



Build. Align. Validate. Generate.

Student User Guide

Students, Teacher Candidates, and Counselor Trainees

Step-by-step guide with annotated screens • October 2026 edition

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1. Welcome to RubricPort

RubricPort is where your institution collects your assessed work, returns your results, and keeps your professional evidence in one place. As a Student you use it to submit assignments to your Assessor, see your scored rubric and feedback, build a professional portfolio, and complete the Field Experience tasks that apply to your Program.

Your account shows only four areas, so the experience stays simple:

Area	What you do there
My Submissions	Complete onboarding, choose an assessment, submit work, request an elective, and read your results.
RubricPortfolio™	Build a small professional website of pages and evidence, then share it.
Field Experiences	Your Field Experience area only. Teacher Candidates see placement information, results, forms and surveys, Manual Assessments, journal notes, lesson plans, recorded field evidence, and Praxis scores. Counselor Trainees see their counseling placement and Weekly Hour Logs.
Support Center	Open your role guide or send a help ticket.

RubricPort Mobile Companion is a phone-friendly companion that uses the same account (Section 9).

GOOD TO KNOW You will only ever see your own work. Your institution is assigned automatically when you sign in, so there is nothing to choose.

2. Signing in

Your institution creates your account. You receive an email with a secure link to set your password the first time.

- 1 Open RubricPort using the address your institution gave you.
- 2 Enter your **Email** and **Password**. Select **Show** if you want to check what you typed.
- 3 Select **Sign In**. If you forget your password, choose **Forgot Password?** and follow the emailed link.

The screenshot shows a 'RubricPort Sign In' modal window. At the top right is a 'Close' button. Below the title, it says 'Sign in with your RubricPort account.' followed by the 'RubricPort™ SECURE PORTAL' logo. A message states 'Your institution is assigned automatically when you sign in.' The form contains an 'Email' field (callout 1), a 'Password' field (callout 2), a 'Show' button, a 'Forgot Password?' link (callout 3), and a 'Sign In' button (callout 4). A yellow progress bar is at the bottom.

The RubricPort sign-in window.

- 1 Your institutional email address.
- 2 Your password.
- 3 Forgot Password? — sends a secure reset link.
- 4 Sign In.

When you finish, select **Sign Out** in the upper-right corner of the header.

3. Required Student Onboarding

The first time you sign in, RubricPort asks you to finish two short steps before the full Student Portal opens: a one-time **Demographic Survey**, then the **Student Training Module**.

WHY THIS MATTERS Your institution uses the survey to look at outcomes fairly across groups, and the training makes sure everyone starts with the same understanding of the workflow. Survey answers are stored separately from your rubric scores and are never shown with your assessment results.

3.1 First-login Demographic Survey

- 1 Answer the questions. Only **Enrollment Status** (marked *) is required. Every other question includes **Prefer not to answer** where that applies.
- 2 Select **Submit Demographic Survey**. RubricPort confirms the survey is complete and activates Student Training.

Required Student Onboarding

Complete the one-time Demographic Survey first. RubricPort will then activate the Student Training Module. Both steps are required before accessing the Student workspace. Demographic responses are stored separately from rubric scores and assessment results.

1. First-Login Demographic Survey

Purpose of Demographic Information
This information is collected for aggregate analysis to examine the fairness of our assessments and determine whether assessment outcomes differ across demographic groups. The information will be used for assessment and program-improvement purposes. You may select **Prefer not to answer** for demographic items.

Age Range Select

Gender Identity Select

Race / Ethnicity Select

First-Generation College Student Select

Enrollment Status * Select

Employment Status Select

Submit Demographic Survey

Complete the first-login Demographic Survey to activate Student Training.

The first-login Demographic Survey.

