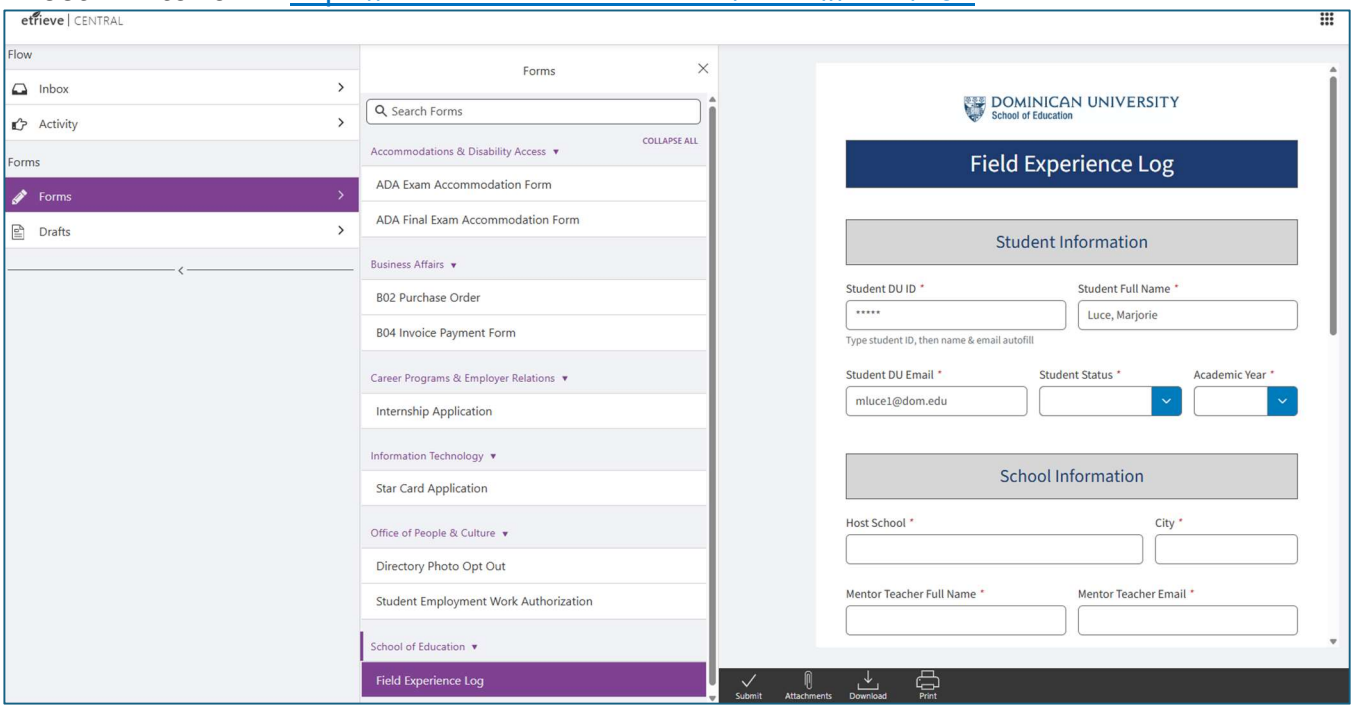
Softdocs etrieve - Form Instructions
SOE Field Experience Log

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



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.

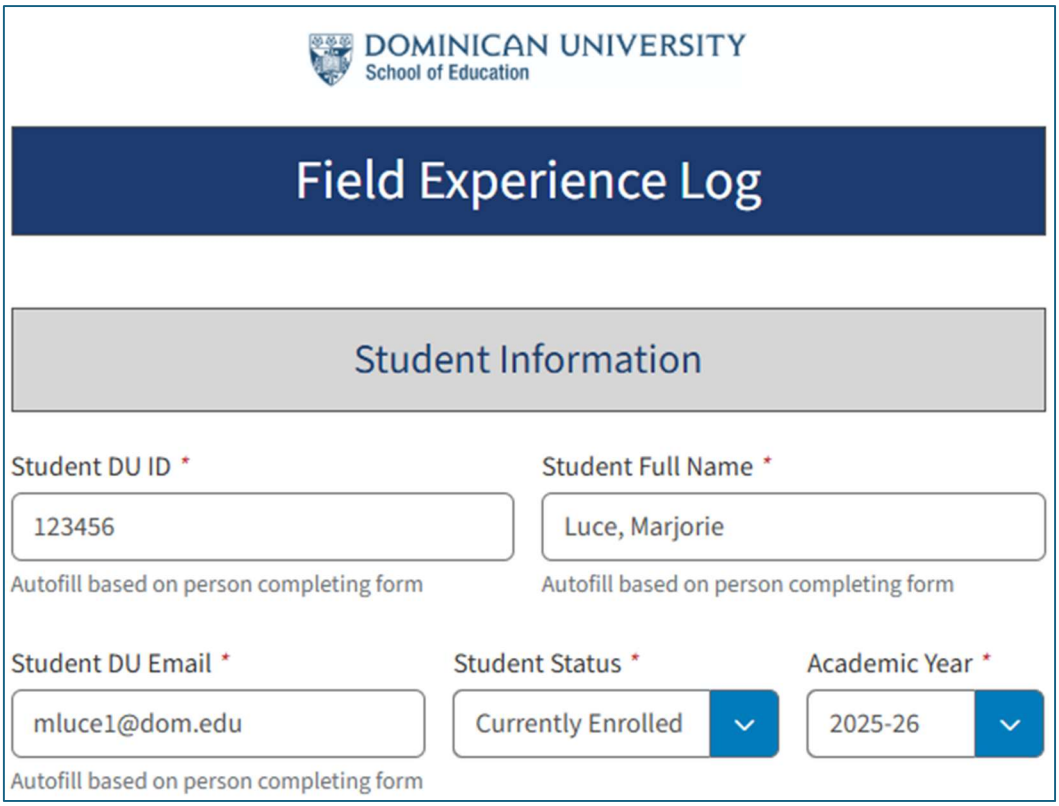
Pay careful attention to **Mentor Teacher email as incorrect emails will cause the workflow to fail and delay the form processing. IT will need to resolve these issues (see link below).

