

# EDIMS INSTRUCTIONS

## FOR ALT CERT PROGRAMS

Including (Teaching Fellows, Teacher U, TOP, Urban Residency)

### Table of Contents

Section	Page Number
Logging-In	2
Entering Experience	2
Self Evaluation	3
Logging Out	4

### LOGGING-IN

1. GO TO:  
<http://www.hunter.cuny.edu/edims>
2. Enter your Student ID (Social Security Number)
3. Click Submit

### ENTERING EXPERIENCE

1. Click link for Experience Submission Form

2. Click on the link for your course code

3. Select your experience type as Practicum in Teaching

4. Complete the Student Experience Input Form, **only once**, at end of semester—**NOT** for each placement.

- a. **Experience Setting:** Select your site setting from the drop-down menu
- b. **Time Measure:** Select "DAY"
- c. **Experience Quantity:** Enter total number of DAYS that intend to complete by the end of this experience

**COMPLETING SELF EVALUATION AT THE END OF THE SEMESTER**

Complete form **only once**, at end of semester—**NOT** for each placement.

1. On Main Menu, click link for Student/Candidate Self Evaluation Report

On the Experience Report (or Student/Candidate Self Eval Report)

2. Find the entry for your current experience

3. For that row click on links for **TWO FORMS**

- 1<sup>st</sup>. Eval by Stdnt Tchr/Pract Cand link on the right side of the screen and
- 2<sup>nd</sup>. Subject Specific Evaluation

4. Respond to the questions about your experience by selecting answers from the drop-down menu

5. At the end of the survey, enter your comments

6. Click submit to lock your entry

NOTE: You will NOT be able to change your responses, after you click submit

7. You will receive a confirmation of your submission (See below)

8. Confirmation of submission

## LOGGING-OUT

1. Click Log-Off to exit the system



**If you have additional questions, email [edims@hunter.cuny.edu](mailto:edims@hunter.cuny.edu)**  
(Include your first name, last name, course/section number, and describe your concern.)