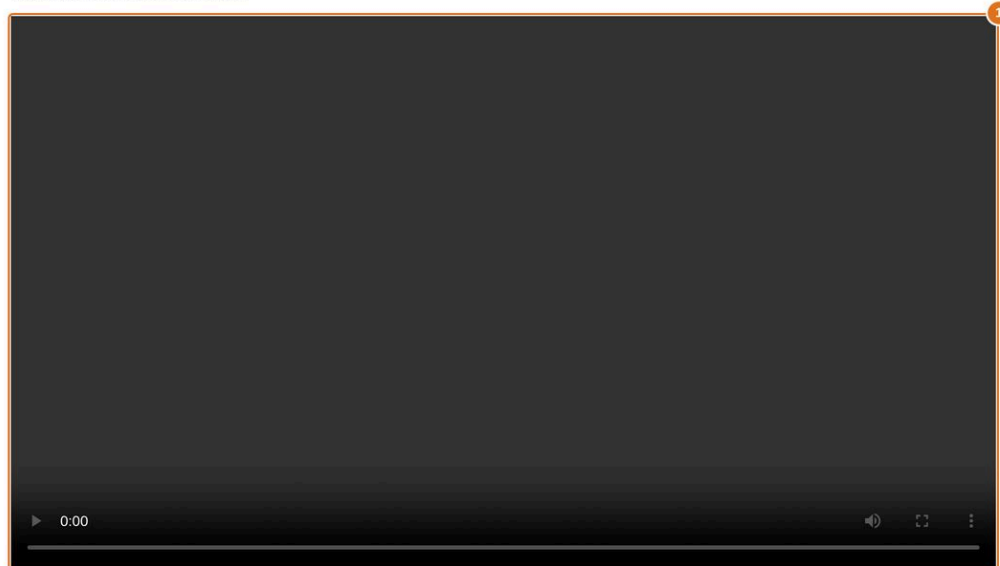
- 1 Enrollment Status — the only required answer.
- 2 Submit Demographic Survey.

3.2 Student Training Module

Watch the complete Student Platform Orientation video. Forward seeking and skipping are turned off, so plan to watch it from start to finish in one visit. The knowledge check stays hidden until the video ends.

2. Student Training Module 80% required

Watch the complete Student Platform Orientation video. Forward seeking is disabled. The knowledge check reflects the current Student workflow and remains hidden until the video finishes.



Watch the complete video to unlock the knowledge check. Forward seeking and skipping are disabled.

The Student Training Module before the video is finished.

- 1 The training video (playback speed is fixed and you cannot skip ahead).
- 2 Status message — the knowledge check unlocks when the video ends.

3.3 Knowledge check and certificate

- 1 When the video ends, ten multiple-choice questions appear. Choose one answer for every question.
- 2 Select **Submit Knowledge Check**. You need **80%** to pass.
- 3 If you score below 80%, RubricPort tells you your score. Review the video and try again.
- 4 After you pass, your **Onboarding & Training Record** shows **Complete** and the full Student Portal opens.

☐ The Demographic Survey and required Student Training
 ☐ A Program Report
 ☐ An Assessor certification

2. Where should a Student choose work that belongs to the required Program or an institution-assigned Manual Assessment?
☐ My Program Assessments or My Manual Assessments
 ☐ People & Access
 ☐ Analyze & Report
 ☐ Institutional Library

3. Before selecting Submit Assessment, what should the Student verify?
☐ Only the file name
 ☐ The correct assessment, Assessor, submission title, and required evidence
 ☐ The institution logo
 ☐ The browser theme

4. What happens when an Assessor approves an elective assessment request?
☐ The Student Primary Program changes
 ☐ Only the requested elective assessment becomes available; Program membership does not change
 ☐ Every assessment in that Program becomes available

Knowledge-check questions (first questions shown).

- 1 Select one answer for each question.

Onboarding & Training Record Complete

Demographic Survey: Completed · 10/08/2026, 5:58:56 PM

Student Training: Passed · 100% · 10/08/2026, 5:58:56 PM

[Download Training Certificate](#)

Demographic responses are stored separately and are not displayed with assessment results.

Your record after passing, with a downloadable certificate.

- 1 Download Training Certificate — a PDF of your Student Training certificate with your score, date, and certificate ID.

4. Your Student Portal

After onboarding, **My Submissions** opens to the Student Portal. Your name, Primary Program, and any Secondary Programs are filled in for you. You choose what to work on from two lists.

The screenshot shows the Student Portal interface. On the left, there are three input fields: 'Student Name' with the value 'Noah Patel', 'Primary Program' with the value 'Northstar Elementary Education' (marked with a red circle 1), and 'Secondary Program(s)' which is empty. Below these fields, there are two tabs: 'Elementary Education: Multiple Subjects. Score: 168' and 'Teaching Reading: Elementary. Score: 171'. On the right, there are two dropdown menus: 'My Program Assessments' with the value 'Choose a Program assessment' (marked with a red circle 2) and 'My Manual Assessments' with the value 'No assigned activities' (marked with a red circle 3).

The top of the Student Portal.

- 1 Primary Program — your required Program (for example, Northstar Elementary Education).
 - 2 My Program Assessments — assessments that belong to your Program.
 - 3 My Manual Assessments — activities your institution has assigned to you.
- **Program Assessments** come from your Program's curriculum. Each entry shows the assessment code, title, and Course ID.
 - **Manual Assessments** are one-off activities sent by an authorized Staff Assessor, sometimes with a send date and due date.
 - **Secondary Programs** appear only if your institution enrolled you in more than one Program.

