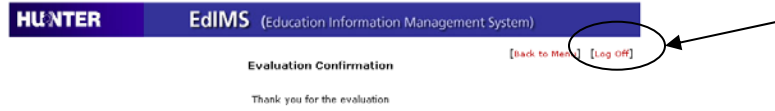


**EDIMS INSTRUCTIONS: For Fieldwork Hours
In Pre-Student Teaching Courses with Field Experiences of 50 or more hours**

<p>LOGGING-IN</p> <p>1. GO TO: http://www.hunter.cuny.edu/edims</p> <p>2. Enter your Student ID (Social Security Number)</p> <p>3. Click Submit</p>	
<p>ENTERING EXPERIENCE</p> <p>1. Click link for Experience Submission Form</p>	
<p>2. Click on the link for your course code</p>	
<p>3. Select your experience type as Pre-student Teaching Field Work</p>	
<p>4. Complete the Student Experience Input Form, only once, at end of semester—NOT for each placement.</p> <p>a. <u>Experience Setting</u>: Select your site setting from the drop-down menu</p> <p>b. <u>Time Measure</u>: Select "HOURS"</p> <p>c. <u>Experience Quantity</u>: Enter total number of HOURS that intend to complete by the end of this experience</p>	

LOGGING OFF

1. Click Log-Off to exit the system



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

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