a user profile interface. The top section, labeled '6', is titled 'Availability' and contains a table with columns for 'Practicum Slots', 'Number of Students', 'Academic Year', 'Edit', and 'Delete/Cancel'. The table lists four practicum slots: 'Year1 Practicum1 and CSL1', 'Year2 3 Week CSL', 'Year2 Practicum2', and 'Year2 3 Week CSL'. Each row has an 'Edit' icon (a document with a pencil) and a 'Delete/Cancel' icon (a red 'X'). Below the table are two dropdown menus: 'Please select a slot...' (labeled 7) and 'Please select a year...' (labeled 9). There is also a checkbox labeled 'Available for Make-up Placements' (labeled 11) and a plus icon (labeled 10). The bottom section, labeled '14', is titled 'Practicum Slot Dates' and contains text about 'CSL/Practicum Dates for 2017 - 2018:'. It details the schedules for Year 1 and Year 2 Teacher Candidates, including CSL and Practicum dates and block lengths.

| Practicum Slots | Number of Students | Academic Year | Edit | Delete/Cancel |
|---------------------------|--------------------|---------------|------|---------------|
| Year1 Practicum1 and CSL1 | 2.00 | 2017-2018 | 12 | 13 |
| Year2 3 Week CSL | 3.00 | 2017-2018 | | |
| Year2 Practicum2 | 3.00 | 2017-2018 | | |
| Year2 3 Week CSL | 2.00 | 2018-2019 | | |

7 Please select a slot... 8 [] 9 Please select a year... 10 [+] 11 Available for Make-up Placements

14 **Practicum Slot Dates**
CSL/Practicum Dates for 2017 - 2018:
YEAR 1 Teacher Candidates (CSL and Practicum are completed in the same school setting).
CSL: One day a week (Wednesdays, Sept. 20 - Nov. 29, 2017)
Year 1 Practicum: 3 week block (Dec. 4 - 22, 2017), Wednesdays (Jan. 10 - Mar. 7, 2018) and 6 week block (March 19 - April 26, 2018)
Year 2 Teacher Candidates (Practicum and CSL Alternative Placement are completed in different settings).
Y2 Practicum: 4 days (Sep. 5 - 8, 2017), followed by one day a week on Wednesdays (September - November 2017), 4 week block (Nov. 27 - Dec. 22, 2017), and 3 week block (Jan. 8 - 26, 2018).
CSL (Alternative placement): 3 week block (Apr. 9 - 27, 2018). (*Please note that this is a separate CSL placement that is not affiliated with Year 2 evaluated practicum and there is no remuneration attached to this placement).

6 – Availability

Before adding your availability, save your profile by clicking “Save” at the top of the page. If you omit this step, you risk losing any changes to your profile.

In this section, select placement types for which you are available (termed “Practicum Slots”) and the number of Teacher Candidates you can accommodate. You can book several Practicum Slots. To view the dates scheduled for each slot, refer to the “Practicum Slot Dates” in Section 14.

To enter one or more Practicum Slots:

1. Choose one Practicum Slot from the list (Box 7).
2. Enter the number of Teacher Candidates that you want for that Practicum Slot (see Box 8).
The number of Teacher Candidates can be a decimal value if you will be sharing a Teacher Candidate with another Associate Teacher (e.g. Enter "0.5" and include the full name of your teaching partner in the comments section).
3. Select the proper Academic Year (see Box 9) for the Practicum Slot.
4. **Click the green "+" sign** (see Box 10) to save the Practicum Slot that you have chosen. ***If you omit this step, your availability will not be saved.**
Once your Practicum Slot is saved, a new row will appear, allowing you to fill in another Practicum Slot if you want to make yourself available for more than one type of placement (e.g. if you want both a Year 1 and a Year 2 Teacher Candidate, you will need to create two Practicum Slots).

IMPORTANT: By default, multiple Practicum Slots will appear as if you are available for **each one** (ex. Practicum Slot 1 AND Practicum Slot 2).

If you are willing to take only one Teacher Candidate for *either* a Year 1 Practicum **OR** a Year 2 Practicum, you need to fill out two practicum slots (one for Year 1 and a second for Year 2). In each, select "1" as the number of students and write a comment in the "Notes/Comments" section to let us know that you only want one student total, but that the Teacher Candidate can be a Year 1 or a Year 2.

If you are potentially available for spring makeup placements, leave the Box 11 checked. If you do not want to be contacted regarding makeup placements, please uncheck Box 11.

The Edit icon on each row (Box 12) allows you to modify your Practicum Slot. You can use it to change the placement type, the number of students, or the academic year.

If you want to remove one of your Practicum Slots, use the Delete icon (Box 13) on that particular slot.