5. Submitting your work

Choose an assessment from **My Program Assessments** and the **Begin Submission** section fills in the Program, assessment, and submission type for you. For example, the Instructional Planning Case Study is a File Upload.

- 1 Select the assessment in **My Program Assessments**.
- 2 When asked **Is this your final course in this Program?**, choose **Yes** or **No**. Choosing **Yes** may open a short Program Completer Survey.
- 3 Start typing your Assessor's last name and choose the matching Assessor.
- 4 Confirm the **Submission Title**, then choose your file or files (you can upload more than one).
- 5 Add an optional comment to your Assessor.
- 6 Choose the **Submission Stage: Final Submission**, or **Draft** if you want feedback before the final product.
- 7 Select **Submit Assessment**.

Begin Submission

After selecting an assessment above, complete the information below and submit your work to the assigned or selected assessor.

Program · A1 — Instructional Planning Case Study (EDU 4100) — Northstar Elementary Education
Submission Type: File Upload · Select the assessor.

Program Completion

Is this your final course in this Program?

- ☐ Yes
☐ No

Assessor

Priya Shah (pshah@northstar.demo)

Begin typing the assessor's last name, then choose the matching assessor.

Submission Title

Literacy Block Instructional Planning Case Study

Upload File(s) (multiple files supported)

Choose Files | Instructional_Planning_Case_Study.pdf

Comments to Assessor (optional)

This version includes my revised exit-ticket analysis.

Submission Stage

Final Submission

Choose Draft when work is being submitted for feedback before the final product.

Submit Assessment

Begin Submission for the Instructional Planning Case Study.

- 1 Assessor — type the last name, then choose the match.
- 2 Submission Title.
- 3 Upload File(s) — multiple files are supported.
- 4 Comments to Assessor (optional).
- 5 Submission Stage — Final Submission or Draft.
- 6 Submit Assessment.

GOOD TO KNOW Depending on the assessment, the response area can be File Upload, Text Response, Journal Entry, Video Submission, or a combination such as File + Text. RubricPort shows only the choices that match the assessment you picked.

IMPORTANT Check the assessment, Assessor, title, and files before you submit. You can delete a submission only while it is still unassessed (see Section 7).

6. Requesting an elective

Electives are assessments outside your required Program. You request one, and an Assessor approves it. Approval unlocks only that assessment; it does not change your Primary Program or add you to the elective's Program.

- 1 Select **Request an Elective**.
- 2 Choose the elective rubric and the **Assessor Approver**, and add a note if you like.
- 3 Select **Send Request to Assessor**.
- 4 When approved, the elective appears in **Electives**, and you submit it the same way as any assessment.

Elective Assessment Access

Electives are courses outside your required Program curriculum that you choose to request. Your request must be approved before the elective assessment becomes available. Once approved, it will appear in the **Electives** dropdown below for submission.

1

Request an Elective

2

Electives

Choose an elective

Request an Elective

Elective

Choose an elective

Assessor Approver

Choose assessor

Reason / Note (optional)

3

Send Request to Assessor

Cancel

Next step: Choose an available elective assessment and an Assessor Approver. Add a note if needed, then select **Send Request to Assessor**. After approval, the assessment will appear under **Electives** for submission. Your Program membership will not change.

Elective Assessment Access.

- 1 Request an Elective.
- 2 Choose the elective rubric.
- 3 Send Request to Assessor.

7. My Submissions & Results

Everything you have submitted appears under **My Submissions & Results**, newest first. Each record shows its status, the Assessor, the course, and the dates.

My Submissions & Results

Search

SUB-0002

Status

All Statuses

Clear

Onboarding & Training Record

Complete

Demographic Survey: Completed · 10/08/2026, 5:58:56 PM

Student Training: Passed · 100% · 10/08/2026, 5:58:56 PM

[Download Training Certificate](#)

Demographic responses are stored separately and are not displayed with assessment results.

Showing 1–1 of 1 matching record(s) · 4 total

Instructional Planning Case Study

Assessed

Submission: SUB-0002 · Assessor: Priya Shah · Access: Program · Stage: Final · Type: File Upload · Course: EDU 4100 · Submitted: 10/08/2026, 5:59:20 PM · Assessed: 10/08/2026, 5:59:24 PM

Overall Score: 3.5

Rubric Row	Rating	Score	Assessor Comment
C1 — Planning for Learners	Proficient	3	Clear alignment between learner data, goals, and instruction.
C2 — Assessment and Evidence	Advanced	4	Exit-ticket evidence is used well to adjust next-day instruction.

Overall Assessor Comments:

thoughtful, well-organized case study. Next step: add explicit vocabulary supports and a mid-week checkpoint, as you noted in your reflection.

