

## Softdocs etrieve - Form Instructions SOE Field Experience Log

Direct link to form: <https://domcentral.etrieve.cloud/Index#/form/137>

The screenshot displays the 'etrieve | CENTRAL' interface. On the left, a sidebar menu includes 'Flow', 'Inbox', 'Activity', 'Forms', and 'Drafts'. The 'Forms' section is expanded, showing a list of forms categorized by department: Accommodations & Disability Access (ADA Exam Accommodation Form, ADA Final Exam Accommodation Form), Business Affairs (B02 Purchase Order, B04 Invoice Payment Form), Career Programs & Employer Relations (Internship Application), Information Technology (Star Card Application), Office of People & Culture (Directory Photo Opt Out, Student Employment Work Authorization), and School of Education (Field Experience Log). The 'Field Experience Log' form is selected and displayed on the right. The form is titled 'Field Experience Log' and includes sections for 'Student Information' and 'School Information'. The 'Student Information' section contains fields for 'Student DU ID' (masked with asterisks), 'Student Full Name' (filled with 'Luce, Marjorie'), 'Student DU Email' (filled with 'mluce1@dom.edu'), 'Student Status' (dropdown menu), and 'Academic Year' (dropdown menu). The 'School Information' section contains fields for 'Host School' and 'City' (both empty), and 'Mentor Teacher Full Name' and 'Mentor Teacher Email' (both empty). At the bottom of the form, there are icons for 'Submit', 'Attachments', 'Download', and 'Print'.

### Alternate access:


1. Open Softdocs etrieve: <https://domcentral.etrieve.cloud/Index>
2. Click on "Forms"
3. Scroll down to "School of Education" section (or search form name in box at top)
4. Click on desired form

### Workflow process:

1. The student starts/opens the form and their DU ID, full name, & email autofill.
  2. The student completes all sections and signs.
- \*\*Pay careful attention to Mentor Teacher email as incorrect emails will cause the workflow to fail and delay the form processing. IT will need to resolve these issues (see link below).**
3. The student receives an email confirming submission.
  4. The Mentor Teacher receives an email notification to e-sign.
  5. The student, Mentor Teacher & Licensure Officer receive emails confirming completion.
  6. The student downloads pdf of completed form from their Softdocs etrieve Central Activity.
  7. The student uploads pdf to Canvas to complete assignment.
  8. The form files in Softdocs etrieve Content (document repository).
- \*\* Reminder email sent every 2 days to a student or teacher when a form is waiting for their action.**

**Softdocs etrieve issues:** Please submit a Support Ticket to Information Technology  
[https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk\\_&RequestorType=Service](https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service)

## Examples for Student:

 DOMINICAN UNIVERSITY  
School of Education

## Field Experience Log

### Student Information

Student DU ID *	Student Full Name *	
<input type="text" value="123456"/>	<input type="text" value="Luce, Marjorie"/>	
<small>Autofill based on person completing form</small>	<small>Autofill based on person completing form</small>	
Student DU Email *	Student Status *	Academic Year *
<input type="text" value="mluce1@dom.edu"/>	<input type="text" value="Currently Enrolled"/> ▼	<input type="text" value="2025-26"/> ▼
<small>Autofill based on person completing form</small>		

### School Information

Host School *	City *	
<input type="text" value="ABC Senior High School"/>	<input type="text" value="River Forest"/>	
Mentor Teacher Full Name *	Mentor Teacher Email *	
<input type="text" value="Best Ever"/>	<input type="text" value="bestever@abc.edu"/>	
Placement Level *	Start Date of Experience *	End Date of Experience *
<input type="text" value="Secondary (9-12)"/> ▼	<input type="text" value="01/16/2025"/> 📅	<input type="text" value="06/16/2025"/> 📅
Education Course Code *	Education Course Title *	
<input type="text" value="EDUC 200"/>	<input type="text" value="Intro to Teaching"/>	
<small>Example: EDUC 200</small>	<small>Example: Intro to Teaching</small>	

### Add lines for more dates:

Students can “Add” as many days & hours as needed to the form. Total hours each day and total log hours must be manually calculated. If the Mentor Teacher sees errors, then they notify the Licensure Officer so IT can move the form back to the student for correction. Mentor Teachers cannot “return” the form to a student since they are external to DU (no true Softdocs access).

