Adding an Observation in Schools Field Experience Activity

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 "Choose Course(s)" from the Quick Links menu on the left side of the screen. You must add the course associated with the field experience activity.
4. Complete the fields to select the course you are entering field experience information for. All areas indicated with a * are required.
5. After course has been successfully added, select "Add Candidate Activity" from the Quick Links menu on the left side of the screen.
6. From the list of courses, select "Add Activity" for the course you would like to add information.
7. Next, the EPSB disclaimer will appear. Please read carefully. You must click "accept" to verify that you have read and understand the statement. Remember, EPSB is the agency that will issue your teaching certification. Providing false information in this system can lead to unfortunate results.
8. The "Add Activity" screen will open for the entry of field experience data. You must first select a category. These categories are aligned with EPSB regulation 16 KAR 5:040. Admission, placement, and supervision in student teaching. You will select "Observations in Schools and related agencies" from the drop down menu.

Schools

If observations in a Kentucky public school is selected, data from Infinite Campus will populate the Diverse Groups Information. If data is not available, manually enter the data in the Diverse Groups Information section. If the teacher/course does not appear, select "Other" at the bottom of the teacher name list to manually enter data. enter your field experience hours under category "H. Other".

If observations in a school is selected and either the experience was out-of-state and/or in a private school, data for Diverse Groups Information must be manually entered.

Related Agencies

If you select observations in related agencies, manually entering the data is required.

School/Kentucky/Public

KFETS	Kentucky Field Experience Tracking System

Quick Links
- »Introduction
- »Choose Course(s)
- »Add Candidate Activity

Reports
- »Course Status
- »Detailed Summary
- »Help

Manage Activities » Add Activity   [Exit With Out Saving] [Save & Exit] [Save & Add New]

Category Information

Category: [B. Observations in schools and related agencies ▼] *
[School ▼] *

Field Experience in Kentucky

Did this field experience take place in Kentucky: ⦿ Yes   ○ No

District Information

School Type: [Public ▼] *
District: [Allen County ▼] *   ← **Select a District**
School: [Allen County Primary Center-5010 ▼] *   ← **Select a School**

Teacher, School Personnel, Related Agency Personnel Information

Teacher: [Select a Teacher ▼] * → **Select a Teacher***
Course Number: [Select a Course ▼] *   **Select a Course Number for that Teacher's class***

Attendance Date and Hours Information

Date of Attendance: [_____] 🔳   Hours: [1 ▼] *   ⇦ **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: [Select Race ▼]   Grade: [Grade Level ▼]
Free Reduced Lunch: [Select Free,Reduced,Lu ▼]   English Language Learners: [None ▼]
Special Education: [Select Special Educatio ▼]   Gifted: [Select Gifted ▼]

Data for Diverse Groups Information will be automatically filled for observations in a Kentucky public school*

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

[Spell Check]
Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity) ⇨ [Save & Exit] [Save & Add New]

*If a teacher or course does not appear in the dropdown list, data for Diverse Groups Information will not appear. Choose "Other" at the bottom of the list of Teachers to manually enter data.

School/Kentucky/Non-Public

KFETS	Kentucky Field Experience Tracking System

Quick Links
- »Introduction
- »Choose Course(s)
- »Add Candidate Activity

Reports
- »Course Status
- »Detailed Summary
- »Help

Manage Activities » Add Activity   [Exit With Out Saving] [Save & Exit] [Save & Add New]

Category Information

Category: [B. Observations in schools and related agencies ▼] *
[School ▼] *

Field Experience in Kentucky

Did this field experience take place in Kentucky: ⦿ Yes   ○ No

District Information

School Type: [Non-Public ▼] *
District: [Academy for Individual Excellence-Louisville ▼] *   ⇦ **Select a District**
School: [Academy for Individual Excellence-Louisville ▼] *   ⇦ **Select a School if it is not automatically locked**

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: [First Name] [Last Name] *
Course: [Course Number] [Course Section] [Course Name] *

Enter Teacher/School Personnel Information and Course Information for that Teacher/School Personnel

Attendance Date and Hours Information

Date of Attendance: [_____] 🔳   Hours: [1 ▼] *   ⇦ **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: [Select Race ▼]   Grade: [Grade Level ▼]
Free Reduced Lunch: [Select Free,Reduced,Lu ▼]   English Language Learners: [None ▼]
Special Education: [Select Special Educatio ▼]   Gifted: [Select Gifted ▼]

