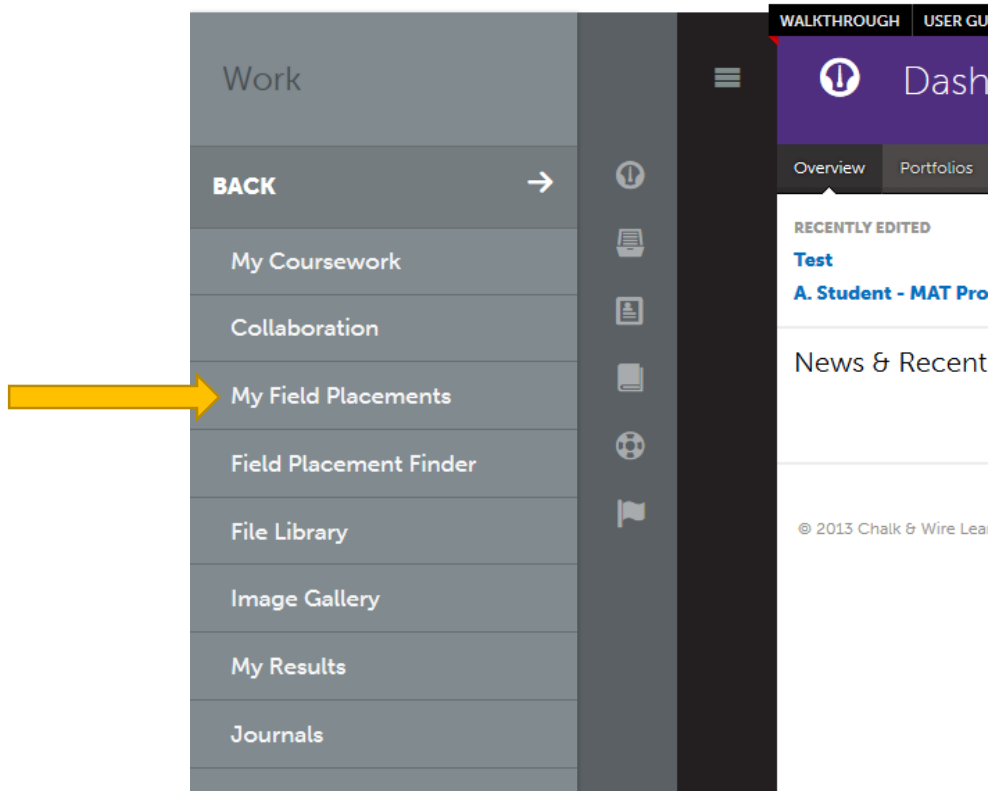


## Field Placement – Hours Tracking

1. Open Chalk and Wire.
2. Click the **Menu** button → **Work** → **My Field Placements**.



- Your field placement will appear on the right side of the screen.
- Click the assignment under **Journals**.

**ASHTON CRABTREE**

A. Crabtree - Test Placement PREASSIGNED IN PROGRESS

<b>Candidate</b> Ashton Crabtree <b>Paired Institutional Advisor</b> Adam Stone-Admin <b>Site Assessor</b> Donna Wake	<b>Dept/Course</b> MAT <b>Subject/Field</b> Social Studies <b>Grade/Level</b> 8	<b>Duration</b> 2014-08-18 - 2014-12-19 560 Hours <b>Journal Template</b> Placement Hours Tracking <b>Tags</b> Notes
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Completed Hours 0 / 560 HRS

**Journals**

Name	Template	Entries	Hours
A. Crabtree - Test Placement	Placement Hours Tracking	0	0

**Assessments**  
No assessments have been set up.

**Surveys**  
No surveys have been set up.

**Greenbrier Junior High School**

Greenbrier School District	<b>Address &amp; Phone Number</b>
487 STUDENTS <b>REGULAR SCHOOL</b>	10 School Dr Greenbrier, AR

- Click **New Journal Entry**.

**JOURNAL**

A. Crabtree - Test Placement

**New Journal Entry** Export TSV Export Excel Delete Journal

Note journal entries are visible to administrators for reporting purposes.

- Enter the number of hours that you have completed in your placement (WHOLE NUMBERS ONLY!).
- Click **Save**, then **Close**.

FORM JOURNAL TEMPLATE Close

## Placement Hours Tracking

DEPARTMENT  
Middle Level Education

FORM Placement Hours Tracking

🕒 LAST UPDATED


👤 CANDIDATE Ashton Crabtree

📍 PLACEMENT A. Crabtree - Test Placement

NEW

Please enter the hours you have completed weekly.

Save



- If you made a mistake entering your hours, you can click **Edit** to make changes.


JOURNAL

### A. Crabtree - Test Placement

New Journal Entry
Export TSV
Export Excel

Note journal entries are visible to administrators for reporting purposes.

Please enter the hours you have completed weekly.	
250	<div style="display: flex; justify-content: flex-end; gap: 10px;"> <span style="background-color: #95a5a6; color: white; padding: 2px 10px; border-radius: 3px;">Edit</span> <span style="background-color: #c0392b; color: white; padding: 2px 10px; border-radius: 3px;">Delete</span> </div>
<b>Total</b>	
250	



9. Click **Return** to go back to your Field Placement page.
10. Your Completed Hours will now be updated.

ASHTON CRABTREE

A. Crabtree - Test Placement
PREASSIGNED IN PROGRESS

<p><b>Candidate</b></p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Ashton Crabtree</div> <p><b>Paired Institutional Advisor</b></p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Adam Stone-Admin</div> <p><b>Site Assessor</b></p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Donna Wake</div>	<p><b>Dept/Course</b></p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">MAT</div> <p><b>Subject/Field</b></p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Social Studies</div> <p><b>Grade/Level</b></p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">8</div>	<p><b>Duration</b></p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">2014-08-18 - 2014-12-19</div> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">560 Hours</div> <p><b>Journal Template</b></p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Placement Hours Tracking</div> <p><b>Tags</b></p> <p><b>Notes</b></p>
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**Completed Hours**
250 / 560 HRS

**Journals**

Name	Template	Entries	Hours
A. Crabtree - Test Placement	Placement Hours Tracking	1	250

At the end of the semester, you will complete this again. Be sure to create a new journal entry for the 2<sup>nd</sup> half of the semester. Do not edit the existing entry.

**IMPORTANT:** Candidates with two placements will enter all of the required hours to complete the first placement at mid-term and will submit the final required hours to complete the second placement at the end of the semester.