

KFETS

Kentucky Field Experience Tracking System

Candidate



Log in to EPSB

The preferred browser for KFETS is IE 9 and above

Kentucky.gov | KY Agencies | KY Services | EPSB | Search

EPSB Education Professional Standards Board

Waiting for Your Credentials? Click Before You Call !

<p>Certification</p> <p>Assessment Requirements</p> <p>Educator Preparation</p> <p>Internships</p> <p>Data & Research</p> <p>Board Information</p> <p>Ethics</p>	<h3>EPSB Quick Links</h3> <p>NOTICE: EPSB Special Meeting to be held January 27th</p> <p>Emergency Substitute Certification</p> <p>Certification Application</p> <p>TC-HQ Process to Add Areas of Certification</p> <p>EPSB Committee & Task Force Minutes</p> <p>Out-of-State Online Programs for Rank Change or Certification</p> <p>2013 KCEWS High School Feedback Reports NEW!</p> <p>The Education Professional Standards Board (EPSB) is responsible for issuing and renewing certificates for all Kentucky teachers and administrators. Staff works closely with local school districts in the hiring process to help ensure a properly credentialed educator in every professional position in Kentucky public schools. Staff also works with Kentucky colleges and universities, out-of-state institutions, and national evaluation agencies on the preparation of Kentucky certified educators. More information...</p> <p>EPSB Goals and Strategies</p> <p>100 Airp... Frankfor... Phone: (... 50: help Des...</p> <p>Toll Free</p> <p>Contact the EPSB via Email</p>	<h3>How Do I...</h3> <p>Become a Teacher</p> <p>Become a Principal</p> <p>Renew My Credential</p> <p>Become Nationally Certified</p> <p>Find an Education Program</p> <p>Check HQ Status</p> <p>Find HQ & NCLB Resources</p> <p>View the KEPP Report Card</p> <p>Check Educator Credentials</p> <p>View My Application Status</p> <p>File a Data/Record Request</p> <h3>Partner Links</h3> <p>Commonwealth of KY</p> <p>Kentucky.gov</p> <p>Education & Workforce Development Cabinet</p> <p>KY Department of Education</p> <p>CPE</p> <p>AIKCU</p> <p>Education</p> <p>KACTE</p> <p>KVS</p> <p>KYVL</p> <p>KYVC</p> <p>NCATE/CAEP</p> <p>KY Center for Workforce Statistics</p> <p>PESBA</p> <p>Federal</p> <p>US Department of Education</p> <p>NCLB</p> <p>Troops To Teachers</p> <h3>Helpful Links</h3> <p>EPSB Statutes</p> <p>EPSB Regulations</p> <p>PGES</p> <p>KET Encyclomedia</p> <p>Teacher Resource Center</p>
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Pay Certification Fee

Check Certification Status

EPSB Web Portal

Log in to EPSB

Click Log in to EPSB



KyEducators.org

If you have an EPSB account, enter your username and password under “Existing User? Log in Here”
If you do not have an EPSB account, click “Create New Account” under “New User? Create Account Here”
If you have an account but forgot your log in information, click “Reset Account” under “Forgot Log in Info? Reset Here”

Log in to EPSB Account and...

The EPSB’s new web portal allows educators to create private accounts, update demographic information, and have read-only access to their certification records with 24/7 secure access.

- **Registered members** may use the web portal to check on application status.
- **Certification** fees may be electronically paid using E-Pay.
- **School district administrators** can obtain certification data on current or potential employees using the KY Educator Certification Inquiry program.
- The **Intern Management System (IMS)** electronically gathers and tracks information relating to a teacher’s internship period. Confirmations of Employment (COE), Records of the Teacher Internship Year (RTIYs) and Resource Teacher Time Sheets (RTTs).
- The **Cooperating Teacher Assignment** is used by Student Teacher Supervisors and the Cooperating Teacher Payment program to electronically complete the payment process.
- Click on the slide show icon below to view the EPSB registration process for new users.



Existing User? Log in Here:

User Name:

Password:

Log In

New User? Create Account Here: ?

Create New Account

Forgot Log in Info? Reset Here:

If you do not remember your user name or password you can click the Reset Account button.

Reset Account

This system supports the following Internet browsers on Microsoft Windows-based operating systems:

- Microsoft Internet Explorer version 6.0 or above
- For questions and comments [Click here](#).

KFETS link



User Name: TTILLET2 | EPSB ID: 200006257

EPSB Online Services

You are here: My Account

My Account

Welcome, **Terri Test_Record** [edit]
Email: **IMSHHELP@KY.GOV** [edit]
Tuesday, January 28, 2014

EPSB Online Services (Hide Details...)

EPSB Online Services

- Cooperating Teacher Assignment
- Electronic Payment Service
- Highly Qualified Calculator
- Kentucky Educator Certification Inquiry
- KEPP Report Card
- My Account
- EPSB WebSite
- KFETS**
- KYECert

Click KFETS to enter the Kentucky Field Experience Tracking System

What would you like to do today? (Hide Details...)

- ▶ Calculate highly qualified status
- ▶ Compare Teacher Preparation Programs
- ▶ Update my contact information
- ▶ View my certification history

My Online Account Setting (Hide Details...)

- ▶ **My Demographic**
Verify and update your mailing address, email address, date of birth, phone number and other demographic information.
- ▶ **Password & Hint Questions**
Change your password settings, create or choose your own hint questions and answers for password recovery.
- ▶ **User Agreement**
View your signed user agreement and user responsibilities to access EPSB resources online.

Electronic Payment Service (Hide Details...)



Using the EPSB services you can pay certification fees online with E-Pay(View Slide Show). For more information regarding fees and options; [Click here](#).

My Application Information (Hide Details...)

- ▶ **My Application Status**
View all the applications submitted to EPSB, view the status of the application, and see EPSB comments on the application.
- ▶ **My Application Fee Information**
Payments received by the EPSB for issuing certificates. View receipts for the transaction completed using the electronic payment service (E-Pay).