Assessment complete. This result is finalized.

A scored submission with rubric ratings and Assessor feedback.

- 1 Search by assessment, submission ID, course, or Assessor.
- 2 Status badge — Submitted, Awaiting Assessment, or Assessed.
- 3 Overall Score.
- 4 Rubric Row table — your rating, score, and the Assessor's comment for each criterion.
- 5 Overall Assessor Comments.

Status	What it means
Submitted / Awaiting Assessment	Your Assessor has not scored it yet. You may delete it while it is unassessed.
Assessed	The Assessor saved a score. The result is finalized and cannot be deleted.
Resubmission Requested	Your Assessor asked for a revised version. Submit it as a new attempt.

GOOD TO KNOW Some assessments create a linked record for you automatically — for example, a Professional Dispositions Assessment appears as its own item awaiting your Assessor's review.

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8. RubricPortfolio™

RubricPortfolio™ lets you build a small professional website. Your **Portfolio Title** and **Professional Introduction** become the Home page, and each page you add appears in the viewer's menu automatically.

Step 1 — Home Page

RubricPortfolio™ Professional Portfolio

Build a professional portfolio as a small website. Your Portfolio Title and Professional Introduction are the Home page. Added pages appear automatically in the viewer's page menu.

1. Home Page

Portfolio Title 1
Noah Patel — Elementary Teaching Portfolio

Professional Introduction 2
I am an elementary teacher candidate at Northstar State University focused on literacy instruction and data-informed planning.

3 Start New Portfolio

Start by entering a Portfolio Title and Professional Introduction, then save.

Portfolio title and professional introduction.

- 1 Portfolio Title.
- 2 Professional Introduction.
- 3 Start New Portfolio — you can keep more than one portfolio.

Step 2 — Add a page

Choose a starting layout (Professional Reflection, Instructional Showcase, Field Experience, Evidence Gallery, or Blank Canvas), name the page, and describe what it shows. RubricPort numbers pages for you.

2. Add Portfolio Page

Choose a visual starting layout. RubricPort numbers pages automatically in the order you add them; students never type page numbers.

Professional Reflection
Reflection, growth, and professional learning.

Instructional Showcase
Hero media, lesson context, captions, and evidence.

Field Experience
Placement context, photos, reflection, and practice evidence.

Evidence Gallery
Artifacts, media, and verified evidence.

Blank Canvas
A flexible page with no suggested emphasis.

Page Title
Instructional Planning

Page Icon (optional)
None Book Idea Star Graduation Photo Video
or upload your own icon/image
Choose File No file chosen

Description
This page shows how I used pre-assessment data to plan a differentiated third-grade literacy block.

Add Page Page Preview

Adding a portfolio page.

- Layout cards.
- Page Title.
- Page Icon — pick one or upload your own.
- Description — what the page shows and why the evidence matters.
- Add Page.
- Page Preview.

Step 3 — Manage pages and add evidence

Select a page to add pictures, video, documents, and verified RubricPort assessment evidence. Verified evidence is copied from your finished, assessed work and can include or omit your Assessor's feedback.

3. Manage Portfolio Pages

Choose a page from the list. Only the selected page is shown below, with separate controls for pictures, video, documents/evidence, and verified RubricPort assessment evidence.

Portfolio Page Select portfolio page

No portfolio pages yet. Use Add Portfolio Page above.

Choose a page to manage.

- Portfolio Page selector.

Steps 4 and 5 — Save, preview, and share

4. Save & Preview Entire Portfolio

Save your current portfolio, then preview the Home page, Table of Contents, individual pages, and uploaded evidence before sharing.

Save Portfolio

Preview Entire Portfolio

Save and preview the whole portfolio before sharing.

- 1 Save Portfolio.
- 2 Preview Entire Portfolio.

5. Share Finished Portfolio

Build and preview first; share only when the portfolio is ready.

Share with Institutional Assessor

Select an Assessor

Only active Assessors at your current institution are available.

Share with Assessor

Share Externally

Create a secure no-login URL for an outside recipient.

Recipient Name

Outside reviewer name

Recipient Email

reviewer@example.org

Expiration (optional)

mm/dd/yyyy, --:--:--

☒ Include verified assessment evidence in the external share

Share Entire Portfolio Externally

Sharing options.

- 1 Choose an Assessor at your institution.
- 2 Share with Assessor — sends a secure link to that Assessor's RubricPort account.
- 3 Outside recipient's name.
- 4 Outside recipient's email.
- 5 Optional expiration date and time.
- 6 Share Entire Portfolio Externally — creates a no-login link.

