

## ONLINE PRACTICUM REPORT INSTRUCTIONS

### STEP 1: Complete the Payment Registration

You will not be able to access your practicum reports until your payment registration has been submitted and processed by the Practicum Office.

- Go to [www.nipissingu.ca](http://www.nipissingu.ca) and click on “WebAdvisor” at the top right hand corner of the page.
- Click on “Associate Teachers and Faculty Advisors”.
- Click on “Payment Registration”
- Complete the required fields and click “submit”. If your registration has been submitted successfully, you will receive a confirmation email from the Practicum Office. **Please allow two business days for your registration to be processed. Once it has been processed you will receive your login information via email.**

### STEP 2: Log in to WebAdvisor

**You will not be able to log in to WebAdvisor until you complete Step 1.**

- Go to [www.nipissingu.ca](http://www.nipissingu.ca) and click on “WebAdvisor” at the top right hand corner of the page.
- Click the “Log In” tab in the top right corner (under the Nipissing logo).
- ❖ **If you are new to WebAdvisor**, your user ID and password will be sent to your school board email address once your payment registration is processed (see above). If the email states “recall the password from your last sessions, please use your date of birth as your password in the following format: Mmddyyyy (ie Aug041982)
- If you forget your ID/password or experience difficulty logging in to WebAdvisor, please contact the Practicum Office at [ptoffice@nipissingu.ca](mailto:ptoffice@nipissingu.ca) or (705) 474-3450 ext. 4555.

### STEP 3: Complete the Online Practicum Report

You will not be able to access your practicum reports until you complete Steps 1 and 2.

- Go to [www.nipissingu.ca](http://www.nipissingu.ca) and log in to WebAdvisor (see Step 2).
- Click on “Associate Teachers or Faculty Advisors”.
- Click on “Practicum Report” to the left under the Associate Teachers heading.
- Search for and select the applicable report. The current academic year is 2021.
- ❖ **If you want to see a list of all practicum reports assigned to you for a particular year**, select the year from the drop-down menu and click the “Submit” button.

- ❖ **If you want to go directly to the report of a particular teacher candidate**, select the applicable year, enter the teacher candidate's last name and click the "Submit" button.
- Choose an overall achievement level for each category from the drop-down menu and include strengths and areas for development in the section provided. Once you are satisfied with your entry, click "Save & Continue".
- ❖ **If you receive this message:** *"Warning - Some ratings and/or comments are blank. You may click "Save and Continue" to go to the next page, but you will not be able to submit the final evaluation until you complete these fields"*, you will be able to continue and come back later if you wish, or you may complete the blank fields immediately before moving on to the next page.
- Do not use the "Back" button on your web browser, or you will lose your saved information.
- Enter the dates your teacher candidate was late or absent. You can only enter two days at a time. If your teacher candidate was absent or late more than two days, click on "Save & Continue" to enter additional days. If your teacher candidate made arrangements to make up missed time, check the appropriate box.
- In order to submit the final report to the Practicum Office you must check the box beside the following statements *"I am satisfied that this report is complete and requires no additional changes"* and *"I have discussed this report with the Teacher Candidate"* and click "Save & Continue" to submit to the Practicum Office.
- ❖ **If you click "Save & Continue" without checking these boxes**, your changes will be saved for future editing, but the report WILL NOT be submitted to the Practicum Office.
- ❖ **If you receive this message:** *"Warning: Your evaluation has not been submitted. Some required fields are incomplete. Please return to the main menu to access your evaluation in order to complete the required fields"*, please follow the instructions to complete your evaluation and resubmit.
- Click on "PDF Report" to view and save or print a copy of the report for your records.
- Once the final report has been submitted successfully, you will receive an email confirming that the Practicum Office has received it. You will now have view-only access to it. The report will be made available to the teacher candidate and faculty advisor.

Congratulations, you have completed the online report!