

Uploading Supplemental Items To Your Student Teaching Application:

Go to murraystate.edu/tes

Scroll down to and click **Student Teaching Program**

Then scroll to **Application for Admission to Student Teaching** (close to the bottom of the page)

Click **Student Teaching Application**

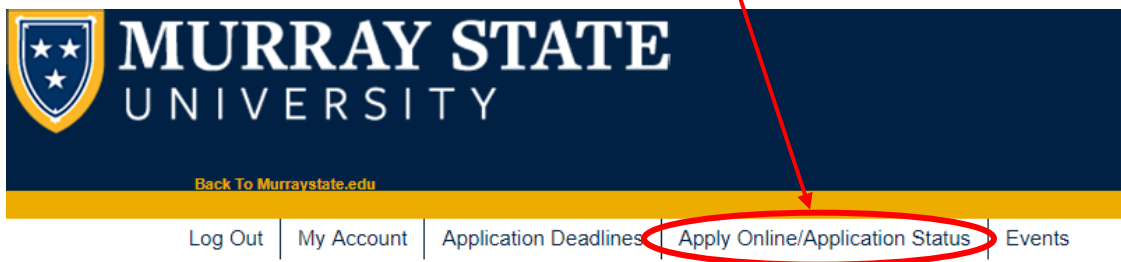
Student Teaching Application

Applications should be started while attending an Admission to Student Teaching Orientation. You should not start an application on your own.

- [Start an application for the first time.](#)
- [Return to an already started application to update information or to submit your application.](#) Log back into your account and select "Complete an Application" at the bottom of your "My Account" page.

Click the 2nd link to log back into your existing application

Once logged in, at the top of your **My Account** page, click **Apply Online/Application Status**



The next page will show all pending applications (Submitted and In Progress). Look for the application that ends with Student Teaching Applicant.

Application Listing

My Applications

Application	Status	Supplemental Items	Print Application
Fall 2018 - Agricultural Science, Bachelor of Arts (college-level foreign lang req'd)/Murray State - Main Campus Student Teaching Applicant	In Progress	View	
Fall 2019 - Elementary Education, Bachelor of Science/Henderson Regional Campus/Teacher Education Program Applicant	In Progress	View	

Click **View** under **Supplemental Items**

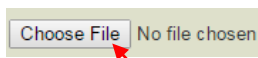
This will bring up the entire list of supplemental items for your application so you can keep track of your submissions as well as upload necessary items.

Please name each file appropriately for the item it is and include your name.

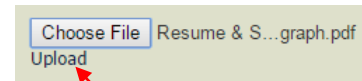
Ideally, files should be saved as PDF's – you can usually choose this format as an option when you click **Save As**

To upload a file

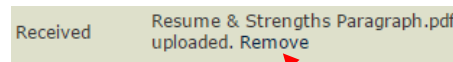
Click **Choose File**,



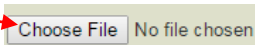
locate file on computer, then click **Upload**



If you have already uploaded a file for a Supplemental Item but need to change it, click **Remove** to delete it



Then click **Choose File**,



locate file on computer, then click **Upload**

•If you do not have access to a scanner, you can download **Genius Scan** (a free app for iOS and Android phones) Crop the image using the orange grid lines, save the file and then email it to yourself before uploading it

•If you use Google Drive, you can also scan documents by opening the Google Drive app, (tap) Add, (tap) Scan, take a photo of the document, Crop if needed, (tap) Done – this saves a pdf of your document into your Google Drive

*****When uploading any file- please double check that it is not blank and that it is legible!*****

•If you are having trouble scanning or uploading a file, you can print it and bring it by the **TES office** (2101 Alexander Hall)

Once items have been reviewed by TES, the item **Description**

Item	Description	Submission Status
01. Student Teaching Orientation *	Must attend two semesters prior to your student teaching semester. Orientations are offered in the spring and fall. Visit the TES website for dates.	Received
02. Declaration of Eligibility (Student Teaching) *	This form will be completed and turned in at the Student Teaching Orientation. Teacher Education Services (TES) will review and upload this item. This should be the second time you have submitted this document. If you have answered 'yes' to any of the questions 1-6, you must submit a signed letter of explanation to Dr. Alesa Walker. Your Declaration should be updated should any of your answers to questions 1-6 change.	Received
03. GPA Calculation Form (Student Teaching) *	This form will be emailed to your MSU email address after attending the Student Teaching Orientation. Please refer to your handout for instructions on completing this information.	Received
04. In-Progress Audit and Component Sheet *	Please complete the In-Progress Audit and Component Sheet and upload it to this item. This must be uploaded by the deadline given at the Student Teaching Orientation to make sure that you will have 200 hours, as well as complete all required components.	Received

will be replaced with **'Item has been reviewed'** (meaning no further action is required) or instruction regarding revisions will be written, such as:

Item	Description	
01. Student Teaching Orientation *	Item has been reviewed.	→ No further action required
02. Declaration of Eligibility (Student Teaching) *	Dr. Walker needs a signed letter of explanation.	→ If you answered 'yes' on any question, you must submit a signed letter of explanation to Dr. Alesa Walker
03. GPA Calculation Form (Student Teaching) *	Advisor reviewed. Student needs to upload.	→ You have not completed all parts of this item. Refer to instruction written under 'Description'
04. In-Progress Audit and Component Sheet *	Revisions required.	→ The item you uploaded needs to be updated. You will be emailed what changes need to be made

Please revisit and monitor your Supplemental Items regularly.
It is your responsibility to check the status of your items.

All item descriptions must show **'Item has been reviewed'** before you will be admitted into Student Teaching.