My Profile (Hide Details...)

- ▶ **Credential**
View your current credentials; e.g. credential details, certificate effective date, expiration.
- ▶ **Education**
View your education qualification; e.g. degree, institution and year.
- ▶ **Training Data**
View your training information; e.g. type of training, date, location.
- ▶ **Assessments**
View your professional tests; e.g. assessment name, date, score, EPSB and CTE result.
- ▶ **Roles**
View your roles; e.g. organization type, organization role, status.

KFETS

The preferred browser for KFETS is IE 9 and above. Other browsers may have formatting issues.

(*) indicates the field is required.

Questions regarding field experience entries should be sent to your institution/Field Experience Coordinator.

Choose Course(s)

KFETS Kentucky Field Experience Tracking System

Candidate Data Entry Process

Quick Links

- » [Introduction](#)
- » [Choose Course\(s\)](#)
- » [Add Candidate Activity](#)

Reports

- » [Course Status](#)
- » [Detailed Summary](#)
- » [Help](#)

Click "Choose Course(s)" on the sidebar to begin

Choose Course(s)

KFETS Kentucky Field Experience Tracking System

Choose Course(s)

1. Select your institution

IHE: *

2. Select School Year

School Year: *

3. Select Semester

Semester:

4. Select Course(s) for that year and semester

Course(s):

5. Enter your Student ID number

Student ID: *

6. Click Add Course(s)

IHE	Course Number	Semester	School Year	Delete
University of Kentucky	A-E-576 Art in Middle Schools(30)	Spring	20122013	X
University of Kentucky	A-E-577 Art in Secondary Schools(30)	Spring	20122013	X
University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	Fall	20132014	X

Selected courses will appear in this area once the Add Course(s) button is clicked. If you wish to delete a course, click the X under Delete on the far right side of the screen.

Deleting a course will delete all data associated with student activities, experiences, and hours.

Add Candidate Activity

KFETS Kentucky Field Experience Tracking System

Choose Course(s)

IHE: * School Year: *

Semester: * Course(s): *

Click Add Candidate Activity to begin entering field experience data

Quick Links

- » [Introduction](#)
- » [Choose Course\(s\)](#)
- » [Add Candidate Activity](#)
- » [Course Status](#)
- » [Detailed Summary](#)
- » [Help](#)

Reports

IHE	Course Number	Semester	School Year	Delete
University of Kentucky	A-E-576 Art in Middle Schools(30)	Spring	20122013	X
University of Kentucky	A-E-577 Art in Secondary Schools(30)	Spring	20122013	X
University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	Fall	20132014	X

Add Candidate Activity

KFETS Kentucky Field Experience Tracking System

Add Activities: 2013-2014

Select the appropriate school year to access the chosen courses you wish to enter field experience data

University/ College	Course	Year	Semester	Data Entry Hours	Action
> University of Kentucky	A-E-577 Art in Secondary Schools(30)	20132014	Spring	Not Started	Add Activity
> University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	20132014	Fall	In Progress	Add Activity

Courses added for the selected school year will appear

Click the Add Activity button to begin entering field experience data

Quick Links

- »Introduction
- »Choose Course(s)
- »Add Candidate Activity

Reports

- »Course Status
- »Detailed Summary
- »Help

“Not Started” will show under Data Entry Hours until field experience data has been entered for that course; “In Progress” will show once field experience is entered for that course.

Disclaimer

KFETS

Kentucky Field Experience Tracking System

Quick Links

» [Introduction](#)

» [Choose Course\(s\)](#)

» [Add Candidate Activity](#)

Reports

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The Education Professional Standards Board (EPSB) is the state agency responsible for issuing certificates for all Kentucky teachers. Students enrolled in an educator preparation college course and completing field experience activities are responsible for reporting and electronically entering accurate field experience information. Institutions are responsible for verifying student submissions of field experiences and ensuring each submission meets the requirements of the EPSB. Any deliberate submission of inaccurate information is subject to investigation.

Accept

Cancel

This disclaimer will appear before each initial field experience entry for a course. Clicking "Accept" is verifying that you have read and understand the statement.

Categories

- B. Observations in schools and related agencies (If a public, Kentucky school is selected, data for Diverse Group Information will be populated by Infinite Campus data)
- C. Student tutoring
- D. Interaction with families of students
- E. Attendance at a school board or school-based council meeting
- F. Participation in a school-based professional learning community
- G. Opportunities to assist teachers or other school professionals (if a public, Kentucky school is selected, data for Diverse Group Information will be populated by Infinite Campus data)
- H. Other (when selected for overall category, or within categories, all information must be entered manually)

Category Information

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

Select a field experience Category for the field experience data you are entering

Category Information ←

Category: **

- B. Observations in schools and related agencies
- C. Student tutoring
- D. Interaction with families of students
- E. Attendance at a school board and school- based council meeting
- F. Participation in a school-based professional learning community
- G. Opportunities to assist teachers or other school professionals
- H. Other

Did this field experience occur in a **Field Experience** setting? Yes No

Did this field experience occur in a **Diverse Group** setting? Yes No

Race: Grade Level:

Free Reduced Lunch: English Language Learners:

Special Education: Gifted:

Description of Activity/ Reflection:

Maximum 4000 Characters

If you are uncertain about which category to choose, contact your Field Experience Coordinator or institution.

B. Observations in schools and related agencies

Schools

If observations in a Kentucky public school is selected, data from Infinite Campus will populate the Diverse Groups Information. If data is not available, manually enter the data in the Diverse Groups Information section. If the teacher/course does not appear, **select “Other” at the bottom of the teacher name list to manually enter data.** enter your field experience hours under category “H. Other”.

If observations in a school is selected and either the experience was out-of-state and/or in a private school, data for Diverse Groups Information must be manually entered.

Related Agencies

If you select observations in related agencies, manually entering the data is required.