14 – Practicum Slots Dates

This section outlines the dates of the different Practicum Slots that are available (i.e. Year 1 and Year 2 timelines).

NOTE:
In order to be an **Associate Teacher**, we ask that teachers:

- Have at least 2 years of teaching experience
- Are a member of the Ontario College of Teachers in good standing
- Be willing to mentor a Teacher Candidate
- Have Principal approval
- Have read the important information regarding CSL/Practicum in the CSL/Practicum Guide (<http://education.uottawa.ca/en/programs/undergraduate-studies/teachereducation/practicum-handbook>)

15 **Notes / Comments**

Please Indicate any special instructions for the Practicum Supervisor here.

16 **Associate Teacher Schools**

| | School | School Board |
|---|------------|--------------|
| 1 | [REDACTED] | [REDACTED] |

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education.uottawa.ca

15 – Notes/Comments

This section allows you to leave notes/comments for the Practicum Office regarding your profile. Please include any additional information regarding your teaching assignment or upcoming availability. However, if you have any questions about EduPlacement or practicums, please send an email to practica@uottawa.ca instead.

16 – Associate Teacher Schools

This section displays the school associated with your profile. If the school is incorrect or if you are changing schools, please contact practica@uottawa.ca.

View Assigned Teacher Candidates

The screenshot shows the 'Assigned Teacher Candidates' page in the EduPlacement system. At the top, there is a navigation bar with the uOttawa logo and 'EduPlacement' text. Below this is a breadcrumb trail: 'UOttawa Practicum Dev > Associate Teacher Main Menu > Assigned Teacher Candidates'. The main content area is titled 'Assigned TCs' and includes a 'Back' button. A search section, labeled '1', contains a 'Search Teacher Candidate(s)' form with a 'Search' button. The form has a 'Student Name' input field and a 'Placement Year' dropdown menu currently set to '2018-2019'. Below the search form is a table, labeled '2', with the following columns: 'Teacher Candidate', 'School Year', 'Subject', 'Grade', 'Start Date', 'End Date', and 'Contact'. The table contains one row with a candidate ID of '1', and the 'Contact' column has an envelope icon.

Here you can view information about all of the Teacher Candidates that have been placed with you in a given academic year (starting in 2018-2019).

1 – Search Teacher Candidate(s)

Please note that if the new academic year has not yet begun, you may need to change the Placement Year value to see the placements that have been assigned to you for the coming year. You can use the search criteria to sort by year.

2- Teacher Candidate

This section includes the name of the Teacher Candidate, the placement dates, and an envelope icon that will allow you to send an email to the Teacher Candidate.

Differences in Interface for Lead Associate Teacher Accounts

The screenshot shows the 'Lead Associate Teacher Management' page. At the top, there is a dark red header with the 'uOttawa' logo and 'EduPlacement' text. A 'Logout' button is in the top right corner. Below the header, a breadcrumb trail reads 'UOttawa Practicum Dev > Lead Associate Teacher Main Menu'. The main content area has a red title bar 'Lead Associate Teacher Management'. Inside, a box titled 'Select from the following options:' contains three items: 'Update Profile' with a person icon, 'Follow up Payment' with a money icon, and 'View Assigned Teacher Candidates to the School' with a person icon. The third option is highlighted with a blue border and a blue '1' to its left. The footer contains 'Faculté d'éducation | Faculty of Education' and 'education.uottawa.ca' on the left, and social media icons for Facebook, Twitter, and Instagram on the right.

Principals and Lead Associate Teachers will have Lead Associate Teacher accounts. In this type of account, your Main Menu will be slightly different.

1 – View Assigned Teacher Candidates to the School



Assigned TCs

Back

1

Search Search

| | | | |
|-------------------|-----|----------------|-----------|
| School(s) | All | Placement Year | 2018-2019 |
| Associate Teacher | All | Student Name | |

2

| | Teacher Candidate Name | Subject | Grade | School Year | Start Date | End Date | Associate Teacher | Contact |
|---|------------------------|---------|-------|-------------|------------|----------|-------------------|---------|
| 1 | [Redacted] | | | | | | | |



This section displays information about all the Teacher Candidates that have been placed in your school. You can use the search criteria to sort Teacher Candidates.

Note that if the academic year has not yet begun, you may need to change the Placement Year value to see the placements that have been assigned to your school for the coming year.

2- Teacher Candidate Name

This section displays the names of the Teacher Candidates, the placement dates, and an envelope icon that allows you to send an email to each Teacher Candidate individually.

Questions

Feel free to contact the Practicum Office at the University of Ottawa if you have any questions about EduPlacement or have trouble setting up your account and posting your availability. You can reach us by email at practica@uottawa.ca or by phone at 613 562 5800 extension 4078. Thank you for your commitment to our Teacher Candidates!