## Log of Hours

Date in the Field *	Time In *	Time Out *	Total *	
04/08/2025	09:00 AM	02:30 PM	5.5	×
06/10/2025	01:10 PM	03:25 AM	2.25	×

Add

Total Log Hours \*

7.75

Add up ALL the "Total" amounts listed on lines above

## Signature

Student Signature \*

I hereby certify the accuracy of this log. I understand that this constitutes my legal signature on this document.

Marjorie Luce

Student Signature Date \*

06/30/2025

Submit

Attachments

Download

Print

## Form errors:

All boxes with red asterisk must be completed to “submit” the form (error message below).

The screenshot shows a form titled "Total Log Hours" with a red asterisk indicating a required field. Below the input field, a message reads: "Add up ALL the 'Total' amounts listed on lines above" and "Total Log Hours is required". A red error banner at the bottom right of the form area states "Failed to submit Form" with a close button (X).

## Draft form:

Forms are automatically saved in the student's Softdocs etrieve Central “Drafts” and can be resumed at any time. A student could start this at the beginning of field experience and keep adding hours as they work. However, it is best to wait until the end of field experience and add all hours at once (just in case something happens to the saved draft).

The screenshot displays the etrieve Central interface. On the left, a sidebar menu shows "Flow" (Inbox, Activity) and "Forms" (Forms, Drafts). The "Drafts" option is highlighted. The main content area, titled "Drafts", contains a search bar and a list of drafts. A draft titled "Field Experience Log" is highlighted in purple, with an "EDIT" button next to it.

## Activity (download pdf of completed form):

To retrieve pdf of completed form, student goes to Central “Activity” & clicks “download.

The screenshot shows the etrieve Central interface with the "Activity" section selected in the sidebar. The main content area displays a completed "Field Experience Log" form for "Luce, Marjorie - 123456". The form includes sections for "Student Information" and "School Information".

