



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

خدمات فترة بداية التدريب

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.

خدمات فترة أثناء التدريب

طلبات جدولة زيارة ميدانية للمشرف الميداني

المواعيد المقترحة للزيارة						
مقترح من قبل	وقت الزيارة		تاريخ الزيارة المقترح		إختار	
	الى الساعة	من الساعة	الصفحة الميدانية	الصفحة الحجرية		
المشرف الأكاديمي	AM 11:00	AM 10:00	03/01/2024	21/06/1445	<input type="checkbox"/>	

إتخاذ الإجراء	
الرجاء *	
قبول	-- فضاء الخبز --
الرفض	-- فضاء الخبز --
الترحيل	الترحيل

Note: 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

خدمات فترة أثناء التدريب

كشف حضور الطلاب

الإجراءات	الفصل الدراسي	العام الأكاديمي	رقم الطالب الجامعي	اسم الطالب	#
التفاصيل	الفصل	1445			1

4. Select the period and fill out the form.

البيانات الرئيسية	
اسم الطالب *	اسم الفترة *
	النشهر 1
عدد ساعات التأخير *	عدد الغياب *
0	0
ملاحظات	عدد دقائق التأخير *
	0

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

خدمات فترة أثناء التدريب

تقويم المشرف الميداني للتقرير الدوري

التقرير الدورية للطالب									
الإجراءات	تاريخ الإجراء	الحالة	تاريخ الإرسال	تاريخ نهاية الفترة	تاريخ بداية الفترة	اسم الفترة	رقم الطالب الجامعي	اسم الطالب	الدراسي
التقييم			24/03/1445	22/03/1445	19/03/1445	التقرير الدوري الاول	441103560		الاول
التقييم			20/04/1445	20/04/1445	04/04/1445	التقرير الدوري الثاني	441103560		الاول

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

خدمات فترة أثناء التدريب

تقييم المشرف الميداني للطالب أثناء التدريب

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