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

Examples for Student:



DOMINICAN UNIVERSITY
School of Education

Field Experience Log

Student Information

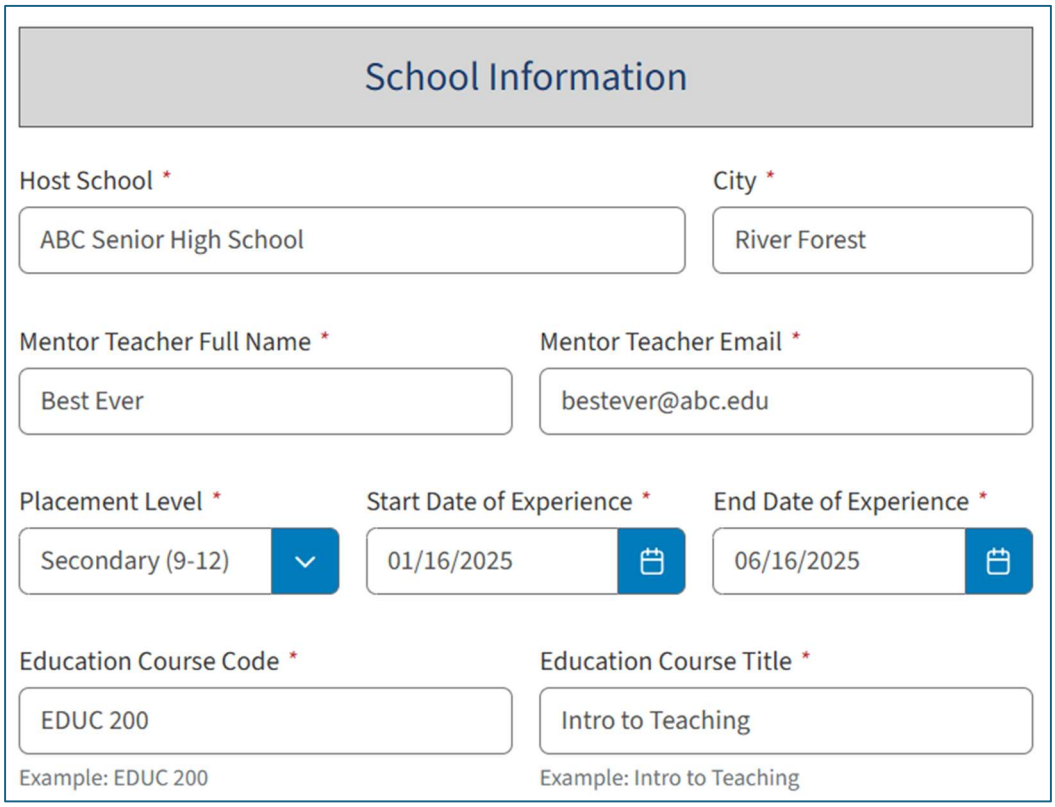
Student DU ID *
123456
Autofill based on person completing form

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 *
bestever@abc.edu

Placement Level *
Secondary (9-12)