WHY THIS MATTERS Share only when the portfolio is ready. Outside links need no account, so choose an expiration date for links you do not want to stay open, and remember you can revoke a share later.

9. RubricPort Mobile Companion

RubricPort Mobile Companion is a phone-friendly companion at **app.rubricport.com/mobile**. Open it from the **RubricPort Mobile** card in your Student Portal, or scan the QR code with your phone, then sign in with the same RubricPort email and password. On a phone you can also choose **Add to Home Screen / Install App**.

RubricPort Mobile

Use RubricPort Mobile for phone-friendly Student / Teacher Candidate tools, including Field Experiences and Video Evidence.

Open RubricPort Mobile

<https://app.rubricport.com/mobile>

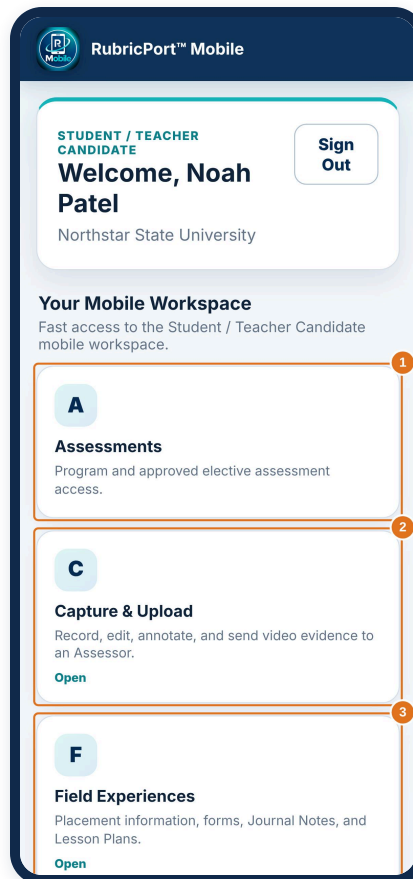
On a phone, you can also choose Add to Home Screen / Install App after opening RubricPort Mobile.



Scan with your phone

The RubricPort Mobile card in the Student Portal.

- 1 Open RubricPort Mobile (or scan the QR code).



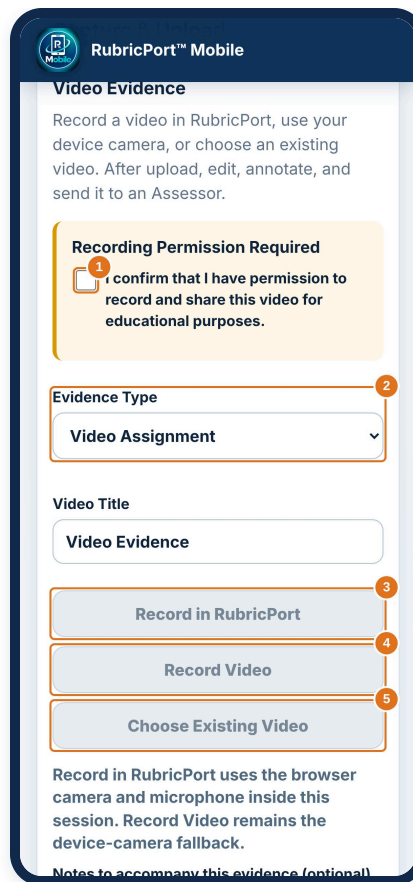
Your Mobile Workspace.

- 1 Assessments — your Program and approved elective assessments.
- 2 Capture & Upload — record, edit, annotate, and send video evidence to an Assessor.
- 3 Field Experiences — the tools for your Field Experience area.

If you are a...	Mobile Field Experiences shows
Teacher Candidate	Record Field Evidence, Journal Notes, Lesson Plans, and Placement & Forms.
Counselor Trainee	Professional Counseling Hours (Weekly Hour Logs) and Placement & Forms.

9.1 Record or upload a video

- 1 Open **Capture & Upload**.
- 2 Check **I confirm that I have permission to record and share this video for educational purposes**.
- 3 Choose an **Evidence Type** — Video Assignment, Presentation / Performance, Teaching / Observation, or Other Video Evidence.
- 4 Enter a **Video Title**.
- 5 Choose **Record in RubricPort** to use your camera and microphone right in the app, **Record Video** as a device-camera fallback, or **Choose Existing Video** to upload a file you already have.
- 6 Add optional notes for your Assessor, then select **Upload Video**.



Capture & Upload — before recording.