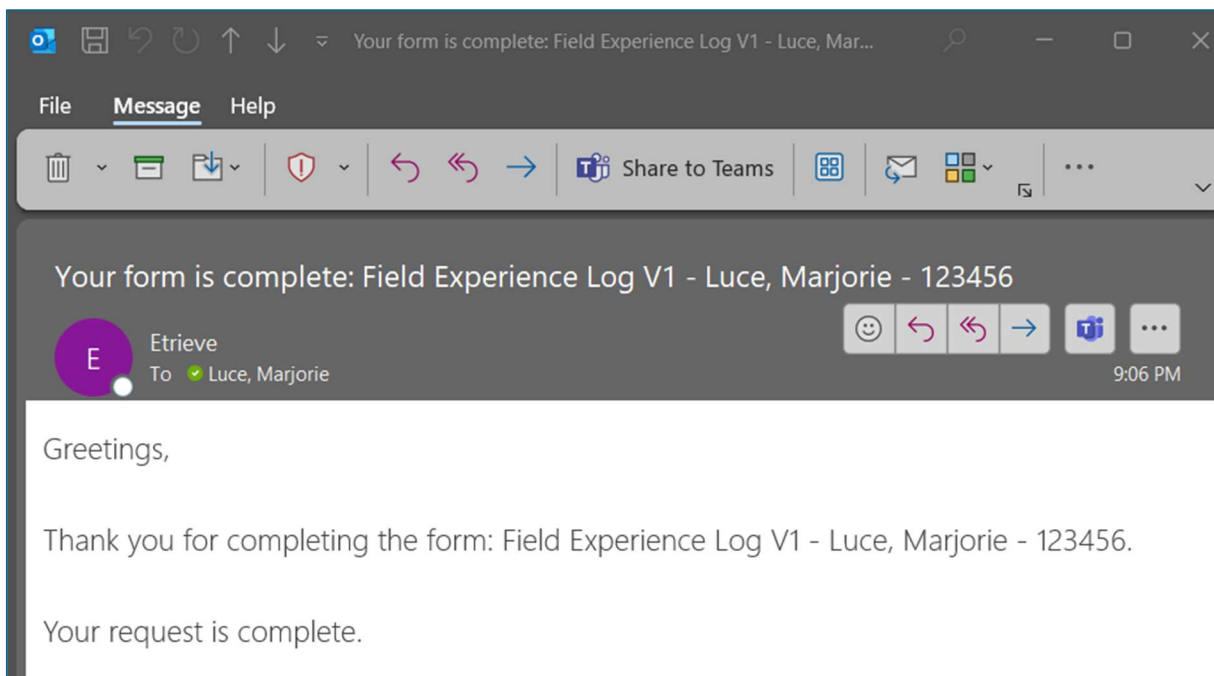
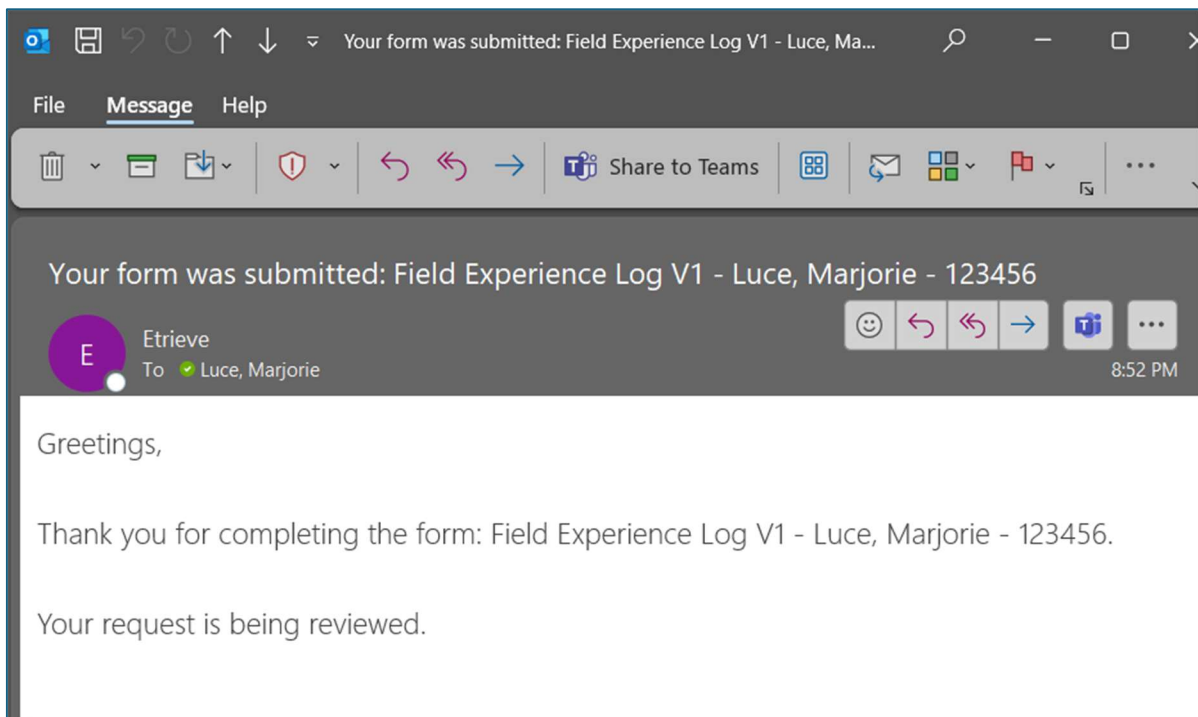
**Student Information:**

- Student DU ID: 123456
- Student Full Name: Luce, Marjorie
- Student DU Email: mluce1@dom.edu
- Student Status: Currently Enrolled
- Academic Year: 2025-26

