

EDIMS INSTRUCTIONS
FOR FACULTY
(INCLUDING INSTRUCTORS & SUPERVISORS)

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GETTING STARTED WITH EDIMS

TO LOG-IN

Go to
www.hunter.cuny.edu/edims_admin

Note: there is an underscore (_)between edims and admin (i.e. edims_admin)

Enter your ID number and password

Click "Submit"

If you need your ID or password, please contact edims@hunter.cuny.edu . Include your name and the course/section numbers you are teaching/supervising.

TO CHANGE PASSWORD

-FIRST TIME USERS must go to "Change Password" to change their assigned password and create a personal password

1. On Main Menu, click "Change Password"

2. On Change Password Form, in "Password," enter NEW password

3. Re-enter NEW password

4. Click "Submit" on bottom of screen.

5. You will receive a confirmation of your password change.

6. Click HOME on top left of screen to return to the Main Menu.

VERIFYING STUDENT EXPERIENCES (BY COURSE INSTRUCTOR)

TO VERIFY STUDENT EXPERIENCES (BY COURSE INSTRUCTOR)

1. On Main Menu, click on "Verify Student Experiences"

HUNTER EdIMS (Education Information Management System)

School of Education
Departments
NCATE
Help

- Experience Submission Form
- Experience Report
- Verify Student Experiences**
- Faculty Profile Form
- Site Report/Evaluation (For Student Teaching Sites Only)
- Student/Candidate Final Observation Evaluation (By the Supervisor)
- Change Password
- Help
- Log Off

2. Click the number under "Course Code" to access your class roster

HUNTER EdIMS (Education Information Management System)

HOME SUBMIT EXPERIENCE EXPERIENCE REPORT VERIFY STUDENT EXPERIENCE HELP LOG OFF

Experience Verification Form
Term: Fall 2007

Please click on a course to see all the students in the course.

Course Code	Discipline	Course Number	Section	Description
9999	ABC	100.00	001	Test Course

3. Review "Verification Status" to check which candidates need verification.

4. Click on the "Candidate ID" to access candidate record

NOTE: Candidates without "need verification" links have NOT entered their field data and need to be reminded of this requirement.

HUNTER EdIMS (Education Information Management System)

HOME SUBMIT EXPERIENCE EXPERIENCE REPORT VERIFY STUDENT EXPERIENCE HELP LOG OFF

Candidate Experience Verification Form
Term: Fall 2007, ABC 100.00, Test Course

Note: The list is sorted by Candidate last name.

Candidate ID	Candidate Name	Verification Status
0100	Smith, John	Need Verification

5. Review the candidate's entries:

- a) Type of experience
- b) Quantity
- c) Experience Site
- d) Program Level

6. Under "Verification," click YES only if entry is correct. Then, click "Submit"

7. If entry is incorrect (i.e., practicum vs student teaching, hours vs days, English vs. Early Childhood), leave verification as NO and contact the candidate to correct the error.

8. Click HOME on top left of screen to return to the Main Menu.

HUNTER EdIMS (Education Information Management System)

HOME SUBMIT EXPERIENCE EXPERIENCE REPORT VERIFY STUDENT EXPERIENCE HELP LOG OFF

Student Experience Verification Form
ABC 100.00, Test Course
Student Name: JOHN SMITH

Type	Qty	Experience Site	Program Level	Verification Verifier Date	Verified?
Practicum in Teaching	50 Hour(s)	Abc Early Learning Center	English 10-12		No
Student Teaching	50 Day(s)	Abc Early Learning Center	Early Childhood, Birth to K		No
Student Teaching	50 Day(s)	Abc Early Learning Center	Early Childhood, Gr 1-2		No

Submit

COMPLETING THE STUDENT/ CANDIDATE EVALUATION OBSERVATION (By the Supervisor)

TO COMPLETE STUDENT/ CANDIDATE FINAL OBSERVATION EVALUATION (By the Supervisor/Liaison)

1. On Main Menu, click ""Student/
Candidate Final Observation
Evaluation (By the Supervisor)""

HUNTER EdIMS (Education Information Management System)

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2. Click the number under "Course
Code" to access your class roster

HUNTER EdIMS (Education Information Management System)

HOME SUBMIT EXPERIENCE EXPERIENCE REPORT VERIFY STUDENT EXPERIENCE HELP LOG OFF

Experience Report Form
Term: Fall 2007

Please click on a course to see all the students in the course.

Course Code	Discipline	Course Number	Section	Description
9999	ABC	100.00	001	Test Course

4. Click on the "Candidate ID" to
access candidate record

HUNTER EdIMS (Education Information Management System)

HOME SUBMIT EXPERIENCE EXPERIENCE REPORT VERIFY STUDENT EXPERIENCE HELP LOG OFF

Roster For Course Code: 9999
Term: Fall 2007

To enter experience, please click on the Candidate ID.

No.	Candidate ID	Name
1.	0100	Smith, John H

5. Check the TERM to find
the current semester.

NOTE: Candidates without
links have NOT entered
their field data and need to
be reminded of this
requirement.

