

Cooperative Training Department

Field Supervisor manual

Step 1

Login

The registration process is done through "New User" (if the user is new and their data has not been previously added)

Or Forgot password (if the user data has been added by the sub-unit)



Tasks performed by the field supervisor

- Uploading commencement
- Accepting field visit requests
- Attendance sheet.
- Evaluating students' periodic reports.
- Field supervisor's assessment of the student during training.

Task 1

• Uploading commencement

After the academic supervisor has linked the student with the field supervisor, the student or the field supervisor can upload the commencement report on the platform.

- Steps of Uploading commencement
- 1. Training period services



All students will receive a notification that they need to upload the commencement report as a file. Therefore, the academic supervisor must take action after reviewing the commencement.

Task 2

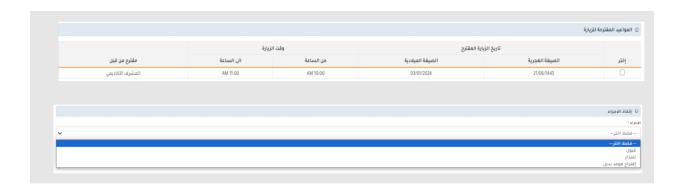
Requests for Scheduling a Field Visit for the Field Supervisor

The academic supervisor sends a visit request to the field supervisor at the entity by proposing a suitable time for the visit. The field supervisor then takes the appropriate action, such as accepting, declining, or proposing an alternative date.

Steps of Scheduling a Field Visit for the Field Supervisor

- 1. Services During the Training Period
- 2. Requests for Scheduling a Field Visit for the Field Supervisor
- 3. Review the proposal and take appropriate action.





<u>Note</u>: The proposal must be approved before the specified date. If the time has passed, the field supervisor will not be able to make a decision regarding the proposed date.

Task 3

Attendance Report for Students

The academic supervisor prepares the attendance report, which can be either weekly or monthly. Afterward, the field supervisor fills in the days of absence or the number of hours of delay.

Steps of filling out attendance sheet

- 1. Services During the Training Period
- 2. attendance sheet
- 3. Details





4. Select the period and fill out the form.



5. **Save**

Task 4

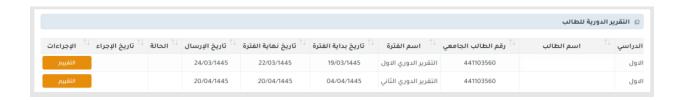
• Field Supervisor Evaluation of Student Report

The student submits periodic reports to the academic supervisor.

The field supervisor can view the report and evaluate the student.

- Steps of Evaluating students reports
- 1. Services During the Training Period
- 2. Field Supervisor Evaluation of Periodic Report
- 3. Select report





- 4. Setting appropriate assessment
- 5. Evaluation approval

Task 4

Field supervisor's assessment of the student during training

The field supervisor evaluates the student at the end of the training, noting that the field supervisor's evaluation represents 30% of the total evaluation of the cooperative training course in most colleges.

- Steps of Field supervisor's assessment of the student during training
- 1. Services During the Training Period
- 2. Field Supervisor Evaluation of Periodic Report
- 3. Details
- 4. Report approval



For more inquiries, please contact us via cctu@ksu.edu.sa