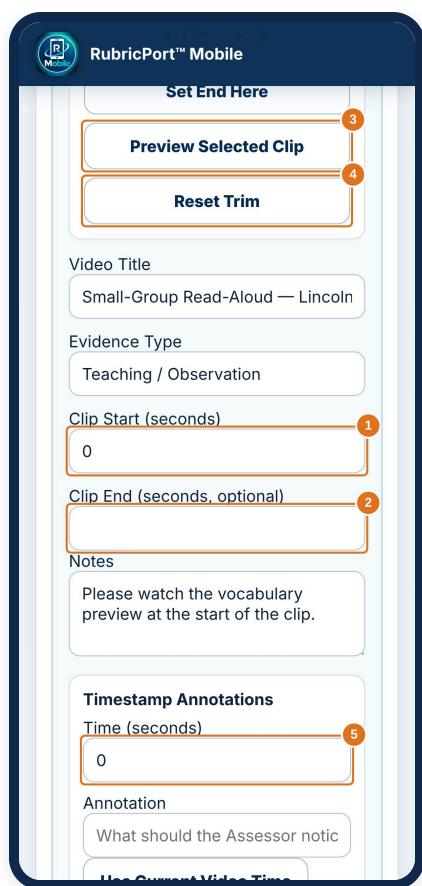
- 1 Recording permission confirmation.
- 2 Evidence Type.
- 3 Record in RubricPort.
- 4 Record Video.
- 5 Choose Existing Video.

GOOD TO KNOW **Choose Existing Video** may not always appear — your institution can turn this option off. If it is missing, use one of the two recording options instead.

9.2 Edit and annotate — non-destructive

Select **Edit & Annotate** on an uploaded video. Your original recording is never changed. Trimming only marks which part your Assessor sees, and you can reset it at any time.

- 1 Play the video, then set the clip start and end to mark what your Assessor should see. Select **Preview Selected Clip** to check it, or **Reset Trim** to start over.
- 2 Add a **Timestamp Annotation**: enter a time in seconds (or use the current video time), write what the Assessor should notice, and select **Add Annotation**.
- 3 Repeat for as many moments as you want to flag.
- 4 Save your video edits.

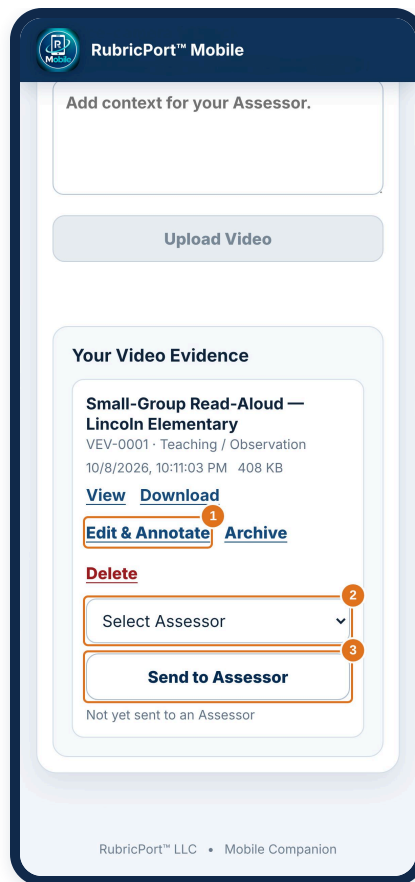


The non-destructive video editor.

- 1 Clip Start.
- 2 Clip End.
- 3 Preview Selected Clip.
- 4 Reset Trim.
- 5 Timestamp annotation time.

9.3 Send it to an Assessor

- 1 Choose the Assessor from **Select Assessor**.
- 2 Select **Send to Assessor** and confirm.
- 3 RubricPort sends your Assessor a secure link to the video and its annotations, and the video shows its sent status.



Your Video Evidence list.

- 1 Edit & Annotate.
- 2 Select Assessor.
- 3 Send to Assessor.

Action	What it does
View / Download	Watch or save your own copy. Download can be turned off by your institution.
Edit & Annotate	Adjust the trim and annotations at any time — even after sending.
Archive	Remove from your active list without deleting it.
Delete	Permanently remove an unsent video. Sent videos can be archived but not deleted.
Send to Assessor	Share the current version with the same or a different Assessor.

IMPORTANT Once a video has been sent, it can no longer be deleted — only archived. Review your trim and annotations before sending.

10. Field Experiences

Field Experiences is role and Program specific. You see only the area that applies to you — **Teacher Candidate** or **Counselor Trainee** — never the other area.

10.1 Teacher Candidates

Teacher Candidate Field Experiences

View your placement information and field-experience evaluation results. Forms, surveys, and Self-Assessments appear here only after a Staff Assessor sends them to you. The tools shown here are based on your assigned Field Experience area.