B. Observations in schools

School/Kentucky/Public

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) >> Add Activity

Exit With Out Saving Save & Exit Save & Add New

Category Information

Category: B. Observations in schools and related agencies
School

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: Public
District: Allen County
School: Allen County Primary Center-5010

Teacher, School Personnel, Related Agency Personnel Information

Teacher: Select a Teacher Course Number: Select a Course

Attendance Date and Hours Information

Date of Attendance: [Calendar Icon] Hours: 1

Diverse Groups Information

Race: Select Race Grade: Grade Level
Free Reduced Lunch: Select Free, Reduced, Lu English Language Learners: None
Special Education: Select Special Educatio Gifted: Select Gifted

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Spell Check
Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity) Save & Exit Save & Add New

Quick Links

- >> Introduction
- >> Choose Course(s)
- >> Add Candidate Activity

Reports

- >> Course Status
- >> Detailed Summary
- >> Help

Annotations:

- Select a District
- Select a School
- Select a Teacher*
- Select the date the field experience was completed and select the number of hours completed for that activity and course
- Data for Diverse Groups Information will be automatically filled for observations in a Kentucky public school*
- Select a Course Number for that Teacher's class*

*If a teacher or course does not appear in the dropdown list, data for Diverse Groups Information will not appear. Choose "Other" at the bottom of the list of Teachers to manually enter data.

B. Observations in schools

School/Kentucky/Non-Public

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- » Introduction
- » Choose Course(s)
- » Add Candidate Activity

Reports

- » Course Status
- » Detailed Summary
- » Help

Category Information

Category: B. Observations in schools and related agencies *
School: School *

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes * No

District Information

School Type: Non-Public *
District: Academy for Individual Excellence-Louisville * **Select a District**
School: Academy for Individual Excellence-Louisville * **Select a School if it is not automatically locked**

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: First Name Last Name * **Enter Teacher/School Personnel Information and Course Information for that Teacher/School Personnel**
Course: Course Number Course Section Course Name *

Attendance Date and Hours Information

Date of Attendance: Hours: 1 * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: Select Race * Grade: Grade Level *
Free Reduced Lunch: Select Free, Reduced, Lu * English Language Learners: None * **Select Diverse Groups Information for the field experience**
Special Education: Select Special Educatio * Gifted: Select Gifted *

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

B. Observations in schools

School/Out-of-state

KFETS Kentucky Field Experience Tracking System

Manage Activities » Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- » Introduction
- » **Choose Course(s)**
- » Add Candidate Activity

Reports

- » Course Status
- » Detailed Summary
- » Help

Category Information

Category: *
 *

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No *

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: * **Enter Teacher/School Personnel/Related Agency Personnel Information**

Related Agency

Name of Organization: *
Address: * **Enter School/Organization Information**
State: *
Phone Number:

Attendance Date and Hours Information

Date of Attendance: * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: * Grade: *
Free Reduced Lunch: * English Language Learners: * **Select Diverse Groups Information for the field experience**
Special Education: * Gifted:

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

B. Observations in related agencies

Related Agency/ Kentucky

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » [Add Activity](#) Exit With Out Saving Save & Exit Save & Add New

Quick Links

- » Introduction
- » [Choose Course\(s\)](#)
- » [Add Candidate Activity](#)

Reports

- » [Course Status](#)
- » [Detailed Summary](#)
- » [Help](#)

Category Information

Category: *
 *

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: * **Enter Teacher/School Personnel/Related Agency Personnel Information**

Related Agency

Name of Organization: *
Address: * **Enter Related Agency Information**
Phone Number:

Attendance Date and Hours Information

Date of Attendance: Hours: * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: Grade:
Free Reduced Lunch: English Language Learners: **Select Diverse Groups Information for the field experience**
Special Education: Gifted:

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Select **Save & Exit** or **Save & Add New** (add a new activity)

B. Observations in related agencies

Related Agency/Out-of-state

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- » Introduction
- » Choose Course(s)
- » Add Candidate Activity

Reports

- » Course Status
- » Detailed Summary
- » Help

Category Information

Category:

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with:

Related Agency

Name of Organization:

Address:

State:

Phone Number:

Attendance Date and Hours Information

Date of Attendance: Hours:

Diverse Groups Information

Race: Grade:

Free Reduced Lunch: English Language Learners:

Special Education: Gifted:

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Maximum 4000 Characters **Select Save & Exit or Save & Add New (add a new activity)**

C. Student tutoring

- Did this field experience take place in Kentucky? Yes and Public or Non-Public
 - Select district information
 - Manually enter teacher, school personnel, or related agency personnel information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection
 - Select Save & Exit or Save & Add New
- Did this field experience take place in Kentucky? No
 - Manually enter teacher, school personnel, related agency personnel information
 - Manually enter name of organization and related information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection
 - Select Save & Exit or Save & Add New
- Other
 - Select “Other” if the student teaching occurred outside of a school
 - Manually enter required data

C. Student tutoring

Kentucky/Public or Non-Public

KFETS

Kentucky Field Experience Tracking System

Quick Links

»Introduction

»Choose Course(s)

»Add Candidate Activity

Reports

»Course Status

»Detailed Summary

»Help

[Manage Activities](#) » Add Activity

Exit With Out Saving

Save & Exit

Save & Add New

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: *

District: *

The same information is required below for Public and Non-Public

Select a District

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: *

Course: *

Enter Teacher/School Personnel Information and enter Course Number, Section, and Name for that Teacher/School Personnel

Attendance Date and Hours Information

Date of Attendance: Hours: *

Select the date the field experience was completed and select the number of hours completed for that activity and course

Diverse Groups Information

Race:

Grade:

Free Reduced Lunch:

English Language Learners:

Special Education:

Gifted:

Select the Diverse Groups Information for the field experience

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Spell Check

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

Save & Exit

Save & Add New

C. Student tutoring

Kentucky/Other

KFETS

Kentucky Field Experience Tracking System

Quick Links

»Introduction

»Choose Course(s)