Select Diverse Groups Information for the field experience

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

[Spell Check]
Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity) ⇨ [Save & Exit] [Save & Add New]

School/Out-of-state

Kentucky Field Experience Tracking System

Quick Links
- »Introduction
- »Choose Course(s)
- »Add Candidate Activity

Reports
- »Course Status
- »Detailed Summary
- »Help

Manage Activities » Add Activity

[Exit With Out Saving] [Save & Exit] [Save & Add New]

Category Information

Category: [B. Observations in schools and related agencies ▼] *
[School ▼] *

Field Experience in Kentucky

Did this field experience take place in Kentucky: ○ Yes ⊙ No *

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: [First Name] [Last Name] *
→ Enter Teacher/School Personnel/Related Agency Personnel Information

Related Agency

Name of Organization: [   ] *
Address: [   ] * ← Enter School/Organization Information
State: [Select a State ▼]
Phone Number: [   ]

Attendance Date and Hours Information

Date of Attendance: [   ] 🔲 Hours: [1 ▼] * ← Select the date the field experience was completed and select the number of hours completed for that activity and course

Diverse Groups Information

Race: [Select Race ▼]   Grade: [Grade Level ▼]
Free Reduced Lunch: [Select Free,Reduced,Lu ▼]   English Language Learners: [None ▼]   ← Select Diverse Groups Information for the field experience
Special Education: [Select Special Educatio ▼]   Gifted: [Select Gifted ▼]

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

[Spell Check]
Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity) → [Save & Exit] [Save & Add New]

Related Agency/ Kentucky

Kentucky Field Experience Tracking System

Quick Links
- »Introduction
- »Choose Course(s)
- »Add Candidate Activity

Reports
- »Course Status
- »Detailed Summary
- »Help

Manage Activities » Add Activity

[Exit With Out Saving] [Save & Exit] [Save & Add New]

Category Information

Category: [B. Observations in schools and related agencies ▼] *
[Related Agency ▼] *

Field Experience in Kentucky

Did this field experience take place in Kentucky: ⊙ Yes ○ No *

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: [First Name] [Last Name] *
→ Enter Teacher/School Personnel/Related Agency Personnel Information

Related Agency

Name of Organization: [   ] *
Address: [   ] * ← Enter Related Agency Information
Phone Number: [   ]

Attendance Date and Hours Information

Date of Attendance: [   ] 🔲 Hours: [1 ▼] * ← Select the date the field experience was completed and select the number of hours completed for that activity and course

Diverse Groups Information

Race: [Select Race ▼]   Grade: [Grade Level ▼]
Free Reduced Lunch: [Select Free,Reduced,Lu ▼]   English Language Learners: [None ▼]   ← Select Diverse Groups Information for the field experience
Special Education: [Select Special Educatio ▼]   Gifted: [Select Gifted ▼]

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

[Spell Check]
Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity) → [Save & Exit] [Save & Add New]

Related Agency/Out-of-state

Quick Links
- »Introduction
- »Choose Course(s)
- »Add Candidate Activity

Reports
- »Course Status
- »Detailed Summary
- »Help

Manage Activities » Add Activity   [Exit With Out Saving] [Save & Exit] [Save & Add New]

Category Information

Category: B. Observations in schools and related agencies
Related Agency

Field Experience in Kentucky

Did this field experience take place in Kentucky: ○ Yes   ● No

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: [First Name] [Last Name]

⇦ Enter Teacher/School Personnel/Related Agency Personnel Information

Related Agency

Name of Organization: [_____]
Address: [_____]
State: [Select a State ▼]
Phone Number: [_____]

⇦ Enter Related Agency Information and select the State the field experience occurred

Attendance Date and Hours Information

Date of Attendance: [_____] 📅   Hours: [1 ▼]

⇦ Select the date the field experience was completed and select the number of hours completed for that activity and course

Diverse Groups Information

Race: [Select Race ▼]   Grade: [Grade Level ▼]
Free Reduced Lunch: [Select Free,Reduced,Lu ▼]   English Language Learners: [None ▼]
Special Education: [Select Special Educatio ▼]   Gifted: [Select Gifted ▼]

⇦ Select Diverse Groups Information for the field experience

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

[Spell Check]
Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity) ⇨ [Save & Exit] [Save & Add New]