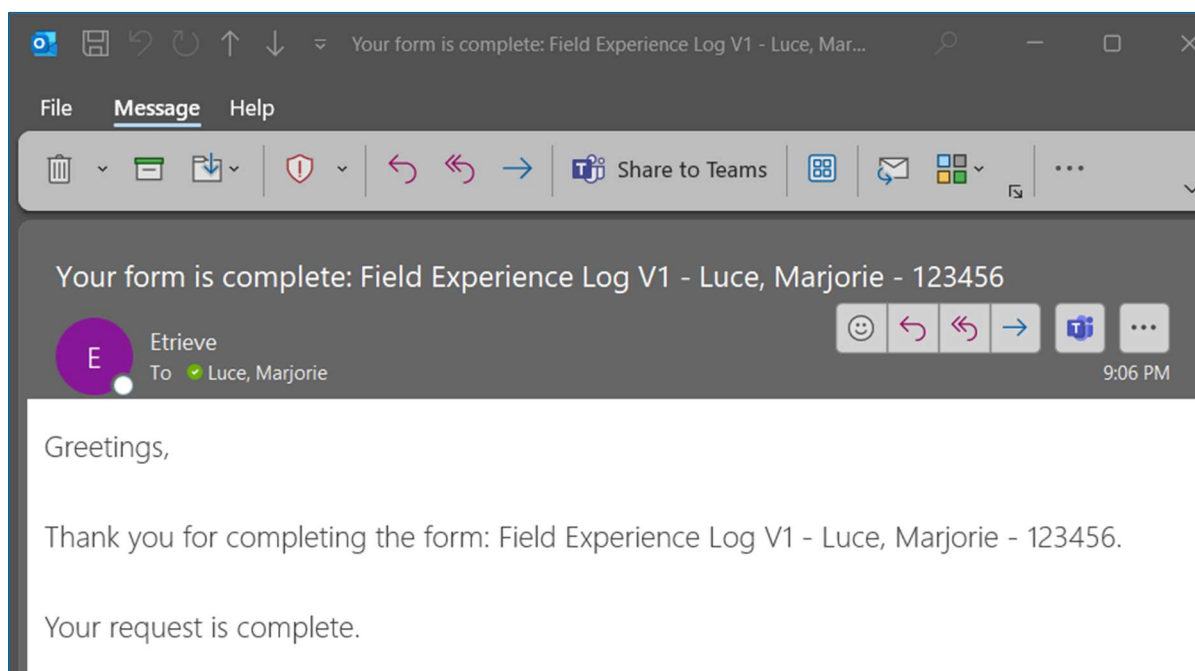
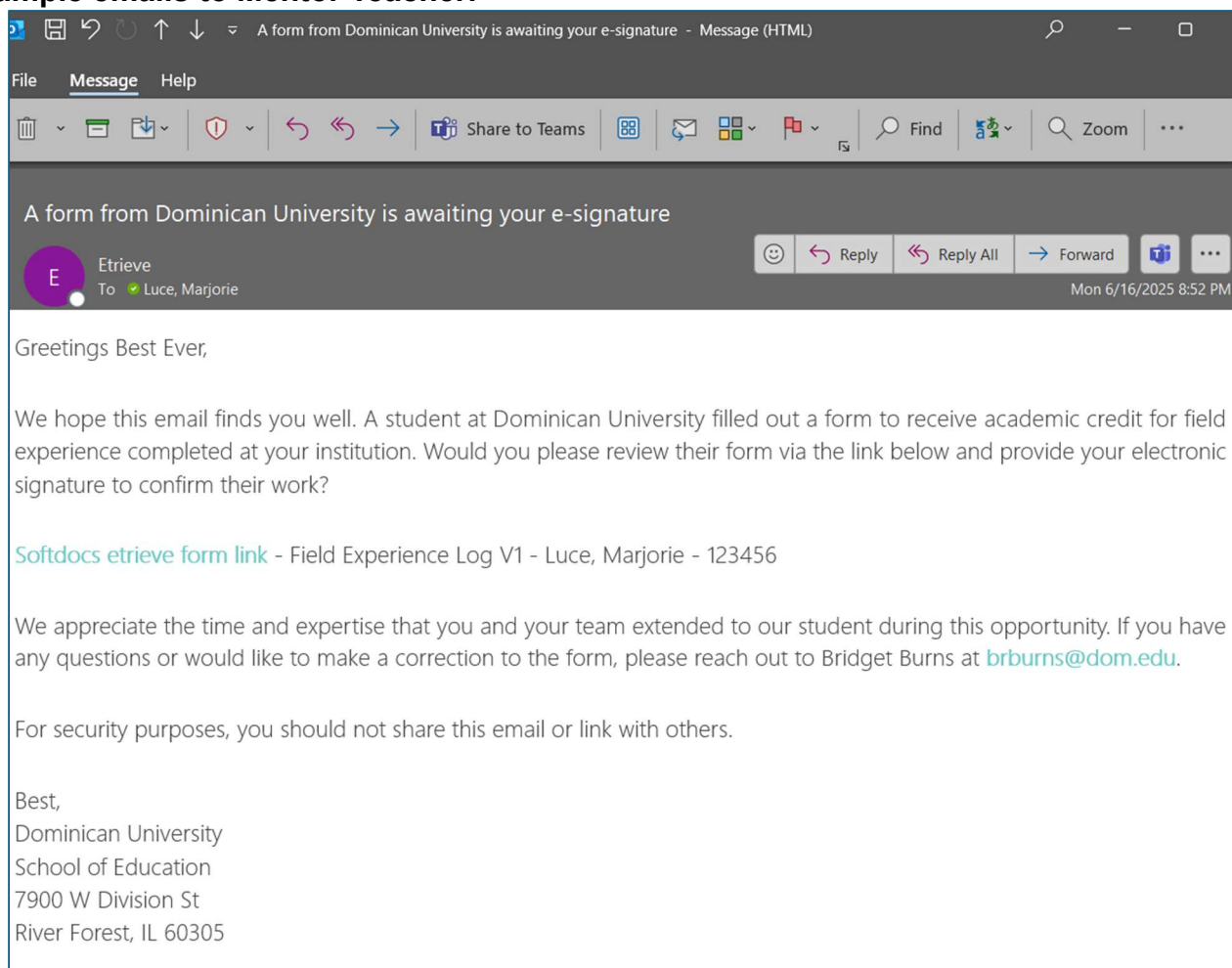
**School Information:**