»Add Candidate Activity

Reports

»Course Status

»Detailed Summary

»Help

[Manage Activities](#) » Add Activity

Exit With Out Saving

Save & Exit

Save & Add New

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: * **Select "Other" if student tutoring occurred outside of a school**

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: * **Enter Teacher/School Personnel/Related Agency Personnel Information**

Related Agency

Name of Organization: *

Address: *

Phone Number:

Attendance Date and Hours Information

Date of Attendance: Hours: * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: Grade:
Free Reduced Lunch: English Language Learners:
Special Education: Gifted: **Select Diverse Groups Information for the field experience**

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Spell Check

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

Save & Exit

Save & Add New

C. Student tutoring

Out-of-state

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- » Introduction
- » [Choose Course\(s\)](#)
- » [Add Candidate Activity](#)

Reports

- » [Course Status](#)
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- » [Help](#)

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: * **Enter Teacher/School Personnel/Related Agency Personnel Information**

Related Agency

Name of Organization: *

Address: *

State:

Phone Number:

Attendance Date and Hours Information

Date of Attendance: Hours: * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: Grade:

Free Reduced Lunch: English Language Learners: * **Select Diverse Groups Information for the field experience**

Special Education: Gifted:

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Select Save & Exit or Save & Add New (add a new activity)

D. Interaction with families of students

- Did this field experience take place in Kentucky? Yes and Public or Non-Public
 - Select district information
 - Manually enter teacher, school personnel, or related agency personnel information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection
- Did this field experience take place in Kentucky? No
 - Manually enter teacher, school personnel, related agency personnel information
 - Manually enter name of organization and related information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection
- Other
 - Select “Other” if the interaction with families of students occurred outside of a school
 - Manually enter required data

D. Interaction with families of students

Kentucky/Public and Non-Public

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) >> Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- >>Introduction
- >>Choose Course(s)
- >>Add Candidate Activity

Reports

- >>Course Status
- >>Detailed Summary
- >>Help

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: * **The same information is required below for Public and Non-Public**

District: * **Select a District**

School: * **Select a School**

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: * **Enter Teacher/School Personnel Information**

Attendance Date and Hours Information

Date of Attendance: Hours: * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: Grade:

Free Reduced Lunch: English Language Learners: **Select Diverse Groups Information for the field experience**

Special Education: Gifted:

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Select Save & Exit or Save & Add New (add a new activity)

D. Interaction with families of students

Kentucky/Other

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) >> Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- >> Introduction
- >> **Choose Course(s)**
- >> Add Candidate Activity

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Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: * **Select "Other" for interactions with families of students that occurred outside of a school**

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: * **Enter Teacher/School Personnel/Related Agency Personnel Information**

Related Agency

Name of Organization: * **Enter Organization Information**

Address: *

Phone Number:

Attendance Date and Hours Information

Date of Attendance: Hours: * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: Grade:

Free Reduced Lunch: English Language Learners: **Select Diverse Groups Information for the field experience**

Special Education: Gifted:

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Select Save & Exit or Save & Add New (add a new activity)

D. Interaction with families of students

Out-of-state

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

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Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: *

Related Agency

Name of Organization: *

Address: *

State:

Phone Number:

Attendance Date and Hours Information

Date of Attendance: Hours: *

Diverse Groups Information

Race: Grade:

Free Reduced Lunch: English Language Learners:

Special Education: Gifted:

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

Annotations:

- Enter Teacher/School Personnel/Related Agency Personnel Information
- Enter Organization Information and select the State the field experience occurred
- Select the date the field experience was completed and select the number of hours completed for that activity and course
- Select Diverse Groups Information for the field experience

E. Attendance at a school board of school-based council meeting

- Did this field experience take place in Kentucky? Yes and Public or Non-public
 - Select district information
 - Select the job function of the teacher/school personnel
 - Manually enter teacher or school personnel information
 - Select the type of meeting
 - Select date and enter hour(s) of field experience
 - Enter reflection
- Did this field experience take place in Kentucky? No
 - Manually enter teacher or school personnel information
 - Manually enter name of organization and related information
 - Select the type of meeting
 - Select date and enter hour(s) of field experience
 - Enter reflection

E. Attendance at a school board of school-based council meeting

Kentucky/Public and Non-Public

KFETS

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» Detailed Summary

» Help

[Manage Activities](#) » Add Activity

Exit With Out Saving

Save & Exit

Save & Add New

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: *

District: *

Job Function: *

The same information is required below for Public and Non-Public

Select a District

Select a Job Function

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with:

*

Enter Teacher/School Personnel Information

Meeting Type: *

Select Meeting Type (SBDM= school-based council meeting; School Board= school board meeting)

Attendance Date and Hours Information

Date of Attendance:

Hours: *

Select the date the field experience was completed and select the number of hours completed for that activity and course

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Spell Check

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

Save & Exit

Save & Add New

E. Attendance at a school board of school-based council meeting

Out-of-state

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) >> Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- >>Introduction
- >>[Choose Course\(s\)](#)
- >>[Add Candidate Activity](#)

Reports

- >>[Course Status](#)
- >>[Detailed Summary](#)
- >>Help

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: * **Enter Teacher/School Personnel Information**

Meeting Type: * **Select Meeting Type (SBDM= school-based council meeting; School Board= school board meeting)**

Related Agency

Name of Organization: *

Address: *

State: *

Phone Number:

Attendance Date and Hours Information

Date of Attendance: Hours: * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

F. Participation in a school-based professional learning community

- Did this field experience take place in KY? Yes and Public or Non-public
 - Select district information
 - Manually enter teacher or school personnel information
 - Select date and enter hour(s) of field experience
 - Enter reflection
- Did this field experience take place in KY? No
 - Manually enter teacher or school personnel information
 - Manually enter name of organization and related information
 - Select date and enter hour(s) of field experience
 - Enter reflection

