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).

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).

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, Marjorie - 123456

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, Marjorie - 123456

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:

A form from Dominican University is awaiting your e-signature - Message (HTML)

File   Message   Help

A form from Dominican University is awaiting your e-signature

Etrieve
To   Luce, Marjorie

Reply   Reply All   Forward

Mon 6/16/2025 8:52 PM

Greetings Best Ever,

We hope this email finds you well. A student at Dominican University filled out a form to receive academic credit for field experience completed at your institution. Would you please review their form via the link below and provide your electronic signature to confirm their work?

Softdocs etrieve form link - Field Experience Log V1 - Luce, Marjorie - 123456

We appreciate the time and expertise that you and your team extended to our student during this opportunity. If you have any questions or would like to make a correction to the form, please reach out to Bridget Burns at brburns@dom.edu.

For security purposes, you should not share this email or link with others.

Best,
Dominican University
School of Education
7900 W Division St
River Forest, IL 60305

Your form is complete: Field Experience Log V1 - Luce, Mar...

File   Message   Help

Your form is complete: Field Experience Log V1 - Luce, Marjorie - 123456

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 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	✕
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.

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

Bast 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.