

## ONLINE PRACTICUM REPORT INSTRUCTIONS

### STEP 1: Complete the Associate Teacher Registration Form

After receiving an email from the Practicum Office confirming the assignment of a Teacher Candidate to your classroom, you will need to complete the Associate Teacher Registration form. You will not be able to access your Teacher Candidate's practicum reports until your Associate Teacher Registration form has been submitted and processed by the Practicum Office. **Please note that you must complete one registration form per academic year, regardless of whether you have mentored a Teacher Candidate in previous years.**

- 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 "AT 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 form 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).
- **Whether you are a new or returning Associate Teacher, you will receive a user ID and password to your school board email address once your Associate Teacher Registration is processed (see above). Please ensure that you use your Nipissing user ID and password to login to WebAdvisor.**
- If you forget your user ID/password or have trouble 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 Teacher Candidate's 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 2025.

- 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 still 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 still be able to continue and come back later to complete these fields, 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.
- 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.

### Practicum Final Block1

Student:	
Evaluator:	
School:	
Board:	

- I am satisfied that this report is complete and requires no additional changes. Submit to Practicum Office.  
 I have discussed this report with the Teacher Candidate.

- 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 once the Practicum Office processes the report.

## **Please Consider Direct Deposit**

For quicker and more efficient payment of the Associate Teacher honorarium, please consider registering for the Nipissing University direct deposit option. Direct deposit permits Associate Teachers to receive their honorarium payment in a more timely manner. Please click on [direct deposit](#) and review the information provided. **Associate Teachers who are not registered for direct deposit will receive a cheque mailed to their home address from accounts payable at the end of June, 2026. Cheques to Associate Teachers are issued once per academic year.**

*Thank you once again for supporting a Teacher Candidate from the Schulich School of Education!*