1
Placement School: Lincoln Elementary School · Clinical Educator: Ms. Rachel Turner · Clinical Supervisor: Dr. Helen Brooks

2

My Field Experience Results

No field-experience evaluation results are available yet.

3

Assigned Forms & Surveys

No forms or surveys are currently assigned.

4

Assigned Manual Assessments

Manual Assessments sent by an authorized Staff Assessor appear here. Use Complete Assessment to open the required response workspace.

No Manual Assessments are currently assigned.

Journals & Lesson Plans

Submit these items on your own. RubricPort automatically routes them to the Clinical Supervisor on your active placement.

Journal Notes to My Clinical Supervisor

Journal Note Title

Journal Note

Journal Note

Enter your field-experience journal note

Teacher Candidate Field Experiences.

- 1 Your placement — school, Clinical Educator, and Clinical Supervisor.
- 2 My Field Experience Results — released evaluation results.
- 3 Assigned Forms & Surveys.
- 4 Assigned Manual Assessments.

Submit journal notes and lesson plans yourself. RubricPort routes each one to the Clinical Supervisor on your active placement.

Journals & Lesson Plans

Submit these items on your own. RubricPort automatically routes them to the Clinical Supervisor on your active placement.

Journal Notes to My Clinical Supervisor

Journal Note Title

Journal Note

Journal Note

Enter your field-experience journal note

Send Journal Note to Clinical Supervisor

No journal notes submitted yet.

Lesson Plans to My Clinical Supervisor

Lesson Plan Title

Lesson Plan

Lesson Plan File

Journals & Lesson Plans.

- 1 Journal Note Title.
- 2 Journal Note.
- 3 Send Journal Note to Clinical Supervisor.
- 4 Lesson Plan Title.
- 5 Lesson Plan File.
- 6 Notes (optional).
- 7 Lesson Plan Stage — Draft or Final.

Recorded Field Evidence lists the field videos you uploaded or recorded in RubricPort Mobile Companion. **My Praxis Scores** shows the Praxis tests and scores your institution has received from ETS.

My Praxis Scores

View the Praxis test name and score your institution has received for you.

Praxis Test	Score
Elementary Education: Multiple Subjects	168
Teaching Reading: Elementary	171

My Praxis Scores.

- 1 Praxis test and score.

GOOD TO KNOW In the Teacher Candidate area, Students are called Teacher Candidates and supervisors are called Clinical Supervisors. Evaluations are sent to supervisors by secure link, so they do not need a RubricPort login.

10.2 Counselor Trainees

Counselor Trainees with an active Professional Counseling placement see **Counselor Trainee Weekly Hour Logs**. You can enter logs on the desktop or in RubricPort Mobile Companion.

Counselor Trainee Field Experiences

View your placement information and field-experience evaluation results. Forms, surveys, and Self-Assessments appear here only after a Staff Assessor sends them to you. The tools shown here are based on your assigned Field Experience area.

Counselor Trainee Placement / Site: Riverside Community Counseling Center · **Program:** Northstar M.A. Clinical Mental Health Counseling · **Site Supervisor:** Dr. Marcus Allen · **Instructor/Assessor:** Grace Kim

Counselor Trainee Weekly Hour Logs

Enter your Field Experience days and hours. Placement / Site, Site Supervisor, Instructor/Assessor, Program, Term, and Group come from your saved Counselor Trainee placement. Course ID is not part of the placement record.



RubricPort Mobile Companion: Counselor Trainees use the Mobile Companion for Weekly Hour Log / Timesheet entry.



Northstar M.A. Clinical Mental Health Counseling · Riverside Community Counseling Center
Site Supervisor: Dr. Marcus Allen · University Supervisor / Instructor-Assessor: Grace Kim · Semester / Term: Fall 2026 · Group: Practicum A

New Weekly Hour Log

PCT-0001 · Awaiting Site Supervisor Approval · Fall 2026

Week 5 · 2026-09-28 to 2026-10-02 · Practicum · Direct 6.5 · Indirect 5.5 · Total 12

Review Hours

PCT-0002 · Draft · Fall 2026

Week 6 · 2026-10-05 to 2026-10-09 · Practicum · Direct 6.5 · Indirect 5.5 · Total 12

Review Hours Edit Weekly Hour Log

Assigned Forms & Surveys

No forms or surveys are currently assigned.

Counselor Trainee Field Experiences.

- 1 Your counseling placement — site, Program, Site Supervisor, and Instructor/Assessor.
- 2 New Weekly Hour Log.
- 3 Your submitted and draft Weekly Hour Logs.
- 1 Select **New Weekly Hour Log**.
- 2 Choose the saved placement and your Practicum, Internship 1, or Internship 2 experience stage.
- 3 Enter the week number and date range, and the hours for the approved Direct, Indirect, and Supervision activities.
- 4 Review the weekly totals, professional development, and descriptions.
- 5 Save a draft, or select **Submit to Site Supervisor**.

