

Activity details/Edit and correct/Duplicate

1. Log in to EPSB. www.epsb.ky.gov. See detailed log in instructions.
2. Select “KFETS” from the menu of EPSB Online Services (last item in the list on the left side of the screen).
3. Select “Add Candidate Activity” from the Quick Links menu on the left side of the screen.

4. Click on arrow #1 to view the activities for the selected “In Progress” course. “In Progress” means that activities have been added to that course. Click on arrow #2 to view details about the selected recorded activity. The activity may be edited/corrected by clicking the “Edit/Correction” button.

5. Once edits/corrections have been made, click the “Update” button on the upper right hand corner of the screen.

6. All field experience data will be duplicated except for the Date of Attendance, Hours, and Comments. Please be sure all other data should be duplicated before using this feature. Click "Update" to create a record of the field experience.

The screenshot shows a web form titled "Add Hours". At the top, a note states: "**Note: This will Duplicate all the Data for 'C. Student tutoring', except date of Attendance, hours and Comments." Below this is a section for "Date of Attendance(Choose multiple dates if required.):" which contains a calendar for January 2014. To the right of the calendar, an arrow points to the calendar with the text "Select the date of the duplicate activity". Below the calendar is a dropdown menu labeled "Hours:" with the value "1" selected. An arrow points to this dropdown with the text "Select the number of hours completed". Below these fields is a "Comments:" section with a text area containing the text "This box is available for comments/reflection of this field experience". At the bottom of the form are two buttons: "Update" and "Close". The "Update" button is circled in red. The URL at the bottom of the browser window is "stEditFExInfo.aspx?id=767&orgID=20132014&stcrselID=745&edit=edit&cID=2814".

	S	M	T	W	T	F	S
1	29	30	31	1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	1
6	2	3	4	5	6	7	8

For assistance regarding KFETS, please contact Kristie Williams, Assessment Administrator, at k.williams@moreheadstate.edu or 783-2731.