F. Participation in a school-based professional learning community

Kentucky/Public and Non-Public

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- » Introduction
- » [Choose Course\(s\)](#)
- » [Add Candidate Activity](#)

Reports

- » [Course Status](#)
- » [Detailed Summary](#)
- » [Help](#)

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: * **The same information is required below for Public and Non-Public**

District: * **Select a District**

School: * **Select a School**

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: * **Enter Teacher/School Personnel Information**

Attendance Date and Hours Information

Date of Attendance: Hours: * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

F. Participation in a school-based professional learning community

Out-of-state

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- » Introduction
- » [Choose Course\(s\)](#)
- » [Add Candidate Activity](#)

Reports

- » [Course Status](#)
- » [Detailed Summary](#)
- » [Help](#)


Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No


Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: *  **Enter Teacher/School Personnel Information**

Related Agency


Name of Organization: *

Address: *

State: ▼  **Enter Related Agency Information and select the State the field experience occurred**

Phone Number:


Attendance Date and Hours Information

Date of Attendance: Hours: ▼ *  **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Maximum 4000 Characters

Select **Save & Exit** or **Save & Add New** (add a new activity)  Save & Exit Save & Add New

G. Opportunities to assist teachers or other school professionals

- Did this field experience take place in KY? Yes and Public
 - Select district information
 - Select teacher or school personnel information
 - Select date and enter hour(s) of field experience
 - Data from Infinite Campus will fill the diverse groups information (data prior to 2012 is not available)
 - Enter reflection
- Did this field experience take place in KY? Yes and Non-Public
 - Select district information
 - Manually enter teacher/school personnel information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection
- Did this field experience take place in KY? No
 - Manually enter teacher/school personnel information
 - Manually enter name of organization and related information
 - Select date and enter hour(s) of field experience
 - Manually select diverse groups information
 - Enter reflection

G. Opportunities to assist teachers or other school professionals

Kentucky/Public

KFETS Kentucky Field Experience Tracking System

Manage Activities >> Add Activity Exit With Out Saving Save & Exit Save & Add New

Category Information

Category: G. Opportunities to assist teachers or other school professionals **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: Public *
District: Adair County * **Select a District**
School: Adair County Elementary School-1016 * **Select a School**

Teacher, School Personnel, Related Agency Personnel Information

Teacher: Select a Teacher * **Select a Teacher*** Course Number: Select a Course * **Select a Course***

Attendance Date and Hours Information

Date of Attendance: Hours: 1 * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: Select Race Grade: Grade Level
Free Reduced Lunch: Select Free, Reduced, Lu English Language Learners: None * **Select Diverse Groups Information for the field experience**
Special Education: Select Special Educatio Gifted: Select Gifted

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Spell Check
Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity) **Save & Exit Save & Add New**

If a teacher or course does not appear in the dropdown list, data for Diverse Groups Information will not appear. Choose "Other" at the bottom of the list of Teachers to manually enter data.

G. Opportunities to assist teachers or other school professionals

Kentucky/Non-Public

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- » Introduction
- » [Choose Course\(s\)](#)
- » [Add Candidate Activity](#)

Reports

- » [Course Status](#)
- » [Detailed Summary](#)
- » Help

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

District Information

School Type: *

District: * **Select a District**

School: * **Select a School if it is not automatically locked**

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: * **Enter Teacher/School Personnel Information**

Course: * **Enter Course Number, Section, and Name for the Teacher/School Personnel**

Attendance Date and Hours Information

Date of Attendance: Hours: * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: Grade:

Free Reduced Lunch: English Language Learners: **Select Diverse Groups Information for the field experience**

Special Education: Gifted:

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

G. Opportunities to assist teachers or other school professionals

Out-of-state

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » Add Activity Exit With Out Saving Save & Exit Save & Add New

Quick Links

- » Introduction
- » **Choose Course(s)**
- » Add Candidate Activity

Reports

- » Course Status
- » Detailed Summary
- » Help

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: * **Enter Teacher/School Personnel Information**

Related Agency

Name of Organization: *

Address: *

State: *

Phone Number:

Attendance Date and Hours Information

Date of Attendance: Hours: * **Select the date the field experience was completed and select the number of hours completed for that activity and course**

Diverse Groups Information

Race: Grade:

Free Reduced Lunch: English Language Learners: **Select Diverse Groups Information for the field experience**

Special Education: Gifted:

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Select Save & Exit or Save & Add New (add a new activity)

Other

Category “H. Other” should be used for field experiences that do not fit any of the other categories. All information should be manually entered to identify and describe the activity.

H. Other

Kentucky

KFETS

Kentucky Field Experience Tracking System

Quick Links

» Introduction

» **Choose Course(s)**

» Add Candidate Activity

Reports

» Course Status

» Detailed Summary

» Help

[Manage Activities](#) » Add Activity

Exit With Out Saving

Save & Exit

Save & Add New

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: *

Enter Teacher/School Personnel/Related Agency Personnel Information

Related Agency

Name of Organization: *

Address: *

Phone Number:

Enter Organization Information

Attendance Date and Hours Information

Date of Attendance: Hours: *

Select the date the field experience was completed and select the number of hours completed for that activity and course

Diverse Groups Information

Race:

Grade:

Free Reduced Lunch:

English Language Learners:

Special Education:

Gifted:

Select Diverse Groups Information for the field experience

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Spell Check

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

Save & Exit

Save & Add New

H. Other

Out-of-state

KFETS

Kentucky Field Experience Tracking System

Quick Links

» Introduction

» Choose Course(s)

» Add Candidate Activity

Reports

» Course Status

» Detailed Summary

» Help

[Manage Activities](#) » Add Activity

Exit With Out Saving

Save & Exit

Save & Add New

Category Information

Category: **

Field Experience in Kentucky

Did this field experience take place in Kentucky: Yes No

Teacher, School Personnel, Related Agency Personnel Information

Name of the Teacher/ School Personnel Working with: *

Enter Teacher/School Personnel/Related Agency Personnel Information

Related Agency

Name of Organization: *

Address: *

State:

Phone Number:

Enter Organization Information and select the State the field experience occurred

Attendance Date and Hours Information

Date of Attendance: Hours: *

Select the date the field experience was completed and select the number of hours completed for that activity and course

Diverse Groups Information

Race:

Grade:

Free Reduced Lunch:

English Language Learners:

Special Education:

Gifted:

Select Diverse Groups Information for the field experience

Description of Activity/ Reflection:

This box is available for entering your Description of the Activity and/or Reflection of the field experience

Spell Check

Maximum 4000 Characters

Select Save & Exit or Save & Add New (add a new activity)

Save & Exit

Save & Add New

Add Candidate Activity

Activity details/ Edit and correct/ Duplicate

KFETS Kentucky Field Experience Tracking System

Add Activities: 2013-2014

University/ College	Course	Year	Semester	Data Entry Hours	Action
> University of Kentucky	A-E-577 Art in Secondary Schools(30)	20132014	Spring	Not Started	Add Activity
> University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	20132014	Fall	In Progress	Add Activity

Category

- > B. Observations in schools and related agencies
- > C. Student tutoring
- > E. Attendance at a school board and school-based council meeting

State	District	Attended Date	Hours	Teacher	Action
In State	Assembly Christian School-Lexington	01/01/14	1	,	Edit /Correction Duplicate X

Click on arrow #1 to view the activities for the selected “In Progress” course. Click on arrow #2 to view details about the selected recorded activity. The activity may be edited/corrected by clicking the “Edit/Correction” button. The activity may be duplicated by clicking the “Duplicate” button. The activity may be deleted by clicking the red “X”.

Add Candidate Activity

KFETS Kentucky Field Experience Tracking System

[Manage Activities](#) » Edit Activity [Back](#) [Update](#)

Category Information	Date & Hours
Category: <input type="text" value="B, Observations in schools and related agencies"/>	Attendance Date: <input type="text" value="1/7/2014"/>
Semester: <input type="text" value="Fall"/>	Hours: <input type="text" value="3"/>
School Year: <input type="text" value="2013-2014"/>	
Did this field experience take place in Kentucky: <input checked="" type="radio"/> Yes <input type="radio"/> No	
District Information	Experience in Diverse Groups
School Type: <input type="text" value="Public School"/>	Race: <input type="text" value="White"/>
District: <input type="text" value="Allen County"/>	Free Reduced Lunch: <input type="text" value="Free, Paid"/>
School: <input type="text" value="Allen County Primary Center-5010"/>	Special Education: <input type="text" value="Speech Language"/>
	Grade: <input type="text" value="Grade Level"/>
	LEP: <input type="text" value="No"/>
	Gifted: <input type="text" value="Select Gifted"/>
Teacher/ Course Information	
Teacher: <input type="text"/>	
Course Number: <input type="text" value="10300.00-MATHEMATICS - K-3011"/>	
Reflection: <input type="text"/>	

Once edits/corrections have been made, click the “Update” button on the upper right hand corner of the screen.

Add Candidate Activity

Duplicate activity

Add Hours

****Note: This will Duplicate all the Data for 'C. Student tutoring', except date of Attendance, hours and Comments.**

Date of Attendance(Choose multiple dates if required.):

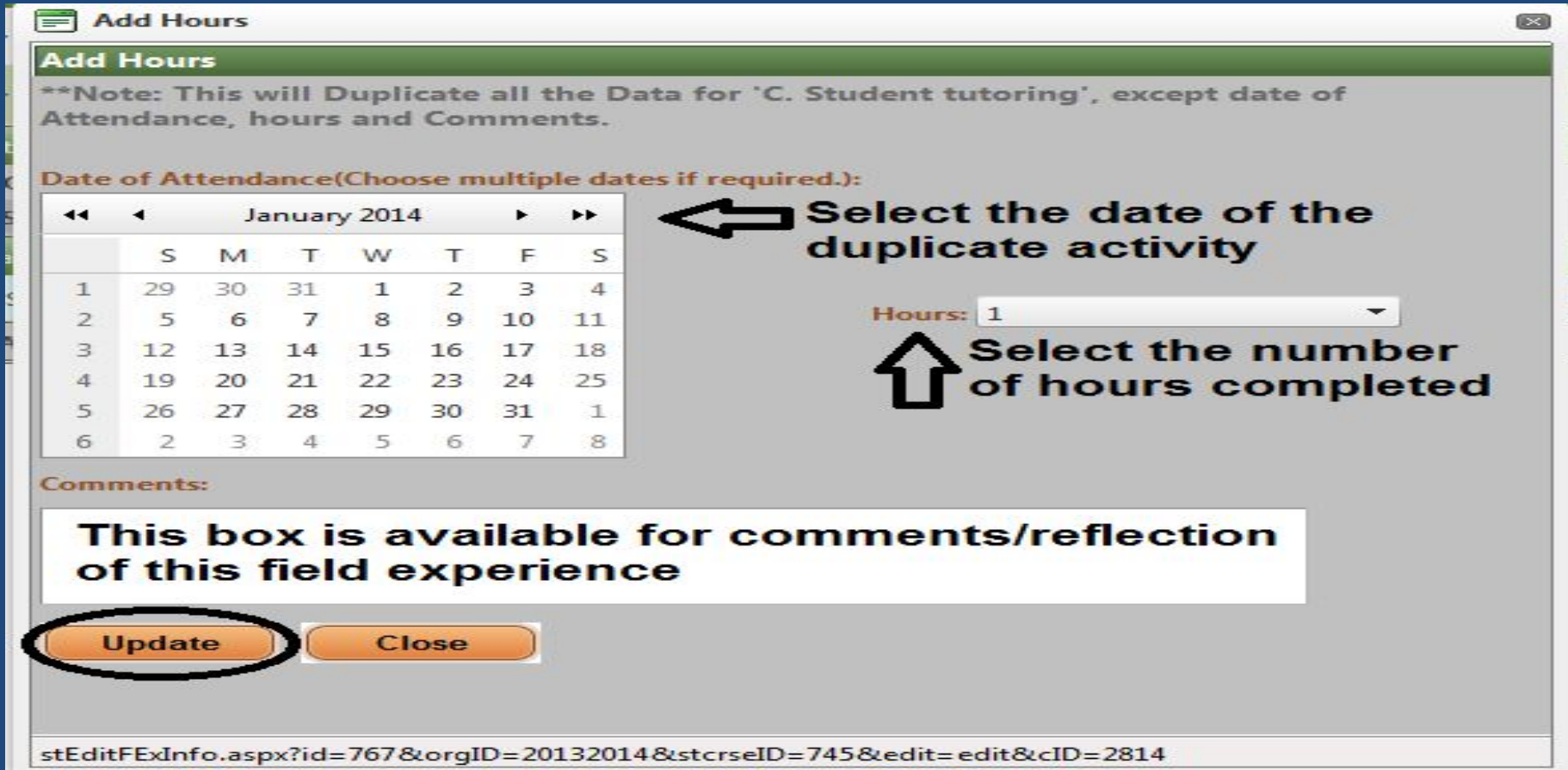
	S	M	T	W	T	F	S
1	29	30	31	1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	1
6	2	3	4	5	6	7	8

