



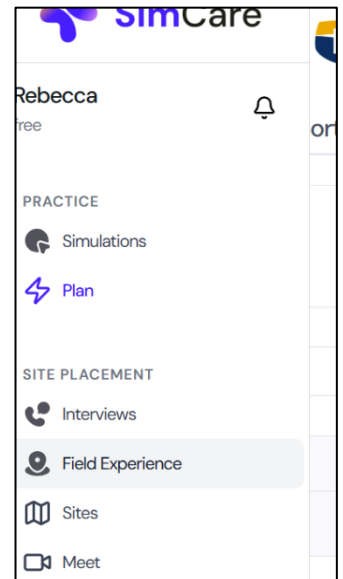
INSTRUCTIONS FOR OP I & II

I will invite you to FieldX directly by email. You will receive an email from SimCare with your login information. Go to simcare.ai and click “Get Started.”

Then, hover over the SimCare logo on the upper left corner to open the menu. At the bottom of the menu, click sign in, and use the login information from the email.

Ignore all SimCare aspects, those are for training counselors.

You will use the tab labelled “**Field Experience**” ONLY. This is found under the menu, under “Site Placement.” Click “Field Experience” and then “Start Paperwork.”



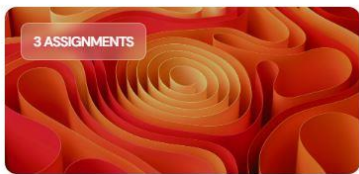
- Choose your academic term (Fall 2026), Track (certificate) Specialty (teacher prep)
- For “Site” put the school you are assigned to for this semester’s practicum requirement (from placement email).
- For “Supervisors”, select your Cooperating Teacher from the dropdown or search their name (from placement email). If you do not see your teacher listed, stop and email mmarentes@corban.edu
- Click “Submit Application.” It will then be reviewed before you can access the rest of the site.

Timesheet –

+ Add Hour Logs

Log your hours here after each time you go observe.

- Select the cohort/class
- Activity Type: select Observation under Education Program
- Fill out the time you were observing
- You shouldn’t need to change the site or supervisor information



EDU221L Observation Practicum II

Cohorts – Classes and all forms listed. Most are for your CT and Univ. Supervisor. Look for Assignment notifications on your class tile or on the right of the screen. If you are unsure what you need to do, refer to the responsibilities list.

My Sites – Site info, DO NOT change anything

Run Reports – Not applicable

My Dashboard – Profile & Activity Details

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

If you have any questions or issues with FieldX, please contact Megan Marentes at mmarentes@corban.edu.