

Cooperating Teacher Quick Guide

Using FieldX, a web-based evaluation system
from SimCare



You'll receive an email invitation when:

- A student requests to be placed at your site and lists you as their supervisor, or
- A Program Coordinator manually adds you to the program.

The invitation email comes from noreply@simcare.ai Subject: Welcome to SimCare. Check your spam/junk folders and if you still don't see the email, you can email hello@simcare.ai and they will resend your invite.

Click the link "Access Your Dashboard" in the email to activate your account and create your password.

When you log in for the first time, a profile setup modal will appear. This takes about 2 minutes and asks for your licensure and supervision details. Email mmarentes@corban.edu if you are unsure how to complete or answer any of the questions.

You can click Not Now to dismiss the modal, but it will keep appearing until your profile is saved. It only needs to be done once.

Once activated, your supervisor dashboard in FieldX (Fiend Experience) has four tabs:

Overview Tab: Your Progress tracking tiles and your student list. Select the Purple button under "Actions" to open all of their forms in the Tasks Tab.

Student	Program	Site	Actions
 Student Two	—	No site assigned	

Tasks Tab: All reports and forms awaiting your action. Sort by student or search name of assignment. As you complete forms they will move to the "Completed" tab.

Pending (62) In Progress (0) Completed (0) Rejected (0)				
Search tasks, students...		All Types	All Students	
ASSIGNMENT	TYPE	STUDENT	DATE	ACTIONS
Dispositions Assessment – CT	Form	Student Two	—	
CT Survey – All	Form	Student Two	—	
Lesson Observation Report – CT	Form	Student One	—	

My Site: Student rosters and site details *Please do not change*. Email mmarentes@corban.edu if there are any errors.

My Profile: Your professional credentials (CV, license type, supervision training, years licensed)

Please be aware that this system is new for Corban and so students and faculty are learning it alongside you. It was created to assist clinical counseling programs and so has features not applicable to our education program.

I am happy to assist you if you run into any problems and if you have suggestions for improvement, please reach out or add it to your CT survey.

Contact Megan Marentes (mmarentes@corban.edu) if you have difficulties with FieldX functions.