Hours:

Comments:

This box is available for comments/reflection of this field experience

stEditFExInfo.aspx?id=767&orgID=20132014&stcrseID=745&edit=edit&cID=2814



All field experience data will be duplicated except for the Date of Attendance, Hours, and Comments. Please be sure all other data should be duplicated before using this feature. Click "Update" to create a record of the field experience.

Course Status

- This tab enables you to view the status of each course. “In Progress” means that activities have been added to that course.

KFETS Kentucky Field Experience Tracking System

Course Status:

College	Course	Semester	School Year	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
University of Kentucky	A-E-576 Art in Middle Schools(30)	Spring	20122013	In Progress
University of Kentucky	A-E-577 Art in Secondary Schools (30)	Spring	20122013	In Progress
University of Kentucky	A-E-579 Arts and Humanities in Art Education(30)	Fall	20132014	In Progress

Quick Links

- » [Introduction](#)
- » [Choose Course\(s\)](#)
- » [Add Candidate Activity](#)

Reports

- » [Course Status](#)
- » [Detailed Summary](#)
- » [Help](#)



Course Status

Data may be filtered by College, Course, Semester, School Year, and/or Status.

The screenshot shows the KFETS interface with a table of course status data. A dropdown menu is open over the 'School Year' column, showing various filter options. The 'Contains' option is highlighted in orange.

College	Course	Semester	School Year	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="20122013"/>	<input type="text"/>
University of Kentucky	A-E-576 Art in Middle Schools(30)	Spring	20122013	
University of Kentucky	A-E-577 Art in Secondary Schools (30)	Spring	20122013	

Data may be filtered with the text boxes. For example: If you want to filter courses for the 2012-2013 year only, enter 20122013 into the School Year box and filter by selecting "Contains".

- NoFilter
- Contains**
- DoesNotContain
- StartsWith
- EndsWith
- EqualTo
- NotEqualTo
- GreaterThan
- LessThan
- GreaterThanOrEqualTo
- LessThanOrEqualTo
- Between
- NotBetween
- IsEmpty
- NotIsEmpty
- IsNull
- NotIsNull

Detailed Summary

This tab will contain all activities and the hours recorded for each. Click on your name to view a breakdown of the course(s) and the category for each recorded activity.

KFETS

Kentucky Field Experience Tracking System

Quick Links

Detailed Summary:
(Hours in Each Category)

All Years All Semesters Go

» [Introduction](#)

» [Choose Course\(s\)](#)

» [Add Candidate Activity](#)

Reports

» [Course Status](#)

» [Detailed Summary](#)

» [Help](#)

Student Name	Year	Semester	Engagement with Diverse Populations	Observations in Schools and related agencies	Student Tutoring	Interaction with Families of Students	Attendance at a school board and school based Council meeting	Participation in a professional learning community	Opportunities to assist teachers or other school professional	Other	Total
[Name]											
Test Record, Terri - University of Kentucky	20122013	Spring	2-Activities	1		3					4
Test Record, Terri - University of Kentucky	20132014	Fall	4-Activities	4	1		1				6
Test Record, Terri - Eastern Kentucky University - Transferred to University of Kentucky	20132014	Spring	1-Activities						1		1

Detailed Summary

Click on the arrow next to the course name to view demographics for that particular activity.

Detail Activity Report for: [Test_Record,Terri](#) for School Year: [20132014](#) and Semester: [Fall](#)

Close

Organization:

CourseNo	Semester	Category	Attended Date	Hours	State	District	School	Job Function	School Type	Teacher
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
> A-E-579 Arts and Humanities in Art Education(30)	Fall	B. Observations in schools and related agencies	01/07/14	3	In State	Allen County	Allen County Primary Center-5010	None	Public	Freda Rigsby
▼ A-E-579 Arts and Humanities in Art Education(30)	Fall	B. Observations in schools and related agencies	01/01/14	1	In State	Allen County		None		Mary Smith,
Grade	Race	Free	Special	Gifted	LEP	Comments				
	Asian,Hispanic/Latino	Free,Paid,Reduced								
> A-E-579 Arts and Humanities in Art Education(30)	Fall	C. Student tutoring								
> A-E-579 Arts and Humanities in Art Education(30)	Fall	E. Attendance at a school board and school- based council meeting	01/01/14	1	In State	Assembly Christian School-Lexington	Assembly Christian School-165027	SBDM Member	Private	

This is the Diverse Group Information selected or pulled from Infinite Campus(Categories B and G only) in the "Add Candidate Activity" section.