6. If there is more than one
experience for the current
semester (i.e., one setting is
Birth to K and the second
setting is Grades 1-2), find
the FINAL experience.

7. On the row of the final
experience, select the link
on the right side of the
screen for a) "Eval by
College Supervisor" and b)
Subject Specific Eval

HUNTER EdIMS (Education Information Management System)

[Back to Menu] [Log Off]

Experience Report for Candidate History

Term	Crs Code	Course	Site	Experience Qty	Experience Type	Prog Level	Update	Delete	Guideline	Evaluation Form
Fall 2009/Winter 2010	3934	SEDC 771.10	Green Dot Charter School	40 Day(s)	Practicum in Teaching	English 7-9	Update	Delete	Guideline	Eval by Stdnt Tchr/Pract Cand and Subject Specific Eval Eval by College Supervisor and Subject Specific Eval
Fall 2009/Winter 2010	3934	SEDC 771.10	Green Dot Charter School	60 Day(s)	Practicum in Teaching	English 7-9	Update	Delete	Guideline	Eval by Stdnt Tchr/Pract Cand and Subject Specific Eval Eval by College Supervisor and Subject Specific Eval

8. Respond to the questions, by entering the SAME information that you reported on the FINAL observation rubric that you completed for the candidate.

Use the arrow to select your answer.

9. At the end of the form, enter the comments that you provided on the candidate's final observation rubric.

You may copy your comments from the original Microsoft Word document and paste them into the comments box.

10. Click "submit" when the form is completed.

5. You will receive a confirmation of your entry.

6. Click HOME on top left of screen to return to the Main Menu.

**COMPLETING A STUDENT TEACHING SITE EVALUATION
(By Student Teaching Supervisor)**

TO COMPLETE A SITE EVALUATION (By Supervisors for Student Teaching Sites Only)

1. On Main Menu, click on "Site Report/Evaluation (For Student Teaching Sites Only)"

2. Enter Field Site Information

- a. *Type the name of student teacher's site (school or agency)
- b. Type the street address of student teacher's site (school or agency)
- c. Type the borough or city where student teacher's site is located (e.g., Brooklyn, Bronx, Manhattan, Mineola, White Plains)
- d. Type the zip code for student teacher's site

***NOTE:**

-Do NOT begin the site name with "The."
For example: for site name such as "The Dalton School", please enter only "Dalton School".

-Do NOT use periods in the school name.
For example, report a school name as PS, IS, or St--without periods.

- For site name that starts with PS, IS, MS, etc., ENTER a SPACE before the school number and name. For example, PS 100, PS 28 Q, or IS 145 Joseph Pulitzer Intermediate School have spaces between the PS and number and/or name.

EVALUATION OF FIELD SITE BY THE COLLEGE SUPERVISOR

Submitted Evaluation(s): None

Instructions:
Complete one evaluation for each student teaching field site you visit. If you visit a site more than once, only complete one evaluation. The evaluation is based on your overall impressions of the field site. Read each of the statements below and answer yes or no based on your observations of the site. After completing the ratings, provide additional comments.

Name of Evaluator: Teacher Testperson
Date: 10/15/2010

Site Information

When you enter the site information:
+ **Do NOT** begin the site name with "The". For example: for site name such as "The Dalton School", please enter only "Dalton School".
+ **Do NOT** use periods in the school name. For example, report a school name as PS, IS, or St--without periods.
+ For site name that starts with PS, IS, MS, etc., ENTER a SPACE before the school number and name. For example, PS 100, PS 28 Q, or IS 145 Joseph Pulitzer Intermediate School have spaces between the PS and number and/or name.
+ All questions marked with * are required.

*Site Name:

*Site Address:

*City(Borough): *Zip Code:

3. Respond to the questions about your site by selecting answers from the drop-down menu

4. At the end of the form, enter additional comments about your experience at the site.

5. Enter your overall evaluation of whether you would recommend the site for future teacher candidate placement by clicking on the arrow next to "Select One".

9. Click "Submit" when the form is completed.

4. Physical Environment

4a. There is evidence of the diversity represented by the student body	Select one ▾
4b. School facilities are clean	Select one ▾
4c. Bulletin boards are current and decorated with student work	Select one ▾
4d. I felt safe in the school	Select one ▾

5. Overall Evaluation

5a. I recommend this site for future teacher candidate placement	Select one ▾
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Provide further explanation about your experience at this field site. (Maximum 8000 characters)

Comments

submit

10. Confirmation of submission

11. Click HOME on top left of screen to return to the Main Menu.



Evaluation Confirmation

Thank you for your evaluation.
[Submit another one?](#)

TO LOG-OUT

1. Click on the Log-Off link at the top right of the screen

LOGGING-OUT



- [Experience Submission Form](#)
- [Experience Report](#)
- [Verify Student Experiences](#)
- [Faculty Profile Form](#)
- [Site Report/Evaluation \(For Student Teaching Sites Only\)](#)
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- [Change Password](#)
- [Help](#)
- [Log Off](#)



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