Start Date of Experience *
01/16/2025

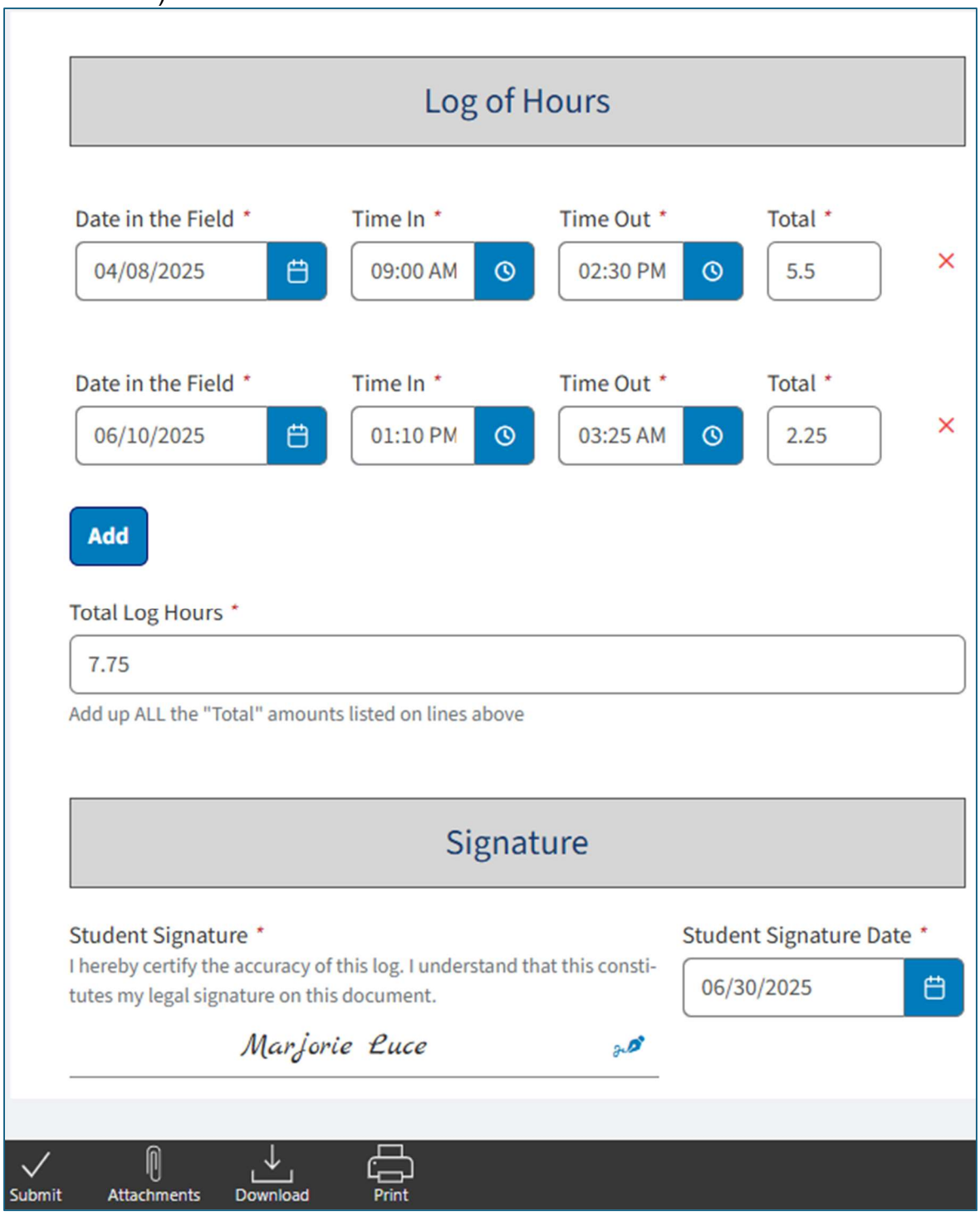
End Date of Experience *
06/16/2025

Education Course Code *
EDUC 200
Example: EDUC 200

Education Course Title *
Intro to Teaching
Example: Intro to Teaching

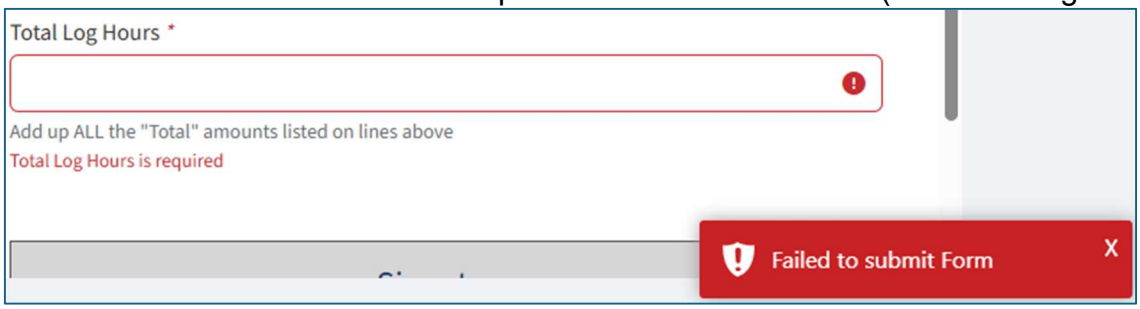
Add lines for more dates:

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).



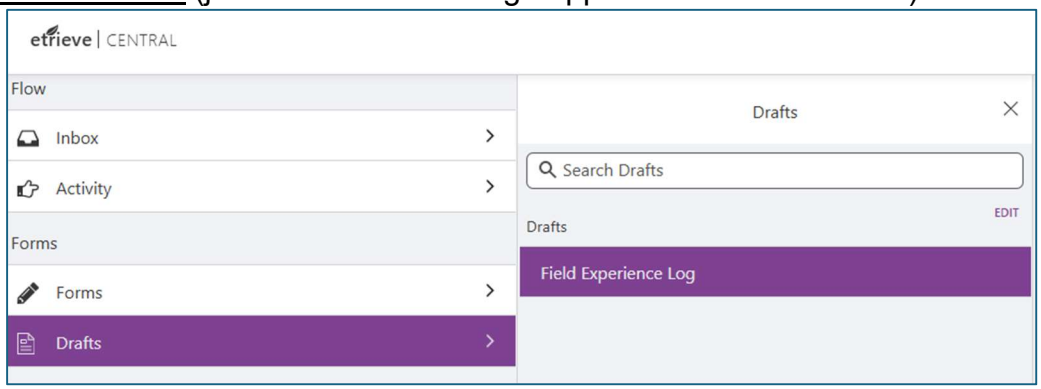
Form errors:

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



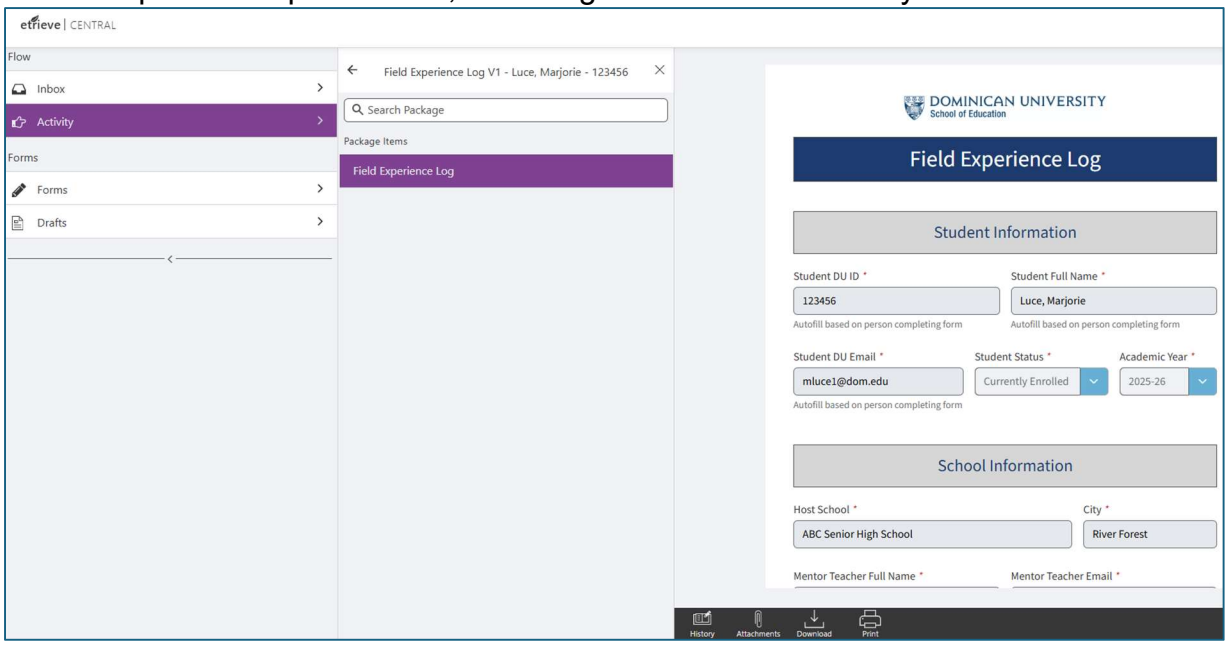
Draft form:

