

Uploading Supplemental Items To Your Student Teaching Application:

Go to murraystate.edu/studentteaching

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

Click **Student Teaching Application**

Student Teaching Application

Click the 2nd link to log back into your existing 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.](#) Once logged in, select your Student Teaching Application from the list under **My Applications**.

If you do not remember your password, use the password retrieval option. If you are still unable to log in, or your account is locked or disabled, or you have any other issues signing in, please contact Susan in TES at skrieb@murraystate.edu
Do not start a new account.

Once logged in, at the top of the screen, click **My Account**.

On the **My Account** page, under **My Applications**, you should have at least one application listed. Click on one and when the application opens, make sure it shows **Application for Student Teaching**

[Application for Student Teaching](#)

If it doesn't show that, click **My Account** at the top of the screen again and try a different application.

Once your Student Teaching Application loads, click **Supplemental Items & Documents** (towards the top of the page)

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.

- ♦ If you do not have access to a scanner, there are many free scanner apps available for iPhones and Androids
- ♦ 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)

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 your file on your computer, click **Open**, 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 the new file on your computer, click **Open**, and then click **Upload**

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

ITEM	SUBMISSION STATUS	ATTACHMENTS
* 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.	Not 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.	Not 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.	Not Received	<input type="button" value="Choose File"/> No file chosen
* 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.	Not Received	<input type="button" value="Choose File"/> No file chosen

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

* 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 PDF. → You have not completed all parts of this item. Refer to information written under item name.

* 04. In-Progress Audit and Component Sheet

Revisions required. Check email. → 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.