UTeach-Liberal Arts

Student Intern Instructions for Initiating DocuSign UTL 101 Weekly Observation/Teaching Log

Email Lori Hahn lhahn@austin.utexas.edu for assistance.

Initiate the form when you are ready for your Cooperating Teacher (CT) to sign off on your time. **DO NOT INITIATE THE FORM THE DAY BEFORE THE MEETING.** This should be done EVERY week, but either the day of or after the meeting. Work with your CT to determine the best day to initiate the form.

**Form Location:**
- Go to the UTL 101 Forms – DocuSign section at the bottom of the webpage.
- Select the UTL 101 Weekly Observation/Teaching Log.

**Initiating the UTL 101 Weekly Observation/Teaching Log:**
- Enter your properly capitalized first and last name and only an @utexas.edu email address.
- Enter your CT’s first and last name and their email address. The CT name will auto populate when they receive the document.
- Click on **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 which is automatically generated by DocuSign. It will show that it is from Loraine Hahn via DocuSign <dse@docusign.net>. **(Do not delete this email until you have completely finished entering in the information in the next step.)**

**Completing the UTL 101 Weekly Observation/Teaching Log:**
- Check the **I AGREE** box. You will have two options at this point.
- Click **CONTINUE** or OTHER ACTIONS. By clicking OTHER ACTIONS, you will have the option to **FINISH LATER. (You’ll need to refer back to the email originally sent to you and then click on the Yellow REVIEW DOCUMENT button. You will be taken back to where you left off.)**
- Fill in the following:
  - UTL 101 Instructor/Kris Martin.
  - School.
  - School District.
  - Observation/Teaching Date.
  - Select the type of meeting.
  - Click the yellow **FINISH** button when you’re finished.
  - Upon finishing, a box will pop up letting you know you have completed the process. Simply close out of the window.
  - The form will then be routed to the CT for their signature.

Once completed, you, the CT, and the UTL 101 Instructor/Kris Martin will receive a certified copy of the document. You may choose to download and keep a copy for your records.
DO NOT INITIATE THE FORM UNTIL THE DAY OF THE EVALUATION. MAKE SURE YOU LET YOUR CT KNOW IT IS COMING.

Form Location:
- Go to the UTL 101 Forms – DocuSign section at the bottom of the webpage.
- Select the UTL 101 Midterm Evaluation form.

Initiating the UTL 101 Midterm Evaluation Form:
- Enter your properly capitalized first and last name and your @utexas.edu email address.
- Enter your CT’s first and last name and their email address.
- Click on 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 which is automatically generated by DocuSign. It will show that it is from Loraine Hahn via DocuSign <dse@docusign.net>. (Do not delete this email until you have completely finished entering in the information in the next step.)

Completing the Top Portion of the UTL 101 Midterm Evaluation:
- Check the I AGREE box. You will have two options at this point.
- Click CONTINUE or OTHER ACTIONS. By clicking OTHER ACTIONS, you will have the option to FINISH LATER. (You’ll need to refer back to the email originally sent to you and then click on the Yellow REVIEW DOCUMENT button. You will be taken back to where you left off.)
- Fill in the following:
  - School.
  - School District.
  - Subject and Grade.
  - Click the yellow FINISH button when you’re finished.
  - Upon finishing, a box will pop up letting you know you have completed the process. Simply close out of the window.
  - The form will then be routed to the CT for their evaluation.

Once completed, you, the CT, and the UTL 101 Instructor will receive a certified copy of the document. You may choose to download and keep a copy for your records.

Note: Please read through the evaluation as you will be discussing the information in the document during your next Zoom meeting.
Do not initiate the form until the day of the evaluation. Make sure you let your CT know it is coming.

Form Location:

- [https://liberalarts.utexas.edu/uteach/students/student-interns.php](https://liberalarts.utexas.edu/uteach/students/student-interns.php).
- Go to the UTL 101 Forms – DocuSign section at the bottom of the webpage.
- Select the UTL 101 Observation form.

Initiating the UTL 101 Observation Form:

- Enter your properly capitalized first and last name and your @utexas.edu email address.
- Enter your CT’s first and last name and their email address.
- Click on 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 which is automatically generated by DocuSign. It will show that it is from Loraine Hahn via DocuSign <dse@docusign.net>. (Do not delete this email until you have completely finished entering in the information in the next step.)

Completing the Top Portion of the UTL 101 Observation Form:

- Check the I AGREE box.
- Click CONTINUE or OTHER ACTIONS. By clicking OTHER ACTIONS, you will have the option to FINISH LATER. (You’ll need to refer back to the email originally sent to you and then click on the Yellow REVIEW DOCUMENT button. You will be taken back to where you left off.)
- Fill in the following:
  - School.
  - School District.
  - Subject and Grade.
  - Click the yellow FINISH button when you’re finished.
  - Upon finishing, a box will pop up letting you know you have completed the process. Simply close out of the window.
  - The form will then be routed to the CT for their evaluation.

Once completed, you, the CT, and the UTL 101 Instructor will receive a certified copy of the document. You may choose to download and keep a copy for your records.

Note: Please read through the observation as you will be discussing the information in the document during your final Zoom meeting.