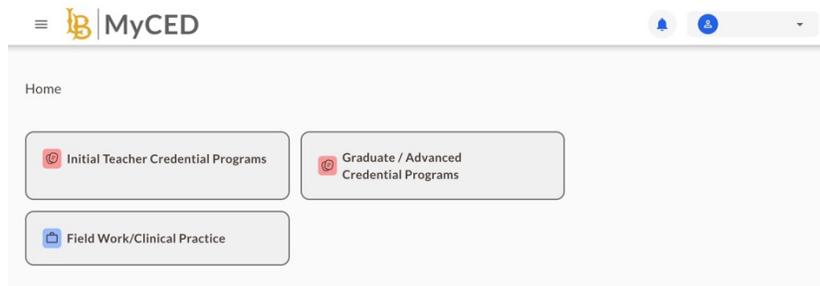
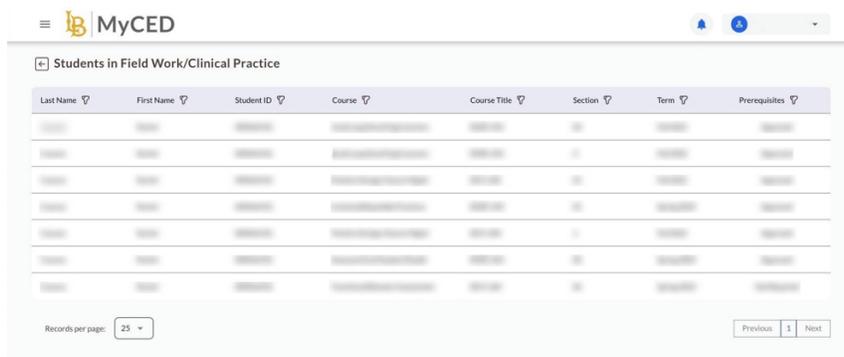


Clinical Practice Logging in MyCED

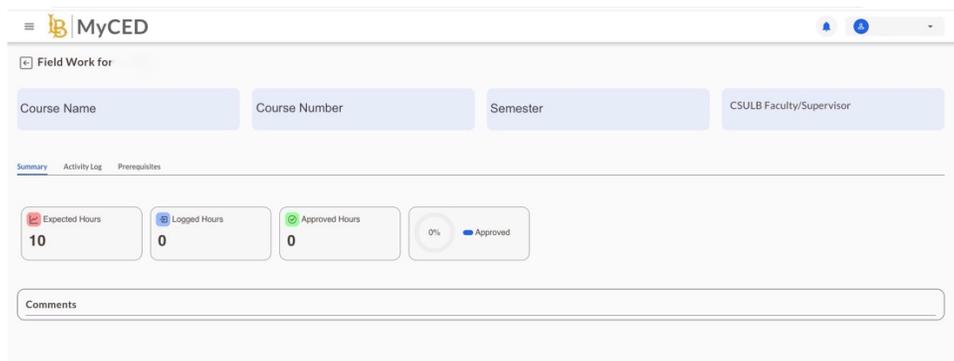
1. Login to <https://csulb.edu/myced> using CSULB SSO. Find [additional instructions here](#).
2. Locate the tile labeled "Field Work/Clinical Practice" and click on it.



3. Find the specific course you want to add/view the activity log for and click on it.



4. The Course Dashboard has tabs for Summary, Activity Log, and Prerequisites such as a TB test and/or CTC Clearance. Note: *You must have all Prerequisite Documents approved before the Course Dashboard will become available.*



5. **DO NOT** complete this process until AFTER you have received confirmation from the district and/or teacher that you have been welcomed into their school/classroom for the necessary hours. Hours should be logged after completed.

To add a new activity, click on the "Activity Log" option and then click on "Add".

The screenshot shows the MyCED interface for 'Field Work'. At the top, there are input fields for 'Course Name', 'Course Number', 'Semester', and 'CSULB Faculty/Supervisor' (with 'Julian Smith' entered). Below these are tabs for 'Summary', 'Activity Log', and 'Prerequisites'. The 'Activity Log' tab is active, showing a table with columns: 'Activity Log ID', 'Activity Start Date', 'Activity End Date', 'Site', 'Logged Hours', and 'Status'. A blue circle highlights the 'Add' button in the top right corner of the table area. Below the table, there is a 'Records per page' dropdown set to '25' and 'Previous', '1', 'Next' navigation buttons.

6. On the Activity Details form, start with the date. The hours will auto-populate so you can skip the field. Add in your School District/Community Partner, Site/Location, and your Community Site Supervisor/Demonstration Teacher.

*****DO NOT** select a Demonstration Teacher until after you have confirmed placement and support.

The screenshot shows the 'Activity Details' form in MyCED. It includes a 'Date' field with a calendar icon, a 'Total Hours' field, and a 'Status' dropdown. Below these are three dropdown menus: 'School Districts/Community Partner', 'Site/Location', and 'Community Site Supervisor/Demonstration Teacher'. There are 'Cancel' and 'Save' buttons at the top right of the form.

7. If your supervisor is not on the list, select "Other". This will prompt two new fields to appear where you can enter your supervisor's name and email. Note: Any new supervisor added will appear in the main dropdown list in about a week.

This close-up shows the 'Community Site Supervisor/Demonstration Teacher' dropdown menu with 'Other' selected. Below it, two new input fields appear: 'Community Site Supervisor/Demonstration Teacher - Name' and 'Community Site Supervisor/Demonstration Teacher - Email'.

- On the next dropdown, select an item on the dropdown, either Clinical Practice or a pre-populated list based on your course. Indicate the hours and segment of the hour, if applicable. For segments, 25 = 15 minutes, 50 = 30 minutes, and 75 = 45 minutes.

This screenshot shows a single activity entry form. It includes a dropdown menu labeled 'Select', two input fields for 'Hours' and 'Segment', and a large text area for 'Description of Activities/Reflection'. A legend indicates that segment values correspond to minutes: 25=15 minutes, 50=30 minutes, and 75=45 minutes. An 'Add Activity' button is located at the bottom right.

- Fill out all the Description of Activities/Reflection according to the instructions provided by your Course Instructor. If you wish to Add or Remove additional activities (for courses with multiple items on the dropdown), use the designated buttons in the activity tab for these actions.

This screenshot shows two activity entry forms stacked vertically. The 'Remove Activity' button on the first form and the 'Add Activity' button on the second form are circled in blue to highlight them.

- In the top left section of the screen, you will see the total hours of activity that have been added up. After completing the activity details, click on the "Save" button to save your changes. After submitting, you may continue to make edits to your activity log until your hours have been approved. No edits can be made after the approval of hours has happened.

This screenshot shows the main MyCED interface. At the top, there are input fields for 'Course Name', 'Course Number', 'Semester', and 'CSULB Faculty/Supervisor'. Below these are tabs for 'Summary', 'Activity Log', and 'Prerequisites'. The 'Activity Details' section shows a date of '08/08/2023' and a 'Total Hours' of '3.5'. A blue arrow points to the 'Save' button in the bottom right corner.

More Details on MyCED:

<https://www.csulb.edu/college-of-education/announcing-myced>