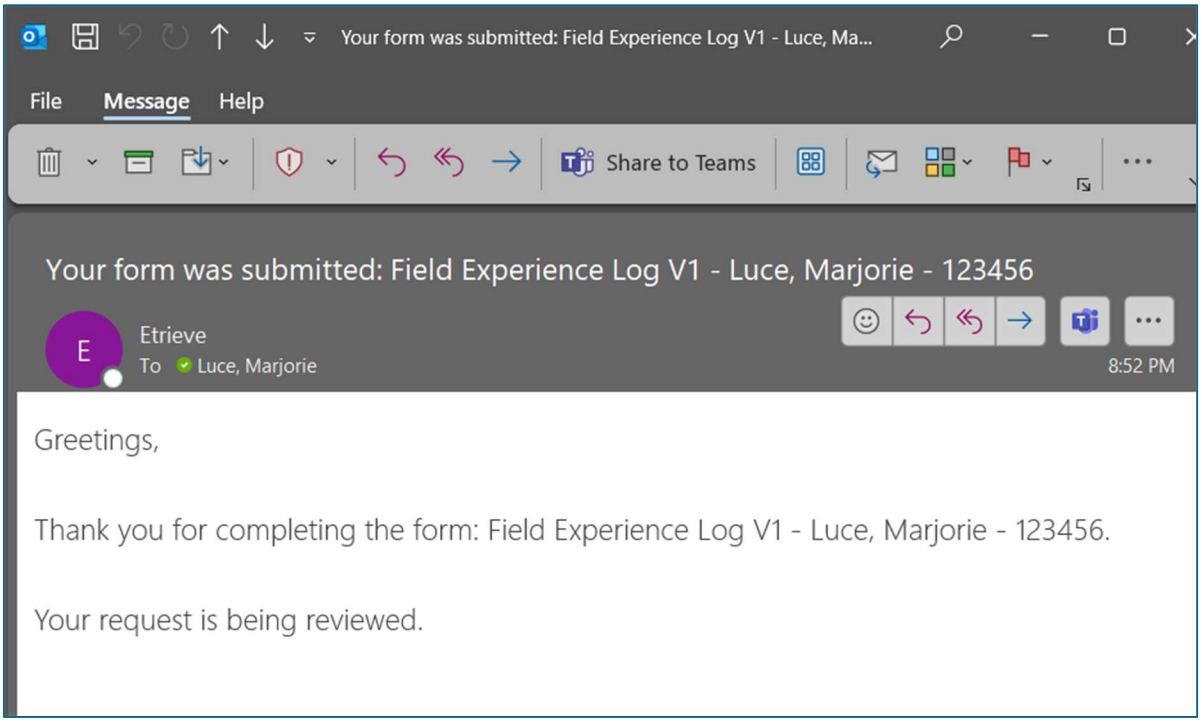
Forms are automatically saved in the student’s Softdocs etrieve Central “Drafts” and can be resumed at any time. A student could start this at the beginning of field experience and keep adding hours as they work. However, it is best to wait until the end of field experience and add all hours at once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

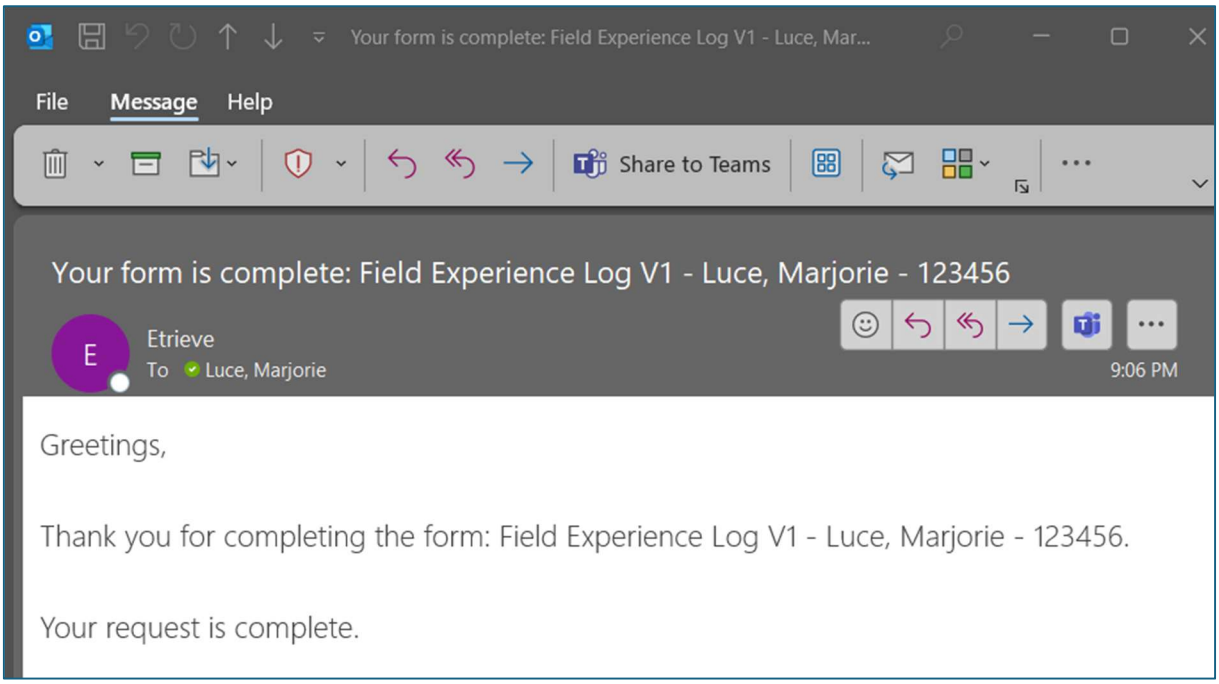


Activity (download pdf of completed form):

