

## Appendix A: Instructions for Electronic Submission of Evaluations Using the Alcea IPT (Intern Placement Tracking) System

Mentor teachers, teacher candidates, and faculty supervisors are able to complete evaluation forms related to the practicum using IPT.

### **Where to find IPT?**

The database is found online at [www.runiptca.com](http://www.runiptca.com)

### **How to log in?**

You will receive an email with your default username and password to use for your first login. **If you do not receive your default, please contact the Field Experience Coordinator.** After you successfully login, you will be prompted to create your own personal username and password. Please remember that the IPT system is **case sensitive**. Below is the information you will need for your login process:

1. Organizational ID: **mtroyaledu (this will not change)**
2. Username: **Use your default first and then you will be prompted to create your own**
3. Password: **Use your default first and then you will be prompted to create your own**

### **My forms**

To access the evaluation forms for your teacher candidate, click on **“My forms”**, then click **“View”** next to the desired form; then you can edit.

The screenshot shows the IPT system interface. At the top, there are navigation links for 'Home' and 'Mentor Teacher Detail'. Below this is the header 'MOUNT ROYAL UNIVERSITY - BACHELOR OF EDUCATION'. On the left side, there is a sidebar menu with 'My Forms (1)' highlighted, and options for 'Change Email & Phone' and 'Change Password'. The main content area shows 'Home > Form List' and 'Online Forms List For: [redacted]'. There is a checkbox for 'Hide Completed Forms' and a '[ Template ]' link. Below this is a table with the following data:

	[ Template ]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
<a href="#">View</a>	Field Experience Report Form	EDUC 1233 001	[redacted]	active	12-	MRU Professor	2015-02-04	
<a href="#">View</a>	Time Sheet	EDUC 1233 001	[redacted]	active	12-	Faculty Supervisor	2015-02-02	

Some sections of the form have checkboxes; others ask you to enter text. To enter text, click on the little square paper & pencil icon. 

Once you finish editing, you must click “save” at the bottom of the form; otherwise your work will be lost:

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.



Once a form is complete (at the end of the practicum), click the blue prompt to sign your name, and then you will be prompted to click “Submit”:

**Mentor Teacher Signature** (*[Mentor Teacher Name]*): [Click to sign Completed Document](#)

**Teacher Candidate Signature** (*[Teacher Candidate Name]*): [Click to sign Completed Document](#)

**Faculty Supervisor Signature** (*[Faculty Supervisor Name]*): [Click to sign Completed Document](#)

Sign this document by entering your name in the box below. Once you have signed here you will no longer be able to change fields in document.

[SUBMIT SIGNATURE](#)   [CANCEL](#)

Once you have completed this step, you will be no longer able to make changes unless you contact the Field Experience Coordinator and ask for the form to be reset. After you have submitted your signature, the teacher candidate and faculty supervisor will then receive prompts to sign.

If you are experiencing any issues or if you forget your username or password, please contact the Field Experience Coordinator, **Lori Barrett**, [lbarrett@mtroyal.ca](mailto:lbarrett@mtroyal.ca) or call **403-440-6701**.