OTIS Online Portfolio
Instructions for Student Teachers
Day Tracking and Perception Evaluations

if you do not already have one, create an Account in OTIS:
1. Go to the website: https://otis.coe.uky.edu/openportfolioCI/login/adduserform2.php
2. Fill out the form using registration code “whiskers”.

OTIS Video tutorial: http://tinyurl.com/OTIS-ST The screenshots look different but instructions are still helpful.

Submitting Weekly Attendance Report
1. Log in on the OTIS website
   a. Go to the website: https://otis.coe.uky.edu/openportfolioCI/password.php
   b. Enter userid and password
   c. Click “Sign in”.
2. Create an attendance report
   a. Create the shell for a new report
      i. Under “Reports and Forms”, click “Report Writer”
      ii. Click the button “Create New Report” at the top of the page.
      iii. Fill out ALL fields, including “Weekly Student Teaching Report”, and the date.
      iv. Click the “Create Report” button. This will take you back to the report summary page where you should see that a new record has been created in the “Reports In-Progress” section.
         1. In-progress reports are listed first.
         2. Submitted reports are in a separate section.
   b. To actually fill out the report:
      i. On the left side of the screen, click “edit report” next to the entry you just created.
      ii. Use the drop-down box to enter the number of days spent at your placement that week.
      iii. Check boxes for any of the numbered co-teaching strategies that you utilized that week.
      iv. Add narrative, as applicable, including reasons for missed days (illness, snow day, school holiday, etc.)
      v. Click the “Save Changes to Report” button at the bottom of the page, which takes you back to the “Reports In-Progress” screen.
   c. IMPORTANT: Submit the report:
      i. On the “Reports In-Progress” screen, click the light blue “Submit” button to the left of the entry you just edited and follow any additional prompts.
      ii. The report should now appear in the “Completed Reports” section.
3. Editing or Deleting Reports
   a. You have 48 hours after submitting a report to “unsubmit” and then edit or delete it.
   b. After 48 hours, you will have to contact gerry.swan@uky.edu for assistance in editing or deleting.

Helpful Hint
1. Click the “Duplicate” button next to a report in the “Completed Reports” section.
   a. This creates a copy of it in the “Reports-in-Progress” section
      i. Modify report by clicking “Edit Report”, then complete and submit using directions above.
      ii. This way you can avoid filling out the program, semester, etc. info every time.
   b. If you do this accidentally, you can just delete it while it is still in progress.

Submitting a perception evaluation of UK’s TEP, your CT and your US – at end of semester
1. At the end of the semester, a link should appear in the “Forms/Evaluations” column.
2. Follow the instructions to submit your evaluation.
3. Confidentiality:
   a. Even though you must be logged in to submit, your userid is not attached to your responses.
   b. Fall and spring data are combined and redacted before distribution to further ensure confidentiality.

If you have questions along the way, your university supervisor may be able to help you. Alternatively, you may contact UK professor gerry.swan@uky.edu for assistance.