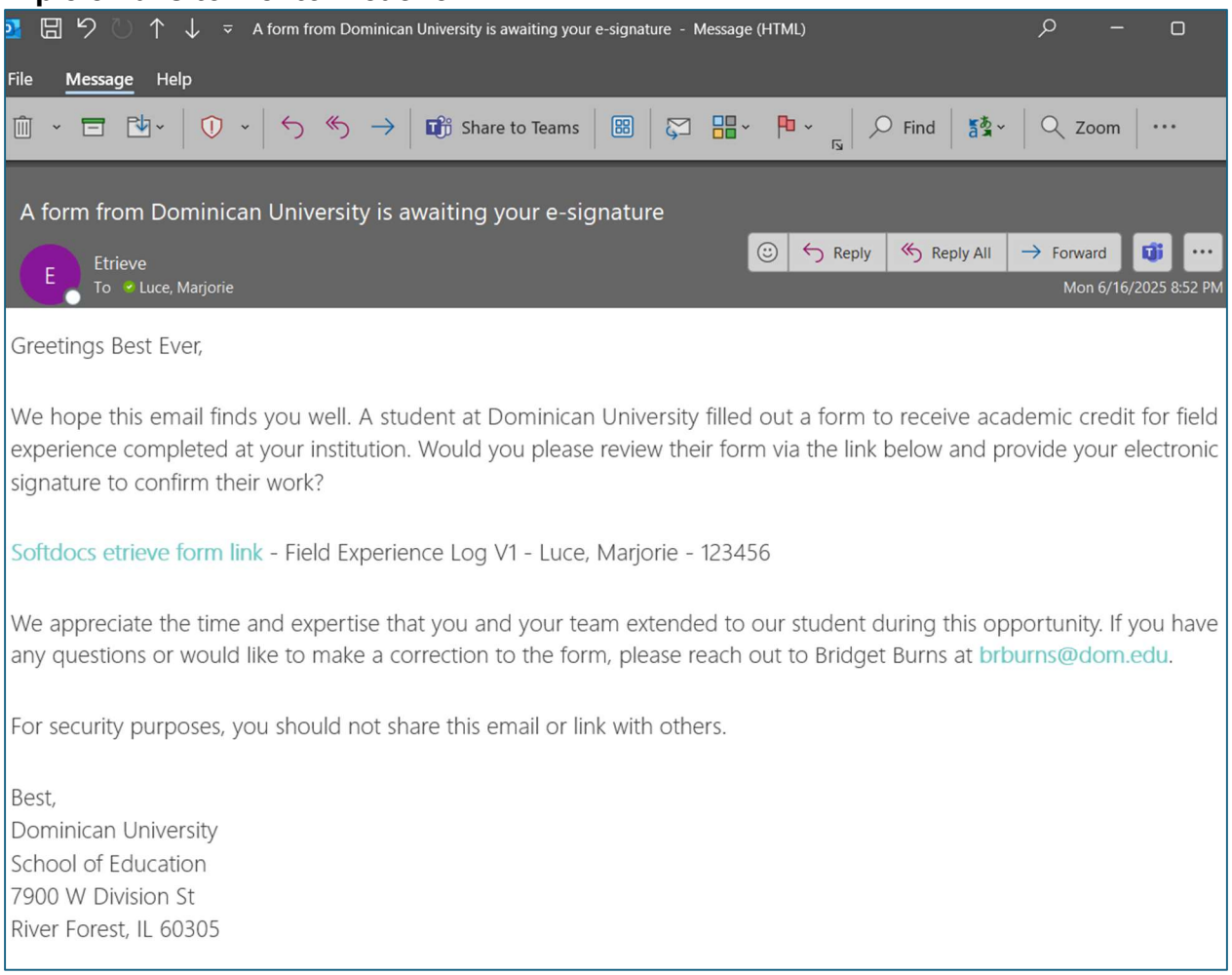
To retrieve pdf of completed form, student goes to Central “Activity” & clicks “download.

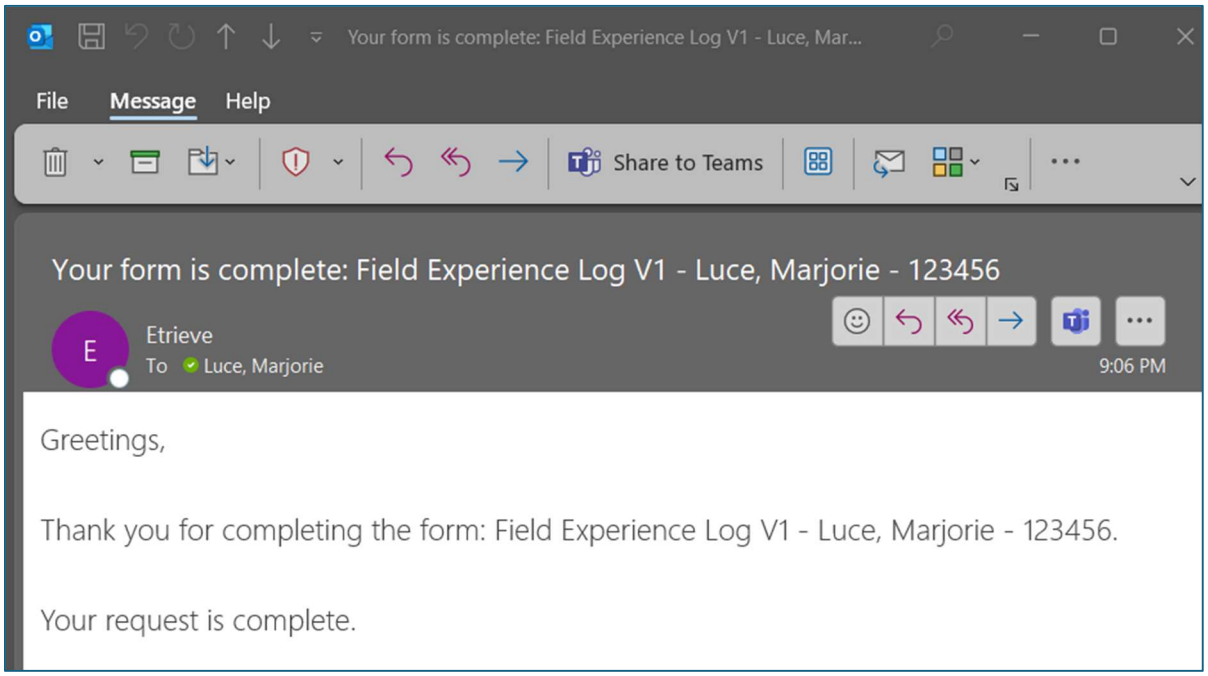



Your form was submitted: Field Experience Log V1 - Luce, Ma...
File
Message
Help
Share to Teams
Your form was submitted: Field Experience Log V1 - Luce, Marjorie - 123456
E
Etrieve
To Luce, Marjorie
8:52 PM
Greetings,
Thank you for completing the form: Field Experience Log V1 - Luce, Marjorie - 123456.
Your request is being reviewed.