- Host School: ABC Senior High School
- City: River Forest
- Mentor Teacher Full Name: [Blank]
- Mentor Teacher Email: [Blank]

At the bottom of the form, there are icons for "History", "Attachments", "Download", and "Print".



## Example emails to Mentor Teacher:




Example form for Mentor Teacher:

DO NOT OPT OUT

E-Sign | Home | Etrieve | Central

domcentral.etrieve.cloud/?isAnonymous=true#/esign/esign/eyJhbGciOiJIUzI1NiIsInR5cCI6Ikp...

If you do not wish to Electronically Sign you may choose to Opt Out, download the form to print and physically sign.

DOMINICAN UNIVERSITY  
School of Education

Field Experience Log

Student Information

Student DU ID

123456

Autofill based on person completing form

Student Full Name

Luce, Marjorie

Autofill based on person completing form

Student DU Email

mluce1@dom.edu

Autofill based on person completing form

Student Status

Currently Enrolled

Academic Year

2025-26

School Information

Host School

ABC Senior High School

City

River Forest

Mentor Teacher Full Name

Best Ever

Mentor Teacher Email

mluce1@dom.edu

Submit

Opt Out

Attachments

Download

Print

Placement Level

Secondary (9-12)



Dates of Experience

01/16/2025 - 06/16/2025



Select a range of dates

Education Course Code

EDUC 200

Example: EDUC 200

Education Course Title

Intro to Teaching

Example: Intro to Teaching

## Log of Hours

Date in the Field \*

04/08/2025



Time In \*

09:00 AM



Time Out \*

02:30 PM



Total \*

5.5



Date in the Field \*

06/10/2025



Time In \*

01:10 PM



Time Out \*

03:25 AM



Total \*

2.25



Add

Total Log Hours

7.75

Add up ALL the "Total" amounts listed on lines above



1. Click on blue pen icon to “draw” or “type” you signature.

Signature

Student Signature

I hereby certify the accuracy of this log. I understand that this constitutes my legal signature on this document.

*Marjorie Luce*

06/16/2025 at 08:07 PM EST

Student Signature Date

06/30/2025

Mentor Teacher Signature \*

I hereby certify the accuracy of this log. I understand that this constitutes my legal signature on this document.

Mentor Teacher Signature \*

Date

2. Click “I understand...” box, then click “Create Signature.”

Signature

Draw

Type

Best Ever

Clear

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Signature

Draw

Type

Full Name

Best Ever

Preview

Best Ever

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

3. If you wish to print or download, then do so BEFORE clicking “Submit”

Mentor Teacher Signature \*

I hereby certify the accuracy of this log. I understand that this constitutes my legal signature on this document.

*Best Ever*

Mentor Teacher Signature \*

Date

06/16/2025

Submit

Opt Out

Attachments

Download

Print

4. Click "Accept" after reading (please do not opt out)

### Signature Submission

By pressing "Accept", you are agreeing to signing this form electronically. Your electronic signature is the legal equivalent of your manual signature on the form. If something is wrong with the form and you cannot sign it press "Not Now".

If you disagree with electronic signing click "Not Now" and you will be taken back to the form where you have the option to "Opt Out" from using an electronic signature.

ACCEPT NOT NOW

5. When complete, you see this message and receive a confirmation email.



Thank you for signing your form.