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

Form Location:
- [https://liberalarts.utexas.edu/uteach/students/student-teachers.php](https://liberalarts.utexas.edu/uteach/students/student-teachers.php).
- Go to the UTL 360 Observation Forms – DocuSign section at the bottom of the webpage.
- Click on the UTeach-LA 360 Observation Form – CTs link with your professor’s name by it.

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 your CT’s first and last name and their email address.
- Enter your Field Supervisor’s (FS) first and last name and their email address. (The FS is only receiving a copy. They are not evaluating you.)
- 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 Observation Form:
- 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:
  - Lesson Format.
  - School and School District.
  - Observation Date.
  - Topic – If necessary, abbreviate to make it fit into the field.
  - Click the yellow FINISH button when you’re finished.
- The form will then be routed to the CT for their evaluation.

Once completed, you, the CT, FS and your professor will receive a certified copy of the document.
Do not initiate it until you and your Cooperating Teacher (CT) agree that they are ready to complete the formative form.

**Form Location:**
- Go to the UTL 360 Observation Forms – DocuSign section at the bottom of the webpage.
- Click on the UTeach-LA 360 Formative Form – CTs link with your professor’s name by it.

**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 your CT’s **first and last name** and their email address.
- Enter your Field Supervisor’s (FS) **first and last name** and their email address. (The FS is only receiving a copy. They are not evaluating you.)
- 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 Observation Form:**
- 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:
  - Lesson Format.
  - School and School District.
  - Observation Date.
  - Topic – If necessary, abbreviate to make it fit into the field.
  - Click the yellow **FINISH** button when you’re finished. The form will then be routed to the CT for their evaluation.

Once completed, you, the CT, FS and your professor will receive a certified copy of the document.
UTeach-Liberal Arts

Instructions for Student Teachers
Initiating DocuSign 360 Summative Forms for Cooperating Teachers
Email Lori Hahn lhahn@austin.utexas.edu for assistance.

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

Form Location:
• https://liberalarts.utexas.edu/uteach/students/student-teachers.php
• Go to the UTL 360 Observation Forms – DocuSign section at the bottom of the webpage.
• Click on the UTeach-LA 360 Summative Form – CTs link with your professor’s name by it.

Initiating the 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.
• Enter your Field Supervisor’s (FS) first and last name and their email address. (The FS is only receiving a copy. They are not evaluating you.)
• 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 automatically receive an email 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 Observation Form:
• 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:
  o Lesson Format.
  o School and School District.
  o Observation Date.
  o Topic – If necessary, abbreviate to make it fit into the field.
  o Click the yellow FINISH button when you’re finished.
  o The form will then be routed to the CT for their evaluation.
• When your CT is finished with their evaluation, you will then receive another DocuSign email prompting you to click on REVIEW DOCUMENT. (The location box may pop up again.)
• Check the I AGREE box and click CONTINUE.
• Sign the document and enter UTEID.
• Click the yellow FINISH button.
• Upon finishing, click on the CONTINUE button.

Once completed, you, the CT, FS and your professor will receive a certified copy of the document.
You will receive an email from DocuSign via 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.