Your form is complete: Field Experience Log V1 - Luce, Mar...
File
Message
Help
Share to Teams
Your form is complete: Field Experience Log V1 - Luce, Marjorie - 123456
E
Etrieve
To Luce, Marjorie
9:06 PM
Greetings,
Thank you for completing the form: Field Experience Log V1 - Luce, Marjorie - 123456.
Your request is complete.

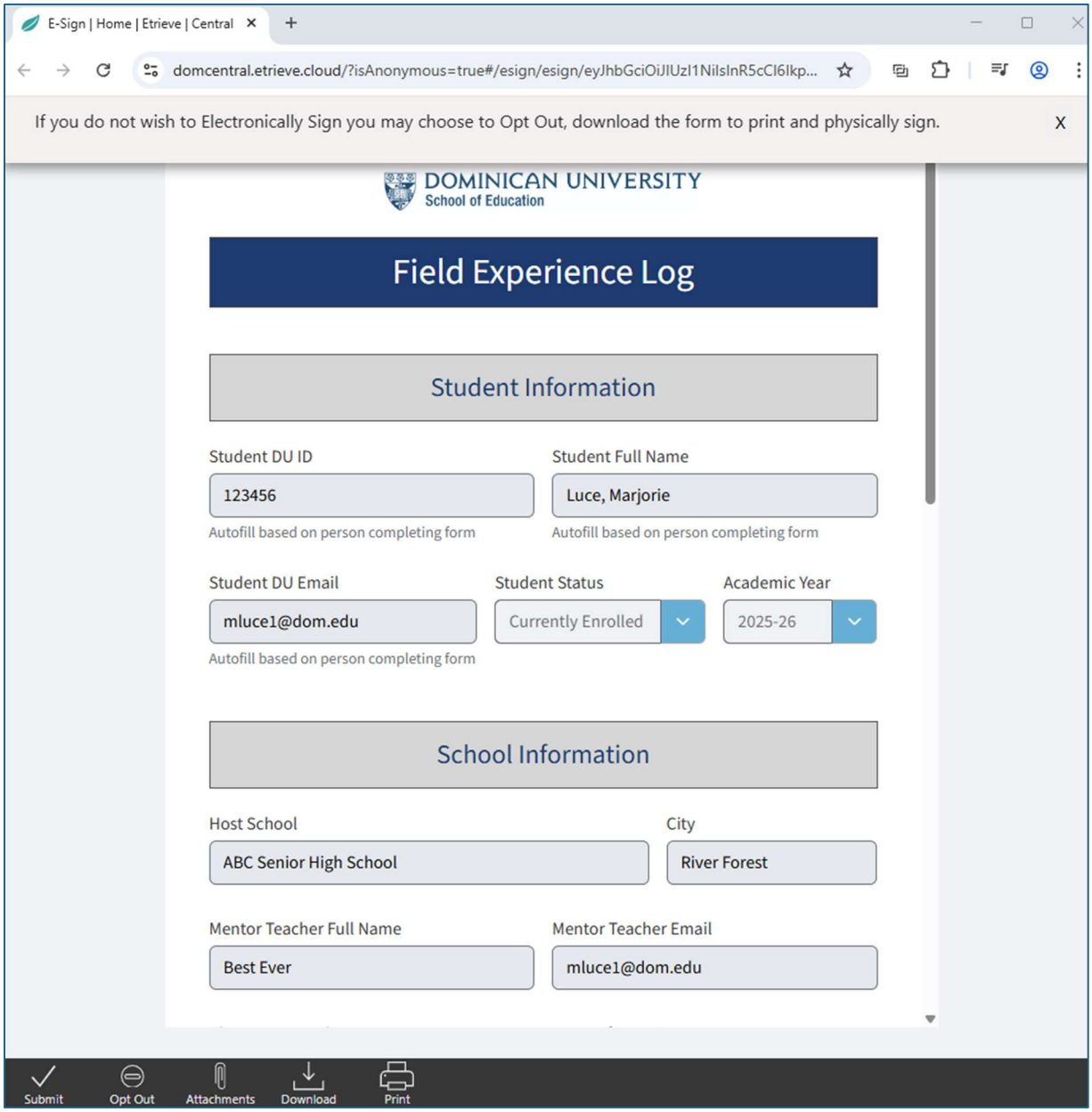
Example emails to Mentor Teacher:

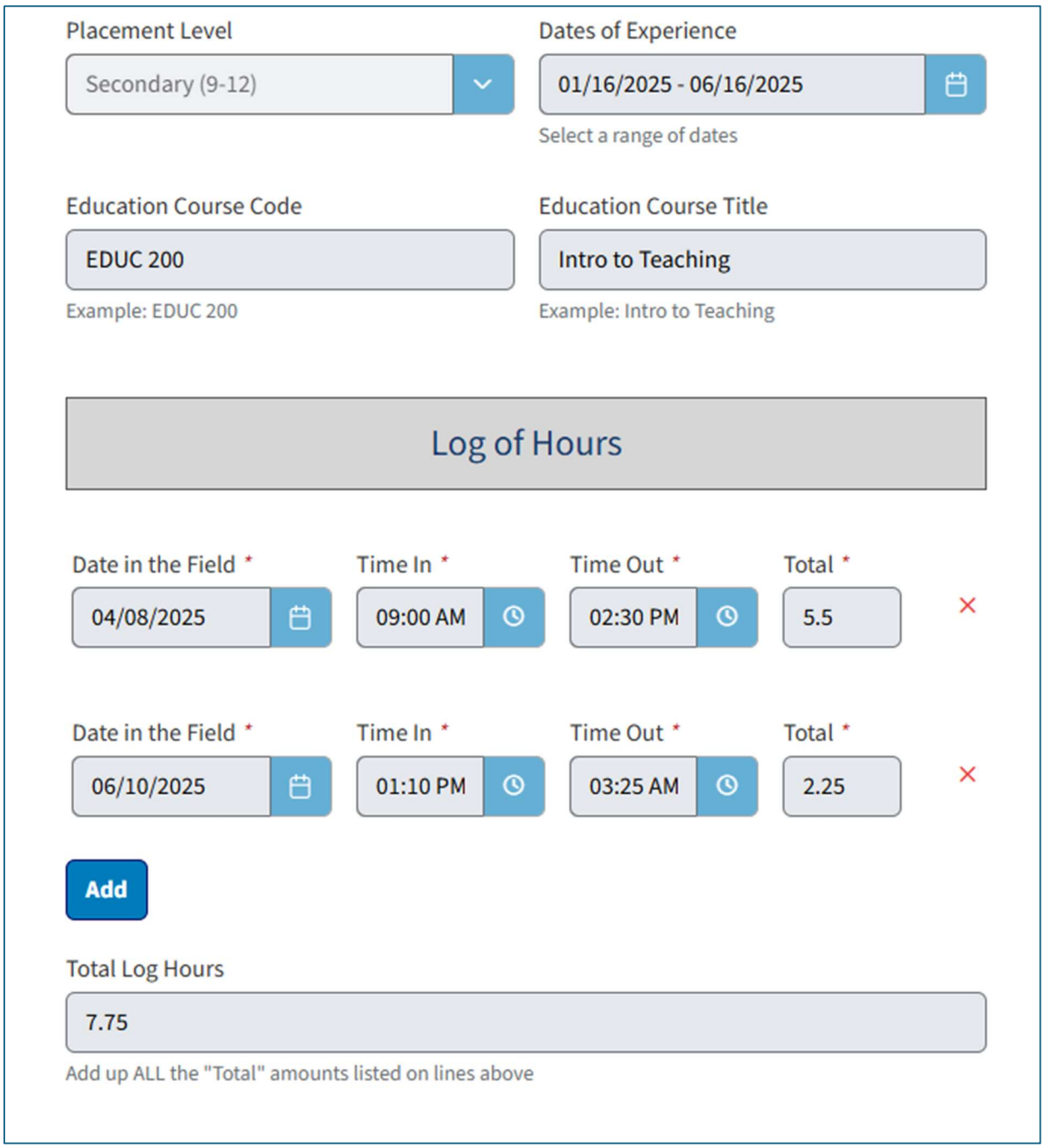




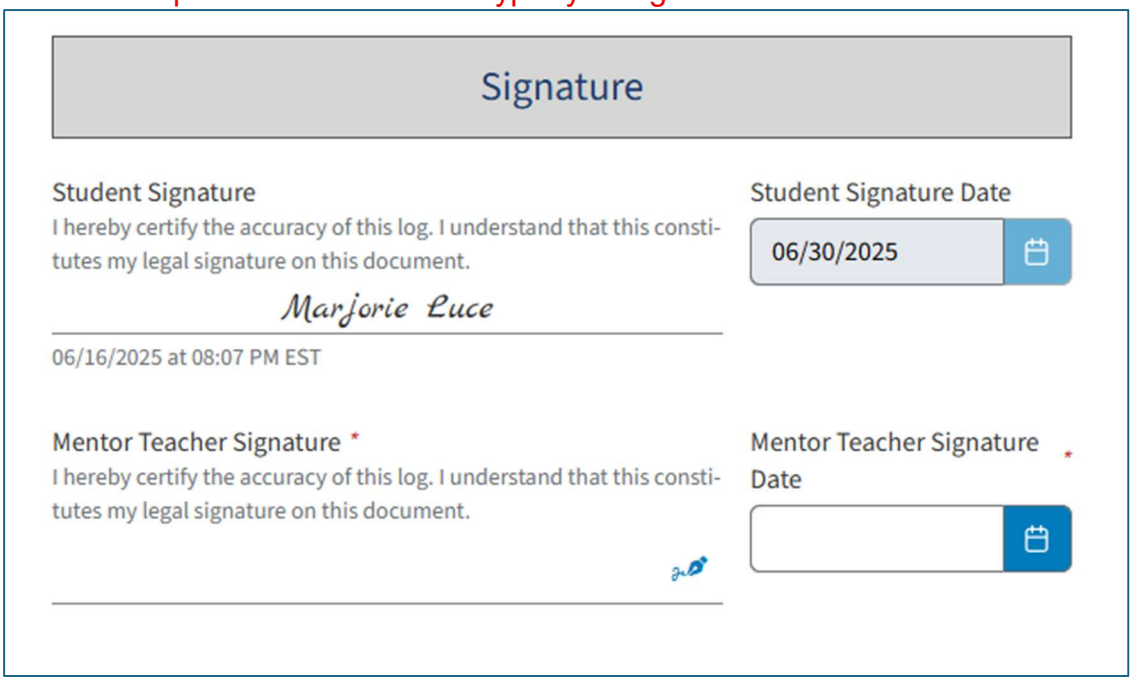
Example form for Mentor Teacher:

DO NOT OPT OUT



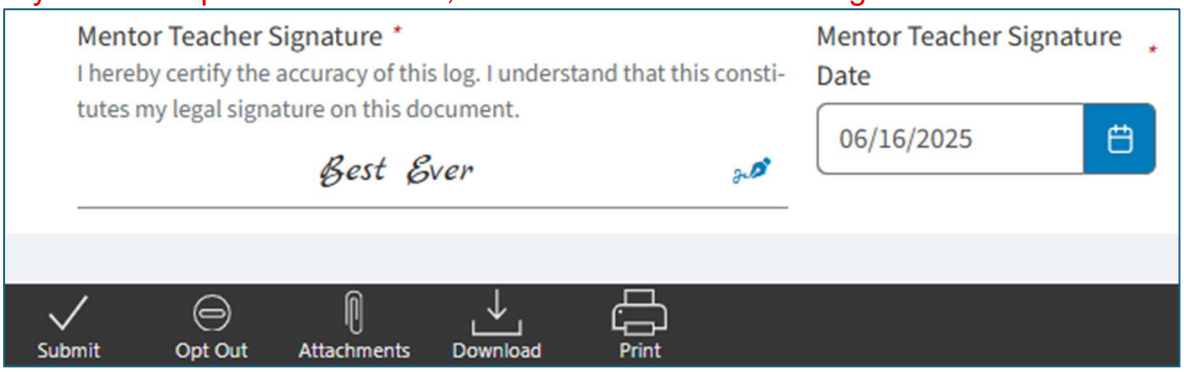

Placement Level
Secondary (9-12)
Dates of Experience
01/16/2025 - 06/16/2025
Select a range of dates
Education Course Code
EDUC 200
Example: EDUC 200
Education Course Title
Intro to Teaching
Example: Intro to Teaching
Log of Hours
Date in the Field *
Time In *
Time Out *
Total *
04/08/2025
09:00 AM
02:30 PM
5.5
Date in the Field *
Time In *
Time Out *
Total *
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