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Counselor Trainee Weekly Hour Logs

Enter your Field Experience days and hours. Placement / Site, Site Supervisor, Instructor/Assessor, Program, Term, and Group come from your saved Counselor Trainee placement. Course ID is not part of the placement record.



RubricPort Mobile Companion: Counselor Trainees use the Mobile Companion for Weekly Hour Log / Timesheet entry.



Northstar M.A. Clinical Mental Health Counseling · Riverside Community Counseling Center
Site Supervisor: Dr. Marcus Allen · University Supervisor / Instructor-Assessor: Grace Kim · Semester / Term: Fall 2026 · Group: Practicum A

New Weekly Hour Log

New Counselor Trainee Weekly Hour Log

Use the approved Program hour categories. The Site Supervisor approves each submitted weekly log through the secure no-login link.

Cancel

Placement: Northstar M.A. Clinical Mental Health Counseling · Riverside Community Counseling Center · Fall 2026

Program: Northstar M.A. Clinical Mental Health Counseling · **Semester / Term:** Fall 2026 · **Group:** Practicum A
Site: Riverside Community Counseling Center · **Site Supervisor:** Dr. Marcus Allen · **University Supervisor / Instructor-Assessor:** Grace Kim

Week 2 From To Experience Select

Activity (Direct)	Number of Hours	Activity (Indirect)	Number of Hours	Activity (Supervision Indirect)	Number of Hours
1. Individual Counseling		8. Record Keeping & Report Writing		14. Individual Site Supervision	
2. Group Counseling		9. Recording Review		15. Site Group Supervision	
3. Family/Couples Counseling		10. Professional Development (list below)		16. University Group Supervision	
4. Consultation		11. Clinical Meetings/Other Meetings			
5. Prevention		12. Session Planning or Preparation			

A new Weekly Hour Log.

- 1 Placement details from your active placement.
- 2 Week and date range.
- 3 Activity hours.
- 4 Submit to Site Supervisor.

The Site, Program, Course ID, Site Supervisor, and Instructor/Assessor come from your active placement. You do not re-enter or change those routing details on the weekly log.

Your Site Supervisor reviews each submitted Weekly Hour Log through a secure no-login link. If it is returned for correction, revise it and submit it again. After Site Supervisor approval, the assigned Instructor/Assessor reviews and completes the record. Approved hours roll into the Semester Summary Hour Log.

RubricPort™ Mobile

Hour Log

Placement 1

Week # 2

From 3

To

Experience 4

Direct

- 1. Individual Counseling
- 2. Group Counseling
- 3. Family/Couples Counseling
- 4. Consultation
- 5. Prevention

The Weekly Hour Log in RubricPort Mobile Companion.

- 1 Placement.
- 2 Week number.
- 3 Date range.
- 4 Experience stage.

11. Getting help

Open **Support Center** for the current guide for your role and to send a help ticket.

User Guides

Download the RubricPort guide for your role.

[Download Student User Guide \(PDF\)](#)

User guides.

- 1 Your role's user guide.

Support Center

Submit a RubricPort help ticket. The ticket is saved with the current institution and signed-in user account.

1

Subject

Brief description of the issue

2

Category

General

3

Priority

Normal

4

Description

Describe what happened, what you expected, and any error message.

5

Attachment (optional, up to 10 MB)

Choose File No file chosen

6

Submit Help Ticket

Refresh Tickets

Ready.

Send a help ticket.

- 1 Subject.
- 2 Category.
- 3 Priority.
- 4 Description — what happened and what you expected.
- 5 Optional attachment (up to 10 MB).
- 6 Submit Help Ticket.

Quick answers

If...	Try this
The portal will not open after sign-in	Complete Required Student Onboarding: the Demographic Survey, the Student Platform Orientation video, and the knowledge check.
I cannot find my assessment	Confirm your Primary Program; electives require Assessor approval.
I do not see Weekly Hour Logs	They appear only for Counselor Trainees with an active Professional Counseling placement.
I see the wrong Field Experience area	Contact your Administrator; your area follows your Primary Program.
A Weekly Hour Log was returned	Open the returned log, make the requested correction, and submit it to the Site Supervisor again.
My Assessor is not listed	Type the last name slowly and choose from the active Assessor list.
I need to change a submission	Delete it while it is still unassessed, then submit again.
Something looks wrong	Send a Support Center ticket and include a screenshot when possible.