Detailed Summary

Click on the activities under “Engagement with Diverse Populations” to view details about the recorded hours. This shows the breakdown of the hour(s) for that one activity.

KFETS Kentucky Field Experience Tracking System

Detailed Summary:
(Hours in Each Category)

All Years All Semesters Go

Quick Links

- » [Introduction](#)
- » [Choose Course\(s\)](#)
- » [Add Candidate Activity](#)

Reports

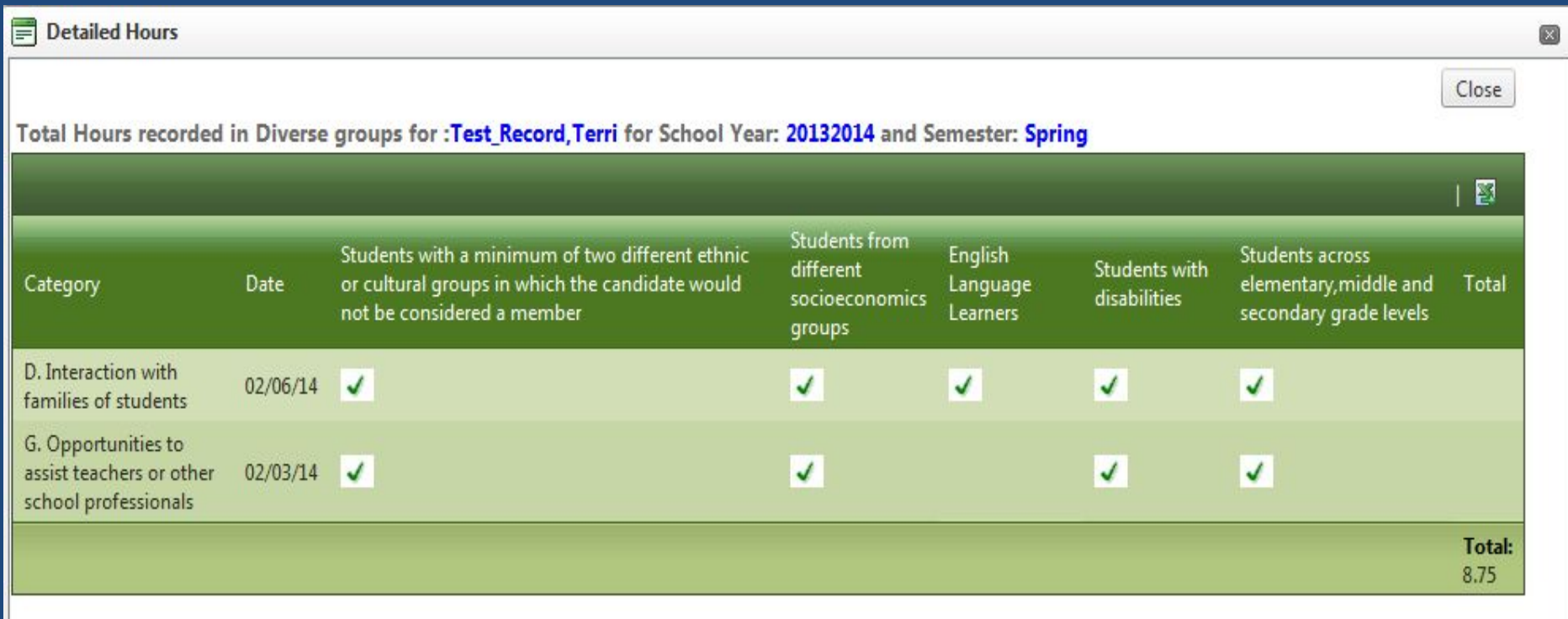
- » [Course Status](#)
- » [Detailed Summary](#)
- » [Help](#)

Student Name	Year	Semester	Engagement with Diverse Populations	Observations in Schools and related agencies	Student Tutoring	Interaction with Families of Students	Attendance at a school board and school based Council meeting	Participation in a professional learning community	Opportunities to assist teachers or other school professional	Other	Total
Test Record, Terri - University of Kentucky	20122013	Spring	2-Activities	1		3					4
Test Record, Terri - University of Kentucky	20132014	Fall	4-Activities	4	1		1				6
Test Record, Terri - Eastern Kentucky University - Transferred to University of Kentucky	20132014	Spring	1-Activities						1		1

click to View Hours in Diverse Groups

Detailed Summary

This box shows the breakdown of the diverse group information for the selected number of activities and hours.



The screenshot shows a window titled "Detailed Hours" with a "Close" button in the top right corner. Below the title bar, the text reads: "Total Hours recorded in Diverse groups for :Test_Record,Terri for School Year: 20132014 and Semester: Spring". The table below has a green header and two data rows. The first row is for "D. Interaction with families of students" on "02/06/14", and the second row is for "G. Opportunities to assist teachers or other school professionals" on "02/03/14". Both rows have checked boxes in the columns for "Students with a minimum of two different ethnic or cultural groups...", "Students from different socioeconomic groups", "English Language Learners", "Students with disabilities", and "Students across elementary, middle and secondary grade levels". A "Total: 8.75" is shown in the bottom right corner of the table area.

Category	Date	Students with a minimum of two different ethnic or cultural groups in which the candidate would not be considered a member	Students from different socioeconomic groups	English Language Learners	Students with disabilities	Students across elementary, middle and secondary grade levels	Total
D. Interaction with families of students	02/06/14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Opportunities to assist teachers or other school professionals	02/03/14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
							Total: 8.75

The checked boxes indicate the interactions with Diverse Groups within that field experience.

Exporting Data

Data may be exported to Excel from each of the following sections

Choose Course: Export course information to Excel by clicking the Excel icon 

Course Status: Export course status information to Excel by clicking the Excel icon 

Detailed Summary: Export activity summaries to Excel by clicking the Excel icon 