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

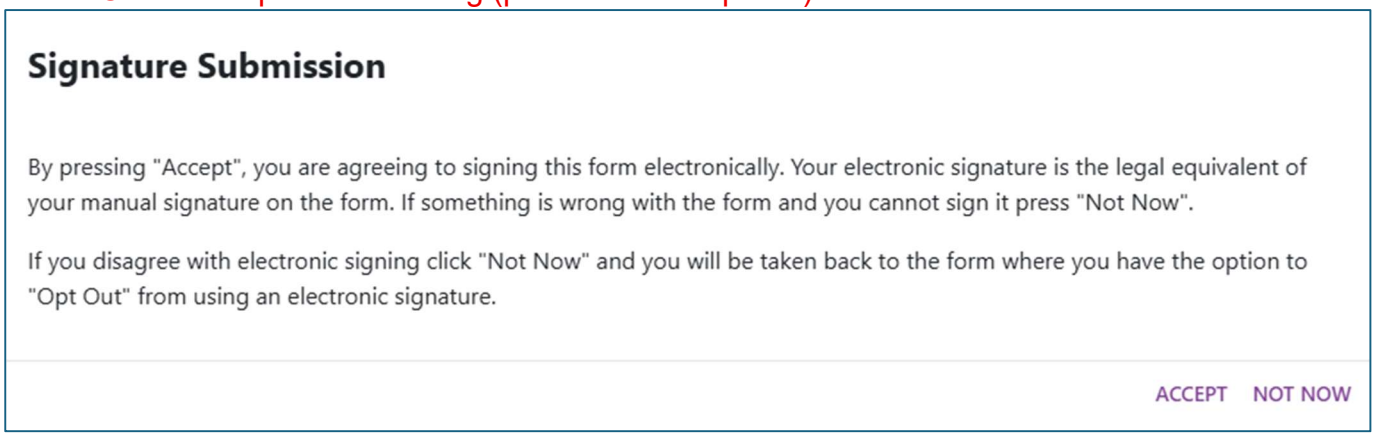
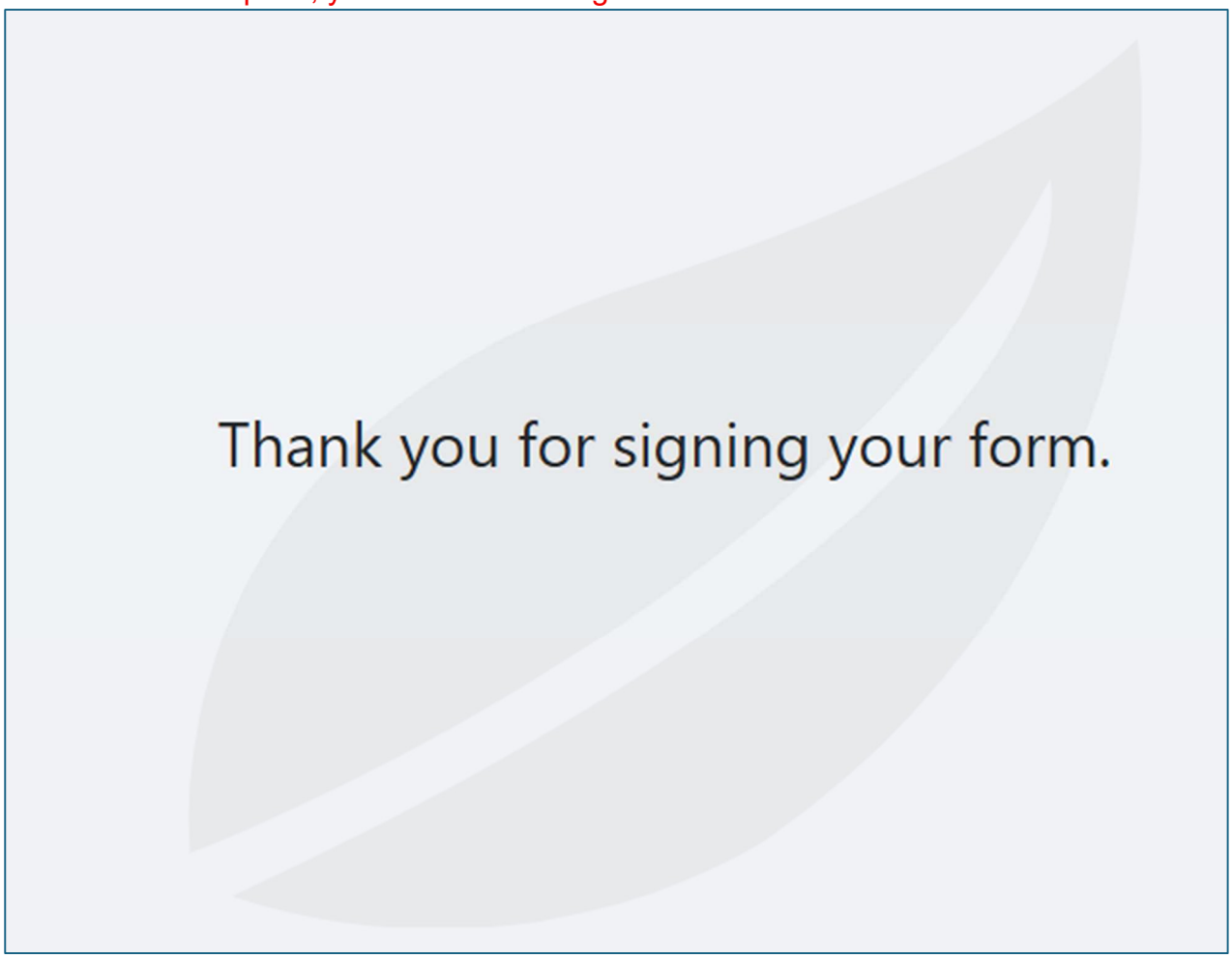


2. Click “I understand…” box, then click “Create Signature.”

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



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



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